Celebrating 60 Years 1957-2017

Agenda

	/ igcrida	
Call t	o Order	
Natio	nal Anthem	
1.0	Additions to the Agenda	
2.0	Adoption of Agenda	
3.0	Corrections or Amendments: 3.1. July 19, 2017, Regular Meeting of Council Minutes	3-7
4.0	Adoption of: 4.1. July 19, 2017, Regular Meeting of Council Minutes	
5.0	Proclamation 5.1. International Youth Day – August 12, 2017	8
6.0	Delegations / Administrative Updates 6.1. <u>Second Quarter Financial Update (Mr. McMillan)</u>	
7.0	Decision Items	Pages 9-91
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-	7.2. "2017 Drayton Valley Zombie Run" Insurance	12-14
_	7.3. October 2017 Regular Meeting of Council	15-19
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_	7.5. Advance Vote for the 2017 General Municipal Election	25-29
-	7.6. Incapacitated Elector at Home Voting for the 2017 General Municipa Election	al 30-34
_	7.7. Weed Inspector Appointment	35-37
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_	7.9. Bylaw 2017/09/D - Amendment to Land Use Bylaw Amending Bylaw 2012/5/D (Retail Liquor Store) Presented for First Reading	44-53
_	7.10. Deby Land (NE 8-49-7-W5M) Area Structure Plan Bylaw 2017/07/D Presented for First Reading	54-77
_	7.11. Accountability and Transparency Policy C-01-17 and Public Consultation and Communication Policy A-04-17	78-91
8.0	Department Reports	
		nya Wriggleswort
=	<u> </u>	nette Driessen

_	8.3. Economic Development	Eric Burton
_	8.4. Emergency Services	Fom Thomson
_	8.5. Administration	
	<u> </u>	Γyler Russell
_	CAO Report	Dwight Dibben
0.0	Coursell Demonts	
9.0	Council Reports	
_	9.1. Councillor Long	
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	9.3. Councillor Fredrickson	
_	9.4. Councillor Wheeler	_
_	9.5. Councillor Bossert	
_	9.6. Mayor McLean	
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10.0_	Information Items	Pages 92-109
	10.1. Drayton Valley and Area Legacy Society Minutes – July 2017	93-94
	10.2. Councillor Wheeler's Conference Report – Renewable Cities 2017	95-100
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_		-

11.0 Adjournment

Town of Drayton Valley Regular Council Meeting



Wednesday, July 19, 2017 9:00 a.m. Council Chambers

Meeting Minutes

THOSE PRESENT:

Mayor McLean
Councillor Bossert
Councillor Doerksen
Councillor Long
Councillor Wheeler

Dwight Dibben, Chief Administrative Officer Pam Livingston, Director of Corporate Services

Sonya Wrigglesworth, Acting Director of Engineering and Development

Tom Thomson, Director of Emergency Services

Lola Strand, Acting Director of Community Services

Kevin McMillan, Senior Financial Officer Rita Bijeau, Executive Assistant Tyler Russell, Communications and Marketing Coordinator Chandra Dyck, Legislative Services

Coordinator

Jennifer Martin, Planning & Development

Officer
Vishal Sharma, Network & Systems

Administrator

Laine Mitchell, CIBW Radio

Justine Kimoden, Drayton Valley Western Review

ABSENT:

Deputy Mayor Fredrickson Eric Burton, Economic Development Officer

CALL TO ORDER

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

1.0 Additions to the Agenda

There were no additions or deletions to the Agenda.

2.0 Adoption of Agenda

RESOLUTION #121/17

Councillor Wheeler moved to adopt the July 19, 2017, Regular Meeting of Council Agenda as presented.

CARRIED

3.0 Corrections or Amendments:

3.1. <u>June 28, 2017, Regular Meeting of Council Minutes</u> Councillor Bossert noted a correction to Item 7.4.

4.0 Adoption of:

4.1. June 28, 2017, Regular Meeting of Council Minutes

RESOLUTION #122/17

Councillor Long moved to adopt the June 28, 2017, Regular Meeting of Council Minutes as corrected.

CARRIED

Regular Meeting of Council Minutes of July 19, 2017 Page 2 of 5

5.0 Delegations

5.1. RCMP Stats – June 2017 – S/Sgt. Callihoo

S/Sgt. Callihoo provided Council with a report on activities for the month of June 2017 as well as year to date statistics.

6.0 Decision Items

6.1. Colour Run 5 Km Road Closure Request

RESOLUTION #123/17

Councillor Long moved that Council allow the use of Town sidewalks and trails for the Anytime Fitness Colour Run and that 52 Avenue, between 50 Street and 51 Street, be closed for the event on September 2, 2017, between 12:00 p.m. and 4:00 p.m.

CARRIED

6.2. Repeal of Bylaws: Election Ballot Bylaw 2008/06/A, Election Voting Station Bylaw 2008/07/A

RESOLUTION #124/17

Councillor Bossert moved that Council repeal Election Ballot Bylaw 2008/06/A, effective immediately.

CARRIED

RESOLUTION #125/17

Councillor Bossert moved that Council repeal Election Voting Station Bylaw 2008/07/A, effective immediately.

CARRIED

6.3. Adoption of 50th Street East (W 4-49-7-W5M and NW 33-48-7-W5M) Area Structure Plan, Presented for First Reading of Bylaw No. 2017/06/D

RESOLUTION #126/17

Councillor Doerksen moved that Council give First Reading to 50th Street East (W 4-49-7-W5M and NW 33-48-7-W5M) Area Structure Plan Bylaw No. 2017/06/D, as presented.

CARRIED

Councillor Bossert exited the meeting at 9:33 a.m.

Councillor Bossert returned to the meeting at 9:33 a.m.

6.4. Subdivision Application DV/17/01

RESOLUTION #127/17

Councillor Wheeler moved that Council approve Subdivision Application DV/17/01 subject to the six conditions noted below:

- 1. The Developer is to engage an Alberta Land Surveyor to prepare a plan of subdivision for registration at Land Titles Office subject to the attached subdivision drawing dated April 20, 2017.
 - Please instruct your surveyor to use the Town's block numbering system.
 - If the property is to be sold or mortgaged in the near future, it might be advisable to have the surveyor do a Real Property Report when they visit the site to deal with the subdivision. However, that is not a condition of subdivision approval.
- 2. The landowners shall register "Party Wall Agreements" concurrently with the subdivision.

Regular Meeting of Council Minutes of July 19, 2017 Page 3 of 5

- 3. The Developer is to pay any offsite levies required by the Town of Drayton Valley's Bylaw.
- 4. The Developer is to contact the utilities (Fortis & ATCO Gas) to determine whether any new utility services and/or easements are required, and provide written confirmation from the utilities that any necessary arrangements have been made.
- 5. The Developer is to pay any outstanding taxes owing on the property to the Town.
- 6. The Developer is to pay an endorsement fee of \$100 per lot two (2) lots for a total of \$200) to West Central Planning Agency when the plan is submitted for endorsement.

CARRIED

6.5. Community Event Grant – Third Quarter Allocation

RESOLUTION #128/17

Councillor Doerksen moved that Council award Drayton Valley and District Agricultural Society Bench Show/Farmer's Market/Tractor Pull a total of \$1,500.00; \$1,000.00 for the Bench Show and \$500.00 for the Tractor Pull.

CARRIED

RESOLUTION #129/17

Councillor Doerksen moved that Council award Drayton Valley Scout-Guide Hall Association Dinner/Silent Auction/Comedian Fundraiser \$1,000.00 to help cover the cost of catering and the comedian.

CARRIED

RESOLUTION #130/17

Councillor Doerksen moved that Council award Humans Helping Humans Housing Foundation Shakin 'N' Drayton \$1,500.00 to help cover the cost of facility rental and dance floor rental. **CARRIED**

RESOLUTION #131/17

Councillor Doerksen moved that Council award the Northern Thunder Car Club \$300.00 to help cover the costs for advertising for a Poker Rally.

CARRIED

6.6. Intermunicipal Development Plan Amendments to Bylaw 2017/08/D, Presented for First Reading

RESOLUTION #132/17

Councillor Bossert moved that Council give First Reading to the Amendment to Intermunicipal Development Plan Bylaw 2017/08/D, as presented.

CARRIED

Mayor McLean called a break at 10:04 a.m. Mayor McLean reconvened the meeting at 10:22 a.m.

7.0 <u>Department Reports</u>

7.1. Engineering and Development

Ms. Wrigglesworth advised Council of activities within Planning and Development, Cell 4 Berm rehabilitation construction, and that the Sanitary CIPP Rehabilitation

tender closed July 18, 2017. Mr. Dibben advised that, following the Deby Land Area Structure Plan Open House on July 18, 2017, the consultant will provide a summary of comments to Council.

7.2. Community Services & FCSS

Mrs. Strand presented Council with an update on the programs and services offered through Community Services and FCSS.

7.3. Economic Development

Ms. Livingston provided Council with an update on the Hemp Market Assessment Study and the Entrepreneur Toolkit.

7.4. Emergency Services

Fire Chief Thomson provided Council with a detailed report on the activity of Fire Services during the months of May and June 2017, and the Breton Kids Camp.

7.5. Administration

Communications and Marketing

Mr. Russell provided Council an update on activities within Communications and Marketing.

CAO Report

Mr. Dibben provided Council with an update on the cause of the power outage last week, staff recruitment for the municipality, and the Section 690 appeal and resulting MGB decision.

8.0 Council Reports

9.1 Councillor Bossert

- June 20 meeting with representatives from Canadian Association of Petroleum Producers
- July 1 Canada Day Festivities
- July 6 Waste Management Committee Meeting
- July 10 Sustainability Committee Meeting
- July 10 Homelessness and Poverty Reduction Strategy Meeting

9.2 Councillor Long

- June 20 meeting with representatives from Canadian Association of Petroleum Producers
- July 1 Canada Day Festivities
- July 11 Clean Energy Technology Centre Committee Meeting
- July 13 Minister of Municipal Affairs, Shaye Anderson
- July 15 Parks Day

9.3 Councillor Doerksen

- July 1 Canada Day Festivities
- July 13 Minister of Municipal Affairs, Shaye Anderson
- July 15 Parks Day

Regular Meeting of Council Minutes of July 19, 2017 Page 5 of 5

9.4 Councillor Wheeler

July 15 – Parks Day

9.5 Mayor McLean

- June 20 meeting with representatives from Canadian Association of Petroleum Producers
- July 1 Canada Day Festivities
- July 2 Voyageurs Rendezvous Canoe Race
- July 11 Clean Energy Technology Centre Committee Meeting
- July 13 Minister of Municipal Affairs, Shaye Anderson
- July 18 Alberta Electoral Boundaries Commission Public Hearings

9.0 Information Items

_							
(9.1.	60 th Anniversary	Ad-Hoc Committee N	otes - N	May 20	17	

- 9.2. Economic Development Committee Notes May 2017
- 9.3. STAR Catholic Board Highlights June 2017
- 9.4. Sustainability Committee Notes June 2017
- 9.5. Waste Management Committee Notes May 2017
- 9.6. Brazeau Foundation Minutes May 2017
- 9.7. Drayton Valley Health Services Foundation Annual Report
- 9.8. Drayton Valley Fire Services Statistics May and June 2017
- 9.9. RCMP Statistics June 2017
- 9.10. Memo to Council Third Quarter Youth Arts, Heritage, and Culture Grant
- 9.11. Letter from Minister of Economic Development and Trade, Deron Bilous

RESOLUTION #134/17

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

10.0 Adjournment

RESOLUTION #135/17

Councillor Long moved that Council adjourn the July 19, 2017, Regular Meeting of Council at 11:06 a.m.

CARRIED

MAYOR
CHIEF ADMINISTRATIVE OFFICER

Town of Drayton Valley



INTERNATIONAL YOUTH DAY August 12, 2017

WHEREAS the United Nations defines the worlds' youth as the age group between 15 and

24 years old, making up one-sixth of the human population;

AND WHEREAS the United Nations established International Youth Day on August 12 each year

to recognize efforts and achievements of the world's youth in enhancing global

society;

AND WHEREAS International Youth Day aims to promote ways to engage youth in becoming

more actively involved in making positive contributions to their communities;

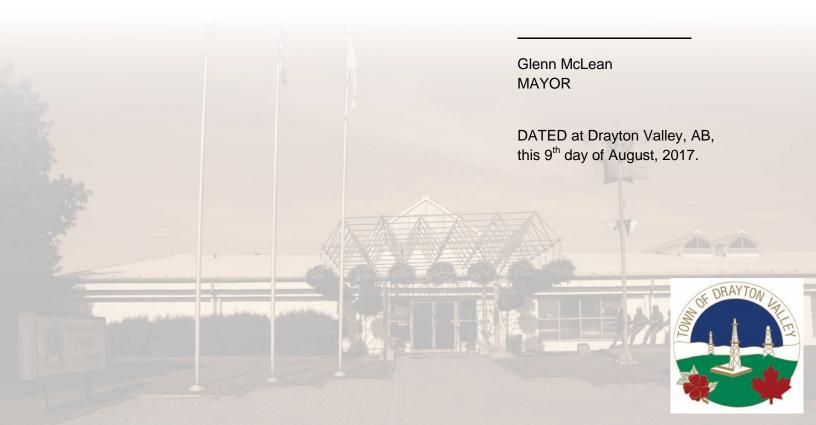
AND WHEREAS Drayton Valley is a community of actively involved youth, who engage in diverse

areas of interest, including the arts, sports, and intellectual pursuits; which, in

turn, help to shape the growth of their community;

NOW THEREFORE I, Glenn McLean, Mayor of the Town of Drayton Valley, do hereby proclaim

August 12, 2017, as International Youth Day in the Town of Drayton Valley.





SUBJECT:	"4-S Skate Park Jam" Insurance
MEETING DATE:	August 9, 2017
SUBMITTED BY:	Annette Driessen, Director of Community Services

PROPOSAL AND BACKGROUND:

4-S Skate Park Jam is to be held on Friday, August 11, 2017, in an early celebration of International Youth Day (August 12), and is hosted by the Town of Drayton Valley, in cooperation with the Resilient Youth in Stressed Environments Project and community volunteers.

Last year's 4-S Skate Park Jam hosted thirty-five (35) participants from the community, and approximately forty (40) spectators. All participants in the 4-S Skate Park Jam will be required to sign a Town of Drayton Valley participant waiver form prior to competing.

The following schedule of events is planned:

- introductory session for young/beginner participants in the categories of skate-boarding, scooters and BMX;
- graffiti art wall theme based around resiliency in the community;
- skate demos and trick performances;
- music/DJ live musical performance from Chad LE McGhie; and
- food truck.

The Town's insurer has indicated that activities or events endorsed by a Resolution of Council will be recognized as an insured event, thereby minimizing the need for Special Event Insurance. Administration is therefore recommending that the 4-S Skate Park Jam event be endorsed by Town Council as an insured activity of the municipality.

OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

A. Council may choose to accept and endorse the 4-S Skate Park Jam as an event to be included under the Town's insurance coverage. This would allow the event to proceed, while limiting costs associated with Special Event Insurance which would otherwise be required.

B. Council may choose to decline the request for inclusion of the 4-S Skate Park Jam as an event under the Town's insurance coverage. As a result, the Town of Drayton Valley would be required to acquire Special Event Insurance at a cost.

BUDGET / RESOURCE IMPLICATIONS:

There is no budgetary impact for the Town if Council endorse the event for inclusion under the Town's insurance coverage. However, should the 4-S Skate Park Jam not be included, the Town of Drayton Valley would be required to purchase Special Event Insurance at a minimum cost of \$1,600.00.

RECOMMENDATION:

That Council endorse the 4-S Skate Park Jam as an activity insured under the Town of Drayton Valley's insurance coverage.

LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:

The Social Development Plan, through its objectives, sets out to:

- support individual abilities by encouraging citizen engagement;
- use the power of local organizations, including service clubs and private enterprises;
- make the most of non-traditional assets such as parks, green spaces, and community pride;
- build resilience in the community; and
- improves the community's quality of life.

POTENTIAL MOTIONS:

- A. That Council endorse the 4-S Skate Park Jam as an insured activity of the Town of Drayton Valley.
- B. That Council decline to endorse the 4-S Skate Park Jam as an insured activity of the Town of Drayton Valley.

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That Council endorse the 4-S Skate Park Jam as an insured activity of the Town of Drayton Valley.

Report Prepared By:		Report Reviewed By:	
atasanth		Ceeuletii	
Name:	Astra Hoffert	Name:	Annette Driessen
Title:	Programming Coordinator	Title:	Director of Community Services

Report F	Report Routed to Council By:		
Name:			
Title:			



SUBJECT:	"2017 Drayton Valley Zombie Run" Insurance
MEETING DATE:	August 9, 2017
SUBMITTED BY:	Annette Driessen, Director of Community Services

PROPOSAL AND BACKGROUND:

For the past four years, a Committee comprised of the Community Services Department, River Valley Players Association, and community volunteers has hosted the Drayton Valley Zombie Run at the end of September. The fifth annual Drayton Valley Zombie Run is scheduled for September 23, 2017.

The Drayton Valley Zombie Run provides a unique event combining culture and physical activity in an outdoor community setting, and enables 200-300 community members of all ages to participate in a 5 km (approximate) run for a nominal fee.

The following services are planned for this year's event:

- Scare Level 7 run (all ages);
- on-site First Aid;
- music / DJ: and
- food vendors.

The Town's insurer has indicated that activities or events endorsed by a resolution of Council will be recognized as an insured event, thereby minimizing the need for Special Event Insurance. Administration is therefore recommending that the 2017 Drayton Valley Zombie Run event be endorsed by Town Council as an insured activity of the municipality.

OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

- A. Council may choose to accept and endorse the 2017 Drayton Valley Zombie Run as an event to be included under the Town's insurance coverage.
- B. Council may choose to decline the request for inclusion of the 2017 Drayton Valley Zombie Run as an event under the Town's insurance coverage. As a result, the Town of Drayton Valley would be required to acquire Special Event Insurance at a cost.

