



Agenda

Call to Order

National Anthem

1.0 Additions to the Agenda

2.0 Adoption of Agenda

3.0 Corrections or Amendments:

- | | | |
|------|---|-------|
| 3.1. | September 27, 2017, Regular Meeting of Council Minutes | 3-7 |
| 3.2. | October 2, 2017, Special Meeting of Council Minutes | 8-9 |
| 3.3. | October 25, 2017, Organizational Meeting of Council Minutes | 10-11 |

4.0 Adoption of:

- | | |
|------|---|
| 4.1. | September 27, 2017, Regular Meeting of Council Minutes |
| 4.2. | October 2, 2017, Special Meeting of Council Minutes |
| 4.3. | October 25, 2017, Organizational Meeting of Council Minutes |

5.0 Delegations / Administrative Updates

- | | | |
|------|---|---------|
| 5.1. | <u>Third Quarter Financial Update (Mr. McMillan)</u> | |
| 5.2. | <u>September/October RCMP Stats – S/Sgt. Callihoo</u> | 199-212 |

6.0	Decision Items	Pages 12-142
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- | | | |
|------|--|---------|
| 6.1. | Board and Committee Appointments | |
| | • Drayton Valley Municipal Library Board | 12-27 |
| | • Drayton Valley and District Family and Community Support Services Board | 28-50 |
| | • Brazeau Foundation Board | 51-59 |
| 6.2. | Community Grants, Fourth Quarter Allocation | 60-116 |
| 6.3. | Electronic Sign Policy A-05-17 | 117-125 |
| 6.4. | Municipal Credit Card Policy – TF-03-17 | 126-133 |
| 6.5. | Subdivision Application DV/17/02, Legal Description: Lot 18, Block 36, Plan 3431 KS, Civic Address: 5072 – 44 Street | 134-139 |
| 6.6. | Recreation and Culture Cost-Sharing Agreement – Brazeau County Correspondence | 140 |
| 6.7. | Town of Drayton Valley Internal Committee Structure | 141-142 |
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7.0	Department Reports	
7.1	Engineering and Development	Sonya Wrigglesworth
7.2	Community Services and FCSS	Annette Driessen
7.3	Economic Development	Eric Burton
7.4	Emergency Services	Tom Thomson
7.5	CAO Report	Dwight Dibben
8.0	Council Reports	
8.1	Councillor Butz	
8.2	Councillor Ballas	
8.3	Councillor Peebles	
8.4	Councillor Dodds	
8.5	Councillor Gammana	
8.6	Mayor Doerksen	
9.0	Information Items	Pages 143-216
9.1	North Saskatchewan Headwaters Alliance: Steering Committee & Technical Advisory Committee Meeting Minutes – April 20, 2017; and 1st Strategic Planning Session Workshop Summary – 20 April, 2017	144-165
9.2	Economic Development Committee Meeting Notes – 28 August, 2017	166-167
9.3	Childcare Operational Board Meeting Minutes – 31 August, 2017	168-170
9.4	Brazeau Foundation Meeting Minutes – 1 September, 2017 and 25 September, 2017	171-182
9.5	STAR Catholic Board Highlights – September 2017, October 2017, and November 2017	183-185
9.6	Drayton Valley & District Legacy Project Society Meeting Minutes – 12 October, 2017	186-187
9.7	Traffic Advisory Committee Notes – 21 March, 2017; 16 May, 2017; and 19 September, 2017	188-193
9.8	Correspondence from the Office of the Minister of Finance – 11 October 2017	194
9.9	Yellowhead Regional Library Board Meeting Minutes – June 12, 2017	195-198
9.10	RCMP Statistics – September and October 2017	199-212
9.11	Drayton Valley Brazeau County Fire Services Statistics – September and October 2017	213-216
10.0	Adjournment	



Meeting Minutes

THOSE PRESENT:

Mayor McLean
Deputy Mayor Bossert
Councillor Fredrickson
Councillor Doerksen
Councillor Long
Councillor Wheeler
Dwight Dibben, Chief Administrative Officer
Tom Thomson, Director of Emergency Services
Annette Driessen, Director of Community Services
Kevin McMillan, Senior Financial Officer
Rita Bijeau, Executive Assistant
Chandra Dyck, Legislative Services Coordinator

Martine Martindale, Planning and Development Assistant
Eric Burton, Economic Development Officer
Vishal Sharma, Network and Systems Administrator
Laine Mitchell, CIBW Radio
Members of the Public

ABSENT:

Pam Livingston, Director of Corporate Services
Sonya Wrigglesworth, Acting Director of Engineering and Development

CALL TO ORDER

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

1.0 Additions to the Agenda

There were no additions or deletions to the Agenda.

2.0 Adoption of Agenda

RESOLUTION #175/17

Councillor Long moved to adopt the Agenda for the September 27, 2017, Regular Meeting of Council as presented.

CARRIED

3.0 Corrections or Amendments:

3.1. September 13, 2017, Regular Meeting of Council Minutes

There were no corrections or amendments to the September 13, 2017, Regular Meeting of Council Minutes.

3.2. September 13, 2017, Public Hearing Bylaw 2017/09/D Minutes

There were no corrections or amendments to the September 13, 2017, Public Hearing Bylaw 2017/09/D Minutes.

3.3. September 13, 2017, Public Hearing Bylaw 2017/07/D Minutes

There were no corrections or amendments to the September 13, 2017, Public Hearing Bylaw 2017/07/D Minutes.

4.0 Adoption of:

- 4.1. September 13, 2017, Regular Meeting of Council Minutes
- 4.2. September 13, 2017, Public Hearing Bylaw 2017/09/D Minutes
- 4.3. September 13, 2017, Public Hearing Bylaw 2017/07/D Minutes

RESOLUTION #176/17

Councillor Bossert moved to adopt the Minutes of the September 13, 2017, Regular Meeting of Council; the Minutes of the September 13, 2017, Public Hearing Bylaw 2017/09/D; and the Minutes of the September 13, 2017, Public Hearing Bylaw 2017/07/D, as presented.

CARRIED

5.0 Proclamation

- 5.1. World Cerebral Palsy Day

Mayor McLean designated that October 6, 2017, be proclaimed World Cerebral Palsy Day in the Town of Drayton Valley.

6.0 Decision Items

- 6.1. City of Red Deer Request for Motion of Support for Red Deer Regional Hospital

RESOLUTION #177/17

Councillor Long moved that Council take from the table Resolution #166/17, which was that Council direct Administration to prepare a letter of support for the City of Red Deer's advocacy to the Government of Alberta to prioritize expanding hospital services in Red Deer and that Council vote on Resolution #166/17.

CARRIED

RESOLUTION #166/17

CARRIED

- 6.2. 50th Street East Area Structure Plan (W 4-49-7-W5M and NW 33-48-7-W5M)
Bylaw No. 2017/06/D, Presented for Third Reading

Mayor McLean declared himself to be in pecuniary interest, called Deputy Mayor Bossert to Chair the meeting and exited at 9:06 a.m.

RESOLUTION #178/17

Councillor Fredrickson moved that Council take from table 50th Street East (W 4-49-7-W5M and NW 33-48-7-W5M) Area Structure Plan Bylaw No. 2017/06/D and that Council give Third and Final 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

Mayor McLean returned to the meeting at 9:13 a.m. and resumed Chairing the proceedings.

- 6.3. Bylaw 2017/09/D - Amendment to Land Use Bylaw Amending Bylaw 2012/25/D
(Retail Liquor Store), Presented for Second and Third Readings

RESOLUTION #179/17

Councillor Wheeler moved that Council give Second Reading to Bylaw 2017/09/D - Amendment to Land Use Bylaw Amending Bylaw 2012/25/D (Retail Liquor Store), as presented.

CARRIED

RESOLUTION #180/17

Councillor Wheeler moved that Council give Third and Final Reading to Bylaw 2017/09/D - Amendment to Land Use Bylaw Amending Bylaw 2012/25/D (Retail Liquor Store), as presented.

CARRIED

- 6.4. Deby Land (Part of NE 8-49-7-W5M) Area Structure Plan Bylaw No. 2017/07/D, Presented for Second and Third Reading

RESOLUTION #181/17

Councillor Bossert moved that Council give Second Reading to Deby Land (Part of NE 8-49-7-W5M) Area Structure Plan Bylaw No. 2017/07/D, with further amendments, in addition to Map 6.

RESOLUTION #182/17

Councillor Long moved to table Resolution #181/17 to a future meeting of Council.

CARRIED

- 6.5. Property Tax Levy and Penalty Refund Request, Roll# 71254000

RESOLUTION #183/17

Councillor Doerksen moved that Council grant a credit in the amount of \$7,025.56, to be applied to Tax Roll number 71254000.

CARRIED

- 6.6. Recreation and Culture Cost-Sharing Agreement between Brazeau County and the Town of Drayton Valley

RESOLUTION #184/17

Councillor Fredrickson moved that Council adopt the Recreation and Culture Cost-Sharing Agreement for the term of January 1, 2018 to December 31, 2020, as presented.

CARRIED

- 6.7. Safe and Healthy Community Fund Allocation Request

RESOLUTION #185/17

Councillor Fredrickson moved that the financial contribution of \$2,000.00 toward CRISP be denied from the Automated Traffic Enforcement Fund.

CARRIED

RESOLUTION #186/17

Councillor Fredrickson moved that \$16,558.89 for downtown crosswalk improvements be funded from the Automated Traffic Enforcement Fund, with the remaining cost of the project to be borne through the 2017 Budget.

CARRIED

Mayor McLean called a break in the meeting at 10:07 a.m.

Mayor McLean reconvened the meeting at 10:30 a.m.

7.0 Department Reports

7.1. Engineering and Development

Mr. Dibben provided Council a report on projects and activities in Engineering and Development, as well as reminded Council about the Curb It! and Fall Clean-up Programs.

7.2. Community Services and FCSS

Ms. Driessen advised Council of the Zombie Run, the upcoming grand opening of Discovery Park, an update on the Net Zero Study for an aquatic facility, and other activities within the Community Services Department.

7.3. Economic Development

Mr. Burton provided Council with an update on the Powered by Entrepreneurs Strategy, Drayton Valley and District Chamber of Commerce Annual General Meeting, Hemp Cluster Project, and the Clean Energy Technology Centre Open House.

7.4. Emergency Services

Fire Chief Thomson reminded Council that October is Fire Prevention Month.

7.5. CAO Report

Mr. Dibben provided a report to Council on preparations for the 2018 Budget and transition for newly elected officials. Mr. Dibben advised that the candidates for the Mayoral position include: Michael Doerksen, Brandy Fredrickson, and Cecile Shewfeld; the candidates seeking the office of Councillor include: William (Bill) Ballas, Eric Butz, Nancy Dodds, Amila Gammara, Graham Long, Sue Madill, Corey Peebles, Randy Rye, Fayrell Wheeler. Advance Vote will be held on October 12, 2017, from 10:00 a.m. to 3:00 p.m. at the Civic Centre. Election Day is on October 16, 2017, from 10:00 a.m. to 8:00 p.m. at the MacKenzie Conference Centre.

8.0 Council Reports

8.1. Councillor Wheeler

- September 18 - FCM Innovation Network Committee

8.2. Councillor Bossert

- September 22 – Clean Energy Technology Centre Community Dialogue

8.3. Councillor Long

- Alberta Hemp Alliance
- Legacy Project Society
- Drayton Valley Municipal Library Board
- September 22 – Clean Energy Technology Centre Open House

8.4. Councillor Doerksen

- Eleanor Pickup Arts Society Meeting

Regular Meeting of Council
Minutes of September 27, 2017
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8.5. Councillor Fredrickson

- September 12 – Waste Management Committee Meeting
- September 14 – 60th Anniversary Ad-Hoc Committee Meeting
- Healthy Communities Coalition Meeting
- September 22 – Alberta Seniors Communities and Housing Association – Central Region
- Brazeau Foundation Board Meeting

8.6. Mayor McLean

- September 21 – Indigenous Awareness Training
- September 26 – Mayor's Advisory Committee Meeting

9.0 Information Items

9.1.	Childcare Operational Board Meeting Minutes – May 25, 2017
9.2.	Waste Management Committee Minutes – July 6, 2017
9.3.	Brazeau Seniors Foundation Meeting Minutes – July 21, 2017
9.4.	Sustainability Committee Meeting Notes – July 31, 2017
9.5.	Net Zero Study – Waste Heat Energy Audit Memo
9.6.	Drayton Valley & Area Legacy Project Meeting Minutes – September 2017
9.7.	Mayor McLean's Conference Report - Netherlands

RESOLUTION #187/17

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

CARRIED

10.0 Adjournment

RESOLUTION #188/17

Councillor Bossert moved that Council adjourn the September 27, 2017, Regular Meeting of Council at 11:29 a.m.

CARRIED

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Meeting Minutes

THOSE PRESENT:

Mayor McLean
Councillor Doerksen
Councillor Long
Councillor Bossert

Councillor Fredrickson
Councillor Wheeler
Rita Bijeau, Executive Assistant

ABSENT:

1.0 Call to Order

Mayor McLean called the meeting to order at 12:05 p.m.

2.0 Signing of Waiver

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

3.0 Adoption of Agenda

RESOLUTION #189/17

Councillor Long moved to adopt the Agenda for the October 4, 2017, Special Meeting of Council, as presented.

CARRIED

4.0 Decision Items

4.1 Personnel Matters

RESOLUTION #190/17

Councillor Wheeler moved that Council go In Camera at 12:07 a.m.

CARRIED

RESOLUTION #191/17

Councillor Long moved that Council come out of In Camera at 1:14 p.m.

CARRIED

RESOLUTION #192/17

Councillor Bossert moved that Council direct the Mayor to execute amendments to the CAO Agreement resulting from the 2017 CAO Evaluation, as discussed In Camera.

CARRIED

5.0 Adjournment

RESOLUTION #193/17

Councillor Bossert moved that Council adjourn the October 4, 2017, Special Meeting of Council at 1:14 p.m.

CARRIED

MAYOR

MUNICIPAL SECRETARY

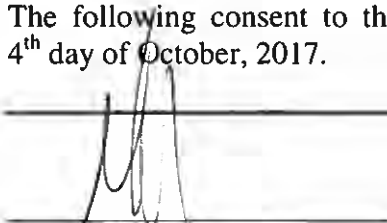
WAIVER OF NOTICE FOR SPECIAL MEETING OF DRAYTON VALLEY TOWN COUNCIL

As per Section 194 of the M.G.A., Revised Statutes of Alberta 2000, Chapter M-26, the Drayton Valley Town Council hereby waives notice of a Special Meeting to be held on October 4, 2017, at 12:00 p.m. at the Civic Centre, 5120-52 Street, Boardrooms, for the following purpose:

Council to approve the:


- a. Personnel Matters

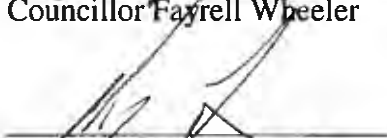
The following consent to the "Waiver of Notice" for the above purpose, signed this 4th day of October, 2017.



Mayor Glenn McLean

Councillor Graham Long

Councillor Debra Bossert

Councillor Fayrell Wheeler

Councillor Brandy Fredrickson

Councillor Michael Doerksen

Meeting Minutes

THOSE PRESENT:

Mayor Doerksen
Councillor Butz
Councillor Wheeler
Councillor Ballas
Councillor Peebles
Councillor Dodds
Councillor Gammana
Dwight Dibben, Chief Administrative Officer
Kevin McMillan, Senior Financial Officer
Pam Livingston, Director of Corporate Services

Sonya Wrigglesworth, Acting Director of Engineering and Development
Rita Bijau, Executive Assistant
Chandra Dyck, Legislative Services Coordinator
Vishal Sharma, Network and Systems Administrator

ABSENT:

Tom Thomson, Director of Emergency Services
Annette Driessen, Director of Community Services

1.0 Call to Order

Mayor Doerksen called the meeting to order at 9:01 a.m.

2.0 Adoption of Agenda

RESOLUTION #194/17

Councillor Wheeler moved to adopt the Agenda for the October 25, 2017, Organizational Meeting of Council as presented.

CARRIED

3.0 Appointment of Deputy Mayor or Amendments:

RESOLUTION #195/17

Councillor Peebles moved that Council, pursuant to Section 2 of Policy C-03-14, change the order of appointments for the first sixteen (16) months, and appoint Councillor Fayrell Wheeler as Deputy Mayor for the period of October 25, 2017 – June 30, 2018, after which Councillor Eric Butz will be appointed as Deputy Mayor.

CARRIED

4.0 Approval of 2018 Meeting Schedule Items

RESOLUTION #196/17

Councillor Wheeler moved that Council approve the attached 2018 Schedule for Council/Committee Meetings as presented.

CARRIED

5.0 Approval of Signing Authorities

RESOLUTION #197/17

Councillor Butz moved that the signing authorities for the Town of Drayton Valley be as follows, effective October 25, 2017:

Organizational Meeting of Council
Minutes of October 25, 2017
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- a) The Municipal Corporation of the Town of Drayton Valley resolves that any one of the following – Michael Doerksen, Mayor, Councillor Eric Butz, Councillor Fayrell Wheeler, Councillor Bill Ballas, Councillor Corey Peebles, Councillor Nancy Dodds, Councillor Amila Gammana; along with any one of the following individuals with the following titles from Administration – Chief Administrative Officer; Director of Community Services; Director of Emergency Services; Director of Engineering and Development; Director of Corporate Services; Senior Financial Officer; or any person designated by the Chief Administrative Officer in writing – are hereby authorized for and in the name of the Corporation to draw, endorse, accept, sign and make all or any bills of exchange, cheques, promissory notes and order for the payment of money, and other instruments whether negotiable or not for deposit or collection for the credit of the Corporation only with the bankers of the Corporation, and that the Chief Administrative Officer or any person designated by the Chief Administrative Officer in writing, may arrange, settle and certify all books and accounts between the Corporation and its bankers and sign receipts for vouchers; and,
- b) with regard to documents relating to Administration, the Chief Administrative Officer or designate be authorized in writing, to sign such instruments.

CARRIED

6.0 Approval of Council Committee Appointments
RESOLUTION #198/17

Councillor Ballas moved that Council approve the attached list of Council members and alternates being appointed to the Committees as presented, taking into consideration that the Mayor can designate any member of Council to attend any Committee meeting and vote on behalf of the Town.

CARRIED

7.0 Adjournment

Mayor Doerksen adjourned the meeting at 9:13 a.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



COUNCIL REQUEST FOR DECISION

SUBJECT:	Library Board Appointment – Members at Large
MEETING DATE:	November 29, 2017
SUBMITTED BY:	Doug Whistance-Smith, Library Director

PROPOSAL AND BACKGROUND:

The Drayton Valley Municipal Library Board, established under Town Bylaw 99-15 calls for the appointment of a minimum of three (3) and a maximum of five (5) members-at-large which each serve a three-year term.

Excerpts from Bylaw 99-15

4. Interpretation:

- a) Town – means the Town of Drayton Valley
- b) M.D. – means the Municipal District of Brazeau No. 77
- c) Library – means the Town of Drayton Valley Municipal Library
- d) Board – means the Town of Drayton Valley Municipal Library Board
- e) Members of the Community-at-large – means citizens of the Town of Drayton Valley or M.D. of Brazeau No. 77 (three from the Town and two from the M.D.)

7. Composition of the Board

- a) The Board shall consist of seven (7) members, who shall be appointed by resolution of Council for a three-year term, commencing January 1, 2000 to October 31, 2003. Board Members shall then be appointed for a three year-term, commencing November 1, 2003, and every three years thereafter.
 - i) Two (2) members – (one each) from the Town Council and the M.D. Council
 - ii) Five (5) members of the Community-at-large

The Library Board has been operating for the last three years with five (5) members of the community-at-large. The terms for one (1) Town member of the community-at-large, Mrs. Pat Adamson, and two (2) County members of the community-at-large, Mrs. Colleen Andersen, and Mrs. Brenda Cartwright, expired as of October 31, 2017. The remaining two (2) positions for Town Community members-at-large are in effect until October 31, 2018 and 2019.

A total of three (3) vacant positions, one (1) for a Town member-at-large and two (2) for a County members of the community-at-large, were advertised in the Drayton Valley Western Review and through the Town's website and social media. The term for the vacant positions is

November 1, 2017 to October 31, 2020. Applications for the re-appointment of Mrs. Pat Adamson and Mrs. Colleen Andersen and two (2) new applications have been received from Ms. Miriam Roberts, Town resident and Mrs. Donna Gawalko, County resident were received and are attached for Council's review and information.

OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

- A. Reappoint Mrs. Pat Adamson as the Town member of the community-at-large and Mrs. Colleen Andersen as a County member of the community-at-large as well as the appointment of Mrs. Donna Gawalko as a County member of the community-at-large. These appointments, for a three-year period, would then expire on October 31, 2020. This allows for the continued operations of the Drayton Valley Municipal Library Board.
- B. Direct Administration to re-advertise all of the positions on the Drayton Valley Municipal Library Board. As per the Bylaw, a minimum of three (3) members-at-large are required in order for the Board to maintain quorum.

BUDGET / RESOURCE IMPLICATIONS:

The honorariums paid to Board members are considered within the departmental budgets. Accordingly, there are no additional budgetary implications

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

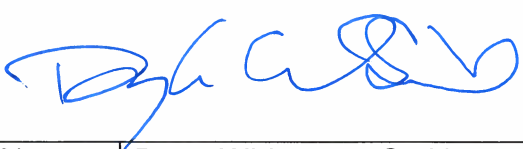
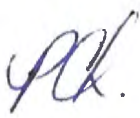
Applicants will be notified of Council's decisions and new members will begin their term as of November 1, 2017.

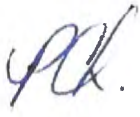
POTENTIAL MOTIONS:

- A. That Council appoint _____ as the Town community member-at-large and _____ and _____ as County community members-at-large to the Drayton Valley Municipal Library Board for a three-year term commencing November 1, 2017 and ending October 31, 2020.
- B. Direct Administration to re-advertise one or all of the positions for the Drayton Valley Municipal Library Board.

ATTACHMENTS:

- Attachment 1: Application from Pat Adamson
- Attachment 2: Application from Colleen Andersen
- Attachment 3: Application from Donna Gawalko
- Attachment 4: Application from Miriam Roberts
- Attachment 5: Library Board Bylaw 99-15

Report Prepared By:		Report Reviewed By:	
			
Name:	Doug Whistance-Smith	Name:	Pam Livingston
Title:	Library Director	Title:	Director of Corporate Services

Report Routed to Council By:




DRAYTON VALLEY

'Pulling Together'

TOWN OF DRAYTON VALLEY

Application for Board/Committee Membership

NAME: PATRICIA ADAMSON PHONE: 780-621-6321MAILING ADDRESS: FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

STREET ADDRESS: _____

OCCUPATION: RETIREDBOARD/COMMITTEE MEMBERSHIP APPLIED FOR: LIBRARY

RELATED EXPERIENCE AND QUALIFICATIONS:

- 29 YEARS IN THE SCHOOL SYSTEM
- AVID READER

BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:

HOPE TO PROMOTE LITERACY FOR ALL AND
LONGEVITY FOR LIBRARIES

OTHER PERTINENT INFORMATION:

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

YES

NO

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

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

SIGNATURE:

DATE: Sept 6, 2017

FOIPP: The personal information requested on this form is being collected for the purpose of assessing suitability for appointment to a Board constituted or formed by the Town of Drayton Valley. It is collected under the authority of section 32(C) of the Freedom of Information and Protection of Privacy Act and is used exclusively and expressly for the purpose mentioned above. If you have any questions on disclosure or the use of information, please contact the FOIPP Co-ordinator at (780) 514-2200.



DRAYTON VALLEY

'Pulling Together'

TOWN OF DRAYTON VALLEY

Application for Board/Committee Membership

NAME: Colleen Andersen PHONE: 542-2787
 MAILING ADDRESS: _____
 STREET ADDRESS: _____
 OCCUPATION: self employer rancher
 BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: library

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

RELATED EXPERIENCE AND QUALIFICATIONS:

<u>Crossroads Regional Health</u>	<u>CIB</u>
<u>David Thompson Regional Health</u>	<u>OV library Board</u>
<u>OV Ag Society</u>	<u>OV Branch AGS</u>
<u>"Historical Society"</u>	<u>Moan Valley Cemetery Society</u>

BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:

Have served one term. Dollars are tight and
interested in where our library goes from here.

and on + on

OTHER PERTINENT INFORMATION:

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

YES

NO

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

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

SIGNATURE:

DATE:

Sept 11, 2017

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TOWN OF DRAYTON VALLEY

Application for Board/Committee Membership

NAME: DONNA GAWALKO PHONE: 780-542-4214

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

STREET ADDRESS:

E-MAIL ADDRESS:

OCCUPATION: retired

I AM INTERESTED IN (SELECT ONE):

<input type="checkbox"/> 1 Year Term	<input type="checkbox"/> 2 Year Term
<input type="checkbox"/> 3 Year Term	<input checked="" type="checkbox"/> No Preference

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

AGE:

<input type="checkbox"/> Under 21	<input type="checkbox"/> 21-35	<input type="checkbox"/> 35-55	<input checked="" type="checkbox"/> Over 55
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MUNICIPALITY OF RESIDENCE:

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

BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)

<input type="checkbox"/> Aquatic Fund Development Strategy Committee	<input type="checkbox"/> Brazeau Seniors Foundation
<input type="checkbox"/> Childcare Operational Board	<input checked="" type="checkbox"/> Drayton Valley Municipal Library Board
<input type="checkbox"/> Family and Community Support Services (FCSS) Advisory Board	<input type="checkbox"/> Mayor's Advisory Committee
<input type="checkbox"/> Subdivision and Development Appeal Board	<input type="checkbox"/> Traffic Advisory Committee
<input type="checkbox"/> Other: (Please state)	

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

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

RELATED EXPERIENCE AND QUALIFICATIONS:

*Worked as Librarian for 38 yrs. F.M.H.S.
Served on Broward County Library Board*

BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:

My love of libraries

OTHER PERTINENT INFORMATION:

*I do go south for a couple
of months
if that is a problem - but I do
have technology to keep in touch*

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



YES



NO

PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE.