BUDGET / RESOURCE IMPLICATIONS:

There is no budgetary impact for the Town if Council endorse the event for inclusion under its insurance coverage. However, should the 2017 Drayton Valley Zombie Run not be included, the Town of Drayton Valley would be required to purchase a Special Event Insurance at a minimum cost of \$1,600.00.

RECOMMENDATION:

That Council endorse the 2017 Drayton Valley Zombie Run as a Town event, thus making the event more financially accessible for the participants.

LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:

The Social Development Plan, through its objectives, sets out to:

- support Individual abilities by encouraging citizen engagement;
- use the power of local organizations, including service clubs and private enterprises;
- make the most of non-traditional assets such as parks, green spaces, and community pride;
- · build resilience in the community; and
- improves the community's quality of life.

POTENTIAL MOTIONS:

- A. That Council endorse the 2017 Drayton Valley Zombie Run as an insured activity of the Town of Drayton Valley.
- B. That Council not endorse the 2017 Drayton Valley Zombie Run as an insured activity of the Town of Drayton Valley.

MACT	IANI	REQ	ILCI	ED.
	IUN	REWI	UESI	ED:

That Council endorse the 2017 Zombie Run as an insured activity of the Town of Drayton Valley.

Report F	Prepared By:	Report Reviewed By:		
astasanth		Ceculation		
Name:	Astra Hoffert	Name:	Annette Driessen	
Title:	Programming Coordinator	Title:	Director of Community Services	

Report Routed to Council By:		
Name:		
Title:		



SUBJECT:	October 2017 Regular Meeting of Council
MEETING DATE:	August 9, 2017
SUBMITTED BY:	Dwight Dibben, Chief Administrative Officer

PROPOSAL AND BACKGROUND:

On January 28, 2015, Town Council adopted the Council Meeting, Agenda and Public Hearing Policy C-02-14, which establishes the practices and protocols for meetings of Council. Within the Regular Council Meeting Procedure Section 1, subheading Time, Date, and Location of Meetings, there is a statement that "[t]here will be no regular meeting in the month of October prior to a General Municipal Election" (see attached Page 6 of Policy C-02-14). The current 2017 Meeting Schedule includes a Council Meeting scheduled for October 11, 2017, which is not in compliance with the principles of Policy C-02-14.

In order to comply with the provisions of Policy C-02-14, the Regular Meeting of Council scheduled for October 11, 2017 should be cancelled. With this cancellation, Council may desire to add another meeting in September or to restructure the Regular Meetings of Council for September to allow for additional meeting/s to occur prior to the month of October, 2017 to afford appropriate meeting time for Council. A revised meeting schedule showing the option of rescheduling and adding a meeting in September is attached for consideration.

Alternatively, Council may wish to amend the Council Meeting, Agenda and Public Hearing Policy C-02-14 to remove the sentence: "[t]here will be no regular meeting in the month of October prior to a General Municipal Election" from the Procedure Section, subheading Time, Date, and Location of Meetings of the Policy. To amend the Policy, Administration would recommend that Council pass a motion as noted later in this document.

As per the *Municipal Government Act*, S193(1), Regular Council Meetings, "if Council changes the date, time or place of a regularly scheduled meeting, the municipality must give at least 24 hours' notice of the change to:

- (a) any councillors not present at the meeting at which the change was made, and
- (b) the public.

OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

- A. Council may choose to cancel the October 11, 2017 Regular Meeting of Council in order to comply with the provisions of Policy C-02-14. Council may also choose to restructure the Regular Meetings of Council in the month of September to allow for an additional meeting/s to occur prior to the month of October, 2017.
- B. Council may choose to cancel the October 11, 2017 Regular Meeting of Council in order to comply with the provisions of Policy C-02-14.
- C. Council may choose to amend Policy C-02-14 and as a result scheduling of Council Meetings can occur throughout the calendar year in a year wherein there is a General Municipal Election, eliminating the need to address the matter of the October 11, 2017, Regular Meeting of Council.

BUDGET / RESOURCE IMPLICATIONS:

There are no anticipated budget implications connected with this decision.

LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:

This issue directly relates to Council Meeting, Agenda and Public Hearing Policy C-02-14.

The Council Code of Conduct Bylaw 2013/17/B states (Section 3.1 (b)):

b. Ethics and integrity are at the core of public confidence in government and in the political process. The purpose of this Code of Conduct is to provide standards for members of Drayton Valley Town Council relating to their roles and obligations, and a procedure for the investigation and enforcement of those standards.

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

Follow up action is dependent on Council's decision; any changes to the meeting schedule will be advertised on the Town's website and on the Town page in the *Western Review*.

POTENTIAL MOTIONS:

- A. I move that Council cancel the Regular Meetings of Council scheduled for October 11, 2017 and September 20, 2017, and that Council schedule Regular Meetings of Council for September 13, 2017 and September 27, 2017.
- B. I move that Council cancel the October 11, 2017 Regular Meeting of Council in order to comply with the provisions of the Council Meeting, Agenda and Public Hearing Policy C-02-14.
- C. I move that Council amend Council Meeting, Agenda and Public Hearing Policy C-02-14 to delete the statement that "[t]here will be no regular meeting in the month of October prior to a General Municipal Election" from the Procedure Section, subheading Time, Date, and Location of Meetings of the Policy.

ATTACHMENTS:

Attachment 1: Excerpt of Council Meeting, Agenda and Public Hearing Policy C-02-14

Attachment 2: Proposed Amendment to 2017 Meeting Schedule

Report F	Prepared By:	Report Reviewed By:				
a	pl	AK.				
Name:	Chandra Dyck	Name:	Pam Livingston			
Title:	Legislative Services Coordinator	Title:	Director of Corporate Services			

Report Routed to Council By:	

Page 18 of 109

Subject:	Council Meeting, Agenda & Public Hearing Policy	Sign off:	
Department:	Council		
Approval Date:		Review Date:	

I. REGULAR COUNCIL MEETING PROCEDURE

Process and Timing

- 1. Any item to appear on a Council Agenda can be initiated by the Mayor or Council, citizens at large, interest groups or Administration, through a written submission to the office of the Town Manager.
- 2. The issue may be referred to Town Administration and agencies for research, input and recommendations, depending upon the nature of the issue. Discretion will be exercised by the Town Manager in determining the amount of information needed and any referrals to be made.
- Once all information, including recommendations, is collected and compiled into a 'Report to Council' and provided to the Executive Assistant, the item may proceed to the next available Council Agenda.
- 4. All Reports to Council must be presented to the Executive Assistant a minimum of one (1) week prior to the Council meeting date.

Time, Date and Location of Meetings

Council will hold regular meetings on the dates established at the annual Organizational Meeting. If a regular Council meeting falls on a statutory holiday, the meeting will take place on the next business day. There will be no regular meeting in the month of October prior to a General Municipal Election.

Regular Council Meetings will be held in Council Chambers at the Drayton Valley Civic Centre.

Any change to the time, date or location of a regular Council Meeting shall be approved by a Motion for change with a two-thirds vote. Motions must be made at a regular Council meeting at least three (3) weeks prior to the meeting date, time or location which is subject to the change, to allow Administration the ability to advertise the change.

Regular Meetings

Regular Council meetings will begin at 9:00 am and adjourn by 2:30 pm in the case of daytime meetings. In the case of Regular Council meetings, as approved by Council to occur in the evening, meetings will begin at 6:00 pm and adjourn by 10:00 pm, unless Council passes a Motion by a two-thirds vote to complete discussing an item. If necessary to continue the Council meeting, it will reconvene on the date and time decided upon by Council by a two-thirds vote.

Public Hearings

Public Hearing meetings will be part of the regular Council meeting. A separate set of Minutes shall be recorded for each individual Public Hearing.

Revised: September 29, 2016

2017 Meeting Schedule

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Election Day

Following the Reg. Council Meeting



SUBJECT:	Appointment of Returning Officer
MEETING DATE:	August 9, 2017
SUBMITTED BY:	Dwight Dibben, Chief Administrative Officer and Chandra Dyck, Legislative Services Coordinator

PROPOSAL AND BACKGROUND:

The Local Authorities Election Act, which governs the running of elections within Alberta municipalities, states that an elected authority may, by resolution, appoint a Returning Officer for the purposes of conducting elections (section 13(1)). According to the Local Authorities Election Act, section 13(2), if the elected authority does not appoint a Returning Officer, the secretary (defined as the Chief Administrative Officer or designated officer of a municipality) is deemed to have been appointed as the Returning Officer.

As defined in the *Local Authorities Election Act*, a Returning Officer is the person appointed under the Act as a Returning Officer and includes a person acting in the Returning Officer's place.

The appointment of a Returning Officer by way of Resolution provides transparency to the community of Drayton Valley.

OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

- A. Council may appoint an internal individual to the position of Returning Officer. *The Local Authorities Election Act, section 13(1)* states that an elected authority may, by resolution, appoint a Returning Officer for the purposes of conducting elections. Appointing the Chief Administrative Officer as the Returning Officer would result in cost savings for the municipality as it would not be necessary to hire an individual or company to conduct election processes. The appointment of a Returning Officer by way of Resolution provides transparency to the community of Drayton Valley.
- B. Council may appoint an outside company or individual to perform the duties of a Returning Officer. Council may direct Administration to appoint an outside company for the purposes of acting as the Returning Officer for the Town of Drayton Valley for the 2017 General Municipal Election.

BUDGET / RESOURCE IMPLICATIONS:

- A. Appointing the Chief Administrative Officer as the Returning Officer would result in cost savings for the municipality as it would not be necessary to hire an individual or company to conduct election processes on nomination day and election day.
- B. Hiring an outside company or individual as the Returning Officer would have budgetary implications as this person or company would need to conduct and oversee proper election procedures carried out on nomination day and on election day.

RECOMMENDATION:

Administration is recommending that the Chief Administrative Officer for the Town of Drayton Valley, Mr. Dwight Dibben, be appointed as the Returning Officer for the 2017 General Municipal Election for the Town of Drayton Valley.

IMPLICATIONS OF RECOMMENDATION:

Appointing the Chief Administrative Officer as the Returning Officer provides transparency to the community of Drayton Valley and is a cost saving measure.

LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:

Practicing sound fiscal management in all municipal decisions, as well as ensuring transparency and accountability in all decisions made by Council, is identified as a goal in the Community Sustainability Plan.

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

Once a Returning Officer has been appointed, they may begin the processes necessary in preparing for and during nomination day and election day, and thereafter.

POTENTIAL MOTIONS:

- A. I move that Council appoints, in accordance to Section 13 of the *Local Authorities Election Act*, Chief Administrative Officer for the Town of Drayton Valley, Mr. Dwight Dibben as the Returning Officer for the 2017 General Municipal Election for the Town of Drayton Valley.
- B. I move that Council direct Administration to appoint an outside company for the purposes of acting as the Returning Officer for the Town of Drayton Valley for the 2017 General Municipal Election.

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That Council appoints, in accordance to Section 13 of the *Local Authorities Election Act*, Chief Administrative Officer for the Town of Drayton Valley, Mr. Dwight Dibben as the Returning Officer for the 2017 General Municipal Election for the Town of Drayton Valley.

ATTACHMENTS:

ATTACHMENT 1:

Excerpt from the Local Authorities Election Act, Section 13

Report F	Prepared By:	Report Reviewed By:					
8		Apl					
Name:	Jennifer Stone	Name:	Chandra Dyck				
Title:	Records Management Clerk	Title:	Legislative Services Coordinator				

Report F	Routed to Council By:
Name:	
Title:	

RSA 2000 Chapter L-21

- (ii) in the case of a by-election or vote on a bylaw or question, shall be as established by resolution of the summer village council,
- (b) a person is entitled to vote at an election if
 - (i) the person is eligible to vote under section 47,
 - (ii) the person is 18, a Canadian citizen and is named on a certificate of title as the person who owns property within the summer village, or
 - (iii) the person is 18, a Canadian citizen and is the spouse or adult interdependent partner of a person referred to in subclause (ii),
- (c) the nomination of candidates for election as councillors shall be in the form prescribed for use under section 27(1) and shall be signed by at least 5 electors eligible to vote at that election,
- (d) in the case of a general election, nominations for councillors shall be received by the returning officer in June or July or both June and July in the year in which an election is to be held at a date and place and between the hours established by council, and sections 25 and 28(1) do not apply,
- (e) in the case of a by-election, nominations for councillors and school representatives, if any, shall be received by the returning officer between the hours of 10 a.m. and 12 noon at a date and place established by council,
- (f) voting hours in an election or in a vote on a bylaw or question shall be between the hours of 10 a.m. and 7 p.m., and section 46 applies except as to hours,
- (g) the time limit for withdrawal of nominations shall be 48 hours and section 32 applies except as to hours, and
- (h) in order to qualify for nomination as a councillor, a person is not required to be a resident of the summer village but must be entitled to vote in the election and have been a resident of Alberta for the 12 consecutive months immediately preceding election day.

RSA 2000 cL-21 s12;2002 cA-4.5 s52; 2003 c27 s4;2006 c22 s7

Appointment of returning officers

13(1) An elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this Act.

- (2) If the elected authority does not appoint a returning officer, the secretary is deemed to have been appointed as the returning officer.
- (3) The returning officer for a local jurisdiction may not be a candidate for the elected authority for that local jurisdiction.

1983 cL-27.5 s12

Impartiality

- **13.1(1)** A returning officer must be independent and impartial when performing the duties of a returning officer.
- (2) No local jurisdiction, its officers or any other person shall obstruct or attempt to influence the returning officer in the carrying out of the duties of a returning officer.

2006 c22 s8

Duties of returning officer

- **14(1)** In addition to performing the duties specified in this or any other Act, a returning officer shall
 - (a) appoint a presiding deputy, deputies, constables and other persons as required;
 - (b) establish voting stations;
 - (c) designate at least 2 deputies to work at each voting station, one of whom shall be designated as the presiding deputy, who is to be in charge of the voting station;
 - (d) provide for the supply and delivery of ballots, ballot boxes, instructions to electors and other necessary supplies to all voting stations;
 - (e) give notice of nominations;
 - (f) receive nominations;
 - (g) declare acclamations;
 - (h) give notice of elections;
 - (i) do all things necessary for the conduct of an election.
- (2) A returning officer has all the duties and powers of a presiding deputy and deputy.
- (3) A returning officer may delegate any of the returning officer's powers and duties to a constable, presiding deputy or deputy and may impose conditions and restrictions on the delegation.

RSA 2000 cL-21 s14;2006 c22 s9



SUBJECT:	Advance Vote for the 2017 General Municipal Election
MEETING DATE:	August 9, 2017
SUBMITTED BY:	Dwight Dibben, Chief Administrative Officer and Chandra Dyck, Legislative Services Coordinator

PROPOSAL AND BACKGROUND:

An advance vote is defined as "a vote taken in advance of election day" in the *Local Authorities Election Act* and allows electors who may not be able to attend at a voting station on election day to cast their ballot on an earlier date. Section 73(3) of the *Local Authorities Election Act* states that if a Resolution is enacted under section 73(1), the Returning Officer must determine the days and hours when the advance vote is to be held.

OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

- A. In accordance with the *Local Authorities Election Act*, Section 73(1), Council may pass a Resolution to provide for an advance vote to be held. If a Resolution is enacted, the Returning Officer must determine the days and hours when the advance vote is to be held.
- B. Council may decline to pass a Resolution to allow for an advance vote in the Town of Drayton Valley as it is not legislatively required.

BUDGET / RESOURCE IMPLICATIONS:

As per the Local Authorities Election Act, notice of the advance vote will need to be published in the local newspaper at least one week prior to the date set for the advance vote. The Returning Officer may give notice by any other method as many times as the Returning Officer considers appropriate. The cost to advertise the advance vote will have minimal impact to the budget.

Holding an advance vote will require the support of Town staff that will set up, supervise, and conduct the advance vote in accordance to the *Local Authorities Election Act*. The Communications Department will also be required to prepare announcements and ensure information is available to voters leading up to the advance vote on several communication touch points.

RECOMMENDATION:

Administration recommends Council authorize an advance vote for the 2017 General Municipal Election.

IMPLICATIONS OF RECOMMENDATION:

Advance voting may lead to greater voter turnout by allowing those who may not have the opportunity to attend at a voting station on election day to cast their ballot ahead of the General Municipal Election on October 16, 2017.

LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:

Increased opportunities for citizen participation in municipal decision making, developing better advanced polling options and having over 50% of eligible voters vote in the General Municipal Election have all been identified as strategies, sample actions and milestones respectively in the 2015-2019 Community Sustainability Plan.

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

Notice of the advance vote will be advertised in the local newspaper, on the Town's website and be included on the Town's social media site(s).

POTENTIAL MOTIONS:

- A. I move that Council authorizes, in accordance with Section 73 of the *Local Authorities Election Act*, an advance vote for the 2017 Town of Drayton Valley General Municipal Election.
- B. I move that Council decline authorizing an advance vote for the 2017 Town of Drayton Valley General Municipal Election.

MOTION REQUESTED:

That Council authorizes, in accordance to Section 73 of the *Local Authorities Election Act*, an advance vote for the 2017 Town of Drayton Valley General Municipal Election.

ATTACHMENTS:
ATTACHMENT 1: Excerpt from the Local Authorities Election Act, Section 73 and Section 74

Report F	Prepared By:	Report Reviewed By:				
8		Alpl				
Name:	Jennifer Stone	Name:	Chandra Dyck			
Title:	Records Management Clerk	Title:	Legislative Services Coordinator			

Report F	Routed to Council By:
Name:	
Title:	

Section 71

- (4) The presiding deputy may designate the place or places at a voting station where a scrutineer may observe the conduct of the election.
- (5) Before any scrutineer is appointed, the scrutineer shall make and subscribe before the presiding deputy a statement in the prescribed form.

RSA 2000 cL-21 s70;2003 c27 s22;2006 c22 s34

Proof of appointment

- **71** If a person is appointed as a scrutineer under section 70, the person shall
 - (a) before being admitted as a scrutineer to the voting station during voting hours, or
 - (b) before being permitted to attend at the voting station for the counting of votes,

produce to the person in charge of the voting station the person's appointment as a scrutineer and take and subscribe to the statement under section 16 in the prescribed form.