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

SIGNATURE

DATE:

Oct. 17/17

Please return the completed form marked

ATTENTION: Administration Department

In Person

5120-52 Street, Drayton Valley

Mail

Box 6837, Drayton Valley, AB, T7A 1A1

E-mail

admin-support@draytonvalley.ca

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TOWN OF DRAYTON VALLEY

Application for Board/Committee Membership

NAME: MIRIAM M. ROBERTS PHONE: 780-542-2215

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

STREET ADDRESS: _____

E-MAIL ADDRESS: _____

OCCUPATION: retired registered nurse

I AM INTERESTED IN (SELECT ONE):

☐ 1 Year Term ☒ 2 Year Term
☐ 3 Year Term ☐ No Preference

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

AGE: ☐ Under 21 ☐ 21-35 ☐ 35-55 ☒ Over 55

MUNICIPALITY OF RESIDENCE:

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

BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)

<input type="checkbox"/> Aquatic Fund Development Strategy Committee	<input type="checkbox"/> Brazeau Seniors Foundation
<input type="checkbox"/> Childcare Operational Board	<input checked="" type="checkbox"/> Drayton Valley Municipal Library Board
<input type="checkbox"/> Family and Community Support Services (FCSS) Advisory Board	<input type="checkbox"/> Mayor's Advisory Committee
<input type="checkbox"/> Subdivision and Development Appeal Board	<input type="checkbox"/> Traffic Advisory Committee
<input type="checkbox"/> Other: (Please state) _____	

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

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DRAYTON VALLEY

**RELATED EXPERIENCE AND QUALIFICATIONS:**

1. Retired Registered Nurse
2. Director of Life Support Society of Drayton Valley and District since 1984, including 3 years as president
3. Member of Drayton Valley Branch, Alberta Genealogical Society, President 2007-2010
4. On Anglican Church Board 1998-2003
5. President of Anglican Church Women from 2001 to present.

BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:

I believe that the library is a very good asset to have in our community, it provides a safe, quiet place for people of all ages to study and do research for education and recreation. I strongly believe technology cannot replace a library. I would like to help the library move forward into the future.

OTHER PERTINENT INFORMATION:

I have attended the Write Stuff program for 2 years.
 I was a tutor for the adult literacy society for three years.
 I volunteer at the Drayton Valley Healthcare Centre.
 I borrow books from the library.

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



YES



NO

PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE.

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

SIGNATURE: _____

DATE: September 13, 2017.

Please return the completed form marked

ATTENTION: Administration Department

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

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September 13, 2017

To the Drayton Valley Municipal Library Board

I have known Miriam Roberts for approximately 33 years. We both worked at the Drayton Valley Hospital in different departments.

I have also known Miriam as a member of the Drayton Valley Branch of the Alberta Genealogical Society in different positions, from President to Publicity to Newsletter Chair. She is always reliable and provides great feedback and input on the Branch activities.

Sincerely,

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

Connie Stuhl

September 14,2017

To Whom It May Concern:

Re: Library Board Application from Miriam Roberts

I have known Miriam Roberts for 30 plus years.

We have worked together in projects in our church community as well as serving the community in a "non-profit society" (The Life Support Society), in which both involve working with all the various interactions with fellow human beings. She has woked as an R.N. in hospitals, been active with the Geneology Society, the "55+" , volunteers with Tuesday HYmn Sing at the local hospital, and volunteered with Meals on Wheels.

Miriam has a thirst for " Learning", of which she has gained much knowledge from her travels to many areas of the world, her reading , and geneology research.

I believe Miriam would be an asset to the Library Board with her background and the desire to "Learn More About ?" by reading, research, travel, technology or ?, herself. Helping Others is why a Library exists!.

Respectfully,

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

Hy Dahl 780-542-3216

IMPORTANT NOTICE
Town of Drayton Valley

OFFICE CONSOLIDATION

Prepared by the Legislative Services Coordinator
under the authority of Town Council

This document is consolidated into a single publication for the convenience of users. The official Bylaw and all amendments thereto are available from the Legislative Services Coordinator and should be consulted in interpreting and applying this Bylaw.

For ease of reference, the amending Bylaw numbers are listed with a brief description.

In case of any dispute, the original Bylaw must be consulted.



Drayton Valley Municipal Library Board
Bylaw No. 99-15
OFFICE CONSOLIDATION

Includes Amending Bylaws:

Bylaw No.	Description	Adopted
2009/02/B	Library Board Amending Bylaw	January 21, 2009

TOWN OF DRAYTON VALLEY BY-LAW 99-15

Being a by-law of the Town of Drayton Valley in the Province of Alberta to provide for the establishment of a Municipal Library and Library Board and to set forth the duties and responsibilities of that Board.

WHEREAS, in accordance with the *Libraries Act*, being Chapter L-12 of the Revised Statutes of Alberta, 1980, and amendments thereto, the Council of the a municipality may pass a by-law for the establishment of a Municipal Library and for the appointment of a Library Board for the management of the Municipal Library.

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

1. There is hereby established, a municipal library for the Town of Drayton Valley.
2. There is hereby established a Library Board which shall be known as the Drayton Valley Municipal Library Board.
3. This by-law shall be cited as the Drayton Valley Municipal Library Board By- law.
4. Interpretation:
 - a) Town- means the Town of Drayton Valley
 - b) M.D.- means the Municipal District of Brazeau No. 77
 - c) Library- means the Town of Drayton Valley Municipal Library
 - d) Board- means the Town of Drayton Valley Municipal Library Board
 - e) Members of the Community-at-large- means citizens of the Town of Drayton Valley or M.D. of Brazeau No. 77 (three from the Town and two from the M.D.)
5. Purpose of the Board:

The Board shall be responsible for the management of the Library.
6. Duties/Terms of Reference:
 - a) The Board's functions shall be governed by the *Library Act*, being Chapter L-12 of the Revised Statutes of Alberta, 1980, and amendments thereto.

7. Composition of the Board:

- a) The Board shall consist of seven (7) but no less than five (5) members, who shall be appointed by resolution of Council for a three year term. However, Board members appointed from Council may serve a one year term. The Board shall be constituted as follows:
 - i. Two (2) members, being one each from the Town of Drayton Valley Council and Brazeau County Council
 - ii. Five (5) or a minimum of Three (3) members from the community-at-Large. [amended by Bylaw 2009/02/B]
- b) Board members shall be selected on the basis of an active interest in library board activities and community development as a whole. Board members shall have a long view of the community in terms of social infrastructure.
- c) Any Board member who is absent from three (3) consecutive regular meetings, without authorization by a Board Resolution, is deemed to have resigned his seat on the Board.

8. Procedures:

- a) Council shall appoint two Councillors (one from the Town and one as recommended from the M.D.), each for a three year term. In the event the Councillors appointed by Council cease to be Councillors, their appointment shall be deemed terminated and Council shall appoint a replacement Councillor for the balance of the term.
- b) The Board shall elect a Chairperson and a Vice Chairperson and the Chairperson shall preside at meetings of the Board, and in the absence of the Chairperson, the Vice-Chairperson, and in the absence of both the Chairperson and the Vice-Chairperson, the meeting may elect a Chairperson from its members. A member of the either Municipal Council shall not be elected as Chairperson or Vice-Chairperson.
- c) The Board may hold regular monthly meetings, with such meetings to be set by the Board, or special meetings that are required at the call of the Chairperson, but in any event, shall meet at least once every three months.
- d) A quorum for regular and special meetings of the Board shall consist of a majority of appointed Board members.

- e) The Recording Secretary, as designated by the Librarian, shall prepare an agenda for upcoming meetings of the Board, containing items submitted by the Chairperson or Board members or referred by Council, and shall be circulated three days in advance of the meeting.
 - f) A minute book shall be kept and minutes of all regular and special meetings shall be recorded therein by the Secretary.
 - g) The Chairperson and all appointed Board members shall vote on any question, except where authorization to abstain from voting due to conflict of interest has been obtained. In the event of a tie, the motion shall be lost.
 - h) Meeting procedures shall be conducted in accordance with good meeting practices and disputes resolved in accordance with Robert's Rules of Order.
 - i) In determining levels of service, setting policy or instituting changes hereto, the Board shall in all instances communicate such intentions to the Town Council for discussion and recommendation.
 - j) Neither the Board nor any members thereof shall have the power or authority to pledge the credit of the Town in connection with any matter whatsoever, nor shall the said Board or any member thereof, have the power to authorize any expenditures to be charged against the Town of Drayton Valley or any of its agencies, corporations, managers or other committees of Town Council.
 - k) Neither the Board nor any members thereof shall perform activities relating to fund raising or advertising on behalf of the Town, unless such activities have been previously sanctioned by Council resolution.
 - l) The Board on or before December 1st each year, shall prepare a budget and an estimate of the funds required during the next fiscal year to operate and manager the Municipal Library, and submit it to the Chief Administrative Officer of the Town. Such estimate may be approved in whole or in part by Council.
9. By-law 96-22 of the Town of Drayton Valley is hereby repealed.

This by-law shall come in force and have effect from and after the date of third reading.

Read a first time this 13th day of October, A.D. 1999

Read a second time this 13th day of October, A.D. 1999

Read a third time this 13th day of October, A.D. 1999

“original signed”
Mayor

“original signed”
Town Manager



COUNCIL REQUEST FOR DECISION

SUBJECT:	FCSS Board Member Appointment
MEETING DATE:	November 29, 2017
SUBMITTED BY:	Annette Driessen, Director of Community Services and Lola Strand, FCSS Program Coordinator

PROPOSAL AND BACKGROUND:

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

When vacancies occur, applicants for FCSS Board membership must meet the criteria stated in the FCSS By-Law 98-14 including place of residence and age group category. As per the FCSS By-Law, Board members are then selected on the basis of an active interest in FCSS activities and community development as a whole

The membership for Mr. Bob Barker, Seniors Representative expired as of October 31, 2017. The position was advertised and one application was received from Mr. Wendell Smith.

The membership for Mr. Eric Butz, Town Community-at-Large Representative, expired as of October 31, 2017. The position was advertised and three applications were received which meet the criteria: Mr. Eric Butz, Miss Lacey Sicinsky, and Mr. Kaden Diwisch. Since the call for applications, Mr. Eric Butz was elected as a Town Councillor and appointed as the Council representative on the Board.

The membership for Miss Lacey Sicinsky, Youth Representative, expired as of October 31, 2017. The position was advertised and three applications were received which meet the criteria; application were received from Miss Lacey Sicinsky, Miss Sarah Peltier and Mr. Kaden Diwisch.

OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

- A. Appoint Mr. Wendell Smith as the Seniors Representative; appoint _____ as the Town Community-At-Large Representative, and appoint _____ as the Youth Representative for the FCSS Board. This ensures that the Board maintains its ability to function with a full contingent.

- B. Direct Administration to re-advertise for one or more positions (Seniors Representative, Town Community-At-Large Representative, or Youth Representative). Bylaw 98-14 requires that a minimum of seven (7) members are required in order for the Board to be compliant, however, provided that the quorum of four (4) is maintained, a delay in appointments may not affect the Board's ability to function.

BUDGET / RESOURCE IMPLICATIONS:

The honorariums paid to Board members are considered within the departmental budget for FCSS Accordingly, there are no additional budgetary implications.

LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:

The FCSS Board engages members of the community to promote preventative social programs, thereby strengthening resiliency of the residents in our community while supporting the objectives of the Social Development Plan.

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

Applicants will be notified of Council's decisions and new members will begin their term as of November 29th, 2017

POTENTIAL MOTIONS:

Appointment of Senior representative:

- A. That Council appoint Mr. Wendell Smith as the Senior Representative for the FCSS Board for a term of two (2) years ending October 31, 2019.
- B. That Council direct Administration to re-advertise the position of Senior Representative for the FCSS Board.

Appointment of Town Community-at-Large representative:

- A. That Council appoint _____ as the Town Community-At-Large Representative for the FCSS Board for a term of two (2) years ending October 31, 2019.
- B. That Council direct Administration to re-advertise the position of Town Community-at-Large Representative for the FCSS Board.

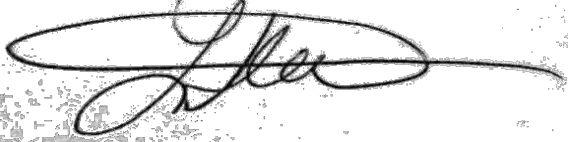
Appointment of Youth representative:

- A. That Council appoint _____ as the Youth Representative for the FCSS Board for a term of two (2) years ending October 31, 2019.
- B. That Council direct Administration to re-advertise the position of Youth Representative for the FCSS Board.

ATTACHMENTS:

Attachment 1: Application of Wendell Smith
 Attachment 2: Application of Lacey Sicinsky
 Attachment 3 Application of Sarah Peltier
 Attachment 4: Application of Kaden Diwisch
 Attachment 5: FCSS By-Law 98-14

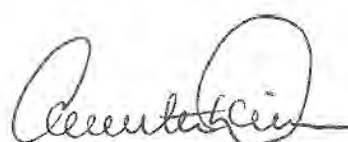
Report Prepared By:



Name: Lola Strand

Title: FCSS Program Coordinator

Report Reviewed By:



Name: Annette Driessen

Title: Director of Community Services

Report Directed to Council By:





TOWN OF DRAYTON VALLEY

Application for Board/Committee Membership

NAME: Wendell Smith **PHONE:** _____

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

MAILING ADDRESS: _____

STREET ADDRESS: _____

E-MAIL ADDRESS: _____

OCCUPATION: Bus Driver - Semi-Retired

I AM INTERESTED IN (SELECT ONE): ☐ 1 Year Term ☐ 2 Year Term ☐ 3 Year Term
☒ No Preference

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

AGE: ☐ Under 21 ☐ 21-35 ☐ 35-55 ☒ Over 55

MUNICIPALITY OF RESIDENCE:
☒ Town of Drayton Valley ☐ Brazeau County ☐ Other(Please State): _____

BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)

<input type="checkbox"/> Aquatic Fund Development Strategy Committee	<input type="checkbox"/> Brazeau Seniors Foundation
<input type="checkbox"/> Childcare Operational Board	<input type="checkbox"/> Drayton Valley Municipal Library Board
<input checked="" type="checkbox"/> Family and Community Support Services (FCSS) Advisory Board	<input type="checkbox"/> Mayor's Advisory Committee
<input type="checkbox"/> Subdivision and Development Appeal Board	<input type="checkbox"/> Traffic Advisory Committee
<input type="checkbox"/> Other: (Please state)	

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

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RELATED EXPERIENCE AND QUALIFICATIONS:

WORKED FOR ATB FINANCIAL FOR 32 YEARS
PRESIDENT of BUS ASSOCIATION FOR 2 YEARS, TREASURER
FOR 8 YEARS

BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:

I Feel I CAN ASSIST FCSS WITH MY PAST EXPERIENCES &
KNOWLEDGE.

OTHER PERTINENT INFORMATION:

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

☒ YES ☐ NO

PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE.



By checking this box your are verifying that the information provided is complete and accurate.

Please return the completed form marked

Submit Form

ATTENTION: Administration Department

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

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DRAYTON VALLEY



TOWN OF DRAYTON VALLEY

Application for Board/Committee Membership

NAME: Eric Butz PHONE: _____

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

MAILING ADDRESS: _____

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

STREET ADDRESS: _____

E-MAIL ADDRESS: _____

OCCUPATION: Chartered Accountant

I AM INTERESTED IN (SELECT ONE):

☐

1 Year Term

☐

2 Year Term

3 Year Term

☒

No Preference

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

AGE:

☐

Under 21

☒

21-35

☐

35-55

☐

Over 55

MUNICIPALITY OF RESIDENCE:

☒

Town of Drayton Valley

☐

Brazeau County

☐

Other(Please State):

BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)

☐
☐
☒
☐
☐

Aquatic Fund Development Strategy Committee

Childcare Operational Board

Family and Community Support Services (FCSS) Advisory Board

Subdivision and Development Appeal Board

Other: (Please state)

☐
☐
☐
☐

Brazeau Seniors Foundation

Drayton Valley Municipal Library Board

Mayor's Advisory Committee

Traffic Advisory Committee

☒

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

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DRAYTON VALLEY



Page 2 of 2

RELATED EXPERIENCE AND QUALIFICATIONS:

ECSS Board member & chair - 2 years

Funding groups as per resume

BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:

I've enjoyed being on the committee so far and believe I have contributed good financial & social thinking

OTHER PERTINENT INFORMATION:

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



YES



NO

PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE.

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

SIGNATUREDATE: Sep 13 / 17

Please return the completed form marked

ATTENTION: Administration Department

In Person

5120-52 Street, Drayton Valley

Mail

Box 6837, Drayton Valley, AB, T7A 1A1

E-mail

admin-support@draytonvalley.ca

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Eric Butz

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

Education

BACHELOR OF SCIENCE IN BUSINESS | MAY 2007 | CARLSON SCHOOL OF MANAGEMENT, UNIVERSITY OF MINNESOTA - TWIN CITIES

- Major: Accounting
- Minor: International Trade and Development

CHARTERED ACCOUNTANT DESIGNATION | JANUARY 2010 | CA SCHOOL OF BUSINESS

Work Experience

STAFF ACCOUNTANT | FEDDEMA & COMPANY CHARTERED ACCOUNTANTS | OCTOBER 2007 TO PRESENT

- Prepare yearends for local businesses, including financial statements and corporate tax returns
- Prepare yearends and associated tax forms for local not-for-profits and charities including auditing engagements
- Perform and provide advanced financial analysis to assist client decision-making

Volunteer Experience

ROTARY CLUB OF DRAYTON VALLEY | FEBRUARY 2012 TO PRESENT

- Club Treasurer September 2014 to Present
 - Responsible for organization financial administration including data entry, bill payments, member invoicing, and related duties for the Rotary house
 - Prepare organization financial statements
 - Develop and maintain operating and capital budgets for Rotary Club and Rotary House
- Rotary House Committee November 2012 to October 2014
 - Responsible for all budget tracking and financial analysis of \$1.1 million Rotary House project during renovation phase

MEMBER & BOARD CHAIR | FCSS | OCTOBER 2015 TO PRESENT

- Drayton Valley FCSS board member since October 2015, chair since October 2016

MAKING FINANCIAL CENTS VOLUNTEER | FCSS | MARCH 2012 TO PRESENT

- Volunteer in Making Financial Cents Program to teach high school students and local individuals about personal taxes

ROTARY HOUSE SOCIETY | TREASURER | SEPTEMBER 2016 TO PRESENT

- Perform treasurer duties for Rotary House

DRAYTON VALLEY NEPTUNES SUMMER SWIM CLUB | TREASURER | MARCH 2017 TO PRESENT

- Perform treasurer duties for swim club

CHAIR, STUDENT SERVICES FEES COMMITTEE - ADMINISTRATION GROUPS | UNIVERSITY OF MINNESOTA - TWIN CITIES | SPRING 2007

- Chair committee assessing requests for biennial funding totaling approximately \$35,000,000
- Review and approve funding requests for both operating and capital expenditures

SUB-COMMITTEE CHAIR, STUDENT SERVICES FEES COMMITTEE - STUDENT GROUPS | UNIVERSITY OF MINNESOTA - TWIN CITIES | SPRING 2006

- Chair sub-committee assessing requests from 16 student groups for funding totaling approximately \$940,000
 - Field questions and concerns from groups prior to initial presentations and subsequent to preliminary approval amounts
 - Member of full committee assessing requests from 31 student groups for funding totaling approximately \$1,729,000
- Fought to de-fund an ineffective and wasteful political group that hid behind freedom of expression and claims of political bias; won partial reduction to funding.



TOWN OF DRAYTON VALLEY

Application for Board/Committee Membership

NAME: Lacey Sicinsky **PHONE:** _____

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

STREET ADDRESS: _____

E-MAIL ADDRESS: _____

OCCUPATION: Student

I AM INTERESTED IN (SELECT ONE): ☒ 1 Year Term ☐ 2 Year Term ☐ 3 Year Term
☐ No Preference

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

AGE: ☐ Under 21 ☒ 21-35 ☐ 35-55 ☐ Over 55

MUNICIPALITY OF RESIDENCE: ☒ Town of Drayton Valley ☐ Brazeau County ☐ Other(Please State): _____

BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)

<input type="checkbox"/> Aquatic Fund Development Strategy Committee	<input type="checkbox"/> Brazeau Seniors Foundation
<input type="checkbox"/> Childcare Operational Board	<input type="checkbox"/> Drayton Valley Municipal Library Board
<input checked="" type="checkbox"/> Family and Community Support Services (FCSS) Advisory Board	<input type="checkbox"/> Mayor's Advisory Committee
<input type="checkbox"/> Subdivision and Development Appeal Board	<input type="checkbox"/> Traffic Advisory Committee
<input type="checkbox"/> Other: (Please state) _____	

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**RELATED EXPERIENCE AND QUALIFICATIONS:**

Previous Youth Representative member for the Family and Community Support Services (FCSS) Board for the town of Drayton Valley.
A youth member that is currently apart of the RYSE Project Team in Drayton valley for the next 5 years.

BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:

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

OTHER PERTINENT INFORMATION:

Academic Upgrading Student at the Drayton Valley Community Outreach school. Enrolled at Mount Royal University to continue Bachelors of Criminal Justice. Completed the New Futures Workshop held at the Drayton Valley Clean Energy and Technology Centre.

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

☒ YES ☐ NO

PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE.



By checking this box your are verifying that the information provided is complete and accurate.

Please return the completed form marked

Submit Form

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Mail Box 6837, Drayton Valley, AB, T7A 1A1
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DRAYTON VALLEY



ATTENTION: Administration
Department

TOWN OF DRAYTON VALLEY



Application for Board/Committee Membership

NAME: Sarah Peltier

PHONE:

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

MAILING ADDRESS:

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

STREET ADDRESS:

E-MAIL ADDRESS:

OCCUPATION: Kitchen Helper (Boston Pizza DV)

I AM INTERESTED IN (SELECT ONE):

☐

1 Year Term

☒

3 Year Term

☐

2 Year Term

☐

No Preference

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

AGE:

☐

Under 21

☒

21-35

☐

35-55

☐

Over 55

MUNICIPALITY OF RESIDENCE:

☒

Town of Drayton Valley

☐

Brazeau County

☐

Other(Please State):

BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)

☐

Aquatic Fund Development Strategy Committee

☐

Childcare Operational Board

☒
Family and Community Support Services
(FCSS) Advisory Board
☐

Subdivision and Development Appeal Board

☐

Other: (Please state)

☐

Brazeau Seniors Foundation

☐

Drayton Valley Municipal Library Board

☐

Mayor's Advisory Committee

☐

Traffic Advisory Committee

☒

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

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DRAYTON VALLEY



Page 2 of 2

RELATED EXPERIENCE AND QUALIFICATIONS:

- Youth Research Advisor (RYSE Project) host paint nights, write comprehensive written responses, reflect on research,
- DV Resident for nearly 20 years. Firsthand knowledge of the challenges & supports for youth

BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:

I am applying for the Youth Representative position on the FCSS Advisory Board because I want to build resilient youth within my community and enhance the supports contributing to their wellbeing.

OTHER PERTINENT INFORMATION:

In my personal time I volunteer my artistic talents, facilitation skills and networking connections in order to provide creative opportunities to youth in a safe supportive space.

Thank you for your consideration!

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

☒

YES

☐

NO

PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE.

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

SIGNATURE:

DATE: 9/12/2017

Please return the completed form marked

ATTENTION: Administration Department

In Person

5120-52 Street, Drayton Valley

Mail

Box 6837, Drayton Valley, AB, T7A 1A1

E-mail

admin-support@draytonvalley.ca

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Family and Community Support Services, Drayton Valley and District
Rotary House 4743-46 Street
Drayton Valley
T7A 1H5

To Whom it May Concern,

I am pleased to write a letter of reference for Sarah Jane Peltier applicant for a Drayton Valley and District Family and Community Support Services (FCSS) Advisory Board youth representative position. I have known Sarah for 2 months in her role as a Youth Research Advisor for the Resilient Youth in Stressed Environments (RYSE) Project. Sarah joined the RYSE project team after her active engagement in a youth resilience paint night. Upon my first interaction with Sarah, she keenly surpassed the required completion of reflection questions during the research event and followed up with comprehensive written responses and recommendations for how to continue to strengthen research activities. Since then Sarah has become a RYSE Youth Advisor supporting in diverse roles and activities.

Sarah is an enthusiastic, artistic, honest, committed individual with strong interpersonal and facilitation skills. Her self-reflective nature and creative abilities support her to be a quality contributor to discussions on resilience and qualitative participatory research implementation. She has a strong work ethic and is reliable and effective at achieving her responsibilities as exemplified in her immediate follow up on youth recruitment after team meetings and her prompt responses to advisory emails.

As a youth who has lived in Drayton Valley the majority of her life Sarah has witnessed first-hand the strengths, challenges, and transitions in the town for youth and is committed to identifying ways to strengthen youth opportunities and collective resilience in the community. In order to support youth, Sarah utilized her artistic talents, listening skills, and resourcefulness to design and coordinate a cost-effective creative art youth night that acted as safe supportive space for youth in the community to reflect on their health, wellness, and resilience.

Sarah's lived experience in Drayton Valley and her current advisory role for the RYSE project provides her with the knowledge and skills to be a strong candidate for the FCSS Advisory Board youth representative position. I am very happy to recommend Sarah for this role.

Please do not hesitate to contact me if you have any questions at all. I can be reached via email at
FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

Warmest Regards,

Laura Wright

LAURA WRIGHT
RYSE-Research Coordinator, Drayton Valley

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

To whom it may concern,

My name is Anissa and I am the Front of House Manager at Boston Pizza, Drayton Valley. I have known Sarah Peltier for about 8 years, we met while attending Frank Maddock High School. We immediately connected through mutual interest in a variety of artwork.

It's my absolute pleasure to recommend Sarah for Youth Representative of the family community support services advisory board. Sarah has always had a strong connection with other people, especially the youth in our community. Her recent commitment with RYSE has shown her interest in connecting youth to social services and building resiliency in youth. She has resided in the Drayton Valley area for approximately 20 years and gained knowledge on the supports offered for citizens of our town. I am looking forward to engaging in Sarah's next scheduled paint night, I have received positive feedback about the creative endeavors.

I hope you consider my recommendation. I believe that Sarah is a productive member of society and frequently involves and thrives off community involvement; She is a wonderful role model.

Sincerely, Anissa Szoke

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

DRAYTON VALLEY

TOWN OF DRAYTON VALLEY

Application for Board/Committee Membership

NAME: Kaden PHONE: Diw. Sch

MAILING ADDRESS:

STREET ADDRESS:

E-MAIL ADDRESS:

OCCUPATION: _____

I AM INTERESTED IN (SELECT ONE): 1 Year Term 2 Year Term 3 Year Term
No PreferenceSOME BOARDS/COMMITTEES HAVE SPECIFIC POSITIONS FOR CERTAIN
DEMOGRAPHICS, PLEASE ANSWER THE FOLLOWING:

AGE:

Under 21

21-35

35-55

Over 55

MUNICIPALITY OF RESIDENCE:

Town of Drayton Valley

Brazeau County

Other(Please State): _____

BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)

<input type="checkbox"/> Aquatic Fund Development Strategy Committee	<input type="checkbox"/> Brazeau Seniors Foundation
<input type="checkbox"/> Childcare Operational Board	<input type="checkbox"/> Drayton Valley Municipal Library Board
<input checked="" type="checkbox"/> Family and Community Support Services (FCSS) Advisory Board	<input type="checkbox"/> Mayor's Advisory Committee
<input type="checkbox"/> Subdivision and Development Appeal Board	<input type="checkbox"/> Traffic Advisory Committee
<input type="checkbox"/> Other (Please state)	



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

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RELATED EXPERIENCE AND QUALIFICATIONS:

YOUTH VOLUNTEER WORK EXPERIENCE

BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:

I believe I can make a positive difference
OTHER PERTINENT INFORMATION: In the town of Drayton Valley

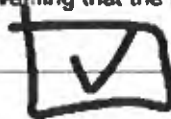
Will you be able to attend all regular meetings and attend to matters which may require allocation of personal time?