RSA 2000 cL-21 s71;2003 c27 s23;2006 c22 s35

Interpreter

- **72(1)** If an elector is unable to read or does not understand the English language, the deputy may allow an interpreter to read or to translate the statement as well as any question necessary for the proper purposes of the election put to the elector, and the elector's answers.
- (2) Before acting as an interpreter, the interpreter shall make a statement in the prescribed form.

RSA 2000 cL-21 s72;2003 c27 s24

Advance vote

- **73(1)** An elected authority may by resolution provide for holding an advance vote on any vote to be held in an election.
- (2) No advance vote shall be held within 24 hours of election day.
- (3) If a resolution is enacted under subsection (1), the returning officer must determine the days and hours when the advance vote is to be held.

1983 cL-27.5 s73;1985 c38 s17;1997 c15 s20

Notice of advance vote

74(1) Notice of the days, the locations of the voting stations and the hours fixed for an advance vote shall be given in the form prescribed for use under section 35 by publishing a notice at least

one week before the date set for the advance vote in a newspaper or other publication circulating in the area, or by mailing or delivering a notice to every residence in the local jurisdiction at least one week before the date set for the advance vote.

(2) On complying with subsection (1), the returning officer may publish, mail and deliver additional notices and give notice by any other method as many times as the returning officer considers appropriate.

1983 cL-27.5 s74;1985 c38 s18;1992 c24 s1

Advance vote stations

- **75(1)** When an advance vote is authorized, the returning officer shall establish the number of advance voting stations the returning officer considers necessary.
- (2) If there are wards in a local jurisdiction, the presiding deputy shall maintain separate ballot boxes for each elected authority.
- (3) A vote held at an advance voting station must be conducted in the same manner as a vote on election day except that
 - (a) a fresh ballot box must be used on each day of the advance vote, and
 - (b) on the completion of each day of the advance vote, the ballot box used that day must be sealed so that no ballots can be deposited in it without breaking the seal, and the ballot box must remain like that and be stored in a secure place until it is opened for the counting of ballots at the close of the voting stations on election day.

RSA 2000 cL-21 s75;2003 c27 s25

76 Repealed 2006 c22 s36.

Elector's statement

77 Subject to section 83(3) or (4), every person applying to vote at an advance voting station, before being permitted to vote, shall be required by a deputy to make a statement in the prescribed form, which shall be kept by the deputy with the other records of the voting station.

1983 cL-27.5 s77;1985 c38 s21;1991 c23 s2(37)

Vote by special ballot

- **77.1(1)** An elector who is unable to vote at an advance vote or at the voting station on election day because of
 - (a) physical incapacity,



SUBJECT:	Incapacitated Elector at Home Voting for the 2017 General Municipal Election
MEETING DATE:	August 9, 2017
SUBMITTED BY:	Dwight Dibben, Chief Administrative Officer and Chandra Dyck, Legislative Services Coordinator

PROPOSAL AND BACKGROUND:

The purpose of passing an Incapacitated Elector at Home Voting Resolution will enable an elector who is unable to vote at the advance vote or at the voting station on election day because of physical incapacity, to vote in the 2017 General Municipal Election. As stated in Section 79(1)(2) of the *Local Authorities Election Act*, upon request, arrangements can be made for the elector to have two (2) Deputy Returning Officers attend at their residence to take that elector's vote during the hours that the voting station is open. Section 79(5) of the *Local Authorities Election Act*, states that all attendances by Deputies shall be made during the hours fixed by the resolution and no vote shall be taken at any other time.

Although implementing Incapacitated Elector at Home Voting is not legislatively required, the Town of Drayton Valley has historically provided this to enable all residents the opportunity to vote.

The process may take place by having Council pass a Resolution to have Incapacitated Elector at Home Voting in the Town of Drayton Valley on advance poll day or election day.

OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

- A. As per the Local Authorities Election Act, noted above, Council may pass a Resolution to "provide for the attendance of two (2) Deputies at the residence of an elector, during the hours an advance voting station is open or other times as may be fixed by the Resolution, in order to take the votes of an elector who, because of physical incapacity, is unable to attend a voting station or an advance voting station to vote". Incapacitated Elector at Home Voting may lead to greater voter turnout by allowing those who may be unable to attend at a voting station during the advance vote or on election day to cast their ballot.
- B. Council may decline to pass a Resolution to allow for Incapacitated Elector at Home Voting as it is not legislatively required. Incapacitated electors would have to make alternate arrangements.

BUDGET / RESOURCE IMPLICATIONS:

Notice of the Incapacitated Elector at Home Voting will be published in the local newspaper. The cost to advertise will have a minimal impact to the budget.

Holding Incapacitated Elector at Home Voting will require the support of Town staff that will set up, supervise, and conduct the Incapacitated Elector at Home Voting in accordance with the *Local Authorities Election Act*. The Communications Department will also prepare advertisements and ensure information is available to voters leading up to the Incapacitated Elector at Home Voting on several communication touch points including the local newspaper, the Town's website and social media.

RECOMMENDATION:

Administration recommends approving Incapacitated Elector at Home Voting for the 2017 General Municipal Election during election day, October 16, 2017.

IMPLICATIONS OF RECOMMENDATION:

Incapacitated Elector at Home Voting may lead to greater voter turnout by allowing those who may be unable to vote during the General Municipal Election.

LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:

Increased opportunities for citizen participation in municipal decision making, developing better advanced polling options and having over 50% of eligible voters vote in the General Municipal Election have all been identified as strategies, sample actions and milestones respectively in the 2015-2019 Community Sustainability Plan.

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

Notice of the Incapacitated Elector at Home Voting will be advertised in the local newspaper, on the Town's website and be included on the Town's social media site(s).

POTENTIAL MOTIONS:

- A. I move that Council approve the Incapacitated Elector at Home Voting for the 2017 General Municipal Election to occur during election day, October 16, 2017.
- B. I move that Council decline the approval of the Incapacitated Elector at Home Voting.

MOTION REQUESTED:

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

ATTACHMENTS:	
ATTACHMENT 1: Excerpt from the Local Authorities Election Act, Section 79	

Report Prepared By:		Report I	Report Reviewed By:	
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Name:	Jennifer Stone	Name:	Chandra Dyck	
Title:	Records Management Clerk	Title:	Legislative Services Coordinator	

Report Routed to Council By:		
Name:		
Title:		

- RSA 2000 Chapter L-21
- (5.1) If an elector is physically unable to enter a voting compartment, the deputy may set up a voting compartment for the elector elsewhere in the voting station or at the closest point of access to the voting station that the elector is able to attend.
- **(6)** No candidate, official agent or scrutineer shall be present in the voting compartment at the marking of a ballot under this section.
- (7) When a ballot has been marked pursuant to this section, the deputy shall enter in the voting register opposite the name of the voter and in the appropriate column either "voter assistance" or "template".

RSA 2000 cL-21 s78;2003 c27 s28;2006 c22 s40

Incapacitated elector at home

- **79(1)** An elected authority may by resolution provide for the attendance of 2 deputies at the residence of an elector, during the hours an advance voting station is open or other times as may be fixed by the resolution, in order to take the votes of an elector who, because of physical incapacity, is unable to attend a voting station or an advance voting station to vote.
- (2) When a resolution has been passed under subsection (1), an elector described in subsection (1) may request the returning officer to have 2 deputies attend at the elector's residence to take the elector's vote within the time fixed by the resolution.
- (3) If the returning officer is satisfied that an elector is unable to attend a voting station or an advance voting station because of physical incapacity, the returning officer shall include that elector's name and address on a list.
- (4) When the returning officer has completed the list in accordance with this section, the returning officer shall
 - (a) advise each applicant that the applicant's application has been accepted or rejected, as the case may be, and in the event of rejection, give reasons for it,
 - (b) inform each elector whose application has been accepted of the date and the approximate time at which 2 deputies will attend at the elector's residence, and
 - (c) appoint sufficient deputies to give full effect to this section.
- (5) All attendances by deputies under this section shall be made during the hours fixed by the resolution and no vote shall be taken at any other time.

- (6) A ballot box used in an election under this section must be sealed on completion of the voting so that no ballots can be deposited in it without breaking the seal and it shall remain sealed until opened to allow the deposit of ballots in each subsequent residence that is attended for the taking of votes or until opened for the counting of ballots at the close of the voting stations on election day.
- (7) Every residence where a vote is taken under this section is a voting station and the voting procedures shall as nearly as possible follow the provisions of this Act.

RSA 2000 cL-21 s79;2003 c27 s29

Institutional vote eligibility and staff

- **80(1)** The elected authority by resolution or the returning officer, if authorized by resolution of the elected authority, may designate the location of one or more institutional voting stations for an election in addition to voting stations designated under section 37.
- (2) An elector who on election day
 - (a) is confined to a hospital, auxiliary hospital or nursing home in the local jurisdiction, or
 - (b) is a resident in the local jurisdiction in a seniors' accommodation facility,

that is established as an institutional voting station for the election is eligible to vote at that institutional voting station.

- (3) The returning officer may appoint at least 2 deputies to take the votes of the electors referred to in subsection (2).
- (4) If an elected authority provides for the holding of an advance vote, the returning officer may appoint the number of deputies that the returning officer considers necessary to take the votes on the day the advance vote is held of any residents of seniors' accommodation facilities that are located in the local jurisdiction.

 RSA 2000 cL-21 s80;2003 c27 s30

Attendance at an institutional vote

- **81(1)** If an institutional vote is provided for, the returning officer shall fix the times on election day at which the votes in the institutions shall be taken, and the presiding deputies, accompanied by candidates, official agents and scrutineers, if present, and by an official of the institution, if available, shall take the votes of any of those patients and residents who express a desire to vote.
- (2) Despite subsection (1), candidates and a candidate's official agent and scrutineer may attend an institutional vote only if the



SUBJECT:	Weed Inspector Appointment
MEETING DATE:	August 9, 2017
SUBMITTED BY:	Sonya Wrigglesworth, Acting Director of Engineering and Development

PROPOSAL AND BACKGROUND:

As per the Weed Inspection Services Agreement entered into on April 25, 2016, between the Town of Drayton Valley (hereinafter referred to as the Town) and Brazeau County (hereinafter referred to as the County), the Town has requested that the County provide weed control inspection services within the Town boundaries. It is the desire of the parties of this Agreement that the level of weed control within the Town and County is consistent, accurate, and equitable, while protecting the environmental conditions of all parcels.

In accordance with Section 7 (1) and 9 of the Alberta Weed Control Act.

Municipal inspectors

7(1) A local authority shall appoint inspectors to enforce and monitor compliance with this *Act* within the municipality.

Municipal inspectors – joint authority

9 An inspector appointed by a municipality may, with the consent of the local authority of another municipality, enforce and monitor compliance with this *Act* within the other municipality. Weed Control...19/2010.

On May 17th, 2017 The Town appointed Mr. Sean Allen and Miss Jessa Muth as Weed Inspectors for the Town of Drayton Valley for 2017.

Mr. Curt Rochon was recently hired by Brazeau County as the Assistant Agricultural Fieldman and was appointed as a Weed Inspector at the Brazeau County Council Meeting July 18, 2017. In order to allow Mr. Curt Rochon to provide weed inspection services for the Town, Town Council is being asked to additionally appoint Mr. Curt Rochon for the 2017 season.

OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

- A. That Council appoints Mr. Curt Rochon as an additional Weed Inspector for the Town of Drayton Valley for 2017, as per the *Alberta Weed Control Act*, in addition to those already appointed at the May 17, 2017, Regular Meeting of Council.
- B. That Council declines further appointments of weed inspector(s) for the stated service for the 2017 calendar year.

BUDGET / RESOURCE IMPLICATIONS:

There are no budgetary implications as a contract for this service is currently in place between the Town of Drayton Valley and Brazeau County.

RECOMMENDATION:

That Council appoint Mr. Curt Rochon as a Weed Inspector for the Town for 2017 as per the *Alberta Weed Control Act*, in addition to those already named at the May 17, 2017, Regular Meeting of Council.

LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:

This approach helps to work toward the strategy identified in the Community Sustainability Plan (CSP) to minimize toxic pesticide use as it controls the spread of noxious weeds and other invasive species, and further enhances the goals and strategies of the Town's Landscape Management Plan.

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

Following Council's decision, Brazeau County will be notified accordingly.

POTENTIAL MOTIONS:

- A. That Council appoint Mr. Curt Rochon as a Weed Inspector for the Town of Drayton Valley for 2017, as per the *Alberta Weed Control Act*, in addition to those individuals appointed at the May 17, 2017, Regular Meeting of Council.
- B. That Council decline further weed inspector appointments for the 2017 calendar year.

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

Report F	Prepared By:	Report Reviewed By:		
785	alke	Spen		
Name:	Pam Balke	Name:	Sonya Wrigglesworth	
Title:	Bylaw Enforcement	Title:	Acting Director of Engineering and Development	

Report Routed to Council By:	



COUNCIL REQUEST FOR DECISION

SUBJECT:	Culture Days Chamber of Commerce Road Closure Request
MEETING DATE:	August 9 th , 2017
SUBMITTED BY:	Sonya Wrigglesworth, Acting Director of Engineering and Development

PROPOSAL AND BACKGROUND:

On Saturday, September 30, 2017 the Drayton Valley and District Chamber Of Commerce, in association with the Ag Society, Eleanor Pickup Arts Centre and local businesses, is planning to host an event on 51 Street, between 51 Avenue and 52 Avenue, in celebration of Culture Days.

The Drayton Valley and District Chamber of Commerce is requesting the closure of 51 Street, between 51 Avenue and 52 Avenue, to vehicular traffic, which will allow vendors, local individuals and organizations to set up booths representing artistic and cultural aspects of our community. The road closure would be in effect from 10:00 a.m. to 4:00 p.m. to allow participants to use 51 Street, between 51 Avenue and 52 Avenue, as a market for selling wares, displays, and demonstrations.

OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

- A. Council may approve the closure of 51 Street, between 51 Avenue and 52 Avenue, on Saturday, September 30, 2017 between 10:00 a.m. and 4:00 p.m. for the purpose of the Drayton Valley and District Chamber of Commerce hosting the Culture Days market with displays, demonstrations and vendor booths.
- B. Council does not approve the closure of 51 Street, between 51 Avenue and 52 Avenue, on September 29, 2017 between 10:00 a.m. and 4:00 p.m. for the purpose of the Culture Days market.

BUDGET / RESOURCE IMPLICATIONS:

There are no identified budgetary impacts for the Town of Drayton Valley.

There are potential financial benefits for the community as this event could draw participants and spectators from other communities and the potential for those individuals to utilize local businesses.

RECOMMENDATION:

Administration recommends allowing the Drayton Valley and District Chamber of Commerce to hold the event on September 30, 2017 on 51 Street, between 51 Avenue and 52 Avenue, and allow for the closure of the road from 10:00 a.m. to 4:00 p.m.

IMPLICATIONS OF RECOMMENDATION:

Closing 51 Street, between 51 Avenue and 52 Avenue, will allow the Drayton Valley and District Chamber of Commerce to utilize a centrally located area to the benefit of the community.

FOLLOW-UP ACTION (PUBLIC ENGAGEMENT, COMMUNICATIONS STRATEGY, AND

IMPLEMENTATION):

The Drayton Valley and District Chamber of Commerce is responsible for the public engagement of the businesses along 51 Street, between 51 Avenue and 52 Avenue, for support of this initiative. On August 2nd, 2017, the Drayton Valley and District Chamber of Commerce advised Administration that they surveyed nineteen (19) businesses along 51st Street; nine (9) approved the initiative, nine (9) are not open on Saturday, September 30, 2017, and will therefore not be affected; and one (1) expressed opposition. Any communication strategy and implementation for this event will be the responsibility of the Drayton Valley and District Chamber of Commerce.

POTENTIAL MOTIONS:

- A. I move that Council approve the closure of 51 Street, between 51 Avenue and 52 Avenue, on Saturday, September 30, 2017, between 10:00 a.m. and 4:00 p.m. for the purpose of the Drayton Valley and District Chamber of Commerce hosting a Culture Days market with displays, demonstrations and vendor booths.
- B. I move that Council does not approve the closure of 51 Street, between 51 Avenue and 52 Avenue, on Saturday, September 30, 2017 between 10:00 a.m. and 4:00 p.m. for the purpose Culture Days displays.

MOTION REQUESTED:

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

ATTACHMENTS:

Attachment 1: Special Roadway Event Permit

Attachment 2: Letter request from Drayton Valley and District Chamber of Commerce

Attachment 3: Letter to Businesses

Report F	Prepared By:	Report Reviewed By:		
FBalle		Spen		
Name:	Pam Balke	Name:	Sonya Wrigglesworth	
Title:	Bylaw Enforcement	Title:	Acting Director of Engineering and	
			Development	

Report Routed to Council By:	

SCHEDLIILE IIV (A)

SPECIAL ROADWAY EVENT PERMIT

	PERMIT NO
THIS PERMIT AUTHORIZES:	
Address	(Commerce (Terri Shimenosky Prez)
Phone: 180-51-1-16115	
REPRESENTING: (Group or Organizat	ion) The Chamber of Commerce
TO HOLD A SPECIAL ROADWAY EVER (Place and //or Route to be used)	NT WITHIN THE TOWN OF DRAYTON VALLEY AT:
ON: Sept 30 17 (Date)	BETWEEN: 10am AND 4pm (Start Time) (Finish Time)
THE NATURE OR OBJECTIVE OF THE	SPECIAL ROADWAY EVENT IS:
AND WILL INVOLVE APPROXIMATEL	Y 50 PEDESTRIANS AND O VEHICLES
THE APPROXIMATE NUMBER OF SIGN AND THE WORDING OR INSCRIPTION	NS/PLACARDS AND/OR BANNERS WILL BE
WHATSOEVER ARISING FROM THE EVENT A	THE GROUP OR ORGANIZATION INDEMNIFY THE TOWN FROM ANY LIABILITY AND UNDERTAKE RESPONSIBILITY FOR THE GOOD CONDUCT AND ORDER OF THE ORGANIZATION HAS A MINIMUM COMPREHENSIVE GENERALD.
(Applicant Signature)	(Co-Applicant Signature)
DATE S/2017	
AUTHORIZED:	(Engineer or Representative)



DRAYTON VALLEY

AND

DISTRICT CHAMBER OF COMMERCE

June 25th, 2017

Atten; Bylaw Officer

Re: Road closure of 51st street (downtown one-way) for Sept, 30th 2017 from 10 am - 4pm.

Good afternoon,

The Drayton Valley & District Chamber of Commerce is requesting a road closure of 51st street for Sept 30th 2017, time of day 10am – 4pm. This request comes on behalf the Chamber, Ag Society, EPAC and all other organizations that will be participating for an event celebrating Culture Days. Our goal is to be hosting vendors down the street exhibiting their wares, talents, and cuisines. We will be showcasing all local individuals or organizations that represent Canadiana, Multiculturalism and our regions best.

Best regards,

Terri Shimenosky



July 25th 2017

The Drayton Valley and District Chamber of Commerce in partnership with EPAC and the Ag Society are planning a celebration for Cultures Days and The Town of Drayton Valleys 60th Anniversary in the downtown core. For this celebration, we are requesting the Town for the closure of 51st street September 30th 2017, from 10 am – 4pm.

Your business is in the Celebration area so we are asking for your support for the street closure for the above-mentioned date and time.



COUNCIL REQUEST FOR DECISION

SUBJECT:	Bylaw 2017/09/D - Amendment to Land Use Bylaw Amending Bylaw 2012/5/D (Retail Liquor Store) Presented for First Reading		
MEETING DATE:	August 9, 2017		
SUBMITTED BY:	Jenn Martin, Planning & Development Officer		

PROPOSAL AND BACKGROUND:

In 2012, at the request of local business operators, and in consultation with the public, Council passed Amending Bylaw 2012/25/D, which added Section A2, subsection 2.2 "Retail Liquor Store" to Land Use Bylaw 2007/24/D. Specifically, the Amending Bylaw made the following addition:

"Section A2 Retail Liquor Store

- 2.2 A retail liquor store shall:
 - 2.2.1 at the discretion of the Development Authority, require lighting, signage or screening measures that make the proposed development compatible with adjacent or nearby residential, mixed use or commercial development; and
 - 2.2.2 not be fronting any boundary of a
 - (a) school or school reserve lands;
 - (b) playground; or
 - (c) daycare facility;

However, sites which are greater than 4 acres in size and which are zoned C2, M or RI are exempted from this restriction.

- 2.2.3 if fronting any of the above, not be located closer than 100 metres from the boundary of any;
 - (a) school or school reserve lands;
 - (b) playground; or
 - (c) daycare facility;

However, sites which are greater than 4 acres in size and which are zoned C2, M or RI are exempted from this restriction."

In response to community concerns regarding the number of liquor stores, Administration began a review of the sections of the Land Use Bylaw dealing with this subject in 2016. To obtain community feedback, Council requested that the Healthy Communities Coalition conduct research and prepare a report pertaining to sale of alcohol within Drayton Valley. The report provided the following three recommendations:

- 1. reduce the number of liquor stores;
- 2. restrict hours of operation; or
- increase the current setback.

Legal counsel advised Administration that a municipality cannot legally limit the number of businesses, regardless of type. A restriction on the hours of operation is addressed within Land Use Bylaw 2007/24/D. Accordingly, the single remaining recommendation is the suggested increase of the setback from the current 100 metres.

The attached map shows a proposed setback of 150 metres surrounding lands zoned for use as schools or school reserves, playgrounds and daycare facilities. The proposed setback provides an increased 50 metre distance from indicated boundaries.

The proposed Bylaw contains a further amendment which would see Retail Liquor Stores change from discretionary uses in commercial and industrial districts to permitted uses.

In order to Amend Land Use Bylaw 2007/24/D to reflect the proposed changes, an Amendment to the Amending Bylaw 2012/25/D must be passed.

Amending Bylaw 2017/09/D is hereby presented to Council for first reading, after which notice of the Bylaw will be advertised as required under the *Municipal Government Act*, via advertising in the local newspaper and on the Town's website. As a part of the referral process and the Public Hearing, residents and business owners will be given the opportunity to provide their comments.

OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

- A. That Council consider giving First Reading to Bylaw 2017/09/D Amendment to Land Use Bylaw Amending Bylaw 2012/5/D (Retail Liquor Store), as presented.
- B. That Council decline to give First Reading to Bylaw 2017/09/D Amendment to Land Use Bylaw Amending Bylaw 2012/5/D (Retail Liquor Store), thus maintaining the existing setback of 100 metres for Retail Liquor Stores and maintaining such development as Discretionary Uses.
- C. That Council table Bylaw 2017/09/D Amendment to Land Use Bylaw Amending Bylaw 2012/5/D (Retail Liquor Store) to a future meeting. Should Council have any questions or concerns today, this will allow Administration to explore further.

BUDGET / RESOURCE IMPLICATIONS:

There are minimal budgetary implications related to the advertising of the Amending Bylaw through the local newspaper.

LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:

Retail Liquor Stores are currently a Discretionary Use development within all commercial and industrial districts, and therefore require Council approval prior to being permitted for development or operation.

FOLLOW-UP ACTION (PUBLIC ENGAGEMENT, COMMUNICATIONS STRATEGY, AND

IMPLEMENTATION):

Should Council give First Reading to Bylaw 2017/09/D - Amendment to Land Use Bylaw Amending Bylaw 2012/5/D (Retail Liquor Store), a Public Hearing will be scheduled. Notice of the Public Hearing will be advertised in the local newspaper as required by the MGA, on the Town's website and via the Town's social media forums.

POTENTIAL MOTIONS:

- A. That Council give First Reading to Bylaw 2017/09/D Amendment to Land Use Bylaw Amending Bylaw 2012/5/D (Retail Liquor Store), as presented.
- B. That Council decline to give First Reading to Bylaw 2017/09/D Amendment to Land Use Bylaw Amending Bylaw 2012/5/D (Retail Liquor Store) leaving the current setback at 100 metres and maintain Retail Liquor Stores as Discretionary Use developments.
- C. That Council table Bylaw 2017/09/D Amendment to Land Use Bylaw Amending Bylaw 2012/5/D (Retail Liquor Store) to a future Council Meeting.

ATTACHMENTS:

Attachment 1: Bylaw 2012/25/D - Amendment to Land Use Bylaw 2007/24/D

Attachment 2: Proposed Bylaw 2017/09/D - Amendment to Land Use Bylaw Amending Bylaw 2012/5/D

(Retail Liquor Store)

Attachment 3: Map showing existing 100 metre setback distance

Attachment 4: Map showing 150 metre setback distance

Report F	Prepared By:	Report Reviewed By:		
Má	ALON	Son		
Name:	Jenn Martin	Name:	Sonya Wrigglesworth	
Title:	Planning & Development Officer	Title:	Acting Director of Engineering and	
	-		Development	

Report Routed to Council By:	



BYLAW NO. 2012/25/D

Amendment to Land Use Bylaw #2007/24/D

WHEREAS and pursuant to Part 17, Section 692 of the *Municipal Government Act* 2000, being Chapter M.26.1 of the Revised Statutes of Alberta, the Council of a municipality is authorized to amend a Land Use Bylaw;

AND WHEREAS Section 692 of the *Municipal Government Act*, being Chapter M.26.1 of the Revised Statues of Alberta, requires the Council of a municipality to hold a Public Hearing and advertise such a bylaw in accordance with Sections 230 and Section 606 of the *Act* respectively;

AND WHEREAS Council deems it appropriate to include new requirements and restrictions as new developments are proposed within the Town from time to time;

NOW THEREFORE, the Council of the Town of Drayton Valley, duly assembled, hereby enacts as follows:

1. Section 3. Definitions, within Land Use Bylaw 2007/24/D is hereby amended by deleting reference to Adult business and replacing it as follows:

Adult business means any establishment or operation to which persons under the age of eighteen (18) years are not admitted or to whom goods or services are not provided, but excludes Retail Liquor Stores (as defined below), and places or operations where in the opinion of the Municipal Planning Commission the adult part of the total activity is not the primary function of the business. Examples of 'adult businesses' include but are not limited to:

- (a) strip clubs or live performance(s) which have nudity, or partial nudity, of any person;
- (b) smoke shops or other shops dedicated primarily to selling products related to smoking;
- (c) escort or dating services;
- (d) stores which include the sale of drug paraphernalia, other than licensed pharmacies or medical or veterinary practices.
- 2. The following definitions shall be added under Section 3. Definitions in the appropriate alphabetical order:

Drug paraphernalia means any product, equipment, thing or material used or intended to be primarily used to produce, process, package, store, inject, ingest, inhale or otherwise introduce into the human body, or to disguise or hide the presence of, a controlled substance as defined in the Controlled Drugs and Substances Act, R.S.C.;

Park means an area of land, whether in a manicured or natural state, for the enjoyment of the public, having facilities for rest and/or recreation, which is owned and maintained by the Town;

Playground means an area used for outdoor play or recreation, especially by children, and containing recreational equipment such as slides and swings.

Retail Liquor Store means development used for the provincially licensed retail sale of any and all types of alcoholic beverages to the public for consumption off the premises.

3. Section A2 Adult Businesses, within Land Use Bylaw 2007/24/D is hereby deleted and replaced as follows:

Section A2 ADULT BUSINESSES AND ADULT ENTERTAINMENT

- 2.1 No adult business or adult entertainment operation shall be located within:
 - 2.1.1 400 metres of the boundary of any existing or intended:
 - (a) school or school reserve lands;
 - (b) park or playground;
 - (c) residentially-zoned lands;
 - (d) place of worship;
 - (e) day care facility; or
 - (f) hall.

RETAIL LIQUOR STORE

- 2.2 A retail liquor store shall:
 - 2.2.1 at the discretion of the Development Authority, require lighting, signage or screening measures that make the proposed development compatible with adjacent or nearby residential, mixed use or commercial development; and
 - 2.2.2 not be fronting any boundary of a
 - (a) school or school reserve lands;
 - (b) playground; or
 - (c) day care facility;

however, sites which are greater than 4 acres in size and which are zoned C2, M or RI are exempted from this restriction.

- 2.2.3 if fronting any of the above, not be located closer than 100 metres from the boundary of any:
 - (a) school or school reserve lands;
 - (b) playground; or

- (c) day care facility; however, sites which are greater than 4 acres in size and which are zoned C2, M or RI are exempted from this restriction.
- 4. Within land use sections B11, B12, B14, B18 and B20, "Retail Liquor Sales" shall be added as Discretionary Use.

THAT Bylaw 2012/25/D may be referred to as the "Land Use Amendment Bylaw (re: Adult Business)".

AND THAT this bylaw shall come into force and have effect from and after the date of third reading thereof.

third reading thereof.
READ A FIRST TIME THIS 12 TH DAY OF DECEMBER, 2012, A. D.
MAYOR
TOWN MANAGER
PUBLIC HEARING HELD THIS 20 TH DAY OF FEBRUARY, 2013, A. D.
READ A SECOND TIME THIS 15 DAY OF, 2013, A. D.
MAYOR
MATOR
TOWN MANAGER
READ A THIRD AND FINAL TIME THIS
A.D.
MAYOR
ME
TOWN MANAGER



BYLAW NO. 2017/09/D

Name of Bylaw: Amendment to Land Use Bylaw Amending Bylaw 2012/5/D (Retail Liquor Store)

WHEREAS and pursuant to Part 17, Section 692 of the *Municipal Government Act* 2000, being Chapter M.26 of the Revised Statutes of Alberta, the Council of a municipality is authorized to amend the Land Use Bylaw;

AND WHEREAS Section 692 of the *Municipal Government Act*, being Chapter M.26 of the Revised Statues of Alberta, requires the Council of a municipality to hold a Public Hearing and advertise such a Bylaw in accordance with Sections 230 and Section 606 of the *Act* respectively;

AND WHEREAS Council deems it appropriate to include new requirements and restrictions as new developments are proposed within the Town from time to time;

NOW THEREFORE after due compliance with the relevant provisions of the *Municipal Government Act*, S.A. 2000 Chapter M-26 and amendments thereto, the Council of the Town of Drayton Valley, in the Province of Alberta, duly assembled, enacts as follows:

TITLE

 This Bylaw 2017/09/D may be cited as the "Amendment to Land Use Bylaw Amending Bylaw 2012/5/D (Retail Liquor Store)."

PURPOSE

- 2. The purpose of this Bylaw is that textual amendments be made as follows to Land Use Bylaw 2007/24/D, as originally amended by Bylaw 2012/25/D.
- 3. That Section A2, subsection 2.2.3, of Bylaw 2012/25/D is hereby deleted and replaced as follows:

- 2.2.3 if fronting any of the above, not be located closer than 150 metres from the boundary of any:
 - (a) school or school reserve lands;
 - (b) playground; or
 - (c) day care facility;

however, sites which are greater than 4 acres in size and which are zoned C2, M or RI are exempted from this restriction.