☒ YES

☐ NO

PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE.

By checking this box you are verifying that the information provided is complete and accurate.



Please return the completed form marked

ATTENTION: Administration Department

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

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IMPORTANT NOTICE

Town of Drayton Valley

OFFICE CONSOLIDATION

Prepared by the Legislative Services Coordinator

under the authority of Town Council

This document is consolidated into a single publication for the convenience of users. The official Bylaw and all amendments thereto are available from the Legislative Services Coordinator and should be consulted in interpreting and applying this Bylaw.

For ease of reference, the amending Bylaw numbers are listed with a brief description.

In case of any dispute, the original Bylaw must be consulted.



Drayton Valley and District Family and Community Support Services By-Law No. 98-14 **OFFICE CONSOLIDATION**

Includes Amending Bylaws:

Bylaw No.	Description	Adopted
2000-17	FCSS Board Amending Bylaw	December 13, 2000
2003/16/B	FCSS Board Amending Bylaw	August 27, 2003

**TOWN OF DRAYTON VALLEY
BY-LAW 98-14**

Being a By-Law of the Town of Drayton Valley in the Province of Alberta to provide for the establishment of the Drayton Valley & District Family and Community Support Services Board and set forth the duties and responsibilities of that Board.

WHEREAS the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta 1994 and amendments thereto, provides for the establishment of any Board considered desirable for the purpose of managing and operating, and advising in the management and operation of, any branch or any department of the Municipality's services, and in the extension and improvement thereof;

AND WHEREAS, in accordance with the *Family and Community Support Services Act*, being Chapter F-I. I. of the Revised Statutes of Alberta, 1990, and amendments thereto, provides for the establishment, administration and operation of a family and community support services program within a municipality;

AND WHEREAS pursuant to the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta 1990 and amendments thereto, the Council of the Municipality of the Town of Drayton Valley in the Province of Alberta has entered into an agreement with the Minister of Alberta Family and Social Services for the establishment, administration and operation of a Family and Community Support Services Program in accordance with the Family and Community Support Services Act and Regulations passed thereunder;

AND WHEREAS the Family and Community Support Services Act makes provision for a municipality to enter into agreements with other municipalities to provide for the establishment, administration and operation of joint Family and Community Support Programs;

AND WHEREAS the Town of Drayton Valley will be acting on behalf of other municipalities for the establishment, administration and operation of a program as agreed to in the Drayton Valley and District Family and Community Support Services Cost Sharing Agreement Between Town of Drayton Valley and the Municipal District of Brazeau No. 77 as per Schedule "A"

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

- There is hereby established, a Family and Community Support Services program for the Town of Drayton Valley and Municipal District of Brazeau No. 77.
- There is hereby established a Family and Community Support Services Board which shall be known as the Drayton Valley & District Family and Community Support Services (FCSS) Board.

- The By-Law shall be cited as the Drayton Valley and District Family and Community Support Services By-Law.

1. Interpretation

- a) Town-means the Town of Drayton Valley
- b) M.D. of Brazeau-means Municipal District of Brazeau No. 77
- c) District-means the Municipal District of Brazeau
- d) FCSS -means Family and Community Support Services
- e) Board -means the Drayton Valley and District Family and Community Support Services Board
- f) Town Council-means the Town of Drayton Valley Council
- g) M.D. of Brazeau Council- means the Municipal District of Brazeau no. 77 Council
- h) Members of Community at large – means citizens of the Town or Municipal District of Brazeau No. 77

2. Purpose of the Board

The Board shall advise on the application and administration of the FCSS Act and in such advisory capacity shall:

- a) make recommendations regarding areas of programming and assignment of appropriate resources

Specifically, the Board shall provide support and advice to the FCSS Program Manager in the following areas:

- b) Formulation of plans, priorities and policies regarding Family and Community Support Services with a view to the establishment of a comprehensive program.
- c) The establishment of such relationships with other Municipal, Provincial and Federal departments and community agencies that will promote the orderly development of FCSS.
- d) Encouragement of individuals and groups to offer constructive suggestions or criticisms of policies or programs established
- e) Consultations with professional groups, social agencies (public or private) or other groups as it may determine advisable

- f) Suggestions to public and/or private agencies regarding changes in policies, programs or practices that might improve the impact of such services.
- g) Co-operation and joint planning with related community groups and agencies.
- h) Promotion of citizens' awareness of the importance of prevention and of preventive social services available.
- i) Promotion of citizens' awareness and identification of key social issues and challenges facing the community.
- j) Promotion, encouragement and facilitation of volunteerism and the use of volunteers, and encouragement of citizen participation in program development.
- k) The development and implementation of policy for grants, municipal assistance, and specific grant applications for the FCSS programming.
- l) Review of submitted briefs regarding possible or current FCSS programs from responsible individuals and groups.
- m) Annual submission to Town Council of an estimate of the financial requirements for the Drayton Valley & District FCSS program and administration of the capital and operating expenditures approved thereof.

3. Duties/Terms of Reference

The Board's function shall be governed by the *FCSS Act* being Chapter F 1.1 of the Revised Statutes of Alberta, 1990 and amendments thereto.

4. Composition of the Board

- a) The Board shall consist of seven (7) members, who shall be appointed by resolution of Town Council for a one, two or three year term. [Amended by Bylaw 2000-17]
- b) Board Members shall be appointed for their terms commencing in October of 1998. The board shall be composed of as follows:
 - i. One member from Town Council
 - ii. One member from the M.D. of Brazeau Council
 - iii. One member appointed from the Region 4 Central Alberta Child and Family Services Authority Board or Staff. [amended by Bylaw 2003/16/B]
 - iv. Four members of the Community-at-large representing the following segments: M.D. of Brazeau, Town of Drayton Valley, Seniors and Youth.

- c) Town Council will appoint one Councillor from the Town and one Councillor from the M.D. of Brazeau each for a 3-yr. term. In the event the Councillors appointed by Town Council cease to be Councillors, their appointment shall be deemed terminated and Town Council shall appoint a replacement Councillor for the balance of the term.
- d) Board members shall be selected on the basis of an active interest in FCSS activities and community development as a whole. Board members shall have a long-term view of the community in terms of social infrastructure.
- e) All Board appointments are to be made/approved by the Town Council.
- f) Appointments/re-appointments made by Town Council are based on information/advice from the FCSS Program Manager and other relevant sources.
- g) All members of the Board must live within the boundaries of the Town and/or M.D. of Brazeau.
- h) Absenteeism – should a member miss three consecutive meetings their membership will be reviewed by the board.
- i) Option exists to replace members if they resign. Upon resignation of a member the process for recruitment should begin. Membership will not be allowed to fall below five.

5. Board Procedures

- a) The FCSS Program Manager is a non-voting member of the Board.
- b) Officers of the Board will include the FCSS Program Manager as Chair, and an elected Co-chair. Board members will elect the Co-chair. The FCSS Program Manager and Co-chair shall preside at meetings of the Board.
- c) The Co-chair will be selected at the first meeting of the Board following the Annual Organizational Meeting of Town Council in each year.
- d) Meetings will be held quarterly-January, April, July/August, October.
- e) The FCSS Program Manager or Co-chair can schedule additional meetings as necessitated.
- f) A quorum for regular and special meetings of the Board shall consist of a majority of voting Board members.

- g) Board members will be reimbursed for expenses incurred on Board related business (e.g. travel, meals etc.). Reimbursements will follow Town of Drayton Valley guidelines.
- h) The Recording Secretary, as designated by the FCSS Program Manager, shall prepare an agenda for an upcoming meeting of the Board, containing items submitted by the Co-chairs or other Board members or referred by either the Town or M.D. Councils, and shall be circulated three days in advance of the meeting.
- i) A minute book shall be kept and minutes of all regular and special meetings shall be recorded therein by the Secretary.
- j) The Elected Co-chair and all appointed Board members should vote on any question, except where authorization to abstain from voting due to conflict of interest has been obtained. In the event of a tie, the motion shall be lost.
- k) Meeting procedure shall be conducted in accordance with good meeting practices and disputes resolved in accordance with Robert's rules of Order.

6. Committee Procedures

- a) Ad-hoc or advisory groups to the Board may be formed to address specific issues. These groups may include individuals who are not members of the Board but who lend needed expertise to the issue. Such groups shall deal only with the matter of question referred to it for consideration and shall upon completion of this assignment be disbanded.
- b) Advisory groups will provide advice and support related to their area of assignment at the regular meetings of the board.

7. Limitations

- a) Neither the Board, nor any of its members, shall have the power to pledge the credit of any of the Parties hereto in connection with any matters whatsoever, nor shall the Board or any member thereof have any power to authorize any expenditure to be charged against any of the Parties without prior approval by the said Party.

8. Enactment

- a) By-Law 80-60 of the Town of Drayton Valley are hereby repealed
- b) This By-Law shall come into force and have effect from and after the date of third reading thereof.

- c) This agreement may be terminated on the 31st day of December in any year by any Party hereto giving notice to the other Parties on or before the 1st day of May of that year.

READ a first time this 27th day of August, A.D. 1998

READ a second time this 16th day of September, A.D. 1998

READ a third time this 16th day of September, A.D. 1998

“original signed”

Mayor

“original signed”

Chief Administrative Officer



COUNCIL REQUEST FOR DECISION

SUBJECT:	Brazeau Foundation Board Appointment – Community Member at Large for the Town of Drayton Valley
MEETING DATE:	November 29, 2017
SUBMITTED BY:	Dwight Dibben, CAO
PROPOSAL AND BACKGROUND:	
<p>Brazeau Foundation is an organization which manages social housing programs in Drayton Valley and surrounding area. Operations for the Foundation are mandated through a Provincial Ministerial Order and governed by a local Board of Directors. Social housing programs offered include the Shangri-La Lodge; Senior Apartments Projects; Family/Individual Housing Programs; and the Direct to Tenant Rent Supplement Program. These programs all have separate reporting requirements and separate budgets.</p> <p>The Brazeau Foundation Board of Directors composition, as outlined in the Ministerial Order for the Brazeau Foundation Board and confirmed by their Executive Director, consists of the following membership (comprised of three (3) elected officials and two (2) appointed Members at Large):</p> <ul style="list-style-type: none"> • Two (2) members from the Town of Drayton Valley; • Two (2) members from Brazeau County; and • One (1) member from the Village of Breton. <p>The membership for Mrs. Jeannette Vatter, Community Member at Large for the Town of Drayton Valley, expired as of October 31, 2017. The position was advertised in the Drayton Valley Western Review. One application was received from Mrs. Jeannette Vatter, see attached.</p>	
OPTIONS AND ALTERNATIVES, WITH ANALYSIS:	
<p>A. Approve the application of Mrs. Jeannette Vatter as the Community Member at Large for the Town of Drayton Valley for a one (1) year term ending October 31, 2018. This allows for the continued operations of the Brazeau Foundation Board.</p> <p>B. Direct Administration to re-advertise the position on the Brazeau Foundation Board. The Board will be required to operate with one (1) vacant position.</p>	

BUDGET / RESOURCE IMPLICATIONS:

There are no additional budgetary implications.

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

The applicant will be notified of Council's decisions and the appointee will commence their term as of November 29, 2017.



POTENTIAL MOTIONS:

- A. That Council appoint Mrs. Jeannette Vatter as a Community Member at Large for the Town of Drayton Valley on the Brazeau Foundation Board for a one (1) year term, ending October 31, 2018.
- B. That Council direct Administration to re-advertise the position for the Community Member at Large for the Town of Drayton Valley on the Brazeau Foundation Board.

ATTACHMENTS:

Attachment 1: Application from Mrs. Jeannette Vatter

Attachment 2: Excerpt Ministerial Order for the Brazeau Foundation

Report Prepared By:		Report Reviewed By:	
			
Name:	Sabine Larcher	Name:	Pam Livingston
Title:	Administrative Assistant	Title:	Director of Corporate Services

Report Routed to Council By:



TOWN OF DRAYTON VALLEY

Application for Board/Committee Membership

NAME: Jeannette Vatter PHONE:

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

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

STREET ADDRESS:

E-MAIL ADDRESS:

OCCUPATION: Retired

I AM INTERESTED IN (SELECT ONE):

☐ 1 Year Term
 ☒ 2 Year Term
 ☐ 3 Year Term
 ☐ No Preference

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

AGE:

☐ Under 21
 ☐ 21-35
 ☐ 35-55
 ☒ Over 55

MUNICIPALITY OF RESIDENCE:

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

BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)

<input type="checkbox"/> Aquatic Fund Development Strategy Committee	<input checked="" type="checkbox"/> Brazeau Seniors Foundation
<input type="checkbox"/> Childcare Operational Board	<input type="checkbox"/> Drayton Valley Municipal Library Board
<input type="checkbox"/> Family and Community Support Services (FCSS) Advisory Board	<input type="checkbox"/> Mayor's Advisory Committee
<input type="checkbox"/> Subdivision and Development Appeal Board	<input type="checkbox"/> Traffic Advisory Committee
<input type="checkbox"/> Other: (Please state)	

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

RELATED EXPERIENCE AND QUALIFICATIONS:

I have had the privilege to sit on this Board and provide leadership and I feel that this year is very important. After an election, many new members are appointed and it is so important that we maintain continuity on the Board.

BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:

Again to provide continuity and during this time there are many items that are outstanding and by remaining on the Board would bring stability to the organization.

OTHER PERTINENT INFORMATION:

I do have a passion for the seniors in Drayton Valley and area and am known as an advocate on their behalf. I take great pride in serving on this Board and have had great success over the years.

I am requesting that I be appointed to the Brazeau Seniors Foundation for a two year term.

Thank you!

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

☒ YES ☐ NO

PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE.

3 REFS ATTACHED

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

SIGNATURE: _____

DATE: September 12, 2017

Please return the completed form marked

ATTENTION: Administration Department

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

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From: Diana McQueen FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)
Date: September 12, 2017 at 2:31:15 PM MDT
To: Jeannette Vatter FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)
Subject: Letter of reference

To Whom It May Concern

It gives me great pleasure to write a letter of support for Jeannette Vatter for the Brazeau Seniors Foundation Board.

Jeannette Vatter is an exceptional leader that knows how to bring out people's voices and ideas and to then bring consensus. Jeannette is not only a great leader herself, but she works so hard to develop leadership in others. She is a passionate team member and community builder, who gives one hundred percent to everything she does.

Jeannette always supports the board and staff members she works with, and also supports the board and staff members to reach their full potential.

Jeannette loves our seniors, and she is so loved by them as well. You can see this as their eyes always light up when Jeannette comes to visit. I know this first hand from when I was a member of the board with Jeannette, and personally when my mother was a resident of the lodge.

There is no one that I support more for a board member on the BSF than Jeannette Vatter. She truly understands board governance and the roles and responsibilities of a board member and Chair. Jeannette volunteers her time freely because she truly cares about the best outcomes for our seniors. If you have any questions please feel free to contact me.

Sincerely,

Diana McQueen

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

Sept. 9, 2017

Sabine Larcher
Administrative Assistant
Town of Drayton Valley
5120-52 Street
Box 6837
Drayton Valley, AB. T7A 1A1

Dear Mayor and Council Members:

RE: Re-Appointment – Jeannette Vatter (Board Member for Brazeau Seniors Board)

As you are all aware after Oct.16 Election there could be a significant changes in the people whom are serving on the boards of different organizations serving your town . I am especially talking now of the Brazeau Seniors Foundation Board. I strongly urge you to consider to reappoint Jeannette Vatter on this board again..

After the elections in Oct. the Brazeau Seniors Foundation could have 5 new board members. This would be very frustrating to this organization. I have served on this board for 7 years representing the Village of Breton and I know the expertise that Jeannette brings to this board. She is a LEADER and there is no doubt that she has a great PASSION for the seniors. The seniors enjoy to see her smiling face and they often compliment her on her friendliness.

Also, by not having someone on the board whom are not familiar with the lodge setting is very detrimental to the organization and a nightmare for the CAO. Trust me I know from experience as I was the administrator at Breton General Hospital and I “cringed” every three years as to who my board members were going to be at the hospital. In an organization such as the Brazeau Seniors Foundations you need diligent and caring members on the board. (Jeannette does fill this position to the fullest)

I trust that you consider reappointing Jeannette to this position again

Yours very truly

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

Janet Young

September 8, 2017

Administration Department
 Town of Drayton Valley
 Box 6837
 Drayton Valley, AB T7A 1A1

To Whom It May Concern:

I was blessed to be on the Brozeau Seniors Foundation Board (BSF Board) this year. I must admit Jeannette Vatter is a large part of my exceptionally, wonderful, experience with this Board. From the get go she was welcoming, informative, supportive, patient and kind.

Jeannette is a born leader with the ability to not only make sure you understand all but answer any questions that arise. I felt like a valued member of the Board and any time I have expressed concerns she has listened carefully, respectfully and inclusively.

Jeannette's experience with the BSF is second to none. Her knowledge, wisdom and leadership, in my opinion, has elevated this Board to the highest possible achievements. If you are considering replacing her, I would rethink that. Without her; years of experience and knowledge would be lost and that would be a huge detriment to this Foundation.

This year the BSF has been faced with challenges that a less experienced Chair would have or could have spelt disaster. Some, if not all, discussions needed a strong, non-judgemental and wise leader. Someone who puts the BSF ahead of their own personal or political gain and

Jeannette Vatter

Currently, there are sensitive issues facing the BSF Board that are in need of continuity of the Board. You would not only be slowing leadership, but wisdom and concern for the Brozeau Seniors Foundation by renewing her term.

Sincerely,

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

Brozeau Seniors Foundation Board Member
Member-at-Large Brozeau County

APPENDIX

Brazeau Foundation

1. Brazeau Foundation (hereafter referred to as the "management body") is hereby established as a management body.
2. The members of the management body are as follows:
 - Town of Drayton Valley
 - Municipal District of Brazeau No. 77
 - Village of Breton
3. (1) The management body shall be governed by a board (hereafter referred to as "the board"), comprised of five (5) members, as follows and appointed in accordance with subsection (2):
 - (a) two (2) members appointed by the Town of Drayton Valley:
 - (i) one (1) member from its municipal council; and
 - (ii) one (1) member at large selected in the manner it determines appropriate,
 - (b) two (2) members appointed by the Municipal District of Brazeau No. 77:
 - (i) one (1) member from its municipal council; and
 - (ii) one (1) member at large selected in the manner it determines appropriate, and
 - (c) one (1) member, appointed by the Village of Breton from its municipal council and selected in the manner the Village determines appropriate.
- (2) The board shall be appointed as follows:
 - (a) Each member of the board shall be appointed at the organizational meeting of the appointing member of the management body in accordance with this Order.
 - (b) The term of office of each member of the board:
 - (i) are for a maximum one (1) year term;
 - (ii) shall begin the day after the appointing member of the management body holds its annual organizational meeting in the year appointed; and
 - (iii) end the day the appointing member of the management body holds its annual organizational meeting in the year the term expires.
 - (c) Members of the board may hold consecutive terms of office.
 - (d) A municipal councillor appointed to the board by a member of the management body may only remain a member of the board while a municipal councillor for the



COUNCIL REQUEST FOR DECISION

SUBJECT:	Community Grants, Fourth Quarter Allocation
MEETING DATE:	November 29, 2017
SUBMITTED BY:	Annette Driessen, Director of Community Services

PROPOSAL AND BACKGROUND:

Community Events Grant

The Town of Drayton Valley recognizes that there are non-profit organizations that host community events to raise funds or require donations for worthwhile projects, programs, or services. In an effort to support these organizations, the Town may provide grants to assist with the hosting of community events and initiatives. Funding applications are to be reviewed on a quarterly basis. The fourth quarter deadline was October 2, 2017, and \$5,001.00 is available for distribution. This consists of \$5,000 for this quarter and \$1 of unallocated funds from previous quarters in 2017.

A total of three (3) applications were received for the Community Events Grant fourth quarter grant allocation:

- Drayton Valley Health Services Foundation – Festival of Trees Gala Dinner
- Eleanor Pickup Arts Centre – Alberta Culture Days 2017
- Toronto Maple Leafs Alumni Hockey Game Committee – February 17, 2018

Roger Coles Memorial Youth Sport Grant

The Town of Drayton Valley recognizes the importance of sport and recreation in our community and as such established the Roger Coles Memorial Youth Sport Grant to recognize the sacrifice and dedication of our young individuals to sport. Funding applications are to be reviewed on a quarterly basis. The fourth quarter deadline was October 2, 2017, and \$10,000.00 is available for distribution. This consists of \$2,500.00 for this quarter and \$7,500.00 of unallocated funds from previous quarters in 2017.

A total of one (1) application was received for the Roger Coles Memorial Youth Sports Grant fourth quarter grant allocation:

- Kaycee-Jay Hines – Rugby Canada National Championships

Youth Arts, Heritage and Culture Grant

The Town of Drayton Valley recognizes the importance of culture, heritage, and art including dance, film, video, new media, music, the literary, visual, theatrical and performing arts, and aboriginal culture in our community. As such the Youth Arts, Heritage and Culture Grant was established to recognize the enthusiasm and dedication of our young individuals to pursue achievements in arts, heritage and culture. The fourth quarter deadline was October 2, 2017, and \$8,572.00 is available for distribution. This consists of \$2,500.00 for this quarter and \$6,072.00 of unallocated funds from previous quarters in 2017.

A total of three (3) applications were received for the Youth Arts, Heritage and Culture Grant. Under Schedule A of the Youth Arts, Heritage and Culture Grant Policy, it explains that the activity cannot augment school-based curriculum. In the correspondence that was attached to all three applications, it states that the applicants grant request is for an educational trip through a school-based club. As such, these applications have been deemed ineligible:

- Diego Kerby – Grand Tour of Italy through HTA (Holy Trinity Academy) Travel Club
- Cede Kerby – Grand Tour of Italy through HTA (Holy Trinity Academy) Travel Club
- Jacob Struth – Grand Tour of Italy through HTA (Holy Trinity Academy) Travel Club

OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

Community Event Grant

The balance remaining for allocation during this grant quarter for the Community Event Grants is \$5,001.00. Council may wish to consider partial granting to each application, as each meets the criteria established for funding.

Roger Coles Memorial Youth Sport Grant

The balance remaining for allocation during this grant quarter for the Roger Coles Memorial Youth Sport Grant is \$10,000.00, as no funds have been allocated from the grant for the 2017 budget year. Council may wish to consider partial or whole granting to the applicant, as it meets the criteria established for funding.

BUDGET / RESOURCE IMPLICATIONS:

The Town identifies in its yearly administration budget a set amount of funding available for the following three grants:

1. The Community Events Grant was allocated \$20,000 for the 2017 budget year, which is \$5,000 per quarter
2. The Roger Coles Memorial Youth Sport Grant was allocated \$10,000 for the 2017 budget year, which is \$2,500 per quarter
3. The Youth Arts, Heritage and Culture Grant was allocated \$10,000 for the 2017 budget year, which is \$2,500 per quarter

LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:

The Community Event Grant, the Roger Coles Memorial Youth Sports Grant and the Youth Arts, Heritage and Culture Grant help organizations and individuals achieve some of the community goals set out in the Social Development Plan, and all applicants are reviewed under the guidelines contained within the following policies:

1. Policy No. A-01-01 Support Grants for Community Events
2. Policy No. A-01-13 Roger Coles Memorial Youth Sports Grant
3. Policy No. A-16-15 Youth Arts, Heritage & Culture Grant

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.

Each of these applications serves to foster one or more of the above goals.

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

Following Council's decision Administration will notify the applicants of the decision.

POTENTIAL MOTIONS:**OPTIONS FOR THE APPLICATION FROM THE DRAYTON VALLEY HEALTH SERVICES FOUNDATION:**

1. That Council award the Drayton Valley Health Services Foundation \$ _____ to help cover the costs associated with the Festival of Trees Gala Dinner from the Community Event Grant fourth quarter allocation.
2. That Council decline the funding request from the Drayton Valley Health Services Foundation to help cover the costs associated with the Festival of Trees Gala Dinner from the Community Event Grant fourth quarter allocation.

OPTIONS FOR THE APPLICATION FROM THE ELEANOR PICKUP ARTS CENTRE:

1. That Council award the Eleanor Pickup Arts Centre \$ _____ to help cover the costs associated with the 2017 Alberta Culture Days from the Community Event Grant fourth quarter allocation.
2. That Council decline the funding request from the Eleanor Pickup Arts Centre to help cover the costs associated with the 2017 Alberta Culture Days from the Community Event Grant fourth quarter allocation.

OPTIONS FOR THE APPLICATION FROM THE TORONTO MAPLE LEAFS ALUMNI HOCKEY GAME COMMITTEE:



1. That Council award the Toronto Maple Leafs Alumni Hockey Game Committee \$ _____ to help cover the costs associated with hosting the hockey game from the Community Event Grant fourth quarter allocation.
2. That Council decline the funding request from the Toronto Maple Leafs Alumni Hockey Game Committee to help cover the costs associated with hosting the hockey game from the Community Event Grant fourth quarter allocation.
3. That Council defer the Toronto Maple Leafs Alumni Hockey Game Committee Application to the 2018 Community Events Grant First Quarter Allocation.


OPTIONS FOR THE APPLICATION FROM KAYCEE-JAY HINES:

1. That Council award Kaycee-Jay Hines \$ _____ to help cover the costs associated with attending the Rugby Canada National Championships from the Roger Coles Memorial Youth Sport Grant fourth quarter allocation.
2. That Council decline the funding request from Kaycee-Jay Hines to help cover the costs associated with attending the Rugby Canada National Championships from the Roger Coles Memorial Youth Sport Grant fourth quarter allocation.

ATTACHMENTS:

Attachment 1: TODV Grants_PKG_Attachments

Report Prepared By:		Report Approved By:	
			
Name:		Name:	
Title:		Title:	

Report Approved for Council By:	
	
Name:	
Title:	



TOWN OF DRAYTON VALLEY

COMMUNITY EVENT GRANT CHECKLIST

OFFICE USE ONLY

Name of Organization: Drayton Valley Health Services Foundation

Name of Event: Festival of Trees Gala Dinner - November 18, 2017

CRITERIA		
Policy Requirements:		Notes:
	application (complete, signed and accompanied by supporting documents) received by deadline	
✓	benefit the community as a whole or a specific major group within the community	Funds directed to telehealth video conferencing into the ER - broad community benefit
✓	not duplicate past or present local services (unless a need can be demonstrated)	Does not duplicate other services
✓	provide equal access to the service without discrimination	Equal access provided
✓	not already be receiving direct or indirect support from the Town for the stated service	Council has purchased 1 table for \$1,000
✓	address an identified need in the community or contribute to the common good of the community	Contributes to the common good of the community
✓	recognize the Town's contribution to the event or service sponsored	Thank you recognition in local newspaper plus recognition at the event.
✓	other revenue sources have been sought or obtained	Seeking other sponsors but no names indicated. Brazeau County has sponsored \$1,000.00
	is the applicant using the grant funds to leverage other grants or funds	Not indicated

Additional Information		Notes:
	Has the Town directly sponsored this event before?	In 2016 funding was granted for \$2,500
	does the organization work to achieve some of the community goals set out in statutory plans (Social Development Plan, Community Sustainability Plan, etc.)?	Foundation sets out to achieve some goals in the Social Development Plan. (Health of the community)

Comments:

Request is not specific - Asking any amount to sponsor dinner, entertainment, auction items or wine.
May be considered by Admin or Council as amount is not specified.
The table purchased by the Town is funded through Council's budget allocation.

Recommendation to Council:

Sponsorship Approved: Yes No

If yes, indicate amount: \$ _____

Authorized Signature: _____ Date: _____

DRAYTON VALLEY



RECEIVED

AUG 02 2017

TOWN OF DRAYTON VALLEY

COMMUNITY EVENT GRANT

APPLICATION FORM

Date: July 28, 2017 Event Date: November 18, 2017

Organization Name: Drayton Valley Health Services Foundation

Mailing Address: 4550 Madsen Ave. Drayton Valley, AB. T7A 1N8

Contact Name: Colleen Sekura Title: Fund Development Officer

Email: colleen.sekura@ahs.ca Telephone: 780 621-4914

ORGANIZATION MANDATE

Description of the organization's mandate:

The Drayton Valley Health Services Foundation gathers and manages supplementary funding for the Drayton Valley and Breton Health Care Centres.

STATED SERVICE

Details of the stated service or initiative (including date(s), time(s), location(s) and activities):

The Festival of Trees Gala Dinner will be held at the MacKenzie Centre on November 18, 2017. The event will feature live and silent auction items and numerous fun raffles. The Foundation is hosting comedian Andrew Grose and 50-60's entertainer Flashback Freddy for the enjoyment of all those attending.

Number of individuals and/or organizations (please specify) that will benefit from the stated service:

Event is open to the public to buy tickets at moderate ticket prices. All funds raised will benefit the "Connected to Care" Campaign to put telehealth videoconferencing into the ER of the Drayton Valley Hospital.

Manner in which those individuals and/or organizations will benefit:

Proceeds from the event will support the purchase of heart monitoring and videoconferencing equipment for the ER of the Drayton Valley Hospital.

SPONSORSHIP REQUEST

Reason for request from the Town:

Pulling Together to host a successful event for the residents of our community while raising important funds for the support of purchasing medical equipment to be used locally.

Nature of the request and/or amount requested:

May allocate dollars to sponsor dinner, sponsor entertainers, purchase live or silent auction items, or sponsor wine.

Please attach:

a budget or business plan (showing anticipated revenue sources and expenditures) for the specific service/function requiring sponsorship

a list of other organizations that have been or will be approached for sponsorship

How will sponsoring organizations be recognized?

Thank you recognition in local newspaper plus recognition at the event.

BY AFFIXING HIS/HER SIGNATURE BELOW, THE APPLICANT CONFIRMS THAT THE FOLLOWING STATEMENTS ARE TRUE, TO THE BEST OF HIS/HER KNOWLEDGE.

1. The information provided is accurate.
2. The signature below is that of the registered director, board member or authorized designate of the organization requesting sponsorship.
3. I understand and agree that this application for municipal sponsorship, or any information related there to, is not confidential information and may be released by the Town of Drayton Valley.

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

Applicant's Signature: _____

Date: July 28, 2017

MAIL TO:
Town of Drayton Valley
Community Event Grant
Box 6837
Drayton Valley, AB T7A 1A1

DELIVER TO:
Town of Drayton Valley
Community Event Grant
5102 - 52 Street
Drayton Valley, AB

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) STATEMENT

The personal information on the Community Event Grant Application is being collected under authority of Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be used to administer Grant Funding. The Town of Drayton Valley will use the aggregate data for program planning and evaluation. All personal information will be protected in accordance with the privacy provision of the *FOIP Act*. If you have any questions about the Grant or questions about the collection, use or disclosure of our personal information, please contact the Town of Drayton Valley at (780) 514-2200.

Event Budget for 8th Annual Foundation Festival					
Expenses		2016 Actuals	2017 Budget	Revenues	
				2016 Actuals	2017 Budget
Room @ \$560/day - 2 days	\$ 1,200.00	\$ 560.00	Family Night 600 @\$3	\$ 1,218.00	
Sage and bar	\$ 401.00	\$ 400.00	Xmas Bazaar @\$25.00	\$ 350.00	
Take down 3 hrs @\$40/hr	\$ 105.00	\$ 120.00	Gala based on @\$75.00	\$ 12,460.00	\$15,000.00
Lounge - 2 days	\$ 510.00	\$ 510.00	50/50 draw	\$ 720.00	\$600.00
Meeting Room - 3 full days	\$ 240.00	\$ 80.00	Santa /Gala photos	\$ 610.00	\$200.00
Trade show rentals/draping	\$ 114.75	\$ 500.00	Kids Balloon popping	\$ 78.00	
Kitchen	\$ 500.00	\$ 500.00	Adult Balloon Pop		\$2,000.00
Corkage	\$ 360.00	\$ 400.00	liquor Sales	\$ 3,635.00	\$3,500.00
Photographer	\$ 300.00	\$ 400.00	Diamond Raffle	\$ 1,684.00	\$1,500.00
Sound		\$ 600.00	Dine in Dine Out Raffle	\$ 1,040.00	\$1,000.00
Entertainers	\$ 2,750.00	\$ 3,500.00	Coffee & Water	\$ 181.00	
liquor	\$ 1,858.74	\$ 2,000.00	Kids activity Sponsors @1000	\$ 10,000.00	\$4,000.00
Catering 200 @\$25	\$ 4,375.00	\$ 5,000.00	Raffle & Random Donors	\$ 8,600.00	\$14,000.00
Kids activities			Misc. Donors	\$ 255.00	\$200.00
Store Fronts	\$ 1,495.00		Live Auction & Trees	\$ 9,875.00	\$9,000.00
Kids Entertainers	\$ 3,188.26		Silent Auction	\$ 7,613.00	\$7,500.00
Committee meals	\$ 131.02	\$ 200.00	Total Revenues	\$ 58,319.00	\$58,500.00
Promo tickets	\$ 200.00	\$ 200.00			
profit share bar	\$ 2,529.81	\$ 1,500.00	Event Profit	\$ 25,766.21	\$29,080.00
Office supply, programs 50/50	\$ 50.00	\$ 200.00			
Decorations	\$ 2,701.86	\$ 3,000.00			
Newspaper	\$ 1,200.00	\$ 1,200.00			
Cadets- Drive-home	\$ 400.00	\$ 400.00			
Raffles license	\$ 33.00	\$ 50.00			
Raffle Prizes	\$ 1,564.58	\$ 2,000.00			
Buy silent auction items	\$ 3,944.77	\$ 5,000.00			
Staff/auctioneer	\$ 1,500.00	\$ 200.00			
Socan Fees	\$ 400.00	\$ 400.00			
Moneris Fees	\$ 500.00	\$ 500.00			
Total Expenses	\$ 32,552.79	\$ 29,420.00			

List of Businesses approached for funding 2017 Festival Gala

Arc Resoiurces	Home Hardware
ATB	Pembina Piepline
Barmac Contracting	Pidherneys
Big West Dodge	RBC Wealth Management
BNS	Rocky Rapids Vet Service
Bonavista Energy	Royal Purple
Brandette Oilfeild Services	Secure Energy
Brazeau County	Servus Credit Union
Candian Tire	Simona Dental
Darcy's Drilling	Team Auctions
Edmonton Oilers Foundation	UFA
Equs	Walmart
Fortis Alberta	WC Trucking Ltd.





You can support the **2017 Drayton Valley Festival of Trees** and contribute to the purchase of telehealth and videoconferencing equipment for the ER at the Drayton Valley Hospital



Purchase an undecorated tree, add your own decorations and design.



Contribute cash and allow our volunteers to design a tree for you within your budget.



Donate a silent auction item.



Contribute cash allowing our volunteers to shop for auction items for you.



Provide Gala Sponsorship

Centre of It All Table - \$1000.00

Diamond Raffle Table - \$1000.00

Dine In Dine Out Table - \$1000.00

Balloon Pop - \$1000.00



Sponsor Gala Night Entertainers

Comedian -Andrew Gross - \$2500.00

50-60's singer Flashback Freddy - \$2500.00



Offer the gift of your time by volunteering

Call Colleen to discuss Sponsorship options 780 621-4914



TOWN OF DRAYTON VALLEY

COMMUNITY EVENT GRANT CHECKLIST

OFFICE USE ONLY

Name of Organization: Eleanor Pickup Arts Centre

Name of Event: Alberta Culture Days - 2017

CRITERIA		
Policy Requirements:		Notes:
✓	application (complete, signed and accompanied by supporting documents) received by deadline	Yes
✓	benefit the community as a whole or a specific major group within the community	Benefitting broad community
✓	not duplicate past or present local services (unless a need can be demonstrated)	Does not duplicate other events
✓	provide equal access to the service without discrimination	Yes
✓	not already be receiving direct or indirect support from the Town for the stated service	Bench show received \$1,000 in last quarter. Tractor Pull received \$500 in last quarter. The Town has contributed \$686.18 of in-kind contributions for advertising AB Culture Days.
✓	address an identified need in the community or contribute to the common good of the community	Contributes to the common good of the community
	recognize the Town's contribution to the event or service sponsored	Event will have taken place before decision on grant is given. Can request recognition after the event.
✓	other revenue sources have been sought or obtained	Applied for AB Culture Days Grant but was denied, did not apply to Brazeau County for funding.
	is the applicant using the grant funds to leverage other grants or funds	None indicated

Additional Information		Notes:
✓	Has the Town directly sponsored this event before?	In 2016 funding was granted for \$4,000
✓	does the organization work to achieve some of the community goals set out in statutory plans (Social Development Plan, Community Sustainability Plan, etc.)?	Advancement of cultural programming is an objective of both the Social Development Plan and the Community Sustainability Plan.

Comments:

Requesting \$2,290 to cover the costs of activities being held in the Eleanor Pickup Arts Centre.

Recommendation to Council:

Sponsorship Approved: Yes No

If yes, indicate amount: \$ _____

Authorized Signature: _____ Date: _____



TOWN OF DRAYTON VALLEY

COMMUNITY EVENT GRANT APPLICATION FORM

Date: August 3, 2017 Event Date: September 29, 30 and October 1, 2017

Organization Name: Eleanor Pickup Arts Centre Society

Mailing Address: Box 7673, Drayton Valley, AB T7A 2S8

Contact Name: Holly Davie Title: Theatre Management Chair

Email: hldavie@gmail.com Telephone: 780 898 7933

ORGANIZATION MANDATE

Description of the organization's mandate:

Our mandate is to provide a multi purpose arts venue for the greater Drayton Valley and Community, where adults and youth participate, perform and entertain in a unique venue which preserves a local landmark for AB Culture Days 2017.

STATED SERVICE

Details of the stated service or initiative (including date(s), time(s), location(s) and activities):

September 29 - Writer, Illustrator and entertainer Ben Crane - Eleanor Pickup Arts Centre - 7:30 pm
 September 29 and 30 - Drayton Valley Farmers Market - Wellhouse Building - 5 -7 pm Friday
 September 30 - Drayton Valley Fine Arts Society - Eleanor Pickup Arts Center 11-4 pm
 September 30 - Drayton Valley Agricultural Society Bench Show - 5117-51 street
 September 30 - DV Chamber of Commerce - Chili Cook-off and best pie contest - Main Street
 September 30 - Drayton Valley Metis Society - Bannock Cooking Station - Beside Eleanor Pickup Arts
 September 30 - Drayton Valley Art Group - Pop up Gallery - 5117-51 Street

Number of individuals and/or organizations (please specify) that will benefit from the stated service:

Eleanor Pickup Arts Centre Society
 Drayton Valley Agricultural Society
 Drayton Valley Metis Society
 Drayton Valley Multicultural Society
 Drayton Valley Fine Arts Society
 Drayton Valley Art Group

Manner in which those individuals and/or organizations will benefit:

All the activities during AB Culture Days promotes awareness of arts, culture and creativity in our community. It improves the self awareness of our youth, adults and seniors, and encourages participation and enjoyment.

SPONSORSHIP REQUEST

Reason for request from the Town:

The organizations that are involved with planning, AB Culture Days in 2017, will be promoting a diverse multicultural event in Drayton Valley. This is the fourth year, this even has been show cased in the community. The programming varies each year, giving different cultural agencies, that wish to participate, the time and space to display their talents. We are seeking financial help to facilitate the activites in the Eleanor Pickup Arts Centre.

Nature of the request and/or amount requested:

We are requesting financial help in the sum of \$2290.00.

Please attach:

a budget or business plan (showing anticipated revenue sources and expenditures) for the specific service/function requiring sponsorship

a list of other organizations that have been or will be approached for sponsorship

How will sponsoring organizations be recognized?

The sponsors will be recognized in all printed materials such as programs, posters, Western Review, Drayton Valley Community Guide, Facebook and verbal gratitude at the Eleanor Pickup Arts Centre concert on Friday night.

BY AFFIXING HIS/HER SIGNATURE BELOW, THE APPLICANT CONFIRMS THAT THE FOLLOWING STATEMENTS ARE TRUE, TO THE BEST OF HIS/HER KNOWLEDGE.

1. The information provided is accurate.
2. The signature below is that of the registered director, board member or authorized designate of the organization requesting sponsorship.
3. I understand and agree that this application for municipal sponsorship, or any information related there to, is not confidential information and may be released by the Town of Drayton Valley.

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

Applicant's Signature: _____

_____ Date: August 3, 2017

MAIL TO:

Town of Drayton Valley
Community Event Grant
Box 6837
Drayton Valley, AB T7A 1A1

DELIVER TO:

Town of Drayton Valley
Community Event Grant
5102 - 52 Street
Drayton Valley, AB

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) STATEMENT

The personal information on the Community Event Grant Application is being collected under authority of Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be used to administer Grant Funding. The Town of Drayton Valley will use the aggregate data for program planning and evaluation. All personal information will be protected in accordance with the privacy provision of the *FOIP Act*. If you have any questions about the Grant or questions about the collection, use or disclosure of our personal information, please contact the Town of Drayton Valley at (780) 514-2200.

Revenue	
FUNDING	\$ VALUE
Requested Grant Amount	\$2,290.00
Other Funding*	\$0.00
Total Revenue	\$2,290.00

Expenditures

ITEM DESCRIPTION	\$ VALUE	QUOTE/ESTIMATE SOURCE
Writer and Illustrator - Ben Crane	\$1,722.00	As per contract
Theatre Janitorial	\$150.00	Sarah MacDonald Contract for Eleanor Pickup Arts Centre
Advertising and Promotion	\$150.00	Ink Pot Press
Meals for entertainers	\$100.00	Expenditures
Advertising and Promotion	\$168.00	Western Review
Total Project Cost	\$2,290.00	



TOWN OF DRAYTON VALLEY

COMMUNITY EVENT GRANT CHECKLIST

OFFICE USE ONLY

Name of Organization: Toronto Maple Leafs Alumni Hockey Game Committee

Name of Event: Toronto Maple Leafs Alumni Hockey Game - February 17, 2018

CRITERIA		
Policy Requirements:		Notes:
	application (complete, signed and accompanied by supporting documents) received by deadline	
✓	benefit the community as a whole or a specific major group within the community	Entertainment & Fundraising for 6 local organizations
✓	not duplicate past or present local services (unless a need can be demonstrated)	Does not duplicate
✓	provide equal access to the service without discrimination	Equal access
	not already be receiving direct or indirect support from the Town for the stated service	Not currently, but requesting arena & MCC in-kind as well as grant
✓	address an identified need in the community or contribute to the common good of the community	Contributes to common good of the community
✓	recognize the Town's contribution to the event or service sponsored	Thank you recognition in local newspaper and at event
✓	other revenue sources have been sought or obtained	seeking other sponsors with included list of approached businesses
	is the applicant using the grant funds to leverage other grants or funds	Not indicated

Additional Information		Notes:
	Has the Town directly sponsored this event before?	No
✓	does the organization work to achieve some of the community goals set out in statutory plans (Social Development Plan, Community Sustainability Plan, etc.)?	Sets out to achieve some goals in the Social Development Plan.

Comments:

As a 2018 event, coupled with the fact there is an election and therefore pending budget approval, we can defer this application to the next intake.

Recommendation to Council:

Sponsorship Approved: Yes No

If yes, indicate amount: \$ _____

Authorized Signature: _____ Date: _____



TOWN OF DRAYTON VALLEY

COMMUNITY EVENT GRANT APPLICATION FORM

Date: September 29, 2017 Event Date: February 17, 2018

Organization Name: Toronto Maple Leafs Alumni Hockey Game Committee

Mailing Address: 5447 - 43 Ave., Drayton Valley, AB T7A 1K4

Contact Name: Brian Noad Title: Committee Chair

Email: brian@funwithfunds.ca Telephone: 780-260-0058

ORGANIZATION MANDATE

Description of the organization's mandate:

To be a dynamic and proactive committee, dedicated to building on the support and character of being a Drayton Valley community member, through personal or business donations. This will be accomplished by:

- Giving back to the community by hosting a fun, family event;
- Providing funds for local charities and organizations to continue to support the needs of our community;
- Enhance the partnership of business and personal relationships.

STATED SERVICE

Details of the stated service or initiative (including date(s), time(s), location(s) and activities):

February 18, 2018; 7:00 pm @ Drayton Valley Omniplex.
Hockey players from the Toronto Maple Leafs alumni are coming to Drayton Valley to play against 22 community members. Two people will also be selected to play with the former Leafs. Following the game, there will be autograph sessions at the arena and "Eats and Treats" at the Mackenzie Centre where participants can casually meet the players and have some small snacks provided by a number of local vendors. A live and silent auction will be on site, as well as a cash bar.

Number of individuals and/or organizations (please specify) that will benefit from the stated service:

The following organizations have been selected by our major sponsors: 4-H Club of Drayton Valley, Drayton Valley Food Bank, Drayton Valley Community Foundation, Drayton Valley Thunder and Pembina Nordic Ski Club (Outdoor Education Centre); one charity to come. Volunteer groups, such as the DV Thunder and Riggers Rugby Club will also benefit. Local Grade 6 students are involved in a logo design, and Atom hockey players will get to scrimmage prior to the main event, which itself is a family-friendly event for the whole community. Furthermore, 24 community members will get the thrill of playing.

Manner in which those individuals and/or organizations will benefit:

Financially speaking, six major corporate sponsors each choose a local charity or organization, and profits from this event will be divided evenly among them. Intangibles include the opportunity for a wide variety of local individuals, organizations and businesses to share and interact in a fun event as volunteers, spectators and participants.

SPONSORSHIP REQUEST

Reason for request from the Town:

This event is being hosted in the town of Drayton Valley with all proceeds going towards at least 6 local community organizations. In order to assist in the many costs associated with putting on such a major event and hence maximize the amount of proceeds to be disbursed, we are asking that the Town contribute a combination of funds and in-kind sponsorship.

Nature of the request and/or amount requested:

While the costs of bringing-in the alumni players is being shared with another Alberta community, it is nonetheless anticipated that the total cost, including all transportation and hotel, will exceed \$30,000. Therefore we are hoping to partner with the Town on sharing this cost, and kindly request a contribution of \$15,000 to support these expenses. In addition, it is hoped that the Town could make an in-kind contribution, whereby it absorbs the cost of renting both Omni 1 and the Mackenzie Centre that evening.

Please attach:

a budget or business plan (showing anticipated revenue sources and expenditures) for the specific service/function requiring sponsorship

a list of other organizations that have been or will be approached for sponsorship

How will sponsoring organizations be recognized?

The 6 major sponsors will have their logos included on player jerseys, poster advertisements, as well as jerseys and t-shirts sold at the event. Anyone can advertise in the game program and all sponsors and volunteer businesses and organizations will be recognized at the game as well as at the Eats and Treats event afterwards via signs, banners and announcements. As a follow-up, all sponsors will be further acknowledged in the Drayton Valley Western Review. Local Grade 6 students are designing our logo, and the student with the winning design will drop the puck for the ceremonial face-off.

BY AFFIXING HIS/HER SIGNATURE BELOW, THE APPLICANT CONFIRMS THAT THE FOLLOWING STATEMENTS ARE TRUE, TO THE BEST OF HIS/HER KNOWLEDGE.

1. The information provided is accurate.
2. The signature below is that of the registered director, board member or authorized designate of the organization requesting sponsorship.
3. I understand and agree that this application for municipal sponsorship, or any information related there to, is not confidential information and may be released by the Town of Drayton Valley.

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


Applicant's Signature

Date: 29 / 09 / 2017

MAIL TO:
Town of Drayton Valley
Community Event Grant
Box 6837
Drayton Valley, AB T7A 1A1

DELIVER TO:
Town of Drayton Valley
Community Event Grant
5102 - 52 Street
Drayton Valley, AB

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) STATEMENT

The personal information on the Community Event Grant Application is being collected under authority of Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be used to administer Grant Funding. The Town of Drayton Valley will use the aggregate data for program planning and evaluation. All personal information will be protected in accordance with the privacy provision of the *FOIP Act*. If you have any questions about the Grant or questions about the collection, use or disclosure of our personal information, please contact the Town of Drayton Valley at (780) 514-2200.

Toronto Maple Leafs Alumni Game - Budget

SUMMARY

Total Income
Total Expenses
Difference

BUDGET

\$ 90,350.00
\$ 50,100.00
\$ 40,250.00

REVENUE**Sponsorship**

Major Sponsors	6 @ \$5,000	\$ 30,000.00
Jersey & Sock Sponsor		\$ 3,000.00
Bus Sponsor		\$ 3,000.00
Reception Sponsor		\$ 3,000.00
Program Sponsors		\$ 5,000.00
T-shirt Sponsor		\$ 2,500.00
Player auction	18 @ \$200	\$ 3,600.00
Gate (game only)	250 @ \$20	\$ 4,000.00
VIP Package (meet & greet)	250 @ \$60	\$ 18,000.00
Bar		\$ 5,000.00
Live / Sillect Auction		\$ 10,000.00
50/50 Draw	\$10 each / 3 for \$20	\$ 2,000.00
Raffle	250 @ \$5	\$ 1,250.00
T-shirts	150 @ \$20	\$ 3,000.00
Autographed jerseys	15 @ \$150	\$ 2,250.00
Program	100 @ \$2	\$ 200.00

TOTAL **\$ 90,350.00**

EXPENSES

Alumni Players		\$ 25,000.00
Flights	1/2 of \$8,000	\$ 4,000.00
Hotel		\$ 700.00
Transporation		\$ 1,500.00
Hall / Arena		\$ 2,500.00
Reception Food		\$ 5,000.00
Concession		\$ 2,000.00
Advertising		\$ 2,000.00
Bar		\$ 2,000.00
Jerseys / Socks		\$ 1,500.00
T-shirts		\$ 1,700.00
DJ		\$ 500.00
Security		\$ 1,000.00
Alumni picture (raffle)		\$ 200.00
Insurance		\$ 500.00

TOTAL **\$ 50,100.00**

Toronto Maple Leafs Alumni Hockey Game Committee

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

Brian Noad, Chair

Mae Chow

Shaun Collard

Mardi Dancey

Dan Forbes

Glen Saunders

Corissa Schierman

Cindy Waronek

Organizations that have been or will be approached

Sponsors and donations:

- Advantage Manufacturing
- All Choice Rentals (ACR) - \$5,000 major sponsor
- Anytime Fitness
- Apex Distribution
- Arc Resources
- Associated Aggregates - Program ad
- ATB
- Bailey's Welding
- Bald Eagle Plumbing
- Bellatrix
- Best Western
- Big West Dodge
- BMO
- Bod Dale Oilfield Services
- Brandette Well Servicing
- Canadian Tire - \$3,500 jersey and sock sponsor
- Canvac
- Carlson Roberts Sealy Chartered Accountants
- Cause for Critters
- Century 21 Hi-Point Realty
- Chopko Environmental
- Co-operators Insurance
- Country Style Mobile Park - \$5,000 major sponsor
- Cream Compression
- Distribution Now
- Drayton Sand and Gravel
- Drayton Valley Toyota / Go Auto
- Drayton Valley Ford
- Drayton Valley Insurance Agency
- Drayton Valley Western Review

- Duncan Craig LLP - \$3,000 bus sponsor
- DV Oilfield Services
- DV Rentals
- Earth and Iron
- Entwistle Concrete
- Ferry Group Holdings
- Gen7 Environmental Solutions
- Hayduk Picker Service
- Hodgson Contracting
- Home Hardware
- Hubb International
- Husky
- Investors Group
- I-Well Oilfield Services
- Jocelyn's Your Independent Grocer
- Kandrea Insulation
- Kenspen Energy Services
- Keyera Energy
- LaFarge
- Lakeview Homes
- Lewcam Holdings
- Lincoln County Oilfield Services
- Lydell Group
- Nelson Bros
- Newforce Energy Services
- North Folk Oilfield Services - \$5,000 major sponsor
- NTL Pipelines
- Option Industries
- Parkway Enterprises
- Pembina Pipeline
- Petro Canada North
- Pile Base
- Popular Ridge Grocery Store
- RBC
- Reid Law Office
- ReMax
- Sabine Webb LLP
- Scotiabank - \$5,000 major sponsor
- Sekura Auctions
- Servus Credit Union
- Str8-Up-Inc
- Summit Safety
- Sun Life - \$2,000 program sponsor
- TD Canada Trust
- Techmation Electric and Controls
- Telus

- Total Oilfield
- Trestle Creek
- Valley Concrete
- Value Drug Mart
- Vermillion Energy - \$5,000 major sponsor
- Westbrick Energy
- Western Solutions
- Weyerhaeuser
- Willows Construction
- Witten LLP
- Zelmac Enterprises
- Zinger Rentals - \$1,000 donation

Volunteers:

- Cause For Critters
- Drayton Valley Community Bus Association
- Drayton Valley Community Foundation
- Drayton Valley Riggers Rugby Club
- Drayton Valley Thunder

“Eats and Treats” Food Vendors:

- A & W
- Boston Pizza
- Dairy Queen
- Domino's Pizza
- McDonalds
- Mr. Mike's
- Panago Pizza
- Pizza Hut
- Roustabouts Restaurant
- Subway
- Three Knights Steak House & Pizza
- Tim Horton's



TOWN OF DRAYTON VALLEY
ROGER COLES MEMORIAL YOUTH SPORT
GRANT CHECKLIST
OFFICE USE ONLY

Name of Organization: Kaycee-Jay Hines

Name of Event: National Rugby Championships

CRITERIA		
Guideline Requirements:		Notes:
✓	Applicant is 18 years of age or younger.	Yes
✓	Applicant is participating or competing in events as shown in official letter from the appropriate organization.	Letter directed to participants from Rugby Alberta
✓	How the applicant will recognize the Town's contribution to the event or service sponsored.	Thank you card, thank you ad in Western Review and on social media.