4. That Bylaw 2012/25/D is amended as follows:

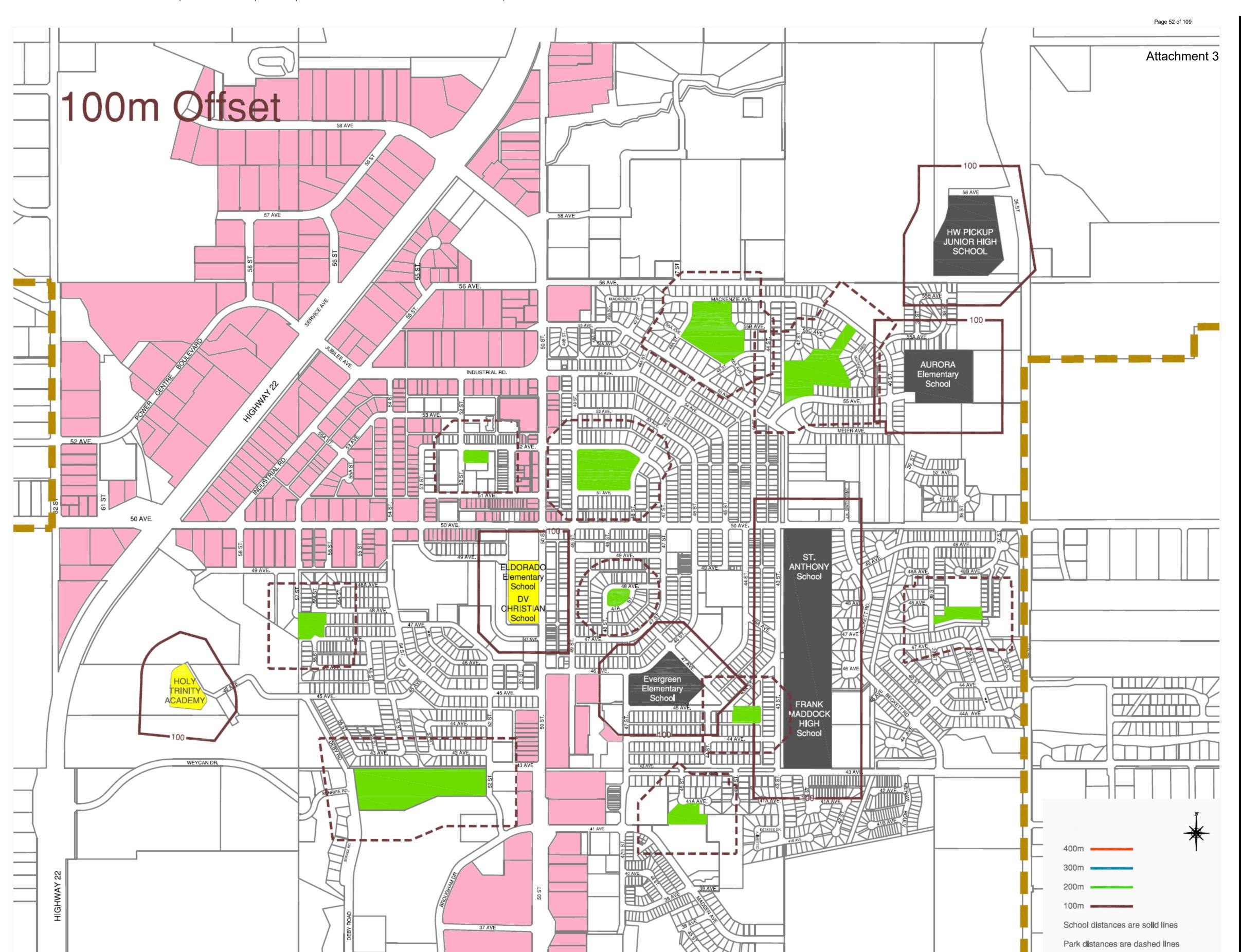
CHIEF ADMINISTRATIVE OFFICER

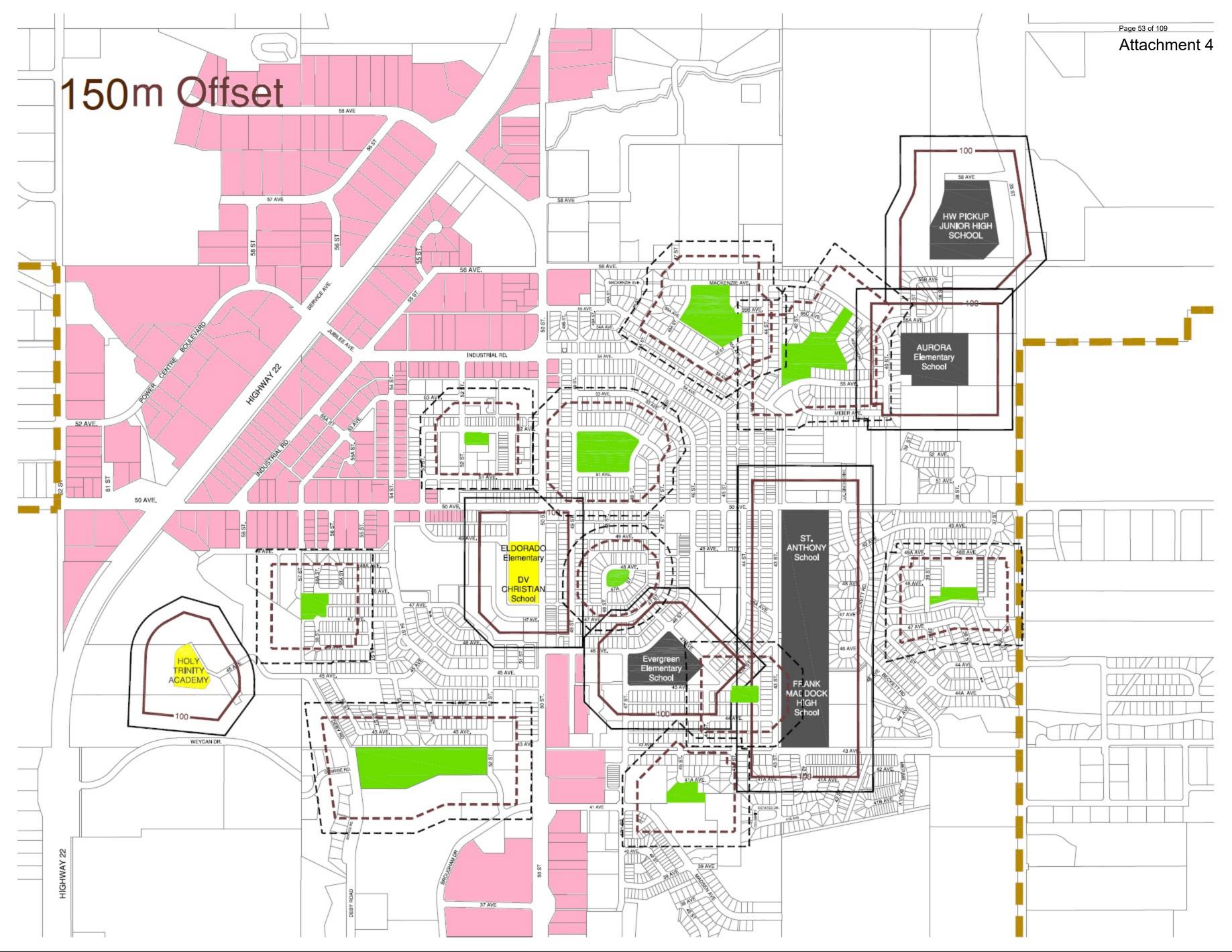
Within land use sections B11, B12, B14, B18 and B20, reference to "Retail Liquor Sales" is deleted and replaced by "Retail Liquor Store", which shall be amended from Discretionary Uses to Permitted Uses.

AND THAT this Bylaw shall come into force and have effect from and after the date of third reading thereof.

Read a first time this day of		_, 2017, A. D.
Public Hearing held this day	of	, 2017, A. D.
Read a second time this day	/ of	, 2017, A. D.
Read a third and final time this	day of	, 2017, A. D.
MAYOR		

Bylaw Number 2017/09/D Page 2 of 2







COUNCIL REQUEST FOR DECISION

SUBJECT:	Deby Land (part of NE 8-49-7-W5M) Area Structure Plan Bylaw No. 2017/07/D Presented for First Reading
MEETING DATE:	August 9, 2017
SUBMITTED BY:	Jenn Martin, Planning & Development Officer

PROPOSAL AND BACKGROUND:

In 2013, the Town purchased the lands municipally described as 5151-49 Avenue located within the NE 8-49-7-W5. The lands contain field, bush and a monitoring station for the West Central Air Shed Society.

With the help of Bob Riddett, Planning Consultant, Administration began working on an Area Structure Plan (ASP) to establish a design for development of an area including these specific lands. The proposed ASP allows for development according to the land use patterns described therein, and in compliance with contemporary planning principles. The intended vision allows for the future development of mixed residential development, institutional land use and park space.

Administration hosted an Open House for affected landowners on July 18, 2017, and presented three potential plans (Maps 6 through 8 in the attached proposed ASP) for the future development of the area. These options received a mixture of comments which Administration has taken into consideration. A fourth option (Map 9 in the attached proposed ASP) has been created based on the feedback received and is attached for Council's reference.

The purpose of presenting the options today is to begin the formal process of adopting the ASP. Should Council choose to give First Reading to the proposed ASP, the document will be distributed for the community's review and comments. The intention of having the options is to work with the community to determine which option would be most suitable for development within the defined area. As part of the continued public consultation practice, notice of the proposed ASP will be placed on the Town's website, advertised on social media, and through the local newspaper. A Public Hearing will be scheduled to take place at a future Council Meeting to allow affected and adjacent landowners and members of the public to share feedback with Council. The result of this public consultation will be an amended Deby Land (part of NE 8-49-7-W5M) Area Structure Plan Bylaw coming forward to Council, with one land use pattern plan, for Second and Third readings.

The ASP has been reviewed extensively by Administration, which is recommending it proceed for formal consideration of the options included in the draft ASP. Following First Reading of the Bylaw to adopt this ASP, the document will be circulated to referral bodies having an interest in the ASP, including but not limited to Alberta Environment and Parks, Alberta Transportation and the local school authorities.

In order to proceed with the initial steps in the adoption of the ASP for the Deby lands and further public consultation, Town Council is being asked to give First Reading to Bylaw 2017/07/D.

OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

- A. That Council considers giving First Reading to Deby Land (part of NE 8-49-7-W5M) Area Structure Plan Bylaw No. 2017/07/D, after which notice of the Public Hearing will be undertaken by Administration. This will allow Administration to advise adjacent landowners and the public of the proposed Bylaw and receive their input regarding the final land use pattern plan for Council's consideration.
- B. That Council considers giving First Reading to Deby Land (part of NE 8-49-7-W5M) Area Structure Plan Bylaw No. 2017/07/D with amendments
- C. That Council table Deby Land (part of NE 8-49-7-W5M) Area Structure Plan Bylaw No. 2017/07/D to a future meeting of Council. Should Council have any questions or concerns regarding the proposed Bylaw, this would allow Administration to gather information for further consideration.

BUDGET / RESOURCE IMPLICATIONS:

Proceeding with the initial steps in adoption of the Deby Land (part of NE 8-49-7-W5M) Area Structure Plan Bylaw No. 2017/07/D will have no budgetary implications other than the cost of advertising and mail-outs to affected and adjacent landowners.

RECOMMENDATION:

Administration recommends giving First Reading to Deby Land (part of NE 8-49-7-W5M) Area Structure Plan Bylaw No. 2017/07/D, as presented.

IMPLICATIONS OF RECOMMENDATION:

By giving First Reading, Council allows for Administration to continue the public consultation process as required by the MGA and advance the Deby Land (part of NE 8-49-7-W5M) Area Structure Plan toward adoption.

LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:

The proposed Deby Land Area Structure Plan, conforms to the Municipal Development Plan, Social Development Plan, the Community Sustainability Plan and the Town's vision for land use planning as established within those plans.

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

Following First Reading of Bylaw 2017/07/D, a Public Hearing will be scheduled. Notice of the Public Hearing will be advertised in the local newspaper, on the Town's website and social media, and notices will be sent to all affected and adjacent landowners, as required by the MGA.

POTENTIAL MOTIONS:

- A. That Council give First Reading to Deby Land (part of NE 8-49-7-W5M) Area Structure Plan Bylaw No. 2017/07/D, as presented.
- B. That Council give First Reading to Deby Land (part of NE 8-49-7-W5M) Area Structure Plan Bylaw No. 2017/07/D, with amendments to ______.
- C. That Council table the Deby Land (part of NE 8-49-7-W5M) Area Structure Plan Bylaw No. 2017/07/D to a future Council meeting.

MOTION REQUESTED:

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

ATTACHMENTS:

Attachment 1: Proposed Deby Land (part of NE 8-49-7-W5M) Area Structure Plan Bylaw No. 2017/07/D

Report Prepared By:		Report Reviewed By:			
Mortes		Son			
Name:	Jenn Martin	Name:	Sonya Wrigglesworth		
Title:	Planning & Development Officer	Title:	Acting Director of Engineering and		
			Development		
Report Routed to Council By:					



BYLAW NO. 2017/07/D

Name of Bylaw: DEBY LAND (part of NE8-49-7-W5M) AREA STRUCTURE PLAN

WHEREAS Section 633 of the *Municipal Government Act*, R. S.A. 2000 Chapter M-26 and amendments thereto allows the Council of a municipality to enact, by Bylaw, an Area Structure Plan;

AND WHEREAS the Council of the Town of Drayton Valley wishes to adopt this Bylaw for the Area Structure Plan for the Deby Land (legally known as part of NE 8-49-7-W5M and municipally described as 5151-49 Avenue);

NOW THEREFORE after due compliance with the relevant provisions of the *Municipal Government Act*, S.A. 2000 Chapter M-26 and amendments thereto, the Council of the Town of Drayton Valley, in the Province of Alberta, duly assembled, enacts as follows:

TITLE

1. This Bylaw may be cited as the "Deby Land (part of NE8-49-7-W5M) Area Structure Plan Bylaw ".

<u>PURPOSE</u>

2. The purpose of this Bylaw is that the text and accompanying maps annexed hereto as Schedule "A" become the Deby Land (part of NE8-49-7-W5M) Area Structure Plan Bylaw.

SEVERABILITY

3. If any provision of this Bylaw is held be invalid by a court of competent jurisdiction, that decision will not affect the validity of the remaining provisions of the Bylaw.

Read a first time this day of	, 2017, A. D.
Public Hearing held this day of	, 2017, A. D.
Read a second time this day of	, 2017, A. D.
Read a third and final time this day of	, 2017, A. D.
MAYOR	
CHIEF ADMINISTRATIVE OFFICER	

AND THAT this Bylaw shall come into force and have effect from and after the date of

third reading thereof.

Bylaw Number 2017/07/D Page 2 of 3

SCHEDULE 'A'

Bylaw Number 2017/07/D Page 3 of 3

Proposed Area Structure Plan for a Residential Mixed Use Subdivision in Part of NE 8-49-7-5 (The Deby Land)

Prepared for

The Town of Drayton Valley

by Robert Riddett, MCIP rriddett@gmail.com

Although the land is currently owned by the Town of Drayton Valley, it was previously owned by the Deby family, and is referred to as the Deby Land in this document.

Deby Land: Area Structure Plan

Contents

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- 7 Storm drainage
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- 9 Proposed land use and design
- 10 Internal roads
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Maps

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Appendix

Extract from land use bylaw

1 Introduction

This Area Structure Plan (ASP) deals with approximately 15 acres which is the remaining undeveloped land in NE 8-49-7-5 in the Town of Drayton Valley.

The property is currently in two parcels, both owned by the Town:

- Lot R Block 109 Plan 3810 TR, covering 4.25 acres. The land contains an injection well operated by ARC Resources, and
- The unsubdivided remainder of NE 9, covering 10.89 acres.

The location is shown on Map 1.

Under the terms of the purchase from the Deby family, the Town has committed to providing 0.89 acres as park for the use of the Brazeau Seniors Foundation.

An earlier version of this ASP was presented and discussed at an open house held at the Town office on 18 July 2017. An estimated 50 people attended, including representatives of the public school board and the Brazeau Seniors Foundation, the operator of Shangri-La Lodge.

Some of the participants thought the land should be retained as an open space or for recreation, possibly including a new aquaplex. Others said that housing was the best choice because the land is easily serviced and is within walking distance of schools, recreation, and shopping. One or two participants thought apartment development was a good use of the site, but this view was vigorously disputed.

It was generally agreed that if the land is to be developed, it should be carefully paced so as not to flood the market and depress the prices of existing housing in Drayton Valley. This applied to both owned and rental units.

2 The neighbourhood

Map 2 shows the surrounding land uses. There are residences to the south along 47 Avenue, to the west across 54 Street, and to the north across 49 Avenue. Shangri-La Lodge, Eldorado Elementary School, and Drayton Valley Christian School are the neighbours to the east.

The north-west corner of the property abuts commercial properties on 50 Avenue, and on half a block of 54 Street.

2.0000.

3 Present use of the land

The higher (eastern) parts of the property are mostly tree covered, with a small clearing for an oilfield water injection well operated by ARC Resources. The lower (western) parts of the property are open grass land.

People who live nearby use the area as an informal park, and there is a north-south walking trail adjacent to the ARC well site..

The West Central Airshed Society (www.wcas.ca) monitors and records air quality at a skid-mounted building in the north-west corner of the Deby land. It has an overhead power supply but no water or sewer connections. It is assumed that this can be moved to another suitable location, possibly in the park proposed for the eastern part of the property.

These features can be seen on Map 3, a recent air photograph.

Under the terms of the Town's offer to purchase the land from the Deby family in 2013, it had "full and adequate opportunity to conduct such investigations as reasonably may be required to satisfy itself as to the suitability of the lands ... including, without limitation, its suitability from a planning, geotechnical, environmental, and servicing perspective..." (offer document, clause 10). Consequently, no further investigations have been undertaken as part of this area structure plan.

4 Onsite constraints to development

The only on-site constraint to development is the slope of the land.

Map 4 shows contours of the site at a one metre vertical interval. The land slopes down from north-east to south-west. The fall is about 16 metres, with a typical gradient of just over 5%. While this is higher than ideal, it is less than the usual 7% maximum for municipal roads. However, water and sewer pipes may need to be specially designed to prevent too-rapid flows.

The slope of the land dictates the pattern of utility servicing. Both storm drainage and sewer lines must run from east to west, and from north to south, to connect to the existing lines in 54 Street. These existing lines are shown on Map 5.

5 Consistency with provincial policies

This ASP meets the criteria for area structure plans set out in section 633 of the *Municipal Government Act*, and, as required by section 638 of the Act, is consistent with the Town's 2012 *Municipal Development Plan* (MDP), which shows the Deby land as future residential.

By using land surrounded by existing development, this document follows the provincial *Land Use Framework*, which includes as goals:

- Support[ing] development where infrastructure capacity -- water, sewer, road, and other infrastructure -- already exists
- Planning land use to reduce the frequency and length of travel for business and pleasure

The provincial *Subdivision and Development Regulation*, AR 43/2002, also sets out a number of conditions which a municipality must meet before it can approve any subdivision or development:

Sour gas facilities Proposals to create a residential lot within 1,500 metres of a

sour gas facility must be referred to the Alberta Energy Regulator (AER) and cannot be created without the AER's

approval.

There are no sour gas facilities within 1,500 metres of the

proposed development.

Other oil and gas wells A proposal to build a residence within 100 metres of an oil

or gas well must be referred to the AER, and no approval

can be issued without the Regulator's approval.

The site contains a former producing well which is now used by ARC Resources for water injection. ARC Resources are currently negotiating with the AER to have the setback

reduced to the area of the existing lease.

The designs show here are compatible with a large or a

small setback.

Abandoned wells Building sites must be separated from an abandoned well by

a sufficient distance to allow further work on the well if that becomes necessary. There are no abandoned wells on the

property, but ARC's injection well will be abandoned at some

time in the future. AER Directive 079, Surface

Development in Proximity to Abandoned Wells, requires abandoned wells to be accessible, and to be at least 5 metres from any other structure. This plan shows the well to be 53 metres from the closest residential lot, 54 metres from the Eldorado School property line, and 76 metres to the

Shangri-La Lodge property line.

Sewer lagoons No residence may be approved within 300 metres of the

working area of a waste water plant.

The proposed development is over 2,000 metres from the

Town's sewer lagoons.

Waste disposal sites No residence may be approved within 450 metres of the

working area of a waste disposal site.

The proposed development is over 1,600 metres from the

Town's sanitary landfill.

Highways A subdivision requires the approval of Alberta

> Transportation (AT) if it is within 800 metres of a highway where the speed limit is 80 km/h or more (AR 43/2002, s14).

> The land is within 800 metres of Highway 22, but the speed limit at this point on the highway is 70 km/h, so the approval

of AT is not required.

The Alberta Historical Resources Management Branch Historical resources

(HRMB) has the right to require a historical or

archaeological assessment of land which is to be

developed. A copy of this document was referred to HRMB in November 2016. In response dated 14 December 2016, their file 4835-16-0103-001, the department said that they had no concerns, and no archaeological assessment is

required.

6 Water and sewer service

The entire Deby property can be served by gravity into existing sewer lines in 54 Street.

There are water lines in 47 Avenue, 49 Avenue, and 54 Street, which will allow looping of connections into the development area. These lines are shown on Map 5.

Lines will normally run in the streets, but if it is necessary to run them elsewhere, utility lots or easements will be dedicated, although they are not shown on Maps 6 - 9.

7 Storm drainage

When land is developed for urban use, a high proportion of the surface area is hard-surfaced, so storm water and snow melt runs off instead of being absorbed into the ground. This may cause flooding as the storm drains are unable to carry the load. Alberta Environment therefore requires that the runoff from a new development be managed so that peak flows of storm water after development are no higher than they were in the land's natural state. This is normally achieved by constructing detention ponds at the lowest point of the development. The rush of water is held in the pond and released slowly to the storm drainage system through a narrow diameter pipe.

Detention ponds are usually sized to deal with a 10 cm (four inch) rainfall on the contributing area, so one hectare of development requires 1,000 cubic metres of storage volume. The designs shown on Maps 6, 7 and 8 will result in about 4.7 hectares of urban development (the remainder of the property will become park, with no change in runoff) so about 4,700 cubic metres of storage will be needed. Assuming two metres of live storage, this volume can be held in a pond covering about 2,350 square metres, or about 35 by 70 metres. These calculations are only approximate, and need to be confirmed or corrected by a civil engineer, but they are sufficient for preliminary planning purposes.

If it is determined that a storm pond is not required, the land may be used for residences.