Additional Information		Notes:
✓	Receipts and/or quotes submitted by applicant or "with application" as below.	Receipt included
✓	Budget for attendance at the event.	\$1,451 registration fee plus \$304 mileage
✓	List of sponsorship or funding requests from other sources.	No indication of other sponsorship or funding
✓	Poster or brochure of the event submitted with application.	Information is included

Comments:

Requesting \$1755, therefore will be directed to Council. Competition was a National Competition.
Applicant has amateur status and is registered with Rugby Alberta.
Application received confirmation of admittance onto Team Alberta 5 days prior to event which occurred Aug. 15 to 20th.

Recommendation to Council

Sponsorship Approved: ☐ Yes ☐ No

If yes, indicate amount: \$ _____

Authorized Signature: _____ Date: _____

DRAYTON VALLEY



TOWN OF DRAYTON VALLEY
ROGER COLES MEMORIAL YOUTH SPORT GRANT
APPLICATION FORM

Date: Aug 27/2017Type of Sporting Event/Program: National Rugby ChampionshipsName: Kaycee Jay Hines
FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

Mailing Address: _____

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

Email: _____

Name to be printed on the cheque if different than above and relationship to the applicant:

Name: Kaycee Hines Relationship with Applicant: _____

What is the name of the affiliated, if any, organization related to this application?

Rugby Alberta / Rugby Canada

Describe the competition, event or training program you wish to participate in?

2017 - Rugby Canada National Championships
 representing Alberta U18 Female Rugby Athletes.
 Selected to represent as top athletes with the
 goal of winning the Nation Championship. He
2017 - Gold Medal National Champions

EVENT INFORMATIONName of Event: Canadian Rugby Championship Event Date: Aug 15 - 20th.Event Location: Calgary, ABName of Hosting Organization and Community: Rugby Canada.Host Contact Name: Rugby Canada. / Rugby AlbertaMailing Address: 30-East Beaver Creek Rd Suite 110 Richmond Hill, Ont.Email: info@rugbycanada.ca. Telephone: 905-707-8998Organization/Event Website Address: www.rugbycanada.ca

REQUIRED ATTACHMENTS

PRE-EVENT APPLICATIONS must submit the following information.

1. An official letter from the appropriate organization, which verifies the date(s) and location of the event and acknowledges the Applicant as a registered participant or competitor. This letter should also contain the organization's address, phone number, fax number, and name of the contact person.
2. Total travel cost (quotations indicating the name of payee) as provided by commercial airline, train or bus company, being used as a means of transportation to the event, and mileage from town centre to event location.
3. Budget of all expected expenses for attendance at the event (including travel, lodging, meals, registration fees, and other incurred expenses).
4. Budget of all expected revenues to secure funding to attend/participate in the event (including a list of all personal contributions, sponsorship, or funding requested and obtained from other sources).
5. Poster or brochure of event/activity/program if available.
6. In what ways would you acknowledge the Town of Drayton Valley's financial contribution? (List promotional material on which the Town's logo would be included)

Thank you card + Thank you paper Western
Social media Thank you Review

POST-EVENT APPLICATIONS (within 90 days of the event) must submit the following information.

1. An official letter from the appropriate organization, which verifies the date(s) and location of the event, and acknowledges the Applicant as a participant or competitor. This letter should also contain the organization's address, phone number, fax number, and name of the contact person.
2. Proof of participation in the event.
3. Proof of travel costs (receipts indicating the name of payee) as provided by commercial airline, train or bus company, or fuel receipts, being used as a means of transportation to the event, and mileage from town centre to event location.
4. Present a report of all expenses associated with attending the event (including travel, lodging, meals, registration fees, and other incurred expenses).
5. Present a report of all revenues secured in order to attend the event (including a list of all personal contributions, sponsorship, or funding requested and obtained from other sources).
6. Poster or brochure of event/activity/program if available.

FINANCIAL INFORMATION**REVENUES**Monies contributed by Applicant/Organization: \$ 0Monies earned through sponsorships, donations and/or fundraising (excluding all government support funding): \$ 0Monetary value of gifts in kind received: \$ 0

Specify all Federal, Provincial and/or Municipal Government support received:

\$ 0 Grant/Program Name: _____\$ 0 Grant/Program Name: _____\$ 0 Grant/Program Name: _____Specify the monetary amount from all other funding sources: \$ 0

Total Revenues: \$ _____

EXPENSESTravel by air*: \$ 0Oversized Baggage (only if required for participation in event): \$ 0Travel by bus or train*: \$ 0Travel by personal vehicle**: \$ mileage 1008 km return

Specify all other expenses:

\$ _____ Description: _____

\$ _____ Description: _____

\$ _____ Description: _____

\$ _____ Description: _____

* Travel expenses must be supported by attachment of quotes.

** Please verify the distance from town centre to your travel destination event location with the Alberta Motor Association or Travel Alberta. Maximum grant amounts also apply to mileage.

Amount of Grant Requested: \$ 1451.00 + mileage

BY AFFIXING HIS/HER SIGNATURE BELOW, THE APPLICANT CONFIRMS THAT THE FOLLOWING STATEMENTS ARE TRUE, TO THE BEST OF HIS/HER KNOWLEDGE.

1. The information provided is accurate.
2. The signature below is that of the registered director, board member or authorized designate of the organization or athlete, parent or guardian (for an athlete under the age of 18) receiving sponsorship.
3. I understand and agree that this application for municipal sponsorship or any information related thereto is not confidential information and may be released by the Town of Drayton Valley.
4. Applicant is 18 years of age or younger.

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

Applicant's Signature: _____

Date: Aug 27/2017

Dependent Name (if applicable): Kaycee-Jay Hines

MAIL TO:

Town of Drayton Valley
Roger Coles Memorial Youth Sport Grant
Box 6837
Drayton Valley, AB T7A 1A1

DELIVER TO:

Town of Drayton Valley
Roger Coles Memorial Youth Sport Grant
5102 - 52 Street
Drayton Valley, AB

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) STATEMENT

The personal information on the Roger Coles Memorial Youth Sport Grant Application is being collected under authority of Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be used to administer Grant Funding. The Town of Drayton Valley will use the aggregate data for program planning and evaluation. All personal information will be protected in accordance with the privacy provision of the *FOIP Act*. If you have any questions about the Grant or questions about the collection, use or disclosure of our personal information, please contact the Town of Drayton Valley at (780)514-2200.



TOWN OF DRAYTON VALLEY
YOUTH - ART, HERITAGE AND CULTURE
GRANT CHECKLIST
OFFICE USE ONLY

Name of Person/Organization: Cede Kerby

Name of Event: Holy Trinity Academy Travel Club - Italy Trip

CRITERIA		
Guideline Requirements:		Notes:
✓	Applicant is 18 years of age or younger.	Yes
✓	Applicant is participating or competing in events as shown in official letter from the appropriate organization.	Participating in an educational tour as per Holy Trinity Academy Letter.
✓	How the applicant will recognize the Town's contribution to the event or service sponsored.	Social Media and Holy Trinity Academy Website

Additional Information		Notes:
✓	Receipts and/or quotes submitted by applicant or "with application" as below.	Yes
✓	Budget for attendance at the event.	Yes
	List of sponsorship or funding requests from other sources.	N/A
✓	Poster or brochure of the event submitted with application.	Yes

Comments:

Question of eligibility per Schedule A Youth, Arts, Heritage and Culture Grant Policy explaining under Ineligibility that the activity cannot augment school based curriculum. Previous applications for the same trip stated up to 3 credits would be issued upon completion of this trip.

Recommendation to Council

Sponsorship Approved: ☐ Yes ☐ No

If yes, indicate amount: \$ _____

Authorized Signature: _____ Date: _____



TOWN OF DRAYTON VALLEY
YOUTH - ARTS, HERITAGE AND CULTURE GRANT
APPLICATION FORM

Date of Application: Sept 27/2017

Type of Event/Program: Educational Tour

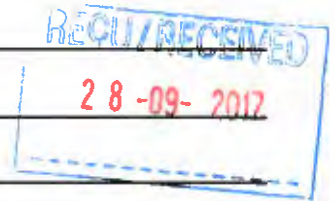
Name: Kristi Kerby

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

Mailing Address: _____

Contact Name: _____ Title: _____

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



Name to be printed on the cheque if different than above and relationship to the applicant:

Name: EF Tours Relationship with Applicant: Company Providing Tour

What is the name of the affiliated, if any, organization related to this application?

Holy Trinity Academy

Describe the competition, event or training program you wish to participate in?

Trip to Italy, Venice, Florence, Assisi, Pompeii
Sorrento + Rome.
To experience the global classroom. See another
culture with music, food, art.

EVENT INFORMATION

Name of Event: Grand Tour of Italy Event Date: March 28/2018

Event Location: Italy

Name of Hosting Organization and Community: Holy Trinity Academy

Host Contact Name: Randy Olson

Mailing Address: _____

Email: Randy Olson@holystmity Telephone: _____

Organization/Event Website Address: _____

REQUIRED ATTACHMENTS

PRE-EVENT APPLICATIONS must submit the following information.

1. An official letter from the appropriate organization, which verifies the date(s) and location of the event and acknowledges the Applicant as a registered participant or competitor. This letter should also contain the organization's address, phone number, fax number, and name of the contact person.
2. Total travel cost (quotations indicating the name of payee) as provided by commercial airline, train or bus company, being used as a means of transportation to the event, and mileage from town centre to event location.
3. Budget of all expected expenses for attendance at the event (including travel, lodging, meals, registration fees, and other incurred expenses).
4. Budget of all expected revenues to secure funding to attend the event (including a list of all personal contributions, sponsorship, or funding requested and obtained from other sources).
5. Poster or brochure of event/activity/program if available.
6. In what ways would you acknowledge the Town of Drayton Valley's financial contribution? (List promotional material on which the Town's logo would be included)

Social media Platforms
HTA website/Facebook
Instagram + Twitter

POST-EVENT APPLICATIONS (within 90 days of the event) must submit the following information.

1. An official letter from the appropriate organization, which verifies the date(s) and location of the event, and acknowledges the Applicant as a participant or competitor. This letter should also contain the organizations address, phone number, fax number, and name of the contact person.
2. Proof of participation in the event.
3. Proof of travel costs (receipts indicating the name of payee) as provided by commercial airline, or train or bus company or fuel receipts being used as a means of transportation to the event and mileage from town centre to event location.
4. Present a report of all expenses associated with attending the event (including travel, lodging, meals, registration fees and other incurred expenses).
5. Present a report of all revenues secured in order to attend the event (including a list of all personal contributions, sponsorship or funding requested and obtained from other sources).
6. Poster or brochure of event/activity/program if available.

FINANCIAL INFORMATION**REVENUES**

Monies contributed by Applicant/Organization: \$ _____

Monies earned through sponsorships, donations and/or fundraising excluding all government support funding: \$ _____

Monetary value of gifts in kind received: \$ _____

Specify all Federal, Provincial and/or Municipal Government Support received:

\$ _____ Grant/Program Name: _____

\$ _____ Grant/Program Name: _____

\$ _____ Grant/Program Name: _____

Specify the monetary amount from all other funding sources: \$ _____

Total Revenues: \$ 2910⁰⁰ / pending fund raising / parents.

EXPENSES

Travel by air*: \$ _____

Oversized Baggage (only if required for participation in event): \$ _____

Travel by bus or train*: \$ _____

Travel by personal vehicle**: \$ _____

Specify all other expenses:

\$ 3910⁰⁰ Description: inclusive price air hotels food entrances.

\$ _____ Description: _____

\$ _____ Description: _____

\$ _____ Description: _____

* Travel expenses must be supported by attachment of quotes.

** Please verify the distance from town centre to your travel destination event location with the Alberta Motor Association or Travel Alberta. Maximum grant amounts also apply to mileage.

Amount of Grant Requested: \$ 1000⁰⁰

BY AFFIXING HIS/HER SIGNATURE BELOW, THE APPLICANT CONFIRMS THAT THE FOLLOWING STATEMENTS ARE TRUE, TO THE BEST OF HIS/HER KNOWLEDGE.

1. The information provided is accurate.
2. The signature below is that of the registered director, board member or authorized designate of the organization or applicant, parent or guardian (for an applicant under the age of 18) receiving sponsorship.
3. I understand and agree that this application for municipal sponsorship or any information related thereto is not confidential information and may be released by the Town of Drayton Valley.
4. Applicant is 18 years of age or younger.

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

Applicant's Signature

Date: Sept. 27/17

Dependent Name (if applicable):

Cede Kerby

MAIL TO:

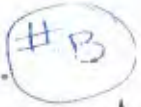
Town of Drayton Valley
Youth - Arts and Culture Grant
Box 6837
Drayton Valley, AB T7A 1A1

DELIVER TO:

Town of Drayton Valley
Youth - Arts and Culture Grant
5102 - 52 Street
Drayton Valley, AB

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) STATEMENT

The personal information on the Youth Arts and Culture Grant Application is being collected under authority of Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be used to administer Grant Funding. The Town of Drayton Valley will use the aggregate data for program planning and evaluation. All personal information will be protected in accordance with the privacy provision of the *FOIP Act*. If you have any questions about the Grant or questions about the collection, use or disclosure of our personal information, please contact the Town of Drayton Valley at (780)514-2200.



HOLY TRINITY ACADEMY

5749 - 45 Avenue, Drayton Valley, AB T7A 0B6
Telephone: 780-621-5735 • Fax: 780-621-5733



September 28th, 2017

To whom it may concern;

Holy Trinity Academy is going to Italy! With this, students will be able to experience the global classroom first-hand and see Alberta's curriculum in social studies, art and music come to life! It will challenge students to think of new perspectives and see what they are learning in a completely different light. We at HTA truly believe that this experience allows students to develop a better understanding of not only the world around them, but of themselves as well.

Cede Kerby, has indicated he/she will be attending HTA Travel Club 2017/2018.

If you have any inquiries be do contact HTA and ask to speak to one of the teachers involved in coordinating the HTA Travel Club 2017/2018.

Sincerely,

Randy Olson

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

Attachments: Grand Tour of Italy fees schedule.



**Educational
Tours**

Holy Trinity Academy
Tour code: 2002641XM

Grand Tour of Italy – 10 Days

Requested Departure Date: March 29th, 2018



Dear Students & Parents,

I am excited to announce we will be travelling to **ITALY** in the 2018 school year! In Italy you can travel through thousands of years of history to witness some of humankind's most transformative moments. Ancient Roman advances in engineering made the Colosseum possible. At the Duomo in Renaissance Florence, the world took its first steps out of the Dark Ages. And Venice's Grand Canal was at the heart of one of the worlds' great naval powers.

You can enrol online or by phone:

www.eftours.ca/2002641XM

or

1-800-263-2806



Airfare & transportation



Hotels



Meals



Entrances



Full-time Tour Director



Expert Local Guides



weShare



Continuous Support



24-hour Emergency
Service



Worldwide Presence

Program Price: \$3,910 (student) and \$4,300 (adults)

Includes early enrolment discount of \$150 if you enroll by June 16th, 2017

Not included: Pisa +\$89, Capri +\$139, Global Traveler Protection Plan +\$189

www.eftours.ca/coverage



TOWN OF DRAYTON VALLEY
YOUTH - ART, HERITAGE AND CULTURE
GRANT CHECKLIST
OFFICE USE ONLY

Name of Person/Organization: Diego Kerby

Name of Event: Holy Trinity Academy Travel Club - Italy Trip

CRITERIA		
Guideline Requirements:		Notes:
✓	Applicant is 18 years of age or younger.	Yes
✓	Applicant is participating or competing in events as shown in official letter from the appropriate organization.	Participating in an educational tour as per Holy Trinity Academy Letter.
✓	How the applicant will recognize the Town's contribution to the event or service sponsored.	Social Media and Holy Trinity Academy Website

Additional Information		Notes:
✓	Receipts and/or quotes submitted by applicant or "with application" as below.	Yes
✓	Budget for attendance at the event.	Yes
	List of sponsorship or funding requests from other sources.	N/A
✓	Poster or brochure of the event submitted with application.	Yes

Comments:

Question of eligibility per Schedule A Youth, Arts, Heritage and Culture Grant Policy explaining under Ineligibility that the activity cannot augment school based curriculum. Previous applications for the same trip stated up to 3 credits would be issued upon completion of this trip.

Recommendation to Council

Sponsorship Approved: ☐ Yes ☐ No

If yes, indicate amount: \$ _____

Authorized Signature: _____ Date: _____

DRAYTON VALLEY



TOWN OF DRAYTON VALLEY

YOUTH - ARTS, HERITAGE AND CULTURE GRANT

APPLICATION FORM

Date of Application: September 27 / 2017Type of Event/Program: Educational TourName: Kristi Kerby

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

Mailing Address: _____

Contact Name: _____ Title: _____

FOIP Act; RSA 2000; Chapter F-25; section 18(1), FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

Email: _____



Name to be printed on the cheque if different than above and relationship to the applicant:

Name: EE Tours Relationship with Applicant: company providing
edu

What is the name of the affiliated, if any, organization related to this application?

Holy Trinity Academy

Describe the competition, event or training program you wish to participate in?

EVENT INFORMATIONName of Event: Grand Tour of Italy Event Date: march 28 2018Event Location: ItalyName of Hosting Organization and Community: Holy Trinity AcademyHost Contact Name: Randy Olson

Mailing Address: _____

Email: _____ Telephone: _____

Organization/Event Website Address: randyolson@holyltrinityacad**REQUIRED ATTACHMENTS**

PRE-EVENT APPLICATIONS must submit the following information.

1. An official letter from the appropriate organization, which verifies the date(s) and location of the event and acknowledges the Applicant as a registered participant or competitor. This letter should also contain the organization's address, phone number, fax number, and name of the contact person.
2. Total travel cost (quotations indicating the name of payee) as provided by commercial airline, train or bus company, being used as a means of transportation to the event, and mileage from town centre to event location.
3. Budget of all expected expenses for attendance at the event (including travel, lodging, meals, registration fees, and other incurred expenses).
4. Budget of all expected revenues to secure funding to attend the event (including a list of all personal contributions, sponsorship, or funding requested and obtained from other sources).
5. Poster or brochure of event/activity/program if available.
6. In what ways would you acknowledge the Town of Drayton Valley's financial contribution? (List promotional material on which the Town's logo would be included)

Social media Platforms / Facebook / Twitter
Instagram /
And HTA website
and FB.

POST-EVENT APPLICATIONS (within 90 days of the event) must submit the following information.

1. An official letter from the appropriate organization, which verifies the date(s) and location of the event, and acknowledges the Applicant as a participant or competitor. This letter should also contain the organizations address, phone number, fax number, and name of the contact person.
2. Proof of participation in the event.
3. Proof of travel costs (receipts indicating the name of payee) as provided by commercial airline, or train or bus company or fuel receipts being used as a means of transportation to the event and mileage from town centre to event location.
4. Present a report of all expenses associated with attending the event (including travel, lodging, meals, registration fees and other incurred expenses).
5. Present a report of all revenues secured in order to attend the event (including a list of all personal contributions, sponsorship or funding requested and obtained from other sources).
6. Poster or brochure of event/activity/program if available.

FINANCIAL INFORMATION**REVENUES**Monies contributed by Applicant/Organization: \$ 0Monies earned through sponsorships, donations and/or fundraising excluding all government support funding: \$ 0Monetary value of gifts in kind received: \$ 0

Specify all Federal, Provincial and/or Municipal Government Support received:

\$ _____ Grant/Program Name: _____

\$ _____ Grant/Program Name: _____

\$ _____ Grant/Program Name: _____

Specify the monetary amount from all other funding sources: \$ _____

Total Revenues: \$ 2910⁰⁰ / pending fund raising (bottle drive) parents**EXPENSES**

Travel by air*: \$ _____

Oversized Baggage (only if required for participation in event): \$ _____

Travel by bus or train*: \$ _____

Travel by personal vehicle**: \$ _____

Specify all other expenses:

\$ 3910⁰⁰ Description: inclusive price air hotels / guides entrances.

\$ _____ Description: _____

\$ _____ Description: _____

\$ _____ Description: _____

* Travel expenses must be supported by attachment of quotes.

** Please verify the distance from town centre to your travel destination event location with the Alberta Motor Association or Travel Alberta. Maximum grant amounts also apply to mileage.

Amount of Grant Requested: \$ 1000⁰⁰

BY AFFIXING HIS/HER SIGNATURE BELOW, THE APPLICANT CONFIRMS THAT THE FOLLOWING STATEMENTS ARE TRUE, TO THE BEST OF HIS/HER KNOWLEDGE.

1. The information provided is accurate.
2. The signature below is that of the registered director, board member or authorized designate of the organization or applicant, parent or guardian (for an applicant under the age of 18) receiving sponsorship.
3. I understand and agree that this application for municipal sponsorship or any information related thereto is not confidential information and may be released by the Town of Drayton Valley.
4. Applicant is 18 years of age or younger.

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

Applicant's Signature: _____

Date: _____

Sept 27/17

Dependent Name (if applicable): _____

Diego Kerby

MAIL TO:

Town of Drayton Valley
Youth - Arts and Culture Grant
Box 6837
Drayton Valley, AB T7A 1A1

DELIVER TO:

Town of Drayton Valley
Youth - Arts and Culture Grant
5102 - 52 Street
Drayton Valley, AB

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) STATEMENT

The personal information on the Youth Arts and Culture Grant Application is being collected under authority of Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be used to administer Grant Funding. The Town of Drayton Valley will use the aggregate data for program planning and evaluation. All personal information will be protected in accordance with the privacy provision of the *FOIP Act*. If you have any questions about the Grant or questions about the collection, use or disclosure of our personal information, please contact the Town of Drayton Valley at (780)514-2200.



HOLY TRINITY ACADEMY

5749 - 45 Avenue, Drayton Valley, AB T7A 0B6
Telephone: 780 621-5735 • Fax: 780-621-5733



September 28th, 2017

To whom it may concern;

Holy Trinity Academy is going to Italy! With this, students will be able to experience the global classroom first-hand and see Alberta's curriculum in social studies, art and music come to life! It will challenge students to think of new perspectives and see what they are learning in a completely different light. We at HTA truly believe that this experience allows students to develop a better understanding of not only the world around them, but of themselves as well.

Diego Kerby, has indicated he/she will be attending HTA Travel Club 2017/2018.

If you have any inquiries be do contact HTA and ask to speak to one of the teachers involved in coordinating the HTA Travel Club 2017/2018.

Sincerely,

Randy Olson

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

Attachments: Grand Tour of Italy fees schedule.



**Educational
Tours**

Holy Trinity Academy
Tour code: 2002641XM

Grand Tour of Italy – 10 Days

Requested Departure Date: March 29th, 2018



Dear Students & Parents,

I am excited to announce we will be travelling to **ITALY** in the 2018 school year! In Italy you can travel through thousands of years of history to witness some of humankind's most transformative moments. Ancient Roman advances in engineering made the Colosseum possible. At the Duomo in Renaissance Florence, the world took its first steps out of the Dark Ages. And Venice's Grand Canal was at the heart of one of the worlds' great naval powers.

You can enrol online or by phone:

www.eftours.ca/2002641XM

or

1-800-263-2806



Airfare & transportation



Hotels



Meals



Entrances



Full-time Tour Director



Expert Local Guides



uShare



Continuous Support



24-hour Emergency
Service



Worldwide Presence

Program Price: \$3,910 (student) and \$4,300 (adults)

Includes early enrolment discount of \$150 if you enroll by June 16th, 2017

Not included: Pisa +\$89, Capri +\$139, Global Traveler Protection Plan +\$189

www.eftours.ca/coverage



TOWN OF DRAYTON VALLEY
YOUTH - ART, HERITAGE AND CULTURE
GRANT CHECKLIST
OFFICE USE ONLY

Name of Person/Organization: Jacob Struth

Name of Event: Holy Trinity Academy Travel Club - Italy Trip

CRITERIA		
Guideline Requirements:		Notes:
✓	Applicant is 18 years of age or younger.	Yes
✓	Applicant is participating or competing in events as shown in official letter from the appropriate organization.	Participating in an educational tour as per Holy Trinity Academy Letter.
✓	How the applicant will recognize the Town's contribution to the event or service sponsored.	Social Media and Holy Trinity Academy Website

Additional Information		Notes:
✓	Receipts and/or quotes submitted by applicant or "with application" as below.	Yes
✓	Budget for attendance at the event.	Yes
	List of sponsorship or funding requests from other sources.	N/A
✓	Poster or brochure of the event submitted with application.	Yes

Comments:

Question of eligibility per Schedule A Youth, Arts, Heritage and Culture Grant Policy explaining under Ineligibility that the activity cannot augment school based curriculum. Previous applications for the same trip stated up to 3 credits would be issued upon completion of this trip.

Recommendation to Council

Sponsorship Approved: ☐ Yes ☐ No

If yes, indicate amount: \$ _____

Authorized Signature: _____ Date: _____

DRAYTON VALLEY



TOWN OF DRAYTON VALLEY

YOUTH - ARTS, HERITAGE AND CULTURE GRANT

APPLICATION FORM

Date of Application: Sept 27 2017Type of Event/Program: Educational TourName: Alison Struth

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

Mailing Address: _____

Contact Name: _____ Title: _____

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

Name to be printed on the cheque if different than above and relationship to the applicant:

Name: EF Tours or Relationship with Applicant: Tour agency / schoolHoly Trinity Academy hosting program

What is the name of the affiliated, if any, organization related to this application?

Holy TRINITY ACADEMY

Describe the competition, event or training program you wish to participate in?

Grades 9-12 are going on an educational tour to expand their learning of the culture, arts and architecture of Italy.

*SEE ATTACHED LETTER FROM HOLY TRINITY ACADEMY.

EVENT INFORMATIONName of Event: GRAND TOUR OF ITALY Event Date: MARCH 28 2018Event Location: ItalyName of Hosting Organization and Community: Holy TRINITY ACADEMYHost Contact Name: RANDY OLSONMailing Address: HOLY TRINITY ACADEMY 5749 45 AVE - DRAYTON -
VALLEY ALBERTA T7A 0B6Email: randy.olson@stcatholic.ab.ca Telephone: 780-621-5735Organization/Event Website Address: as attached #A**REQUIRED ATTACHMENTS**

PRE-EVENT APPLICATIONS must submit the following information.

- ✓ 1. An official letter from the appropriate organization, which verifies the date(s) and location of the event and acknowledges the Applicant as a registered participant or competitor. This letter should also contain the organization's address, phone number, fax number, and name of the contact person.
- ✓ 2. Total travel cost (quotations indicating the name of payee) as provided by commercial airline, train or bus company, being used as a means of transportation to the event, and mileage from town centre to event location.
- ✓ 3. Budget of all expected expenses for attendance at the event (including travel, lodging, meals, registration fees, and other incurred expenses).
- ✓ 4. Budget of all expected revenues to secure funding to attend the event (including a list of all personal contributions, sponsorship, or funding requested and obtained from other sources).
- ✓ 5. Poster or brochure of event/activity/program if available.
- ✓ 6. In what ways would you acknowledge the Town of Drayton Valley's financial contribution? (List promotional material on which the Town's logo would be included)

On our school Facebook account/page & website & social media accounts.

POST-EVENT APPLICATIONS (within 90 days of the event) must submit the following information.

1. An official letter from the appropriate organization, which verifies the date(s) and location of the event, and acknowledges the Applicant as a participant or competitor. This letter should also contain the organizations address, phone number, fax number, and name of the contact person.
2. Proof of participation in the event.
3. Proof of travel costs (receipts indicating the name of payee) as provided by commercial airline, or train or bus company or fuel receipts being used as a means of transportation to the event and mileage from town centre to event location.
4. Present a report of all expenses associated with attending the event (including travel, lodging, meals, registration fees and other incurred expenses).
5. Present a report of all revenues secured in order to attend the event (including a list of all personal contributions, sponsorship or funding requested and obtained from other sources).
6. Poster or brochure of event/activity/program if available.

FINANCIAL INFORMATION**REVENUES**

Monies contributed by Applicant/Organization: \$ Still being determined - Bax fee - grant if accepted

Monies earned through sponsorships, donations and/or fundraising excluding all government support funding: \$ pending bottle drive

Monetary value of gifts in kind received: \$ 10

Specify all Federal, Provincial and/or Municipal Government Support received:

\$ _____ Grant/Program Name: _____

\$ _____ Grant/Program Name: _____

\$ _____ Grant/Program Name: _____

Specify the monetary amount from all other funding sources: \$ _____

Total Revenues: \$ _____

EXPENSES

Travel by air*: \$ All inclusive \$3910

Oversized Baggage (only if required for participation in event): \$ _____

Travel by bus or train*: \$ _____

Travel by personal vehicle**: \$ _____

Specify all other expenses:

\$ _____ Description: _____

\$ _____ Description: _____

\$ _____ Description: _____

\$ _____ Description: _____

* Travel expenses must be supported by attachment of quotes.

** Please verify the distance from town centre to your travel destination event location with the Alberta Motor Association or Travel Alberta. Maximum grant amounts also apply to mileage.

Amount of Grant Requested: \$ 1000

BY AFFIXING HIS/HER SIGNATURE BELOW, THE APPLICANT CONFIRMS THAT THE FOLLOWING STATEMENTS ARE TRUE, TO THE BEST OF HIS/HER KNOWLEDGE.

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4. Applicant is 18 years of age or younger.

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

Applicant's Signature:

Date:

Sept 21/14

Dependent Name (if applicable):

Jacob Steut

MAIL TO:

Town of Drayton Valley
Youth - Arts and Culture Grant
Box 6837
Drayton Valley, AB T7A 1A1

DELIVER TO:

Town of Drayton Valley
Youth - Arts and Culture Grant
5102 - 52 Street
Drayton Valley, AB

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September 28th, 2017

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Randy Olson

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Attachments: Grand Tour of Italy fees schedule.



**Educational
Tours**

Holy Trinity Academy
Tour code: 2002641XM

Grand Tour of Italy – 10 Days

Requested Departure Date: March 29th, 2018



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You can enrol online or by phone:

www.eftours.ca/2002641XM

or

1-800-263-2806



Airfare & transportation



Hotels



Meals



Entrances



Full-time Tour Director



Expert Local Guides



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Continuous Support



24-hour Emergency
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Worldwide Presence

Program Price: \$3,910 (student) and \$4,300 (adults)

Includes early enrolment discount of \$150 if you enroll by June 16th, 2017

Not included: Pisa +\$89, Capri +\$139, Global Traveler Protection Plan +\$189

www.eftours.ca/coverage



COUNCIL REQUEST FOR DECISION

SUBJECT:	Electronic Sign Policy A-05-17
MEETING DATE:	November 29, 2017
SUBMITTED BY:	Jennifer Stone, Communications and Records Management

PROPOSAL AND BACKGROUND:

In day-to-day operations of the Town's electronic sign, the Records Management Clerk has noted that the Electronic Sign Policy could be improved to provide better customer service and clarity of fees.

The attached updated Electronic Sign Policy A-05-17 is presented in for Council's consideration. The proposed amendments to the Policy reflect current practices and the principles that have been applied to requests for advertising by charities, non-profit groups, and corporate advertisers. In addition to the amendments to the Policy, Administration is proposing a simplification of advertising rates; this would include a consistent rate for charities and non-profit groups, and would not differentiate based on the time of day which an advertisement is posted. Further, the fees would be incorporated into the Town's annual Fee Schedule and be publicly available in that forum, as well as posted with information regarding the Policy and use of the electronic sign.

Upon review of similar Policies from other municipalities, points 6 and 7 under 'Responsibilities' were included; these points speak to the suspension of messages in order to use the electronic sign in the event of an emergency.

OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

- A. Council approve Electronic Sign Policy A-05-17.
This will allow the fees to be included on the Fee Schedule which will be adopted by Council as part of the Interim Budget and allow Administration to begin implementation of the Policy effective January 1, 2018.
- B. Council recommend changes to Electronic Sign Policy A-05-17.
If required, additional changes will ensure that the needs of the community are met. Should changes require further research or review, this will delay implementation of the Policy.

BUDGET / RESOURCE IMPLICATIONS:

Electronic Sign Policy A-05-17 will have minimal impact to the budget as the fees remain unchanged. Local charities and non-profit groups will be charged the same fees for services.

RECOMMENDATION:

That Council approve Electronic Sign Policy A-05-17 as presented.

IMPLICATIONS OF RECOMMENDATION:

This will allow the fees to be included on the Fee Schedule which will be adopted by Council as part of the Interim Budget and allow Administration to begin implementation of the Policy as of January 1, 2018.

LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:

A Policy currently exists to address the Electronic Sign and its usage by charities, non-profit groups, and commercial businesses.

The proposed amendments to the Policy reflect current practices and the principles that have been applied to requests for advertising by charities, non-profit groups, and corporate advertisers.

Additional information was included which speaks to the suspension of messages in order to use the electronic sign in the event of an emergency.

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

If approved, Electronic Sign Policy A-05-17 will be posted on the Town's Website along with an updated form for users to submit on the implementation date, January 1, 2018. Information regarding the electronic sign, and costs of advertising, will also be posted on various Town media outlets.

POTENTIAL MOTIONS:



- A. That Council adopt Electronic Sign Policy A-05-17 as presented.
- B. That Council direct Administration to change _____ in the Policy and bring the Policy back to Council at a future date for consideration of approval.


MOTION REQUESTED:

That Council adopt Electronic Sign Policy A-05-17 as presented.


ATTACHMENTS:

Attachment 1: Draft Electronic Sign Policy A-05-17
 Attachment 2: Electronic Sign Form
 Attachment 3: Electronic Sign Fees

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

Report Routed to Council By:


Subject:	Electronic Sign Policy	Policy No.:	
Department:	Administration		
Approval Date:		Review Date:	
Associated Policies:			



Electronic Sign Policy

Purpose

The electronic sign, situated at the corner of 50th Street and 50th Avenue, will be used to promote the Town of Drayton Valley (herein after referred to as the “Town”), its events and programs, and provide information to the public on important issues. The electronic sign may also be used by local charities and not-for-profit organizations, as well as local commercial businesses, to promote various events that are open to the public and taking place in the Drayton Valley area.

General Policy

1. This Policy establishes rules regarding requests for advertisements or messages placed on the electronic sign.

Definitions

2. Within this Policy the following definitions shall apply:
 - a. *advertisement or message* is the content that is displayed on the electronic sign. Advertisements or messages must reflect events that are open to the general public in the Drayton Valley area; or announcements of general public interest;
 - b. *charity* means an organization that is legally registered with the Canada Revenue Agency or the Government of Alberta and carries a valid registration number for charitable means;
 - c. *commercial* is a business or corporation that charges for a service(s) with the intent to recover the original cost plus a markup value (a profit) for the service(s). Commercial organizations doing business in Town directly and/or indirectly and who possess a valid Business License from the Town are eligible to submit advertisements; and

Subject:	Electronic Sign Policy	Page:	2 of 3
Department:	Administration		
Approval Date:		Review Date:	

- d. *not-for-profit and non-profit* means an organization which is operated on a cost-recovery basis, for which incorporation is granted by the government or, in some jurisdictions, an unincorporated association of individuals, for a purpose set out in statute such as religious, scientific, social, literary, educational, recreational or benevolent purposes;

Responsibilities

3. A charity or not-for-profit organization will be eligible for two (2) full weeks (14 days) of free advertising per calendar year (January 1 – December 31). Such organizations wishing to place more than the allotted two (2) weeks of free advertising per year may do so by paying for additional advertisements as per the Town's annual Fee Schedule.
4. A commercial business will pay the commercial fee as indicated on the Town's annual Fee Schedule.
5. The Town will not be responsible for any sign malfunction beyond its control (eg. power failure or technical issues).
6. The electronic sign shall be booked on a first come first serve basis, however in the event of an emergency, the Town has the right to suspend all messages and use the sign for emergency purposes only. The Town reserves the right to pre-empt, remove or delay playing an advertisement for non-payment or any other reason it may deem necessary, such as emergency announcements.
7. Messages that were delayed or did not appear for emergency reasons or circumstances beyond the control of the Town will be re-scheduled for the time that was missed at no charge. If the information was time-sensitive, the company or organization will be permitted to run a future message at no charge for the same amount of time that was missed.
8. The Town at its sole discretion, may accept or reject the content of a message if, in its opinion, the content is deemed inappropriate; this includes but is not limited to racism, discrimination, hate or inappropriate language. The Town further reserves the right to remove messages if a significant number of complaints are received. The company or organization will receive a pro-rated refund from the Town.
9. The Town reserves the right to amend or modify the submitted message to conform to the specifications and limitations imposed by the sign size and the software. Every endeavor will be made to retain the essence of the message.

Subject:	Electronic Sign Policy	Page:	3 of 3
Department:	Administration		
Approval Date:		Review Date:	

10. Advertisements that promote events outside of the Town or Brazeau County, or promote political messages will not be accepted for display.

Procedure

11. Organizations and companies will be required to complete an Electronic Sign Form that can be delivered to the Civic Centre or emailed to the Communications Department.
12. Advertisements or messages must be submitted two (2) weeks prior to start date.
13. The Communications Department will upload the message to the electronic sign and ensure it runs for the required length of time, subject to the foregoing.
14. The Communications Department will, through the Town's accounting process, invoice the organization or company for the message based on the Town's annual Fee Schedule.
15. This Policy shall come into effect on January 1, 2018.

Mayor

Approval Date



ELECTRONIC SIGN FORM

The electronic sign, located on the corner of 50th Street and 50th Avenue, is owned and operated by the Town of Drayton Valley and is used as a medium to disseminate information and advertising of municipal, community and commercial events.

Announcements must be submitted two weeks prior to start date.

MESSAGE INFORMATION

NOTE: Each line not to exceed 15 letters – spaces included, and not to exceed 4 lines.

FROM: Date _____ to _____, 2017
 Month Date Month Date

CONTACT & BILLING INFORMATION

CONTACT NAME _____

PHONE _____

ORGANIZATION/BUSINESS _____

☐ Charity/Non-Profit ☐ Commercial

Charity No. (if applicable) _____

BILLING ADDRESS _____



TOWN USE ONLY:

☐
CHARITY/NON-PROFIT

A charity or non-profit organization will be eligible for two (2) full weeks (14 days) of free advertising per calendar year (January 1 – December 31). Such organizations wishing to place more than the allotted two (2) weeks of free advertising per year may do so by paying for additional advertisements as per the Town's annual Fee Schedule.

DURATION	RATE	COST
Day	\$6.00/Day	
Week	\$35.00/Week	

TOTAL COST \$ _____

☐
COMMERCIAL

DURATION	RATE	COST
Day	\$35.00/Day	
Week	\$225.00/Week	

TOTAL COST \$ _____



ORGANIZATION	DURATION	RATE
Charity/Non-Profit Group*	Day	\$6.00
	Week	\$35.00
Commercial/All Other Users	Day	\$35.00
	Week	\$225.00

** Charities and Not-For-Profit organizations are eligible for two (2) full weeks (14 days) of free advertising per calendar year (January 1 - December 31). Organizations wishing to place more than the allotted two (2) weeks of free advertising per year may do so by paying for additional advertisements as per the Town's annual Fee Schedule.*

COUNCIL REQUEST FOR DECISION

SUBJECT:	Municipal Credit Card Policy – TF-03-17
MEETING DATE:	November 29, 2017
SUBMITTED BY:	Kevin McMillan, Senior Financial Officer
PROPOSAL AND BACKGROUND:	
<p>The Town does not currently have a Policy to guide the use of municipal credit cards. As various facility managers have been issued credit cards by the Town, it is important that all use is consistent and managed under the same principles. Accordingly, pursuant to research conducted by the Legislative Services Coordinator, the draft Municipal Credit Card Policy has been prepared. Within the proposed Municipal Credit Card Policy is the form of Cardholder Agreement which each person issued a municipal credit card would be required to sign.</p>	
OPTIONS AND ALTERNATIVES, WITH ANALYSIS:	
<p>A. If approved, Policy TF-03-17 will be enacted and procedures will be implemented. B. If not approved, Policy TF-03-17 will go back to Administration for further review.</p>	
BUDGET / RESOURCE IMPLICATIONS:	
No budget impact.	
RECOMMENDATION:	
Administration recommends approving Municipal Credit Card Policy TF-03-17	
IMPLICATIONS OF RECOMMENDATION:	
Formalization of procedures relating to issuance of credit cards by the Town of Drayton Valley to Administration and Elected Officials.	
POTENTIAL MOTIONS:	
<p>A. Council approve Municipal Credit Card Policy TF-03-17, as presented. B. Council direct Administration to make changes to the proposed Municipal Credit Card Policy TF-03-17 and bring same back to a future Council meeting.</p>	

ATTACHMENTS:

Attachment 1: Proposed Municipal Credit Card Policy TF-03-17

Report Prepared By:



Report Reviewed By:



Name: Kevin McMillan


Title: Senior Financial Officer

Name: Pam Livingston

Title: Director of Corporate Services

Report Routed to Council By:



Subject:	Municipal Credit Card Policy	Policy No.:	TF-03-17	
Department:	Treasury/Finance			
Approval Date:		Review Date:		
Associated Policies:				

Municipal Credit Card Policy

Purpose

The purpose of this Policy is to establish the use of credit cards as principally for the purchase of equipment and supplies related to operations, as well as lodging, transportation and travel expenses, and registration costs pertaining to training sessions for Town of Drayton Valley (hereinafter referred to as the "Town") employees and elected officials. Credit cards may be used for other authorized purchases when all other methods of procurement have been exhausted or when it is the only acceptable form of payment by the vendor. Credit card purchases are intended to be small in scope and of a "non-capital" nature and shall not exceed limits established in the Town's Purchasing and Tendering Policy.

General Policy

1. Credit cards will be issued to the Mayor, a Designated Officer and Directors (hereinafter collectively referred to as the "cardholder"), only with approval of the Senior Finance Officer.
2. Credit cards will be subject to appropriate limits based upon the cardholder's position and job responsibilities.
3. Credit cards will be used only for business purposes. Personal purchases of any type are not allowed.
4. The following purchases are not allowed without the express permission of the CAO:
 - 4.1 alcoholic beverages/tobacco products other than purchases as a matter of protocol or inter-governmental and business relationships;
 - 4.2 controlled substances;
 - 4.3 capital equipment and upgrades;

Subject:	Municipal Credit Card Policy	Page:	2 of 6
Department:	Treasury/Finance		
Approval Date:		Review Date:	

- 4.4 construction, renovation, or installation;
 - 4.5 items or services on term contracts;
 - 4.6 maintenance agreements;
 - 4.7 personal items or loans;
 - 4.8 purchases involving trade-in of Town property;
 - 4.9 rentals (other than short-term automobiles);
 - 4.10 telephones, related equipment, or services; and
 - 4.11 any other items deemed inconsistent with the values of the Town.
5. Cash advances on credit cards are not allowed.
6. Cardholders will be required to sign a Cardholder Agreement (attached hereto as Schedule "A") indicating they accept these terms. Individuals who do not adhere to this Policy and related procedures risk revocation of their credit card privileges and/or disciplinary action.

Definitions

7. Within this Policy the following definitions shall apply:
- 7.1 *credit card* means a card issued by banks or financial institution to the Town of Drayton Valley, in the name of a specific individual or department, enabling the holder to obtain goods and services on the credit of the Town; and
 - 7.2 *Senior Finance Officer* means the individual, or designate, appointed to that position for the Town.

Responsibilities

8. The Senior Finance Officer is responsible for issuing, accounting for, monitoring, retrieving and generally overseeing compliance with this Policy.

Subject:	Municipal Credit Card Policy	Page:	3 of 6
Department:	Treasury/Finance		
Approval Date:		Review Date:	

Procedure

9. Charges to credit cards may be requested by an employee of the Town to the individual cardholder by written request (see "Credit Card Request Form" samples attached hereto as Schedule "B"); approval by both the employee's Director, as well as the cardholder (if other than that employee's Director) will be required before a charge can be made.
10. Detailed receipts must be retained and attached to the credit card statements. In the case of meals and entertainment, each receipt must include the names of all persons involved in the purchase, and a brief description of the business purpose of the purchase.
11. If a receipt has charges for more than one (1) Town employee or official, the charges must be clearly identified with each individual's name.
12. Monthly statements, with attached detailed receipts, must be submitted to the Treasury Department prior to the due date noted on the statement.
13. The cardholder is responsible for all purchases made. If the cardholder fails to get documentation for a purchase, he/she is personally responsible for payment of that purchase.
14. All monthly statements submitted for payment must include the initials of the cardholder, as well as either:
 - a. the signature of the approving Director; or
 - b. the Credit Card Purchase Request Form,
 if the expense is not for the cardholder.
15. All monthly statements submitted must have the appropriate coding number(s) and the associated amounts clearly written on the statement. Multiple purchases charged to the same coding number must be subtotaled.

Mayor

Approval Date

Subject:	Municipal Credit Card Policy	Page:	4 of 6
Department:	Treasury/Finance		
Approval Date:		Review Date:	

SCHEDULE "A"
TOWN OF DRAYTON VALLEY CARDHOLDER AGREEMENT

I, _____, hereby acknowledge receipt of the following
 (Name of Cardholder)

credit card: _____ / _____ - _____ - _____ - _____
 (Type of Credit Card) (Credit Card Number)

I understand that improper use of this card may result in disciplinary action, as outlined in the Town handbook, as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement, including the attached Municipal Credit Card Policy and associated procedures.

I acknowledge receipt of said Policy and associated procedures and confirm that I have read and understand the terms and conditions. I understand that by using this card, I will be making financial commitments on behalf of the Town and that the Town will be liable to _____ for all charges made on this card.
 (Name of Credit Card Company)

I will strive to obtain the best value for the Town when purchasing merchandise and/or services with this card.

As a holder of this Town card, I agree to accept the responsibility and accountability for the protection and proper use of the card, as enumerated above. I will return the card to the Senior Finance Officer, upon demand, during the period of my employment. I further agree to return the card immediately upon termination of employment. I understand that the card is not to be used for personal purchases. If the card is used for personal purchases or for purchases for any other entity, the Town will be entitled to reimbursement from me of such purchases. The Town shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable legal fees.

Signature _____ Date _____
 (Cardholder)

Accounting Department use only:

Date _____ Amount approved \$ _____

Signature _____
 (Business Administrator)

Subject:	Municipal Credit Card Policy	Page:	5 of 6
Department:	Treasury/Finance		
Approval Date:		Review Date:	

SCHEDULE "B"



Credit Card Purchase Request Form

Personal Information				
Requested By:			Date Submitted:	
Department:				
Purchase Information				
Vendor's Name:				
Address:				
City:		Province:		Postal Code:
Phone:		Fax:		
Email:				
Description of Purchase:				
For Registrations/Travel Bookings				
Event Name:			Event Date:	
Purpose:				
Requested:	Flight <input type="checkbox"/> Hotel <input type="checkbox"/> Course <input type="checkbox"/>			
Purchase Total				
Confirmation #:				
Total Amount CAD:				
Total Amount in USD (if applicable):				

Subject:	Municipal Credit Card Policy	Page:	6 of 6
Department:	Treasury/Finance		
Approval Date:		Review Date:	

For Administrative Use

Management Approval:			
PO#:		G/L Coding:	
Card Holder Approval:			

Please ensure that all invoices and receipts are attached. Form must be filled out completely before any bookings or payments.



COUNCIL REQUEST FOR DECISION

SUBJECT:	Subdivision Application DV/17/02 Legal Description: Lot 18, Block 36, Plan 3431 KS Civic Address: 5072 – 44 Street
MEETING DATE:	November 29, 2017
SUBMITTED BY:	Sonya Wrigglesworth, Acting Director of Engineering and Development

PROPOSAL AND BACKGROUND:

On June 30, 2017, an application was filed with the Town's subdivision agent, West Central Planning Agency (WCPA), to subdivide Lot 18, Block 36, Plan 3431 KS into two lots to accommodate a duplex.

The property is located in a mature neighborhood. The area, in which the proposed subdivision is located is classified as a General Residential (R2) District, which allows for the construction of duplex and single-detached homes.

WCPA conducted a site visit on August 2, 2017, and noted the duplex was under construction and at the framing stage on the second floor. The power meter was installed on the building. Access and parking to this property will be from the laneway in the rear.

Given the size of the subject area, reserves are not owed as the land is less than 0.8 hectares (2 acres) in size. Pursuant to Section 663 (c) of the *Municipal Government Act*, any land that is 0.8 hectares or less in size is not subject to municipal reserves of any nature.

WCPA received no letters from adjacent landowners during the referral process, and extended the period to allow for late submissions; none were received. No comments or concerns have been received from other agencies or utilities.

Drayton Valley's Land Use Bylaw stipulates that there must be three (3) parking stalls per dwelling unit for new duplexes. This duplex must comply with the necessary parking requirements, which are established as a condition of and addressed under the Development Permit.

The proposed subdivision complies with the Land Use Bylaw and WCPA recommends approval subject to seven (7) conditions.

OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

- A. Approve Subdivision Application DV/17/02 for the creation of individual titles for the lands municipally described as 5072 – 44 Street. This will allow the two halves of the duplex currently located on the lands to be established under separate titles and owned individually.
- B. Refuse Subdivision Application DV/17/02 for the creation of individual titles for the lands municipally described as 5072 – 44 Street. This will maintain the duplex as a single title, meaning individual ownership of each half of the duplex would not be possible.

BUDGET / RESOURCE IMPLICATIONS:

There is no budgetary impact to the Town for this proposed subdivision.

RECOMMENDATION:

Administration, pursuant to the report of West Central Planning Agency, recommends that the subdivision be approved with the following seven (7) conditions:

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 June 21, 2017.
 - a. Please instruct your surveyor to use the Town's block numbering system.
 - b. 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. Enter into and fully comply with a Development Agreement with the Town of Drayton Valley under section 655 of the *Municipal Government Act*. This Agreement must include but is not limited to:
 - a. Construct all necessary approaches, drainage ways, water and sewer lines, and other utilities to serve the proposed lots. The Development Agreement will specify the standards of these improvements.
3. The landowners shall register "Party Wall Agreements" concurrently with the subdivision.
4. The Developer is to pay any off-site levies required by the Town of Drayton Valley's Bylaw.
5. 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.
6. The Developer is to pay any outstanding taxes owing on the property to the Town.
7. The Developer is to pay an endorsement fee of \$100 per lot [2 lots equal a total of \$200] to West Central Planning Agency when the plan is submitted for endorsement.

IMPLICATIONS OF RECOMMENDATION:

The Applicant will be required to confirm that all seven (7) conditions have been met, at which time the Town will instruct its agent (WCPA) to endorse the subdivision. Upon registration of subdivision, Town records will be amended accordingly for property records and taxation.

LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:

The duplex, which is currently in existence, complies with the Town's Land Use Bylaw and Municipal Development and the subdivision of the lots is a formality which allows for individual ownership of the units.

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

Administration will inform WCPA of the decision of Council, which will be conveyed to the Applicant.

POTENTIAL MOTIONS:

- A. That Council approve Subdivision Application DV/17/02 with the following seven (7) conditions:
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 June 21, 2017.
 - a. Please instruct your surveyor to use the Town's block numbering system.
 - b. 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. Enter into and fully comply with a Development Agreement with the Town of Drayton Valley under section 655 of the *Municipal Government Act*. This Agreement must include but is not limited to:
 - a. Construct all necessary approaches, drainage ways, water and sewer lines, and other utilities to serve the proposed lots. The Development Agreement will specify the standards of these improvements.
 3. The landowners shall register "Party Wall Agreements" concurrently with the subdivision.
 4. The Developer is to pay any off-site levies required by the Town of Drayton Valley's Bylaw.
 5. 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.
 6. The Developer is to pay any outstanding taxes owing on the property to the Town.


7. The Developer is to pay an endorsement fee of \$100 per lot [2 lots equal a total of \$200] to West Central Planning Agency when the plan is submitted for endorsement.

B. That Council refuse the approval of Subdivision Application DV/17/02 for the reason of _____.

ATTACHMENTS:

Attachment 1: Cover Letter from West Central Planning Agency

Attachment 2: Proposed Subdivision Plan

Report Prepared By:		Report Reviewed By:	
			
Name:	Martine Martindale	Name:	Sonya Wigglesworth
Title:	Acting Planning and Development Officer	Title:	Acting Director of Engineering and Development

Report Routed to Council By:


WEST CENTRAL PLANNING AGENCY

#101, 5111 – 50 AVENUE WETASKIWIN, ALBERTA T9A 0S5

TELEPHONE (780) 352-2215 – FAX (780) 352-2211

ADMIN@WESTCENTRALPLANNING.CA

September 25, 2017

WCPA File Number: DV/17/02

Jennifer Martin
Town of Drayton Valley
5120 – 52 Street
Drayton Valley, AB
T7A 1A1

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

Re: Proposed Subdivision within Lot 18, Block 36, Plan 3431KS by

Dear Jennifer:

On June 30, 2017, an application was filed to subdivide Lot 18, Block 36, Plan 3431KS into two lots to accommodate a duplex. The property is located in a mature neighborhood. The area in which the proposed subdivision is located in is classified as an R2 district, which allows for the construction of duplex and single-detached homes.

WCPA conducted a site visit on August 2, 2017. The duplex is being constructed and it is at the framing stage on the second floor. The power meter is installed on the building. Access and parking to this property will be from the laneway in the rear.

Given the size of the subject area, reserves are not owed as the land is less than 0.8 hectares (2 acres) in size. Pursuant to Section 663 (c) of the MGA, any land that is 0.8 hectares or less in size is not subject to municipal reserves of any nature.