8 Road access to the property

The existing loop created by 54 Street and 45 Avenue is designated as a collector road in the Town's transportation study. It has a 24 metre right-of-way in most places. An 85 metre stretch of 54 Street in the north-west corner of the Deby land, now on a 20 metre right of way, may be widened to the full 24 metres.

Both main entrances to the Deby land -- 54 Street on to 50 Avenue, and 45 Avenue on to 50 Street -- are controlled by traffic lights. The intersection of 53 Street and 50 Avenue is only controlled by a stop sign. Depending on the volume of traffic from new

development using 53 Street to reach 50 Avenue, the intersection may need to be upgraded. This is addressed below.

9 Proposed land use and design

The idea of leaving the land undeveloped, or developing it as a 15 acre park, has been rejected. The land is easily serviced and is within walking distance of schools, recreation, and shopping, and can be developed at a lower cost than greenfield sites on the edge of town. It is a waste of a valuable resource to leave it undeveloped.

The idea of reserving the property for a new aquaplex has also been rejected. It is felt that if and when a new aquaplex is built, it should be located in conjunction with other recreation amenities, not a stand-alone facility.

It is therefore proposed to subdivide the property into a mixture of residences, parks, and institutional uses. Various design alternatives are shown on Maps 6, 7, 8, and 9.

Residential: A range of residential types is shown, but no mobile homes are proposed, either in a rental park or in a subdivision where people put a manufactured home on a lot which they own. This is consistent with the Town's municipal development plan (MDP), which says that manufactured housing should not normally be mixed with conventionally built houses.

It is not yet known whether the Alberta Energy Regulator will require the standard 100 metre separation between residences and the ARC Resources water injection well. The designs shown here assume that the setback will be reduced to the well site only. If the full 100 metre separation is required, the land will be developed in stages, with the closer residences being created after the ARC well is abandoned.

Parks: Several park areas are proposed. The largest will be in the mostly tree-covered area around the ARC well site, adjacent to the Eldorado School grounds, with pedestrian trails north and south to connect to 47 and 49 Avenues. There will also be a small park around the large, isolated tree west of the Anglican Church. Legal requirements for parks are discussed in section 11 below. Storm water ponds (see section 7) also have recreational value.

Institutional: All three designs show a one acre parcel in the north-west corner of the property for institutional use. This provides a useful buffer between new residences and the existing commercial area along 50 Avenue. Appendix A gives a complete list of the various uses which the Town's land use bylaw allows in the Institutional district.

Walkability: All designs will have sidewalks and, where appropriate, walkways separated from roads. These are especially important to connect residential areas to parks and to Eldorado School.

Commercial: It has been suggested that there might be a small commercial area with a convenience store and restaurant to serve local residents. This idea has been rejected because the Deby land is within walking distance of several such outlets: there are several small independent restaurants on 50 Avenue and convenience stores at the Fas Gas and 7-Eleven gas stations at the intersection of 50 Street and 50 Avenue. The Dodson Plaza is also within walking distance. It is doubtful if there is any need for more commercial outlets in the middle of a residential area.

Map 6:

Map 6 proposes a one-acre apartment development facing 54 Street, and about two acres of single detached houses on the south side of 49 Avenue. The remaining three acres of developable land are devoted to medium density residences. The interior of the property is accessed by a loop road that starts at 50 Avenue and 53 Street, past 49 Avenue, then a further 120 metres south before turning west to join 54 Street, with a short cul-de-sac running up hill to the main park area.

This design will yield 15 to 20 lots for single detached houses, depending on lot widths; 40 to 50 medium-density residences; and 40 to 50 apartment units.

Map 7:

The distribution of land uses in Map 7 is similar to that in Map 6: about one acre for apartments, two acres single detached, and three acres for medium density housing. The main difference is that 53 Street continues south to 47 Avenue instead of turning west to 54 Street.

The yield is similar to that shown on Map 6: 15 to 20 lots for single detached houses, 40 to 50 medium-density residences, and 40 to 50 apartment units.

Map 8:

The third design devotes most of the land to medium and higher density residences. Two apartment blocks are shown adjacent to 54 Street, but this is only one possible layout: the actual number and location of units will be determined by market demand and by the Town's bylaw requirements for parking and landscaping.

On the east side of these apartments is a short cul-de-sac suitable for duplexes or fourplexes, with back lane access for parking. A block of single detached houses faces

49 Avenue. The yield is seven to ten lots for detached houses, about 30 medium density houses, and up to 150 apartment units.

Map 9:

The street design on Map 9 is almost identical to Map 6 but with a lower density of residential development. There are no apartments. Low density residences occupy three and a half acres, enough for 25 to 35 lots, depending on lot width, and a little over two acres for 30 to 40 duplex and fourplexes units.

Storm Pond:

In all designs, if the storm water pond is not required, the land will be used for residences.

Deciding between the four designs

The design shown on Maps 6 and 9, with its loop road, will be more expensive to build because it requires 360 metres of new road with associated costs of buried services, sidewalks, etc. It also has the disadvantage that much of the traffic in to the area will probably join 50 Avenue at 53 Street, where the current uncontrolled intersection will probably require traffic lights. Against this must be set the fact that a loop road provides better access to emergency services.

The design sketched on Map 7, where 53 Street runs straight south through the area, probably has the best road access, but again will add to the traffic at the uncontrolled intersection of 53 Street and 50 Avenue. Total new road is about 340 metres.

The design shown on Map 8 has two advantages: it provides more affordable housing close to the central business district and employment, and it only requires about 100 metres of new road to be constructed and maintained by the Town.

Map 9, with the majority of the land allocated to single detached housing, will result in the lowest population density and therefore less traffic than the other designs.

The choice of design will be made by council following the public hearing prior to second reading of the ASP bylaw. The ASP will then be amended accordingly before being legally adopted.

10 Internal roads

In all designs, new roads will be built on an 18 or 20 metre (60 to 66 foot) right of way, with sidewalks on both sides to make the area safe for children going to Eldorado Elementary School. Turning heads in cul-de-sacs will have a 15 metre radius. These widths and radii are similar to those elsewhere in Drayton Valley.

Access to the apartment blocks in the third design (Map 8) will be privately owned and maintained, but will be built to a high enough standard (load bearing, curvatures, etc) to accommodate fire trucks and other emergency vehicles.

Previous subdivisions provided for 47 Avenue south of Eldorado School to be extended west and north in to the Deby lands. A 15 metre wide panhandle was left between Shangri-La Lodge and Eldorado School. None of the designs proposed here show a road on this alignment. What would have been a road will instead become part of the new park. After the ARC well is abandoned, the access can be rebuilt as a walking trail.

11 Parks and recreation areas

When land is subdivided into multiple lots, the *Municipal Government Act* gives the municipality the right to take ten per cent of the area as municipal reserve for park purposes.

As a result of previous subdivisions, all remaining reserves in NE 8 have been consolidated into Lot R Block 109 Plan 3810 TR.

It is proposed that the Town remove the reserve designation from the north part of Lot R, and use the land for housing, but offset this loss of reserve by adding land which is in the ARC well site but outside Lot R. the area to be added is larger than the area lost. Other park areas, walkways, and storm ponds add yet more green space. The total area of green space in all three designs is over four acres, or about 27% of the titled area. This far exceeds the legal requirement of 10%.

12 Zoning

The entire Deby land is now zoned R1A Low Density Residential, which allows new site-built detached houses on individual lots.

Following adoption of this ASP, the zoning will be changed to allow various densities of residential use, institutional use adjacent to 54 Street, and park development.

13 Development Process

Although it owns the land, the Town may choose not to act as developer. Three alternatives may be considered:

- the Town could sell the undeveloped property, minus parks, to a professional developer who would undertake the entire project; or
- the Town could subdivide the land and sell unserviced lots to professional developers who would install utilities and roads before constructing houses for sale; or
- the Town could subdivide the land, construct the roads and utilities, and sell the lots to individuals and to professional builders.

A decision between these and other alternatives will be made by council after this ASP is adopted.

Whichever option is selected, it is important to release lots slowly so that they can be absorbed by the market without depressing the prices of other property in town.

Appendix A

Extract from Drayton Valley Land Use Bylaw 2007/24

B15 IPU INSTITUTIONAL AND PUBLIC USES DISTRICT

15.1 Purpose

The purpose of the IPU district is to provide land for parks, schools, hospitals, and other community service facilities, both publicly and privately owned.

15.2 <u>Permitted Uses</u>

The following uses are permitted:

- o schools
- o libraries
- o halls and auditoriums
- o places of worship
- o group homes
- o day care facilities
- o group care facilities except those listed below as not allowed
- o hospitals, hospices, nursing homes, and long term care facilities
- o cemeteries and crematoriums
- o public parks, playgrounds, and buffer strips
- o golf courses
- o municipally owned athletic and sporting facilities
- o utility buildings and facilities
- o buildings and uses accessory to the above

15.3 <u>Discretionary Uses</u>

The following uses may be allowed at the discretion of the Municipal Planning Commission:

- o campgrounds
- o privately owned athletic and sporting facilities
- o dwelling units for staff of a permitted or discretionary use
- o buildings and uses accessory to the above

DRAFT 3 AUGUST 2017

15.3 Uses Not Allowed

Facilities in which the clients or residents live or attend under the terms of an order or decision of a court or a parole board are neither permitted nor discretionary uses in the IPU district. These uses require the land to be classified Direct Control.

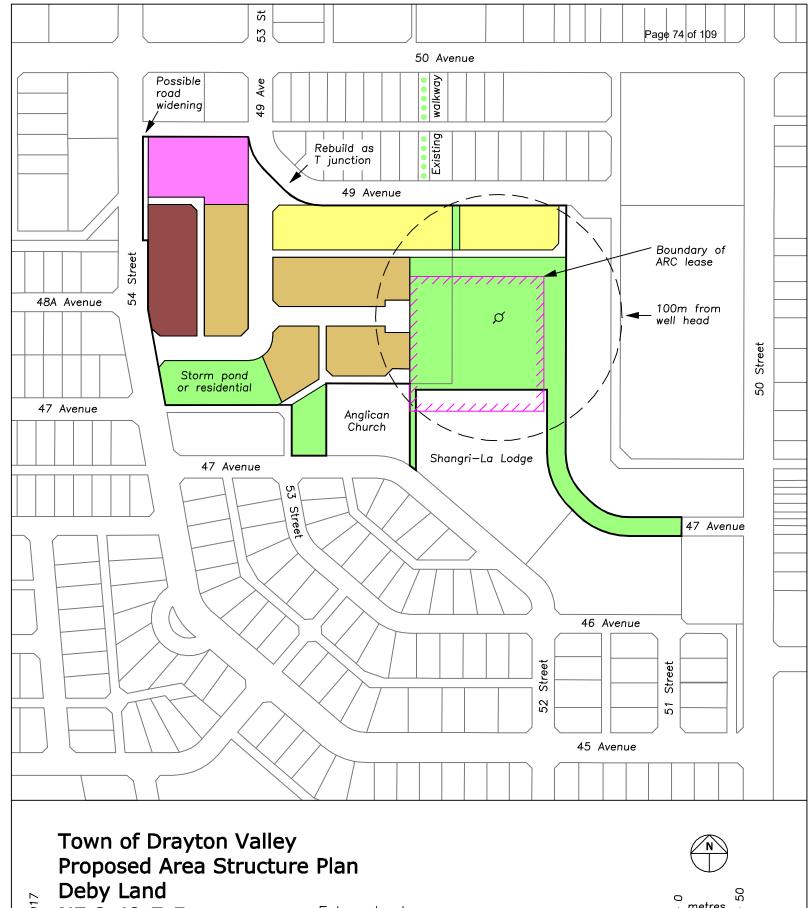
15.4 Yards and Setbacks

Dwelling units in the IPU district require the same yards and setbacks as in the adjacent residential district or, if there is no adjacent residential district, the same yards and setbacks as in the R1A district.

Yards and setbacks for other land uses shall be as required by the Development Authority.

15.5 Other Controls

The requirements of Schedule A apply in this district.



NE 8-49-7-5

Map 6

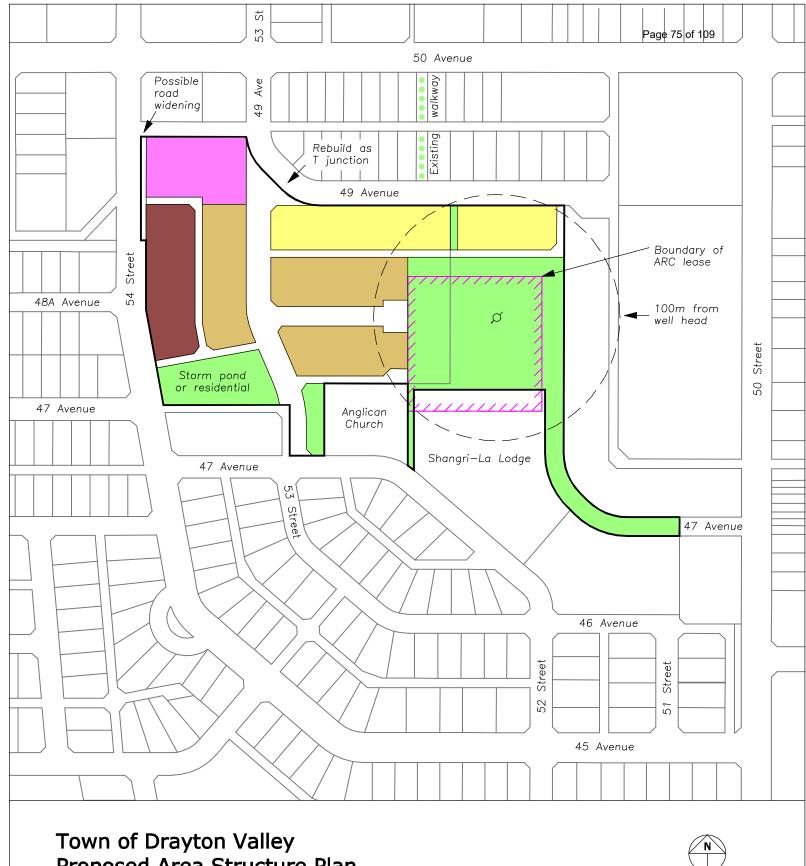
Proposed Design

Future land uses:

Low density residential Medium density residential High density residential Institutional

Parks and open space







Deby Land NE 8-49-7-5

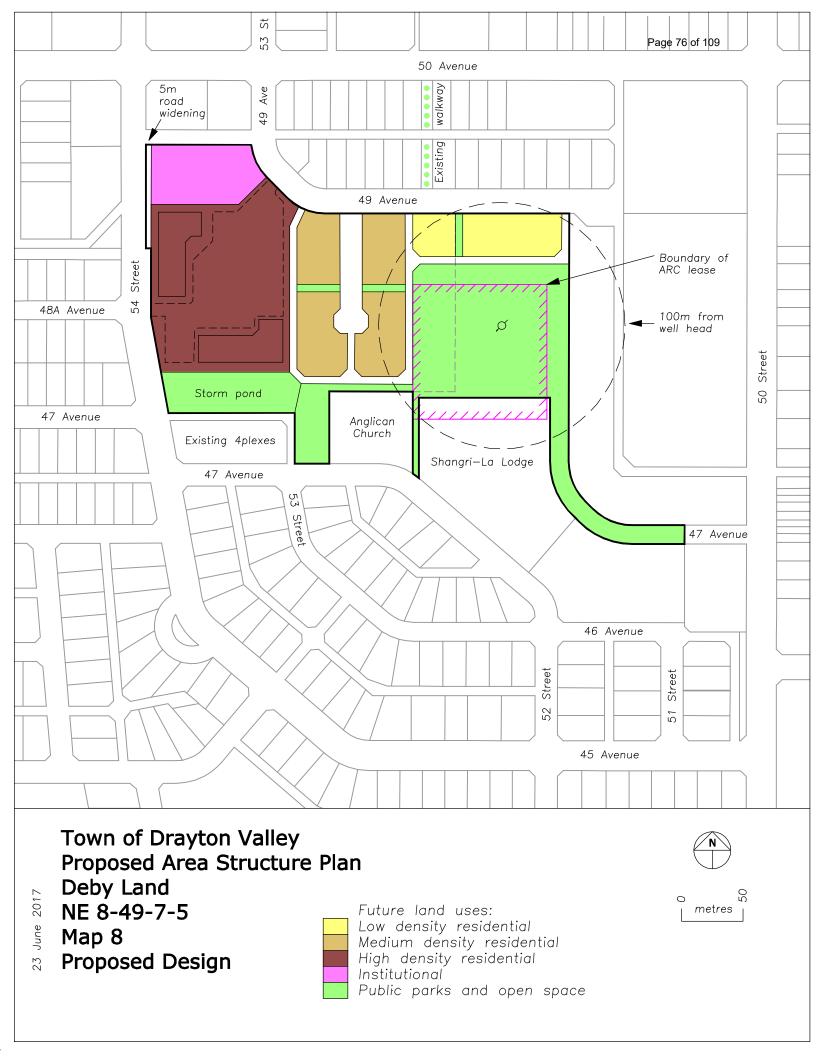
Map 7

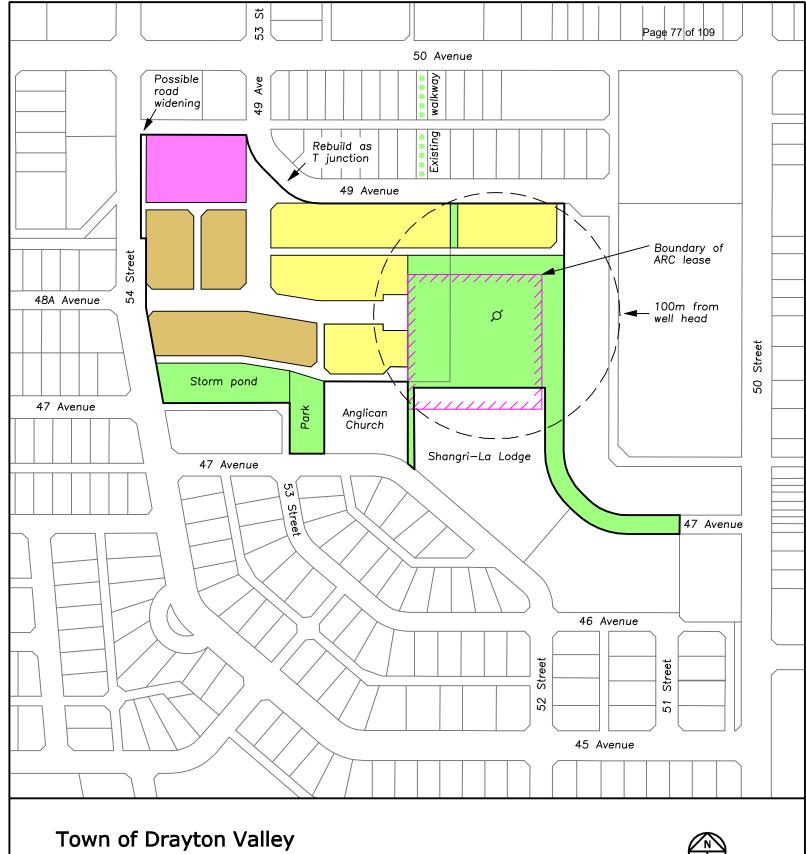
Proposed Design

Future land uses:

Low density residential Medium density residential High density residential Institutional Parks and open space









Deby Land

NE 8-49-7-5

Map 9

Proposed Design

Future land uses:

Low density residential Medium density residential Institutional Parks and open space



metres



COUNCIL REQUEST FOR DECISION

SUBJECT:	Accountability and Transparency Policy Public Consultation and Communication Policy
MEETING DATE:	August 9 th , 2017
SUBMITTED BY:	Dwight Dibben, Chief Administrative Officer

PROPOSAL AND BACKGROUND:

The Accountability and Transparency Policy C-01-17 and the Public Consultation and Communication Policy A-04-17 have been developed in response to Council's direction to provide clarity, transparency and accountability to the residents of Drayton Valley. Each Policy is a reflection of Council's expressed commitment to the fundamental principles of a culture where Council, staff and citizens are aware of and understand the principles of accountability and transparency. Both Policies speak to the very purpose of a municipality being to serve, at the most direct level, the residents of the municipality. These Policies endeavor to assist in enabling consistent, transparent and trustworthy communication with our residents.