WCPA received zero letters from adjacent landowners during the referral process. WCPA waited a bit longer for any late submission however, WCPA received no other letters.

Drayton Valley's LUB stipulates that there must be 3 parking stalls per dwelling unit for new duplexes. This duplex must comply with the necessary parking requirements.

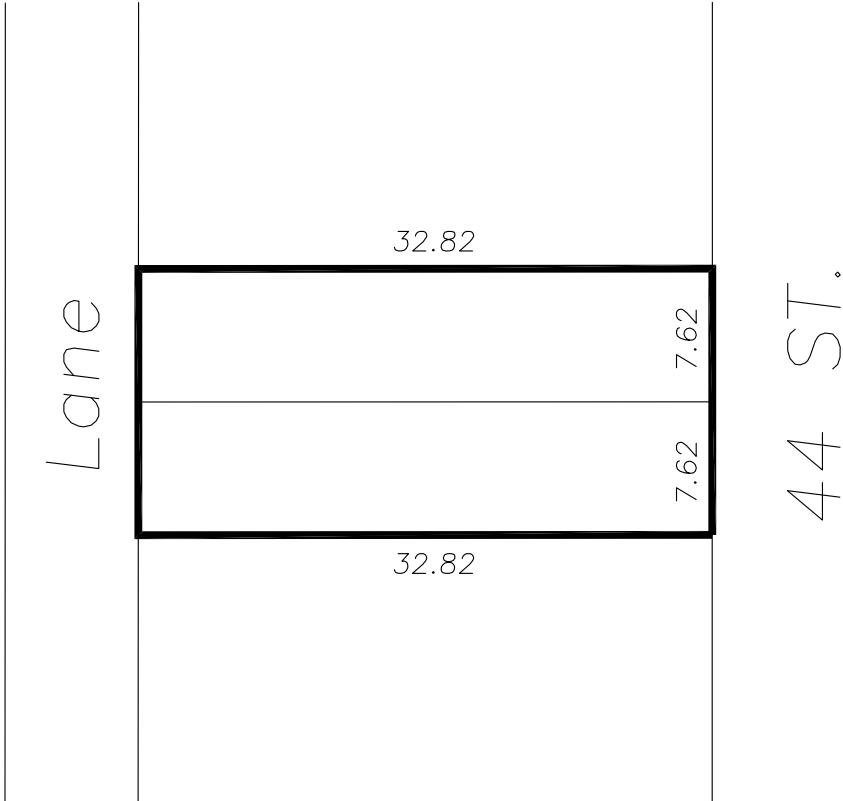
No other comments or concerns have been received from other agencies or utilities or adjacent landowners. The proposed subdivision complies with the Land Use Bylaw and WCPA recommends approval subject to the list of conditions on the draft approval.

Regards,

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

Jason Tran
Manager, WCPA

Proposed Subdivision in the
Town of Drayton Valley
Lot 18 Block 36 Plan 3431KS
5072 44 Street



Lot 18 to be split to accommodate a duplex.
Dimensions are in metres and are approximate

Registered Owner(s): <small>FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)</small>		
		 denotes titled area
File: DV/17/02	Drawn: June 21, 2017	Revised:

WEST CENTRAL PLANNING AGENCY

Suite 101, 5111 – 50th Avenue Wetaskiwin, AB T9A 0S5
Phone 780–352–2215 Fax 780–352–2211 Email admin@westcentralplanning.ca Web Site: www.WestCentralPlanning.ca



Brazeau County

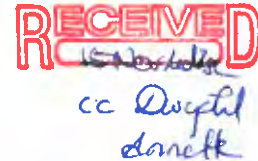
7401 – Twp Rd 494, P.O. Box 77, Drayton Valley, Alberta T7A-1R1

PHONE: (780) 542-7777 - FAX: (780) 542-7770

www.brazeau.ab.ca

November 8, 2017

Mayor Michael Doerksen
Town of Drayton Valley
5120 – 52 St, Box 6837
Drayton Valley, AB T7A 1A1



RE: RECREATION COST SHARING AGREEMENT

Dear Mayor Doerksen:

I am writing to request that Brazeau County and the Town of Drayton Valley continue the current recreation cost sharing agreement for one year (through 2018) to allow for more collaboration opportunities between the municipalities, as per the following motion passed at the November 7, 2017 Council meeting:

1325/17 *Moved by A. Heinrich to direct Administration to send a letter to the Town of Drayton Valley requesting to continue the recreation cost sharing agreement negotiations into 2018 to offer the opportunity for both parties to be compliant with the Intermunicipal Collaboration Framework requirements, and consideration of the development of a recreation board that comes with terms of reference, as a result retain the current 3-year agreement, as is, for 2018.*

CARRIED UNANIMOUSLY

We believe strongly that all regional residents benefit from intermunicipal co-operation and collaboration, and we would like to strengthen our relationships with our partners. The recent presentations by the former Mayor, MLA Mark Smith, and myself at the Electoral Boundaries Commission that resulted in a favourable riding boundary alignment is just one recent example of the power of communities working together.

Feel free to contact me at 780-542-0999 if you have any questions.

Sincerely,



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


Bart Guyon
Reeve, Brazeau County

BG/km

COUNCIL REQUEST FOR DECISION

SUBJECT:	Town of Drayton Valley Internal Committee Structure
MEETING DATE:	November 29, 2017
SUBMITTED BY:	Town Council
PROPOSAL AND BACKGROUND:	
<p>Following the 2017 Municipal General Election, Council has reviewed the Internal Committee Structure and the following Committees are recommended to be established:</p> <ul style="list-style-type: none"> • Sustainability – two (2) members of Council to be appointed; • Economic Development – all members of Council to be appointed; and • Budget and Asset Management – four (4) members of Council to be appointed. <p>All three Committees are reflective of the priorities Council would like to focus on; environment, diversification, and fiscal responsibility. The Committees will be supported through the Corporate Services Department and draft Terms of References will be developed and brought to Council for a decision. Appointments will be reviewed annually and determined at the Organizational Meetings of Council.</p>	
BUDGET / RESOURCE IMPLICATIONS:	
Members of Council serving on a Committee are eligible for per diems for meeting time.	
LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:	
This Committee Structure will assist the Town in moving forward in implementation of both the Community Sustainability Plan and the Economic Development Strategy.	
MOTION REQUESTED:	
<ol style="list-style-type: none"> 1. That Council establish a Sustainability Committee and appoint Councillors Nancy Dodds and Fayrell Wheeler. 2. That Council establish an Economic Development Committee and appoint all members of Council to the Committee. 3. That Council establish a Budget and Asset Management Committee and appoint Councillors Eric Butz, Amila Gammana, Corey Peebles, and Fayrell Wheeler. 	

Report Prepared By:		Report Reviewed By:	
			
Name:	Rita Bijeau	Name:	Pam Livingston
Title:	Executive Assistant	Title:	Director of Corporate Services

Report Routed to Council By:


Information Items

9 Information Items

Pages 143-216

9.1	North Saskatchewan Headwaters Alliance: Steering Committee & Technical Advisory Committee Meeting Minutes – April 20, 2017; and 1st Strategic Planning Session Workshop Summary – 20 April, 2017	144-165
9.2	Economic Development Committee Meeting Notes – 28 August, 2017	166-167
9.3	Childcare Operational Board Meeting Minutes – 31 August, 2017	168-170
9.4	Brazeau Foundation Meeting Minutes – 1 September, 2017 and 25 September, 2017	171-182
9.5	STAR Catholic Board Highlights – September 2017, October 2017, and November 2017	183-185
9.6	Drayton Valley & District Legacy Project Society Meeting Minutes – 12 October, 2017	186-187
9.7	Traffic Advisory Committee Notes – 21 March, 2017; 16 May, 2017; and 19 September, 2017	188-193
9.8	Correspondence from the Office of the Minister of Finance – 11 October 2017	194
9.9	Yellowhead Regional Library Board Meeting Minutes – June 12, 2017	195-198
9.10	RCMP Statistics – September and October 2017	199-212
9.11	Drayton Valley Brazeau County Fire Services Statistics – September and October 2017	213-216

MOTION:

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

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

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

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

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

Facilitators: Mike Nemeth, WaterSMART
Megan Van Ham, WaterSMART

Guest: Andre Asselin, Alberta Water Council

Regrets: David Trew, NSWA Executive Director
Bill Adams, Town of Drayton Valley Staff
Don Erechuk, Village of Thorsby Staff
Mayor Barry Rasch, Village of Thorsby

1.0 Opening and Business Items

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

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

2.0 Briefing and Overview of the Day

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

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

- M.E. Shain provided an overview of the 3 phases of the Modesté Pilot project
Phase 1– Collect riparian health data (update methods to collect the data)
Phase 2– Intermunicipal collaboration on the adoption and use of the health data
Phase 3– Use the riparian health data as one aspect of a broad watershed assessment: Assessment and Valuation of Ecosystem Goods and Service
- Mike Nemeth provided an overview of the day. The day will be composed of a series of break-out, group, and one-on-one sessions to help us understand the following goals:
 1. Understand the scientific function of the tool being developed
 2. Hear from you on the opportunities to make this tool useful to you
 3. Hear from you on the potential barriers to this tool being used

3.0- Summary of Key Themes That Arose in the Discussion

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

1. The Riparian Health Assessment and Risk Matrix will be a useful tool to support collaboration among municipalities that have adopted a restoration programs, such as LandCare or ALUS (Alternative Land Use Services). As well, the data will provide guidance to other NGO conservation partners, who could invest conservation or restoration efforts in the area.
2. There could be a local and regional educational component to this tool that helps build an understanding of the broad and long term water and land picture. This education piece could be used to enhance the opportunities to secure landowner projects. Specifically, training should be provided to administration and elected councils, especially those who are the primary development authority, on how to utilize the tool.
3. A tool that identifies the high risk riparian areas across a watershed, based on scientific information and an agreed to approach, would be beneficial for informing local planning and development application decisions.
4. It will be valuable if this tool can create consistency and transparency across municipalities in terms of the riparian information used to inform planning decisions. Eventually, this consistency should be carried throughout to the province and federally.
5. Municipalities are set-up to compete for economic development. By aiming for consistency in environmental bylaws, we can level the playing field for the benefit of the regional community. This tool could help achieve that consistency if municipalities are using the same approach, tools and supporting information. Businesses will benefit from the predictability and consistency of their municipal governments.

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

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

8.0 Adjournment

- Additional Business
 - K. Quesnel provided an update on the progress of the Phase 3 project. On March 28, Parkland County Council passed a resolution to pursue a grant in partnership with the Headwaters Alliance of the NSWA, and ALUS Canada.
 - **F. Wheeler proposed a motion that M. Shain represent the Headwaters Alliance on the Steering Committee of the Phase 3 project. Motion Passed**
 - HA members indicated that they would provide Letters of Support to enhance the application. M.E. Shain to draft letters of support. If financial contributions are needed to support the project, further letters will be sent to the partnering municipalities.
 - TAC asked to fill out a doodle poll for the May meeting on the new criteria
 - Steering Committee members asked to fill-out the Schedule-builder for the 2017 meeting year
 - Clearwater County will be hosting a Headwaters Tour to discuss recreational management Issues with the rural provincial caucus. This will be an ATV tour, and NSWA will be invited to make a presentation
 - NSWA to host a Headwaters Alliance Tour in 2019
- Closing remarks
 - P. Alexander thanked everyone for coming and participating in good spirits
- Adjournment at 3:15pm

Workshop Summary

North Saskatchewan Headwaters Alliance 1st Strategic Planning Session

Date Thursday 20 April 2017

Time 9:30am to 3.00pm

Location Rocky Mountain House

Attendees

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

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

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

Meeting objectives

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

Workshop Summary

North Saskatchewan Headwaters Alliance

1st Strategic Planning Session

Summary of key themes that arose in the discussion

1. The Riparian Health Assessment and Risk Matrix will be a useful tool to support collaboration among municipalities that have adopted a restoration programs, such as LandCare or ALUS (Alternative Land Use Services). As well, the data will provide guidance to other NGO conservation partners, who could invest conservation or restoration efforts in the area.
2. There could be a local and regional educational component to this tool that helps build an understanding of the broad and long term water and land picture. Specifically, training should be provided to administration and elected councils, especially those who are the primary development authority, on how to utilize the tool.
3. A tool that identifies the high risk riparian areas across a watershed, based on scientific information and an agreed to approach, would be beneficial for informing local planning and development application decisions.
4. It will be valuable if this tool can create consistency and transparency across municipalities in terms of the riparian information used to inform planning decisions. Eventually, this consistency should be carried throughout to the province and federally.
5. Municipalities are set-up to compete for economic development. By aiming for consistency in environmental bylaws, we can level the playing field for the benefit of the regional community. This tool could help achieve that consistency if municipalities are using the same approach, tools and supporting information. Businesses will benefit from the predictability and consistency of their municipal governments.
6. Future discussions should revolve around how the partners of the Headwaters Alliance will adopt and use this tool. Adoption of the tool into policy requires discussion and collaboration at the intermunicipal level. This avenue would require some level of provincial backing (or strength to stand up to a municipal appeal board), and flexibility in the tool itself to suit each municipality's goals and timelines
7. Development of this tool has required substantial funding, resources and time. Additional resources will be required for implementation and maintenance. There is a need for a champion to promote its wide-spread implementation and a willingness from all participating municipalities to use it, and a need for supporting partners in rolling this out.

Workshop Summary

North Saskatchewan Headwaters Alliance

1st Strategic Planning Session

Opening & Overview of the day

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

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

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

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

Workshop Summary

North Saskatchewan Headwaters Alliance

1st Strategic Planning Session

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The project goals will be achieved over the course of three phases that can run concurrently:

Phase 1: Gather the riparian data

- Health assessment of riparian areas in watershed (Modesté Pilot Project).
- This data is important for measuring changes to watershed health over time in the form of report-card

Phase 2: How do we use the data now?

- Find opportunities for municipal use of data and intermunicipal collaboration.
- The data can be used to actively improve or maintain the health condition to the riparian areas

Phase 3: How do we use the data later?

- Full watershed scale data (Modesté Pilot Area)

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

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

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

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

Break-out session 1 & Regroup

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

Summary of Table A discussion (elected officials)

Opportunities:

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

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

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

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Tool could inform:

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

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

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

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

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

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

This would create:

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

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

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

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

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

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

Barriers:

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

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

A way to think about barriers is to pose the question: How does using this tool become the norm?

- One option is to make the use of the tool a requirement.
- The tool must be accessible to those that want to use it.

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

Education will be a significant barrier that will need to be overcome for the tool to be successful and used. We don't want the tool to be developed and not used. *IM*

This includes multiple layers of education:

- Providing administrative staff with the technical information to understand and use the tool
- Providing council with information on what the tool can provide them with and how it will be used
- Educating the broader public (that are interested) on what the tool is and how it is being used.

Education should include:

- What the tool is intended to do and what it is not intended to do
- How does this directly affect me? This will be vital to secure buy-in.

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

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

Summary of Table B discussion (administrative staff)

Opportunities:

Use the tool at the high-level for management planning from a regional perspective (e.g., land use or development plans).

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

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

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

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

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

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

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

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

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Barriers:

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

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

Group discussion following the brief reviews to the plenary

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

What does administrative staff need from elected officials? Specific information is needed to be able to explain and have justification for decisions.

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

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

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

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

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

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

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

Break-out session 2 & Regroup

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

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

Opportunities that were identified during the working lunch included:

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

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Barriers that were identified during the working lunch included:

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

Questions posed to the full group by Table A:

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

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

Opportunities that were identified during the working lunch included:

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

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Barriers that were identified during the working lunch included:

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

Questions posed to the full group by Table B:

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

Full group discussion

Question: Is this tool intended to be educational and/or informative and/or prescriptive? Should this be regulated or voluntary? Do we want the tool to be a part of plans and LUBs or is it more of an education piece?

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

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

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

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

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

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

Question: How do they (elected council representatives) want this tool and information to be framed? (impact to the landowners or developers, the end results, the values?)

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

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

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

Question: How do we maximize buy-in (e.g. marketing package, resolution to AUMA)? What does council need to buy into this tool? How might a standard orientation package for this tool be developed and maintained?

Is there a role for the NSWA for the maintaining and developing of an orientation package for using this tool?

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

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

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

Question: What role will the municipalities have in creating and vetting the tool?

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

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

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

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

Closing business and adjournment

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

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

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

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

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

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

Workshop Summary

North Saskatchewan Headwaters Alliance

1st Strategic Planning Session

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

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



Celebrating 60 Years 1957-2017

Economic Development Committee Meeting

Monday, August 28, 2017, 2:00-4:00 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 2:01 p.m.

2.0 Additions or Deletions to Agenda

There were no additions or deletions to the agenda.

3.0 Adoption of Agenda

Councillor Doerksen moved to adopt the agenda as presented.

Carried

4.0 Approval of Committee Meeting Notes

4.1 August 1, 2017, Committee Meeting Notes

Councillor Doerksen moved to approve the August 1, 2017, Committee Meeting Notes as presented.

Carried

5.0 Discussion Items

5.1 Powered by Entrepreneurs Status Update

Mr. Burton provided a detailed update on the current status and outcomes since the Economic Development Strategy had been launched.

Ms. Livingston exited the meeting at 2:38 p.m.

Ms. Livingston returned to the meeting at 2:39 p.m.

5.2 Committee Year-End Report

The Committee agreed that Administration is to draft a report that is to be reviewed at a Governance & Priorities Meeting.

6.0 Other Business

Councillor Long provided an update on the Alberta Hemp Alliance.

August 28, 2017

7.0 Information Items

Mr. Burton provided comments on the Hemp Market Assessment Final Report, Northern Alberta Hemp Processing Initiative, and EconoUs Conference.

8.0 Items for Next Meeting

- Alberta Hemp Alliance Update
- Hemp Market Assessment Final Report

9.0 Next Meeting Date

September 25, 2017, from 1:00 p.m. - 4:00 p.m., Boardroom 1

10.0 Adjournment

Councillor Doerksen moved to adjourn the meeting at 3:13 p.m.
Carried

APPROVED

Town of Drayton Valley
Childcare Operational Board



Thursday, August 31, 2017
9:30 a.m. – Boardroom 1 – Civic Centre

Minutes

THOSE PRESENT:

Marilyn Buchan, Committee Chair
Darlene Ferris, Community Member
Annette Driessen, Director of Community Services
Bernice Taylor, Program Manager
Samantha Strauss, FDH Coordinator
Cora Appleby, Administrative Assistant

1. Call to Order

The meeting was called to order at 9:40am by Chair Marilyn Buchan.

2. Agenda

2.1. Additions or Deletions

The following deletion was made to the agenda:

5.2 Financial Statement

2.2. Approval of Agenda

MOTION BY Darlene Ferris to approve the August 31, 2017 agenda as amended.

CARRIED

3. Minutes from the May 25, 2017 Meeting

3.1. Approval

MOTION BY Darlene Ferris to approve the minutes of the May 25, 2017 meeting as presented.

CARRIED

4. Business Arising

4.1. Update Registration Status - ECDC and Day Home

Bernice Taylor reported that on September 1st, the Centre will be at 95% capacity. Bernice Taylor reported that infants under the age of 1yr. can receive an exemption and able to attend.

Samantha Strauss reported that on September 1st there will be 6 providers and 12 children enrolled. The Board discussed the provider that was removed from the agency. The provider is now a privately run day home and all of the families stayed in her care, with the exception of one family, who remained with the agency.

4.2. Sponsorship

Bernice Taylor reported that she sent an application to the 100 Women Rising organization for sponsorship.

The following businesses have been approached and the following sponsorships have been received:

- Pembina Pipeline has one more year left of the three year sponsorship of \$15,000 each year
- Applied to Jocelyns Independent, awaiting a response
- Applied to Atco Gas, but was declined

~ ACTION ITEM ~ Bernice Taylor will apply to Atco Gas and ask for free utilities as the contribution to the Centre.

- Applied to WalMart, awaiting a response
- Cenovus has sponsored \$2,000 and has asked the Centre to reapply

The Board discussed other granting opportunities.

~ ACTION ITEM ~ Bernice Taylor will approach the local banks, gas stations, Tim Hortons and the provincial government (lunch money funding) for different sponsorship opportunities.

4.3. Board Vacancy

The Board discussed the board vacancy and possible individuals that may be interested in becoming a member.

~ ACTION ITEM ~ Annette Driessen will approach Pat Jeffery.

~ ACTION ITEM ~ Marilyn Buchan will approach Jaclyn McQueen-Pearson.

4.4. FDHA- Contracts and Fees Review

MOTION BY Annette Driessen to go IN-CAMERA at 10:05am.

CARRIED

MOTION BY Chair Buchan to come out of IN-CAMERA at 10:32am.

CARRIED

MOTION BY Darlene Ferris to direct Administration to take measures to terminate the Day Home Agency's contractual obligations with CFSA and to approach the current Day Home Providers and Coordinator for possible application to CFSA for Agency status, with a final resolution to the Town's termination to be December 31, 2017.

CARRIED

MOTION BY Darlene Ferris that, starting January 1st, 2018, the Centre will be retaining the Infant Care Incentive and the Centre will be increasing administrative fees to now be 10% of all program fees charged to parents.

CARRIED

5. Other Business

5.1. Policies

- Minimum Child Enrolment Policy - Family Day Home Agency

MOTION BY Chair Marilyn Buchan to approve the FDHA - Minimum Child Enrolment Policy as presented.

CARRIED

5.2. Financial Statement

Removed from agenda.

5.3. General Correspondence

Nothing to report at this time.

6. Next Meeting Date

The next meeting date will be on September 28, 2017.

7. Adjournment

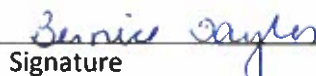
MOTION BY Chair Marilyn Buchan to adjourn the meeting.

TIME: 10:47am



Signature

Committee Chair



Signature

Town of Drayton Valley



Brazeau Foundation
Managing Housing Solutions

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

MEETING OF THE BOARD OF DIRECTORS
Shangri-La Lodge, Drayton Valley
September 1, 2017
9:30 am

ATTENDANCE:

Directors Present:

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

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

Directors Absent:

Shirley Mahan

Brazeau County

Administration Present:

Stella Keller
Cindy Trudgian

Chief Administrative Officer
Executive Assistant

Guest Present:

Hack Hamdon
Robert White

Humans Helping Humans
Humans Helping Humans

1.0 CALL TO ORDER

J. Vatter called the meeting to order at 9:35am

2.0 AGENDA

2.1 ADDITIONS TO THE AGENDA

4.1.3.3 Provincial Quarterly Report

7.2 Alberta Continuing Care Association Report – B. Fredrickson

2.2 APPROVAL OF AGENDA

Resolution #17-09-01: Moved by J. Young to approve the agenda with additions.

Motion ...Carried Unanimously

3.0 APPROVAL OF MINUTES

3.1 MINUTES FROM THE JULY 21, 2017 REGULAR BOARD MEETING

Resolution #17-09-02: Moved by S. Strathern to approve the minutes of the July 21, 2017 Regular Board Meeting as presented.

Motion ...Carried Unanimously

3.2 BUSINESS RISING OUT OF THE MINUTES

None at this time

4.0 FINANCIAL

4.1 FINANCIAL REPORTS - Foundation

4.1.1 Foundation Payable Disbursements for July 2017

Resolution #17-09-03: Moved by S. Strathern to accept the Payable Disbursements as information.

Motion ...Carried Unanimously

4.1.1.1 Visa Payable for June 2017

Resolution #17-09-04: Moved by J. Young to accept the Visa Payable as information.

Motion ...Carried Unanimously

4.1.2 Foundation Balance Sheet as of July 31, 2017

Resolution #17-09-05: Moved by B. Fredrickson to accept the Balance Sheet as information.

Motion ...Carried Unanimously

4.1.3 Financial Statements to July 31, 2017

4.1.3.1 Central Services/Lodge

Resolution #17-09-06: Moved by S. Strathern to accept the Central Services/Lodge Financial Statements as information.

Motion ...Carried Unanimously

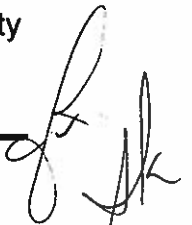
4.1.3.2 Provincial Housing Units

Resolution #17-09-07: Moved by J. Young to accept the Provincial Housing Units Financial Statements as information.

Motion ...Carried Unanimously

6.1 HUMANS HELPING HUMANS

J. Vatter welcomed H. Hamdon and R. White to the meeting. They presented a report on Humans Helping Humans and shared the possibility



of Brazeau Foundation and Humans Helping Humans working together to foster a transition from Affordable Housing to H.H.H's homes.

Humans Helping Humans meet quarterly and this will be discussed at their next meeting. (No structure or decision can take place without a formal discussion of their board.)

H. Hamdon and R. White left the meeting

Resolution #17-09-08: Moved by B. Fredrickson to explore a relationship with Humans Helping Humans.

Motion ...Carried Unanimously

4.1.3.3 Provincial Quarterly Report

Resolution #17-09-09: Moved by B. Fredrickson to accept the Provincial Quarterly Report as information.

Motion ...Carried Unanimously

7.2 ACCA REPORT

B. Fredrickson brought a report from the ASCHA board meeting with ACCA regarding the possible combination of the two associations. Due to the required ASCHA membership needed to take this action is unattainable, ASCHA has decided to NOT pursue the issue any longer.

4.2 FINANCIAL REPORTS – Urban Housing

4.2.1 Urban Housing Payable Disbursements for July 2017.

4.2.2 Urban Housing Balance Sheet as of July 31, 2017

4.2.3 Urban Housing Financial Statements to July 31, 2017

Resolution #17-09-10: Moved by S. Strathern 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 July and August 2017

Resolution #17-09-11: Moved by S. Strathern to approve the Board Member Expenses for the month of July and August 2017, in the amount of \$991.86.

Motion ...Carried Unanimously

5.0 OLD BUSINESS

5.1 Lodge Parking Expansion



Resolution #17-09-12: Moved by J. Young to defer the parking lot expansion to a later date.

Motion ...Carried Unanimously

6.0 NEW BUSINESS

6.1 HUMANS HELPING HUMANS

Moved after 4.1.3.2 Provincial Housing Units

Break for Lunch at 12:00pm

Resume Meeting at 12:40pm

7.0 REPORTS

7.1 OPERATIONS REPORT

7.1.1 Operation's Report

7.1.1.1 Maintenance Vacancy - filled

7.1.1.2 Collective Bargaining Complete

7.1.1.2 Health & Safety Update

7.1.1.2.1 Defer - Policy to ensure regular reviews are completed

7.1.1.3 Wishing Well Apartments Update

7.1.1.3.1 Residents not receptive to verticals

7.1.1.4 Defer - Complaint Procedure for Tenants

7.1.1.5 HMB Compliance Report/Action Plan

Resolution #17-09-13: Moved by J. Young to approve the HMB Compliance Report/Action Plan as presented

Motion ...Carried Unanimously

7.1.1.6 Garden Tea Success

7.1.1.7 Chairs are being recovered

7.1.1.8 Website

Resolution #17-09-14: Moved by J. Young to explore website designers to create a website for the Foundation.