The Accountability and Transparency Policy C-01-17 addresses the support of open government principles of accountability and transparency and outlines the Town of Drayton Valley's commitments which will ensure that Council decision making is open and transparent and that the Town is accountable for the provision and performance of its services. Within the Policy, the roles and responsibilities of the Town are clearly defined and that, within the Town the roles of Council and staff, and the responsibility for services provided are easily understood.

The Modernized Municipal Government Act, RSA 2016, mandates that each municipality adopt a "Public Participation Policy" by April 2018. The Public Consultation and Communication Policy A-04-17 addresses this legislative requirement. The Town recognizes the rights of the public to participate in the development of their community and the general objective of this Policy is to foster the opportunity for community members to participate actively in the development and management of municipal affairs, being mindful of the best interests of the community as a whole.

OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

- A. That Council consider public consultation of the Policies prior to proceeding to Council. A public consultation period of approximately three (3) weeks is recommended. Public consultation on the Policies demonstrates the principles of the Policies are in affect prior to the adoption of such Policies.
- B. That Council consider approving the Policies which will allow Council to adopt Policies which accurately reflects their philosophy of public engagement in advance of the April 2018 deadline established through the MGA. This approach will enable a more immediate implementation of the Policies, but may result in public feedback which could necessitate changes to one or both of these Policies in the more immediate future than is anticipated therein.

BUDGET / RESOURCE IMPLICATIONS:

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

LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:

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

FOLLOW-UP ACTION (PUBLIC ENGAGEMENT, COMMUNICATIONS STRATEGY, AND

IMPLEMENTATION):

Notice of the Policies would be advertised in the local newspaper and the Town's website, whether adopted today or directed for public engagement.

POTENTIAL MOTIONS:

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

MOTION REQUESTED:

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

Report Prepared By:		Report Reviewed By:	
alph		4	U.
Name:	me: Chandra Dyck		Pam Livingston
Title:	Legislative Services Coordinator	Title: Director of Corporate Services	

Report Routed to Council By:	

Subject:	Accountability and Transparency Policy	Policy No.: C-01-17	OF DRAYTON L
Department:	Council		
Approval Date:		Review Date:	
Associated	Public Consultation and Communications Policy		
Policies:	Development Notices to the Public Policy		

Accountability and Transparency Policy

Purpose

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

General Policy

- 1. In support of open government principles of accountability and transparency, this Policy outlines the Town's commitments which will ensure:
 - 1.1 Council decision-making is open and transparent; and
 - 1.2 the Town is accountable for the provision and performance of its services.

Responsibilities

- 2. The roles and responsibilities of the Town must be clearly defined. In the context of other levels of government, it should be clearly explained which level of government is responsible for each service.
- 3. Within the Town, the roles of Council and staff, and the responsibility for services provided, need to be easily understood.
- 4. Actions will be consistent with clearly understood expectations. Services offered by the Town should be:
 - 4.1 clearly explained;
 - 4.2 outlined to include what is expected from the customer; and

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- 4.3 outline what the customer can expect from the Town.
- 5. There must be a reasonable balance between expectations and capacities. Customer and citizen expectations may change from time to time and all expectations must be balanced against the Town's authority, available skills and the resources required to achieve the expected outcome.
- 6. There must be clear and timely reporting on actions.
 - 6.1 Reporting must be credible;
 - 6.2 The information useful, accurate, timely, and accessible; and
 - 6.3 Reporting on actions taken or not taken shall be clear and easy to understand.

7. Transparency Components:

- 7.1 Town information must be fully accessible within legal limitations.
- 7.2 Providing information that citizens or others require in order to comment on the Town's services and activities, allows for dialogue and sharing of ideas on Town activities, decisions and the potential to initiate change. This results in trust, enabling the Town to manage its services and activities more effectively and efficiently.
- 7.3 The Town must balance transparency with other legal and regulatory obligations. The Town will continue to comply with legislation that protects certain information; and whenever meaningful information is withheld, an explanation will be given as to why.
- 7.4 Town information that is provided publicly should be provided in clear, plain language.
- 7.5 Information deemed to be in the public interest is to be updated regularly, consistently, and as much as possible, proactively. The Town is committed to ensuring meaningful information is provided to the public.

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8. Commitments:

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

Bylaws

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

Policies

- b. Town Council, as authorized by the MGA, has implemented Policies in support of its transparency and accountability principles. Those include, but are not limited to:
 - i. Council Remuneration Policy;
 - ii. Community Organization Financial Accountability Policy;
 - iii. Council Meeting, Agenda & Public Hearing Policy;
 - iv. Governance and Priorities Committee Policy; and
 - v. Boards and Committees to Council Policy.
- c. The Chief Administrative Officer, as head of the Administrative body of the Town, ensures compliance with the Policies which govern the overall transparency and accountability of the Town in its day-to-day operations. These Policies address areas such as notices to the public, employee conduct, purchasing and tendering standards, and disposition of assets.

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Council Meetings

d. The Town provides the public with information on the roles and responsibilities of the Mayor and Councillors. The time and dates of meetings, agendas and reports under consideration are made available to the public in advance of meetings. All meetings of Council are open to the public, with exceptions as permitted by the MGA, and members of the public are invited to be delegations to Council to make presentations.

Budget

- e. The Town publishes information on the annual Budget written in plain language in both print and digital formats, which is replaced by the annual approved Budget once it has been ratified by Council.
- f. Budget discussions/deliberations will include public sessions.
- g. Audited financial statements are published annually.

Public Services and Communication

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

Conflict of Interest

- i. Sections 169 through 173 of the MGA deal extensively with pecuniary interest of Council. This portion of the MGA is thoroughly reviewed with elected officials by legal counsel following election and is a consideration at the outset of each Council meeting.
- j. The Council Code of Conduct Bylaw 2013/17/B increases understanding of duties and responsibilities and clearly defines several areas of responsibility, to eliminate conflict of interest, including:
 - i, appropriate use of Town assets and services;

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- acceptance of gifts and benefits;
- ii. actions during civic election periods; and
- iii. Council, staff and public relations.
- 8.2 Members of Council and Administration are subject to the responsibilities and obligations as established under the *Freedom of Information and Protection of Privacy Act* legislated by the Province.
- 8.3 The Town maintains sound records management practices, ensuring that accurate and reliable records are created and remain accessible, useable and authentic for as long as they are required under legislation.
- 8.4 The Town strives to meet these commitments within its resources human, financial, technical allocated annually by Council.

Statement of Commitment

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

Mayor	 	
•		
Approval Date		

Subject:	Public Consultation and Communication Policy	No.: A-04-17	OF DRAYTON LA
Department:	Administration		
Approval Date:	Review		
Approval Bate.	Date:		
Associated	Accountability and Transparency Policy]
Policies:	Development Notices to the Public Policy		

Public Consultation and Communication Policy

Purpose

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

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

General Policy

- 1. This Policy targets Town Council and its various Committees and Boards and also includes all municipal departments, facilities, and authorities..
- 2. The general objective of this Policy is to foster the opportunity for community members to participate actively in the development and management of municipal affairs, being mindful of the best interests of the community as a whole.

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- 3. The objective is to be attained through the implementation of specific practices relative to the three pillars of participatory democracy, namely:
 - a. information;
 - b. consultation; and
 - c. partnership.

Definitions

- 4. Within this Policy the following definitions shall apply:
 - a. *consultation* means a two-way communication process between community members and Town representatives;
 - b. *information* means a one-way communication process in which the Town produces material and delivers it to the public at large;
 - c. *partnership* means collaboration between the public and the Town. This form of cooperation is based upon the active engagement of community members in the development of policies, programs and projects; and
 - d. *public information products* include Frequently Asked Questions Sheets, Public Notices, Legal Notices, or other such notifications which are prepared by the Town in order to provide information or to seek input from the community at large.

Responsibilities

- 5. Communication Through Sharing of <u>Information</u> (Stage 1)
 - 5.1 Distribution of information is the minimum requirement for public engagement. For their participation to be useful, community members must understand what the issues are, as well as the responsibilities and activities of Council and Administration.
 - 5.2 <u>Guiding Principle</u>

Distribution of information in itself allows the public to consume and, perhaps, comment on specific details of the policy, project or program.

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Any process employed may be used as a feedback opportunity rather than to directly influence substance and general direction.

5.3 Good Practices

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

6. Communication Through Consultation (Stage 2)

- 6.1 Consultation (comprised of Stages 1 and 2) provides information to community members and allows those community members to ask questions and express expectations, concerns, comments or opinions, with a view to assisting the Town to reach the best decision. This approach centres on a predefined topic and seeks to test or prioritize options that have already been contemplated, at least in preliminary form.
- 6.2 Most often, consultation takes place in the beginning or mid-stages of the deliberation process to test assumptions and directions, and is carried out according to a predetermined schedule and operates within a clear and recognized set of rules that:
 - a. it is an open-ended process in which the specific outcomes are unknown at the beginning; and
 - b. it is facilitated by an individual appointed by the Town, whose role it is to encourage serious, substantive, deliberative, in-depth participation by community members and decision-makers that is respectful and equitable, and to ensure discussion is focused, and sufficient time is given to the most important issues.

6.3 Guiding Principles

- a. Consultation, under set rules and ethical requirements, makes use of the procedures that are best suited to the policy, project or program and the issues under consideration, while enabling diversity in the opinions expressed.
- b. May inform the community with a summary of the results of a public consultation, along with the resulting decisions and their reasoning.

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6.4 Good Practices

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

- a. Consultations on important subjects (for which a statute or regulation has not already established the notification practice) require that a clearly worded public notice be publicized in advance, so that the public may be informed and granted a reasonable period of time in which to peruse the relevant documentation.
- b. Make the relevant documentation available either in print or electronic form or both, no later than the day the notice appears.
- Hold public consultations which present the policy, project or program, then welcome questions and encourage the expression of opinions.
- d. A sufficient interval between the presentation of the policy, project or program is recommended in order to enable community members to prepare responses, particularly when these must be in the form of written submissions.
- e. Produce and publicize documentation that summarizes the opinions and concerns expressed, and provides analysis along with any applicable conclusions, advice or recommendations and any subsequent decisions, and the reasons for them.

7. Communication Through Partnership (Stage 3)

7.1 Partnership (comprised of Stages 1, 2 and 3) is when an issue or initiative is shared with the public as an assembled group in order to gather ideas and actively negotiate solutions, and then rendering a recommendation that reflects the group's influence.

Subject:	Public Consultation and Communication Policy	Page:	5 of 6
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7.2 Guiding Principle

Build concrete and lasting partnerships with the members of civil society, the purposes of which are to exchange information, identify the community needs, design the projects, programs or policies, and evaluate the results.

7.3 Good Practices

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

- To the greatest extent possible and in a manner acceptable to all involved, seek out public consultation in finding and implementing solutions.
- b. As needed, establish a follow-up committee that includes members of the public.
- c. Involve community members, groups, organizations and institutions in the process of developing projects, programs or policies.
- 8. The Legislative Services Coordinator shall be consulted when designing public information documents, surveys and questionnaires to ensure FOIP compliance, records management structures and any contract considerations.
- 9. The Communications and Marketing Coordinator shall review the public information documents, surveys and questionnaires for clear language and consistent corporate messaging, as well as help to identify any inconsistencies or overlap with existing initiatives.

Procedure

- 10. In recognition that electronic communication is commonly the preferred method for transmitting and receiving information, all public information products that are produced or overseen by the Town may be required to be placed on the Town's website.
- 11. This Policy shall be reviewed every three (3) years, subject to a public evaluation process.

Subject:	Public Consultation and Communication Policy	Page:	6 of 6
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12. This Policy recognizes that the Town's Planning and Development Department, with the approval of Council, has set parameters for the provision of public notice, which shall prevail in the event of any conflicting portions of this Policy.

Mayor
Approval Date

Department: Administration

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Information Items

10.0 Information Items

Pages 92-109

10.1. Drayton Valley and Area Legacy Society Minutes – July 2017		
10.2. Councillor Wheeler's Conference Report – Renewable Cities 2017	95-100	
10.3. Brazeau Foundation Minutes – June 2017	101-105	
10.4. Sustainability Committee Meetings Notes – July 2017	106-107	
10.5. Economic Development Committee Meeting Notes – June 2017		

MOTION:

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

General Meeting Drayton Valley Legacy Project July 6, 2017

Present:

Colleen Andersen	c or c@telusplanet.net	780-542-2787
Connie Stuhl	accutron56@gmail.com	780-542-9288
Councilor Graham Long	glong@draytonvalley.ca	780-898-5494
Bill Cavanagh (by phone)	rockyrapids@gmail.com	780-621-9126

Regrets:

Dana Crawford	illadv@draytonvalley.ca	780-514-2331
Sabine Larcher	admin-support@draytonvalley.ca	780-514-2213
Pamela Schaub	pamscha@yahoo.ca	780-542-1602
Nicole Nadeau		780-514-5864

Colleen Andersen thanked everyone for attending this special meeting and called the meeting to order at 5:25 p.m.

This meeting is to address a revised statement from Consentia for the scanning and creating DVDs for the microfilm held by the Drayton Valley Library and the Legislature Library.

A meeting was held on June 21, 2017 at the Drayton Valley Library between Consentia representatives Pat Hale and Carolyn Buchanan, Colleen Andersen, Pam Schaub, Bill Cavanagh and Connie Stuhl. Both Carolyn and Pat were surprised that the DVDs were not searchable. After Connie showed them the microfilms and explained the issues with the films being dark and shadow lines in the columns, they took the films and DVDs back with them to investigate.

A reply on July 5 to Colleen's email asking for an update received the reply that the DVDs were not searchable because the service was not requested in the contract.

Going back to an email on August 27, 2015 Sandy sent an email to Consentia as well as the two other companies being considered for this project. In her email, it stated "There are 25+ pages per issue and they need to be indexed and searchable. The Town of Drayton Valley has server space so this is not an issue".

On the revised statement, there is an amount of \$1,767.15 for indexing of electronic PDF's.

Consentia is now quoting a cost to OCR and make the DVDs searchable of \$812.47 plus \$150.00 for 5 new DVDs on top of the invoice. This amount would only be for the DVDs of the microfilm from the Drayton Valley and Legislative Libraries.

Moved by Bill Cavanagh that the amount of the revised invoice of \$22,475.15 be paid to Consentia.

Seconded by Graham Long. CARRIED

Colleen will call Consentia to ask what indexing the electronic PDFs means and where they are with checking the returned microfilm and DVDs.

Bill will investigate if we can make the DVDs searchable. We do not want Consentia to do this.

Meeting adjourned by Colleen Andersen at 6:00 pm

Conference Report

Council Member: Fayrell Wheeler

Conference/Workshop Attended: Renewable Cities 2017

Date of Conference: May 18-19th 2017



Information Presented:

Session 1: A conversation with IRENA (International Renewable ENergy Agency)
There is a new knowledge frame work around renewable energy. The evolution of technology has exploded in the last 6 years, and the interest that has been sparked in terms of countries installing renewables has generated a huge momentum. The new solar market in china currently employs 2.5 million people and China is targeting 27% of their energy coming from renewable energy. Moscow is working on the energy transition, they have a goal to quadruple their clean energy by 2030 and energy is already almost free for all consumers. Moscow is committing to cleaner numbers because the world of energy is changing, and they thought- we need to decide if we want to join now or struggle in the future to catch up.

Last year 2 million electric vehicles were on the road, and they are saying it will be 6 million by 2030. China has shifted its entire R&D to electric vehicles, they are the major player in vehicle production and because of that other companies have started to put a lot more focus on it.

Hydro is the most reliable RE and with the potential amount we could produce in Canada gives us the capability to be 100% renewable energy as a country. It would also create a huge economic stimulus by investing in new sectors. It will require us making the mindset transition of prosperity coming from something other than oil. The future is in renewals and investing in it needs to be supported by policies. There are many employment fields that need to be expanded when you bring RE in, computer programs to run it, transmission of it, regulation frame work that goes with it, all potential new industries. In Canada's case moving forward has to be a bottom up frame work, Germany transitioned like this, starting in the smaller communities and should be looked to as an example.

There is the capability to have data systems and predictability systems to manage peak loads but that also help buy and sell electricity efficiently. They can measure within 2% certainty 24hrs out, so they know what they need, hence why the technical management of the grid in live time is very important.

Looking at how you retrofit and create energy efficiency is just as important as RE. Using less energy even if its green energy is the primary goal. Municipalities more and more at the local level are having bigger impacts moving RE forward as they tend to be more focused on what effects it has on everyday people and infrastructure.

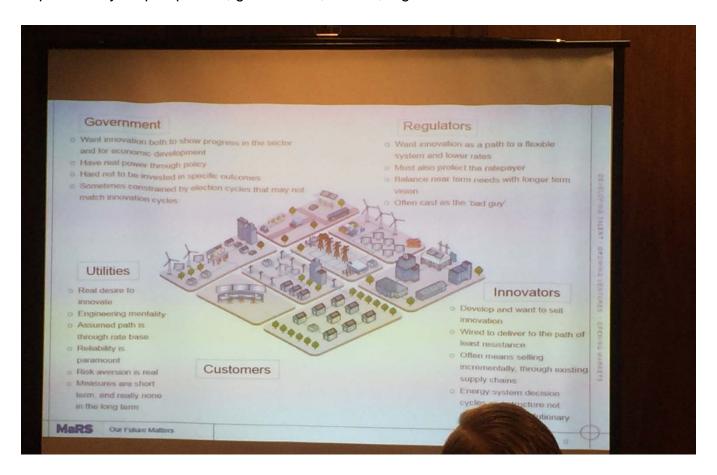
Winnipeg tracks and uses data indicators for a multitude of different things, (examples-diabetes, education, garbage collection) based on neighbourhood scales. They then use the data to communicate with people, where the issues come from and how they set targets.

Vancouver has redone their building standards to be more efficient, if they don't need the energy (renewable or non) in the first place it even better. They have also had a 30% reduction in KM driven by people in the last year. Vancouver did look at waste to energy projects but decided to do a compost and divert program instead. Their landfill life span increased by 40%!

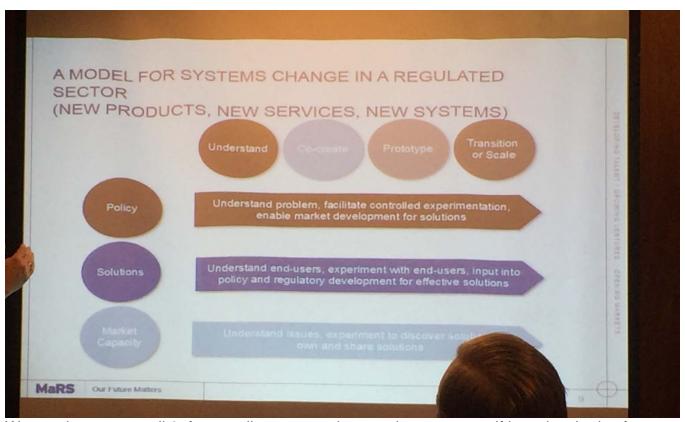
Session 2: Creating an Ecosystem that fosters Innovation by MaRS

If we are serious about helping innovation we have to help bridge the gap between innovation and adoption.

They asked the question, "Why don't we adopt innovation faster in the energy sector?" it depends on your perspective, government, utilities, regulators and innovators.



We would do the things listed as human behavior. We need to change the relationships in order to change adoption, and you have to make the change in 3 vectors at the same time to make it stick.



We need to engage all 3, from a pilot we say what are the next steps if it works, that's often not asked up front.

Edmonton's New development: Blatchford- The old down town airport, Blatchford will be home to up to 30,000 Edmontonians living, working and learning in a sustainable community that uses 100% renewable energy, is carbon neutral, significantly reduces its ecological footprint, and empowers residents to pursue a range of sustainable lifestyle choices. This development is placemaking at its finest. It will produce 74% less GHG's than a usual residential area. They are producing a EnerGuide Assessment that comes with all of their homes, so you know what the cost of energy will be and how efficient that home is. Edmonton has decided it's willing to take a lower return on land in exchange for restrictions on development. Something like district energy has a huge upfront cost making it something that needs to be determined before the sale. The process of what the land is originally sold for determines the outcome. The profit they plan to make depends on what services they plan to put in (gas is cheap) then the resale on subdivision, so how green the site will be is almost set once the land is sold.

Session 3: Strategies to reduce soft costs for solar installation

The number one survey reason people don't get solar (PV) is the upfront cost. From 2010-2015 the cost of PV has come down 43%. The pay back is now closer to 5 years.

Soft cost are: permitting and inspection (fees from the municipality), finance costs, customer acquisition (it's not as common as a plumber it can take a year to close a deal), and installation labour. So how can the municipality help with the soft costs?

Municipalities can help address the facilitation of the process and need to be aware of the costs. Step one is making a solar statement that we are encouraging development in Drayton Valley. Step two is developing smart permitting and creating a permitting checklist, doing a zoning barrier review, and getting best practices. The exemptions we have for height restrictions on buildings, does that include solar panels?

SolSmart is a USA company that's mandate is to connect municipalities to best practices and policies. In Europe you make a call to get solar and the timeline through to the install and switching the utility over takes 8 days. In New York it's about 90 days. That would be a HUGE difference in soft costs.

Can we get an installer to give a group discount if 50 people sign up?

We need to look at standards for solar as people will now have a battery in their homes; first responders need to create a plan for dealing with potential explosions if that house is on fire. They need to know about it and how to shut it off. Fire fighters sometimes need to vent a property and putting an axe through a solar panel will send a shock, you can throw a blanket over the panel and alleviate that, but you have to know the information first.

We measure success through benchmarking and transparency

Energy benchmarking, the process of measuring a building's energy use over time, allows relative to similar buildings.

Owners that benchmark their buildings gain the following benefits:

1. Baseline understanding of their building's energy use
2. Metrics to rank their building against others in their portfolio, allowing prioritization of energy efficiency investments
3. Better understanding of how their buildings' energy performance compares to competitors
4. Basis of an energy management plan to drive continuous performance improvement
5. For high performers, evidence of their building's additional value

Session 4: Benchmark Data on Building Performance

Does benchmarking drive change? Research shows, yes it does.

For house sales in Chicago, consumer protection was concerned about the people buying homes. They made it a legal requirement to provide heat and energy data with every residential home sold if requested. This has been the practice for the last 20 years, but you had to fill out a form and send away for the data and very few people were actually doing it. The city of Chicago wanted to make it more prominent and make sure that people knew that information was available, so they changed how the information was available. Homes that are listing it are selling almost a month faster than homes with non listed utilities.

Retrofit Chicago, in partnership with Elevate Energy, Midwest Real Estate Data LLC (MRED) and others, is also helping homebuyers make more informed purchasing decisions. In 2013 Chicago became the <u>first municipality in the nation to disclose residential energy costs</u> when a home is listed for sale via the Multiple Listing Service (MLS). The <u>energy cost disclosure reports</u> display annual and monthly gas and electric costs and help homebuyers make smart comparisons about the total cost of home ownership.

"If you don't measure it you can manage it!"

Step one is starting with municipal facilities, tracking and listing the energy use. It is the right thing to do, to benchmark so we know where we need to look at retrofitting. This helps with longer term budgeting and setting the stage to say this is important.

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: CSP Session 2: CSP Session 3: CSP Session 4: CSP

Recommendation(s) for Council consideration:

- 1) We should be displaying the amount of electricity we are providing at our facilities from PV. Is there a reason for not doing this?
- 2) Policy- Do we have a development permit for solar installation? Do we have an inspection checklist that home owners/installers can see ahead of time? What do we have for policies on net metering? Are there restrictions on putting PV on a front lawn? Do we require a permit for installation of an electric car charger?

Identify Partners and/or External Resources:

Session 3- www.solsmart.org

For Administrative Use Only:			
Date Received:		Date Reviewed:	
Item(s) for Administration policy or procedural consideration:			

- 1)
- 2)



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 June 19, 2017 10:00 am

ATTENDANCE:

Directors Present:

Jeannette Vatter, Chairperson Janet Young, Vice-Chairperson Shirley Mahan Brandy Fredrickson, Sylvia Strathern

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

Directors Absent:

Administration Present:

Stella Keller Cindy Trudgian

Chief Administrative Officer **Executive Assistant**

1.0 CALL TO ORDER

J. Vatter called the meeting to order at 10:02am

AGENDA 2.0

2.1 **ADDITIONS TO THE AGENDA**

None at this time

2.2 **APPROVAL OF AGENDA**

Resolution #17-06-01: Moved by S. Strathern to approve the agenda as presented.

Motion ... Carried Unanimously

3.0 **APPROVAL OF MINUTES**

3.1 MINUTES FROM THE MAY 29, 2017 REGULAR BOARD MEETING

Minutes of Regular Board Meeting June 19, 2017 Page 2 of 5

Resolution #17-06-02: Moved by J. Young to approve the minutes of the May 29, 2017 Regular Board Meeting as presented.

Motion ...Carried Unanimously

3.2 MINUTES FROM THE JUNE 5, 2017 SPECIAL BOARD MEETING

Resolution #17-06-03: Moved by S. Mahan to approve the minutes of the June 5, 2017 Special Board Meeting as presented.

Motion ... Carried Unanimously

3.3 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 May 2017

Resolution #17-06-04: Moved by J. Young to accept the Payable Disbursements as information.

Motion ...Carried Unanimously

4.1.1.1 Visa Payable for April 2017

Resolution #17-06-05: Moved by S. Strathern to accept the Visa Payable as information.

Motion ... Carried Unanimously

4.1.2 Foundation Balance Sheet as of May 31, 2017

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

Motion ... Carried Unanimously

4.1.3 Financial Statements to May 31, 2017

4.1.3.1 Central Services/Lodge

Resolution #17-06-07: Moved by S. Mahan to accept the Central Services/Lodge Financial Statements as information.

Motion ... Carried Unanimously

4.1.3.2 Provincial Housing Units

Resolution #17-06-08: Moved by S. Strathern to accept the Provincial Housing Units Financial Statements as information.

Motion ... Carried Unanimously



AL

4.2 FINANCIAL REPORTS - Urban Housing

- 4.2.1 Urban Housing Payable Disbursements for May 2017.
- 4.2.2 Urban Housing Balance Sheet as of May 31 2017
- 4.2.3 Urban Housing Financial Statements to May 31, 2017

Resolution #17-06-09: Moved by B. Fredrickson 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 May 2017

Resolution #17-06-10: Moved by B. Fredrickson to approve the Board Member Expenses for the month of May 2017, in the amount of \$1079.38.

Motion ...Carried Unanimously

5.0 OLD BUSINESS

None at this time

6.0 REPORTS

6.1 OPERATIONS REPORT

- 6.1.1 Operation's Report
 - 6.1.1.1 RTA Lawyer update eviction
 - 6.1.1.2 Personnel Update
 - 6.1.1.2.1 Maintenance Vacancy Casual (In-scope)
 - 6.1.1.2.2 Temporary Manager situation (Out-of-scope)
 - 6.1.1.2.3 New Schedule seems to be working
 - 6.1.1.3 Health & Safety Update
 - 6.1.1.3.1 IRP Final Report
 - 6.1.1.3.2 OHS 2nd Inspection 30 days for compliance
 - 6.1.1.3.3 Hazard Assessments ongoing
 - 6.1.1.3.4 Creating a 'Culture' of Safety
 - 6.1.1.3.5 Policy to ensure regular reviews are completed
 - 6.1.1.4 Smoking Procedure for reporting offenders
 - 6.1.1.5 Complaint Procedure for Tenants



"We practice respect"

- 6.1.1.6 Lodge Rent Increase August 2017
- 6.1.1.7 8760 Agreement to investigate additional cash savings
- 6.1.1.8 HMB Compliance Report/Action Plan delay 60 days
- 6.1.1.9 Vacation time is here
- 6.1.1.10 Garden planted
- 6.1.1.11 2015 Alberta Affordable Housing Waitlist Survey
- 6.1.1.12 Website 'Under Construction'
- 6.1.1.13 Conflict with tele-conference(s) same date & time
 - 6.1.1.13.1Government
 - 6.1.1.13.2 Legal

6.1.2 Vacancy Report

Resolution #17-06-11: Moved by J. Young to approve the vacancy report as presented.

Motion ...Carried Unanimously

Break for Lunch at 11:50pm

Resume Meeting at 12:45pm

6.1.3 In-Private Session (Personnel/Legal)

Resolution #17-06-12: Moved by S. Mahan to go in-private to discuss personnel matters at 12:45pm.

Motion ...Carried Unanimously

Resolution #17-06-13: Moved by J. Young to come out of private at 2:10pm.

Motion ... Carried Unanimously

6.2 POLICY REVIEW

6.2.1 Lodge Residents - Overnight Guest

Resolution #17-06-14: Moved by J. Young approve the Lodge Residents – Overnight Guest policy as presented.

Motion ...Carried Unanimously

6.2.2 Complaint Management

Resolution #17-06-15: Moved by J. Young approve the Complaint Management policy as amended.



Minutes of Regular Board Meeting June 19, 2017 Page 5 of 5

Motion ...Carried Unanimously

6.2.3 Health & Safety Review Schedule Policy

Defer to next meeting

7.0 NEW BUSINESS

None at this time

8.0 CORRESPONDENCE

None at this time

- 9.0 FUTURE MEETING DATES
 - 9.1 NEXT BSF REGULAR BOARD MEETING Friday, July 21, 2017 at the Shangri-La Lodge @ 10:00am.
- 10.0 ADJOURNMENT

Resolution #17-06-16: Moved by B. Fredrickson to adjourn the meeting at 2:58pm.

Motion ...Carried Unanimously

PPROVED AT THE July 21, 2017 MEETING OF THE BOARD

Chief Administrative Officer

Board Chair

[&]quot;We practice respect"



Sustainability Committee Meeting Monday, July 10, 2017, 1:00 p.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

1.0 Call to Order

Councillor Wheeler called the meeting to order at 1:02 p.m.

2.0 Additions or Deletions to Agenda

There were no additions or deletions to the agenda.

3.0 Adoption of Agenda

Councillor Bossert moved to adopt the agenda as presented. Carried

4.0 Approval of Committee Meeting Notes

4.1 June 12, 2017, Committee Meeting Notes

The June 12, 2017, Committee Meeting Notes were approved as presented.

5.0 Discussion Items

5.1 Community Sustainability Plan – Revised Draft

The Committee reviewed the Community Sustainability Plan.

5.2 Youth Engagement

This item was deferred to the next meeting.

6.0 Other Business

There was no other business to discuss.

7.0 Information items

There were no information items to discuss.

July 10, 2017

Items for Next Meeting 8.0

- Youth Engagement
 Community Sustainability Plan Revised Draft

9.0 **Next Meeting Date**

July 31, 2017, at 10:00 a.m., Boardroom 1

10.0 Adjournment

The meeting was adjourned at 2:47 p.m.



Economic Development Committee Meeting

Thursday, June 22, 2017, 1:00 p.m. – 4:00 p.m. Town of Drayton Valley Conference Room #1

Meeting Notes

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

Sabine Larcher

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

1.0 Call to Order

Councillor Long called the meeting to order at 1:05 p.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.

4.0 Approval of Committee Meeting Notes

4.1 May 16, 2017, Committee Meeting Notes

The May 16, 2017, Committee Meeting Notes were accepted as information as presented.

5.0 Discussion Items

5.1 Entrepreneur Toolkit

Mr. Burton presented the Committee with the draft for the Entrepreneur Toolkit and advised that the Leadership team already provided feedback.

Councillor Doerksen entered the meeting at 1:12 p.m.

The Committee reviewed the document and suggested changes to several sections.

5.2 Hemp Decortication and Manufacturing

Mr. Burton advised of the ongoing strategic conversation around the Hemp Cluster Project and the Town's focus in this project. He mentioned opportunities around the former Valley Power plant in connection with other projects.

June 22, 2017

6.0 Other Business

6.1 Alberta Hemp Alliance Meeting Debrief

Councillor Long provided an update from the meeting at the beginning of June. Councillor Long advised that the Alberta Hemp Alliance is holding a BBQ on July 5, 2017. He added that Mayor McLean will write a report on his recent study tour to the Netherlands that will also be reviewed at the Committee level.

6.2 Cultural Industries Roundtable Debrief

Mr. Burton provided a debrief of the Cultural Industries Roundtable, concluding that the attendees agreed to work toward the establishment of a subcommittee for the arts under the Chamber of Commerce. Ms. Livingston noted that Ms. Terri Shimenosky will introduce herself to Council at the Regular Meeting of Council on June 28.

6.3 "Local Money, Local Sense" and Chamber of Commerce AGM Debrief

Mr. Burton shared a debrief of the "Local Money, Local Sense" and Chamber of Commerce AGM. Mr. Michael Shuman, who was the keynote speaker at the event, was invited to several other business meetings during his stay in Drayton Valley. The main goal was to raise awareness and interest in the local investment concept. Mr. Burton advised of the next steps as outlined in the document included in the agenda.

Ms. Livingston left the meeting at 2:30 p.m.

Ms. Livingston returned to the meeting at 2:32 p.m.

6.4 Chamber Advice and Support (2015-17)

Mr. Burton advised that this was included for the Committee's information. Mr. Burton added that the Chamber of Commerce is a new tenant at the CETC.

7.0 Information Items

There were no information items to review.

8.0 Items for Next Meeting

- Alberta Hemp Alliance
- Decortication and Hemp Manufacturing

9.0 Next Meeting Date

August 1, 2017, from 1:00-3:30 p.m., Boardroom 1

10.0 Adjournment

Councillor Doerksen made a motion to adjourn the meeting at 2:47 p.m. Carried