Motion ...Carried Unanimously

7.1.1.9 Hail Damage – update

7.1.1.10 Comfort Fund



**7.1.1.10.1 Sidewalk to garden - Next year pavement in
and around the garden – funds permitting.**

Resolution #17-09-15: Moved by S. Strathern to approve utilizing funds from the Comfort Fund as necessary for pavement in and around the garden.

Motion ...Carried Unanimously

7.1.2 Vacancy Report

Resolution #17-09-16: Moved by J. Young to approve the vacancy report as presented.

Motion ...Carried Unanimously

Resolution #17-09-17: Moved by S. Strathern to streamline the application process and incorporate the existing tenant selection committee.

Motion ...Carried Unanimously

B. Fredrickson left the meeting at 1:55pm

7.1.3 In-Private Session (Personnel/Legal)

Resolution #17-09-18: Moved by J. Young to go in-private to discuss personnel matters at 2:06pm.

Motion ...Carried Unanimously

Resolution #17-09-19: Moved by S. Strathern to come out of private at 3:01pm.

Motion ...Carried Unanimously

Resolution #17-09-20: Moved by J. Young to approve the Operations report as presented.

Motion ...Carried Unanimously

7.2 ACCA REPORT

Moved after 4.1.3.3 Provincial Quarterly Report

8.0 CORRESPONDENCE

8.1 From: Alberta Senior Housing, John Thomson – Assistant Deputy Minister – Housing Division Update (August 31, 2017 email)

Resolution #17-09-21: Moved by S. Strathern to accept the correspondence as information.

Motion ...Carried Unanimously

9.0 FUTURE MEETING DATES



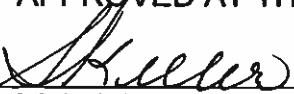
9.1 NEXT BSF REGULAR BOARD MEETING – Wednesday, September 25, 2017 at the Shangri-La Lodge @ 10:00am.

10.0 ADJOURNMENT

Resolution #17-09-22: Moved by J. Young to adjourn the meeting at 3:22pm.

Motion ...Carried Unanimously

APPROVED AT THE September 25, 2017 MEETING OF THE BOARD



Chief Administrative Officer



Board Chair



Brazeau Foundation
Managing Housing Solutions

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

MEETING OF THE BOARD OF DIRECTORS
Shangri-La Lodge, Drayton Valley
September 25, 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

Guest Present:

Tash Taylor
Tanni Doblanko

ANPHA Executive Director
ANPHA Board Chair

1.0 CALL TO ORDER

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

2.0 AGENDA

2.1 ADDITIONS TO THE AGENDA

- 7.1.1.6 Capital Improvement
- 7.1.1.7 Special Guest to the Lodge
- 7.2.4 Past Employees Policy

2.2 APPROVAL OF AGENDA

A handwritten signature in dark ink, appearing to be 'J. Vatter', located in the bottom right corner of the page.

Resolution #17-09-23: Moved by S. Strathern to approve the agenda with additions.

Motion ...Carried Unanimously

3.0 APPROVAL OF MINUTES

3.1 MINUTES FROM THE SEPTEMBER 01, 2017 REGULAR BOARD MEETING

Resolution #17-09-24: Moved by S. Strathern to approve the minutes of the September 01, 2017 Regular Board Meeting with changes.

Motion ...Carried Unanimously

3.2 BUSINESS ARISING OUT OF THE MINUTES

None at this time

4.0 FINANCIAL

4.1 FINANCIAL REPORTS - Foundation

4.1.1 Foundation Payable Disbursements for August 2017

Resolution #17-09-25: Moved by B. Fredrickson to accept the Payable Disbursements as information.

Motion ...Carried Unanimously

4.1.1.1 Visa Payable for July 2017

Resolution #17-09-26: Moved by J. Young to accept the Visa Payable as information.

Motion ...Carried Unanimously

6.1 ANPHA REPRESENTATIVE (10:15am)

J. Vatter welcomed T. Taylor and T. Doblanko to the meeting. They shared a presentation on Alberta Network of Public Housing Agencies (ANPHA). ANPHA is an industry association for non-profit and affordable housing providers in Alberta. The Board took advantage of a one-time offer of a 500.00 membership fee and wanted to hear more about the organization after attending a very successful Convention in Red Deer this year.

ANPHA is currently reviewing their membership fee structure and therefore we do not have a true cost to compare with other organizations that the Foundation belongs to.

Other organizations have expanded to include health component organizations and the for profit groups that serve seniors. ANPHA is focused on Housing Management Bodies that operate under ministerial order and non-profits that operate a variety of housing projects. ANPHA includes Lodges, Seniors Self-Contained, Community Housing etc. While the other organization has not

included the Landlord tenant relationships involved in many Housing Management Bodies. This is a new organization and their membership is growing as housing and health struggle to collaborate on many fronts. Housing units normally do not include more than Home Care Services; that is, they deal with well seniors, tenants and families.

The Chair thanked them for taking the time to come and see us and indicated the board was very impressed with the convention; that is, it all pertained to the facilities we operated.

T. Taylor and T. Doblanko left the meeting at 11:35am

S. Keller and J. Vatter will evaluate the option of joining ANPHA

Break for lunch at 12:00pm

Resume meeting at 12:40pm

4.1.2 Foundation Balance Sheet as of August 31, 2017

Resolution #17-09-27: Moved by J. Young to accept the Balance Sheet as information.

Motion ...Carried Unanimously

4.1.3 Financial Statements to August 31, 2017

4.1.3.1 Central Services/Lodge

Resolution #17-09-28: Moved by S. Strathern to accept the Central Services/Lodge Financial Statements as information.

Motion ...Carried Unanimously

4.1.3.2 Provincial Housing Units

Resolution #17-09-29: Moved by B. Fredrickson to accept the Provincial Housing Units Financial Statements as information.

Motion ...Carried Unanimously

4.2 FINANCIAL REPORTS – Urban Housing

4.2.1 Urban Housing Payable Disbursements for August 2017.

4.2.2 Urban Housing Balance Sheet as of August 31, 2017

4.2.3 Urban Housing Financial Statements to August 31, 2017

Resolution #17-09-30: Moved by S. Mahan to accept the Urban Housing Payable Disbursements, Balance Sheet and Financial Statements as information.

Motion ...Carried Unanimously

4.3 BOARD MEMBER EXPENSE

None at this time

5.0 OLD BUSINESS

None at this time

6.0 NEW BUSINESS

6.1 ANPHA REPRESENTATIVE (10:15am)

Moved under 4.1.1.1

7.0 REPORTS

7.1 OPERATIONS REPORT

7.1.1 Operation's Report

7.1.1.1 HMB Compliance Report/Action Plan

7.1.1.2 Flu Shot In-service (AHS) – Staff & Residents

7.1.1.3 Flu Shots – October 10th

7.1.1.4 Open House – September 23 1:30-3:30

7.1.1.5 Insurance Claims from Hail Damage

7.1.1.5.1 Lodge – 8 Skylights and parapets

7.1.1.5.2 Lezure Lea – Shingles

**7.1.1.5.3 Wishing Well – Metal Fascia/Flashing &
Downspouts/Eaves troughs – 41 small awnings/ 1
large awning & Vinyl siding**

7.1.1.6 Capital Improvements

Wishing Well Roof, Fire Alarms and Sink Hole

7.1.1.7 Special Guest visiting the Lodge

Patti Shenfield, a former cook at the Lodge, met with the
cooks, shared her cookbook and cooking tips with them.

7.1.2 Vacancy Report – September 22, 2017

**Resolution #17-09-31: Moved by S. Mahan to approve the vacancy report as
presented.**

Motion ...Carried Unanimously

7.1.3 In-Private Session (Personnel/Legal)

**Resolution #17-09-32: Moved by S. Strathern to go in-private to discuss personnel
matters at 1:33pm.**



Motion ...Carried Unanimously

Resolution #17-09-33: Moved by J. Young to come out of private at 2:11pm.

Motion ...Carried Unanimously

7.2 POLICIES

7.2.1 Health & Safety Policy Review

Resolution #17-09-34: Moved by S. Strathern to approve the Health and Safety policy review as presented.

Motion ...Carried Unanimously

7.2.2 Meal Planning & Preparation

Resolution #17-09-35: Moved by B. Fredrickson to approve the Meal Planning and preparation policy as presented.

Motion ...Carried Unanimously

7.2.3 Bank Accounts – Open & Close

Resolution #17-09-36: Moved by J. Young approve the Bank Accounts – Open and Close policy as presented.

Motion ...Carried Unanimously

7.2.4 Policy Consideration regarding board structure

7.3 Report – ASCHA Central Zone Meeting Sept. 22, 2017

S. Keller, B. Fredrickson, S. Mahan, and S. Strathern attended the ASCHA Central Zone Meeting. They reported the meeting went well. ASCHA has decided not to amalgamate with the Alberta Continuing Care Association – many members expressed their dismay with the idea of joining the two organizations.

7.4 Pending

7.4.1 Foundation Business Plan (Minor Changes – New Format)

7.4.2 Formalize into Policy Complaint Procedure for Tenants

Resolution #17-09-37: Moved by J. Young to approve the Operations report as presented.

Motion ...Carried Unanimously

8.0 CORRESPONDENCE

8.1 To: Town of Drayton Valley Mayor and Council – Re: “Deby” Land Area Structure Plan (September 11, 2017)

8.2 From: ASCHA – Communication regarding potential combination of ASCH and ACCA (September 14, 2017)

Resolution #17-09-38: Moved by S. Strathern to accept the correspondence as information.

Motion ...Carried Unanimously

9.0 FUTURE MEETING DATES

9.1 NEXT BSF REGULAR BOARD MEETING – Thursday, October 12, 2017 at the Shangri-La Lodge @ 12:00pm.

10.0 ADJOURNMENT

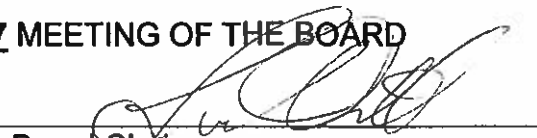
Resolution #17-09-39: Moved by B. Fredrickson to adjourn the meeting at 2:47pm.

Motion ...Carried Unanimously

APPROVED AT THE October 12, 2017 MEETING OF THE BOARD



Chief Administrative Officer



Board Chair



Souls Seeking Christ

ON A JOURNEY OF FAITH, LEARNING AND LOVE

Board Meeting Highlights - September 2017

DATES TO REMEMBER

Next Board Meeting

**Monday,
October 25**

10:30 a.m.

STAR Central Office
4906 50 Ave., Leduc, AB
*The public is welcome at
all Board meetings.*

Board of Trustees

Thalia Hibbs

Chair

Lacombe

John Tomkinson

Vice Chair

Wetaskiwin

Dan Chalifoux

Beaumont

Sandra Bannard

Drayton Valley

Susan Kathol

Drayton Valley

Karen Richert

Leduc

Michelle Lamer

Leduc

Dan Svitich

Ponoka

Henry Effen

Wetaskiwin

2017 Board of Trustees Election

The Board heard a report regarding the 2017 Board of Trustees election in STAR Catholic. There will be an election for trustee in Wetaskiwin and in Beaumont. Trustees in STAR Catholic's remaining four communities were elected by acclamation.

School Act Consultations

The Board provided its feedback on several topics presented under the Alberta Government's School Act Consultations.

STAR LIGHT Day Planned

The Board received a report regarding preparations for STAR LIGHT Day, a day of faith and community for students in STAR Catholic. International speaker Paul J. Kim is planned to speak to students from around the Division on October 5th in Leduc. A parent session will be held October 4th at Father Leduc Catholic School.

French Immersion Growth

The Board received a report regarding the growth of French Immersion in the Division, as 8 per cent of STAR Catholic enrollment is in French Immersion.

FNMI Learning Day Planned

The Board received an update on plans for Learning Day, September 29th, bringing more than 400 staff to St. Augustine School in Ponoka to focus on FNMI culture and learning. There are 61 sessions planned.

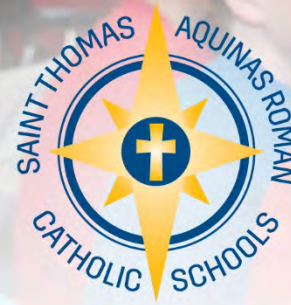
Enrollment Update

The Board received an update on enrollment numbers for STAR Catholic, which show continued growth in the Division. Official enrollment numbers will be available September 30th.

Catholic Education Sunday

The Board made preparations to celebrate Catholic Education Sunday, November 5th, in each parish in the Division.

For more information visit: www.starcatholic.ab.ca, or call 780.986.2500



Souls Seeking Christ

ON A JOURNEY OF FAITH, LEARNING AND LOVE

Board Meeting Highlights – October 2017

DATES TO REMEMBER

Next Board Meeting

**Wednesday,
November 15
10:30 a.m.**

STAR Central Office
4906 50 Ave., Leduc, AB
*The public is welcome at
all Board meetings.*

Board of Trustees

Michelle Lamer

Chair
Leduc

Henry Effon

Vice Chair
Wetaskiwin

Sandra Bannard

Drayton Valley

Shaun Meaden

Leduc

Liz Taylor-Sirois

Beaumont

Dan Svitich

Ponoka

Donna Tugwood

Lacombe

New Board sworn in

The new STAR Catholic Board was sworn in at its organizational meeting held Oct. 23, 2017. Catholic Trustee Commissioning was also administered at the regular meeting by Deacon Leo Farley of Sacred Heart Parish.

First meeting of new Board

This was the first meeting of the new STAR Catholic Board. STAR Catholic's Board is served by seven trustees representing six communities: Board Chair and Leduc Trustee Michelle Lamer, Board Vice Chair and Wetaskiwin Trustee Henry Effon, Drayton Valley Trustee Sandra Bannard, Leduc Trustee Shaun Meaden, Beaumont Trustee Liz Taylor-Sirois, Ponoka Trustee Dan Svitich, and Lacombe Trustee Donna Tugwood.

FNMI Learning Day

The Board received a report regarding Learning Day, which focused on FNMI culture and learning outcomes. It was a division-wide event held this year at St. Augustine School in Ponoka, with Maskwacis and community partners.

Scholarship development

The Board directed administration to examine scholarship proposals for students, based on a donation from the Alberta Summer Games, held in Leduc.

Annual MLA Meetings

The Board reviewed the agenda for upcoming meetings with MLAs representing STAR Catholic communities.

Enrollment numbers

The Board received an updated report on the Division's latest enrollment numbers, with Division enrollment at 4,095.

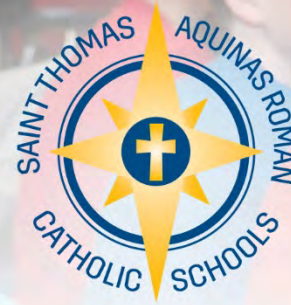
Accountability Pillar Results

The Board received an update on the Accountability Pillar Results showing STAR Catholic student excellence in diploma and PAT results, and Division results above provincial averages in the vast majority of measured categories.

Wetaskiwin Leaders of Tomorrow

The Board continued its scholarship support for the Leaders of Tomorrow program in Wetaskiwin for 2018.

For more information visit: www.starcatholic.ab.ca, or call 780.986.2500



Souls Seeking Christ

ON A JOURNEY OF FAITH, LEARNING AND LOVE

Board Meeting Highlights – November 2017

DATES TO REMEMBER

Next Board Meeting

**Wednesday,
December 20
10:30 a.m.**

STAR Central Office
4906 50 Ave., Leduc, AB
*The public is welcome at
all Board meetings.*

Board of Trustees

[Michelle Lamer](#)

Chair
Leduc

[Henry Effon](#)

Vice Chair
Wetaskiwin

[Sandra Bannard](#)

Drayton Valley

[Shaun Meaden](#)

Leduc

[Liz Taylor-Sirois](#)

Beaumont

[Dan Svitch](#)

Ponoka

[Donna Tugwood](#)

Lacombe

École Mother d'Youville School Opens

The Board received an update on construction of École Mother d'Youville School, as the school opened to students and staff November 6.

Education Minister Tours Father Lacombe Catholic School

The Board received a report on Education Minister David Eggen's tour of Father Lacombe Catholic School on November 3. The tour comes as part of the school's need for a modernization.

Sacred Heart Student Trip

The Board gave approval to Sacred Heart School's travel request to Victoria, BC from April 12 to 15, 2018.

International Student Trips

The Board committed to examining its policy on approving international student trips.

Draft 3 Year Ed Plan & Education Report

The Board reviewed the draft STAR Catholic 2017-2020 Three Year Education Plan and 2016-2017 Annual Education Results Report.

Trustee Tours

The Board scheduled tours of STAR Catholic schools, in order for new and returning trustees to visit each STAR school community.

Scholarship Approved

The Board approved an athletics-based scholarship for STAR Catholic's three high schools — Christ the King School in Leduc, Holy Trinity Academy in Drayton Valley, and St. Augustine School in Ponoka. The scholarship shares funds donated by the Alberta Summer Games Legacy Committee.

For more information visit: www.starcatholic.ab.ca, or call 780.986.2500

**General Meeting
Drayton Valley Legacy Project
October 12, 2017**

Present:

Colleen Andersen	c_or_c@telusplanet.net	780-542-2787
Connie Stuhl	accutron56@gmail.com	780-542-9288
Councillor Graham Long	glong@draytonvalley.ca	780-898-5494
Pamela Schaub	pamscha@yahoo.ca	780-542-1602
Bill Cavanagh	rockyrapids@gmail.com	780-621-9126
Dana Crawford	illadv@draytonvalley.ca	780-514-2331
Guest: Mark Collings	mark@hwy2.tv	

Regrets:

Sabine Larcher	admin-support@draytonvalley.ca	780-514-2213
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1. **Welcome** – Colleen welcomed everyone and called the meeting to order at 7:05 p.m. Pamela Schaub introduced Mark Collings as the guest presenter. Mark is a film maker from Red Deer who is working on a documentary on the development of the Pembina Oilfield. He collects home videos and came across some at an estate sale. The videos were from Clyde Walin from 1953 to 1958 on the Pembina Oilfield and life in the area of Drayton Valley. He would like to create a one-hour documentary of the Pembina Oilfield and has interviewed a few people. He is currently in research mode. He will be raising money for the production which would usually cost around \$16,000. 25% would come from the Alberta Media Fund and the remainder from corporate funding from drilling companies once he has more information. A list of names was provided of people who working the oilfield around Drayton Valley. He is willing to share the documentary with us.

2. **Agenda:**
 - a. Addition/Deletions
New Business 5 a. Town Representation
 - b. Approval of the Agenda

MOVED by Graham Long that the agenda be approved as amended.

Seconded by Bill Cavanagh

3. **Minutes of Last General Meeting**
 - a. Errors or Omissions – no errors noted for the September 14, 2017 minutes. An update – Colleen attended a Write Stuff meeting and will be receiving the interviews by email.
 - b. Approval of the Minutes

MOVED by Bill Cavanagh that the minutes of the September 14, 2017 meeting be approved as presented.

Seconded by Pam Schaub

4. Old Business

- a. Financial report – Bill – We have \$25,607.07 in the bank.
- b. DV Community Grant – Bill received an email regarding the granting decision. A cheque in the amount of \$1,000 will be presented on November 8, 2017 at the DVCF Grant Recipient luncheon. Photos are to be supplied for a slideshow. 2 tickets will be provided to the Luncheon.

MOVED by Bill Cavanagh that if anyone else would like to attend the luncheon that we will pay for their ticket.

Seconded by Graham Long.

Consentia – Colleen has emailed them twice with no response to date. They did send out the DVD and 6 rolls of microfilm for the flat papers as well as an invoice for \$4765.17. Colleen will contact Pat at Consentia about how many books of newspapers would make up 15 rolls of microfilm and plan to send that amount at a time.

MOVED by Graham Long that we approve \$4765.17 be paid to Consentia once the microfilm and DVD have been reviewed by Colleen.

Seconded by Pamela Schaub

5. New Business

- a. Town Representative – Graham Long is currently the representative of the Town of Drayton Valley. As of Tuesday, after the election, there may be no representation from the Town. Graham will remain a member of this committee.

6. Correspondence – Drayton Valley Community Foundation letter

7. Reports

- a. Volunteer Hours – please remember to record your volunteer hours.

8. Adjournment – Bill Cavanagh moved that the meeting be adjourned at 7:55 p.m.

Next meeting November 9, 2017 at 7:00 p.m.



Traffic Advisory Committee Meeting

March 21st, 2017

Town of Drayton Valley Conference Room #1

Meeting Notes

Present Pam Balke, Sheldon Fuson, Cinthia Gilroy, Erin Felker, Tom Thomson, Dwight Dibben

Absent Tom Thomson, Malcolm Callihoo

1.0 Call to Order

Chair Fuson called the meeting to order at 6:35 p.m.

2.0 Additions or Deletions to Agenda

5.5 7-11 alley

3.0 Adoption of Agenda

Agenda was approved as amended.

4.0 Review of the Notes

February 21st, 2017 notes accepted.

5.0 Discussion Items

- 5.1 CAO: Committee Purpose** – Although ATE will be terminated in the Community as of April 30th, 2017 there will be no changes to purpose of this Committee, which is review of work undertaken for the Town with regard to traffic, foundation work for future traffic issue, perspective of the Community represented by the Committee for input
- 5.2 ATE – Moving forward** – ATE terminated as of April 30th, 2017 – RCMP and CPOs will be responsible for enforcement – with the Integrated Traffic Services available through RCMP and Sheriffs – Town will need to determine if CPOs should be hired by the Town or continue to contract the service – are there other enforcement abilities available to the Town that have yet to be explored – does the Community want any enhanced enforcement?
- 5.3 30 min. parking request Hub/Phoenix** –any parking issues in the Downtown core area may require a study to determine the best course of action – Town might need to consider a policy specifically directed at parking for Downtown core
- 5.4 Traffic Analysis speed/volume 43 Ave** – data was not available for meeting

Traffic Advisory Committee Meeting

February 21st, 2017

5.5 7-11 Alley – bylaw allows 30 min parking for unloading/loading purposes – that is sufficient to cover any trucks for 7-11 – alley is already somewhat compromised by allowing restaurant parking beside the building as vehicles are parking into alley – the Committee does not recommend any no parking signs for area

6.0 Other Business

6.1

7.0 Items for Next Meeting

Any date received from Global re: speed and traffic volumes

8.0 Next Meeting Date

May 16th, 2017 @ 6:30 p.m.

9.0 Adjournment

Chair adjourned the meeting at 8:00 p.m.



Traffic Advisory Committee Meeting
May 16th, 2017
Town of Drayton Valley Conference Room #1

Meeting Notes

Present **Cinthia Gilroy, Erin Felker, Pam Balke, Sheldon Fuson**

Absent **Tom Thomson, Malcolm Callihoo**

1.0 Call to Order

Chair Fuson called the meeting to order at 6:32 pm

2.0 Additions or Deletions to Agenda

Injury Prevention Subcommittee
Edmonton Urban Traffic Safety Conference
Temporary Traffic Control

3.0 Adoption of Agenda

Agenda was approved as amended.

4.0 Review of the Notes

March 21st. 2017, Notes were accepted as presented.

5.0 Discussion Items

5.1 Data from speed/volume collection - the format of the first data from 43 Ave in Meraw was much more informative than the data received for deployment of the counters over the other areas – to discuss with service provider better formats for data with the change available for next meeting

5.2 Items that arose from G&P attended by Chair Fuson – tabled to receive any notes

5.3 Injury Prevention Subcommittee – TAC committee felt this could be confusing to the general public as to whom is responsible for traffic safety – discussed the fact that the public should be aware that it is only the Municipality that can affect change not any agency or committee
Traffic advisory committee would like to have access to any data from traffic survey that will be undertaken by Injury Prevention Committee

May16th, 2017

5.4 Edmonton Urban Traffic Safety Conference –recommended that one member of TAC Committee go to conference on CRISP funds and Town pay to send Pam Balke. – no Committee member available to attend so Committee recommends to send Pam Balke.

5.5 Temporary Traffic Control – Fortis has started replacing power poles without any traffic control – committee not aware of any traffic control measures in place for this project – it will be brought up to Engineer as soon as possible to be sure that there is something in place for duration of project – committee will be emailed with an update

6.0 Other Business

6.1

7.0 Items for Next Meeting

7.1 Data from speed/volume collection

7.2 Items that arose from G&P – notes

7.3 Reasons for sidewalk drop

8.0 Next Meeting Date

20th day, June 2017 at 6:30 pm.

9.0 Adjournment

Chair adjourned the meeting at 7:30 pm



Traffic Advisory Committee Meeting
Sept 19th, 2017
Town of Drayton Valley Conference Room #1

Meeting Notes

Present **Erin Felker, Pam Balke, Sheldon Fuson, Tom Thomson**

Absent **Malcolm Callihoo**

1.0 Call to Order

Chair Fuson called the meeting to order at 6:35 pm

2.0 Additions or Deletions to Agenda

No Additions

3.0 Adoption of Agenda

Agenda was approved

4.0 Review of the Notes

May 16th. 2017, Notes were accepted as presented.

5.0 Discussion Items

5.1 Downton Crosswalks – final designs presented to Committee – as per previous discussions with Committee all in favor of changes.

5.2 Youth Conference Leduc – Agenda and Conference Speakers shared with Committee – Committee appreciative that Town Youth have an opportunity to attend this conference – discussion about feedback from conference and outcomes for students/youth – believe there will be some follow up to this conference with youth and communities involved – will share that data once received

5.3 Data from speed/volume collection – Counters currently out in a few locations as not all counters were available for this deployment – Global wants to present their data to the Town to explain and discuss future plan – Committee would like to be party to that presentation – Committee members would be available Mon. or Fri. of the week during the day if possible to schedule Global at that time.

Traffic Advisory Committee Meeting

September 19th, 2017

- 5.4 **Items that arose from G&P meeting** –no notes were taken that reflect any issues that need to be addressed by the Committee – if anything comes forward at a later date Committee will address this issue .
- 5.5 **Reason for Sidewalk drop Mackenzie Ave** – in discussion with Engineer and CAO drops were placed in sidewalks for various reasons
- 5.6 **Traffic Conference – Banff** –Conference in Banff was excellent – the issues addressed although much larger and more complex than any in Drayton Valley are essentially the same as those faced in many towns. Lots of information was made available for any future challenges or projects that the Committee or Town would undertake.

- 6.0 **Other Business**
 - 6.1 **Cinthia Gilroy resignation** – Cinthia has moved from Drayton Valley and has resigned from the Traffic Advisory Committee – Committee accepts Cinthia’s resignation - there has been an ad in the paper for a new member at large for two weeks but received no response – Committee has suggested to post vacancy on social media
 - 6.2 **Traffic Signals** – Erin Felker made a motion: **Traffic Advisory Committee requests that the Town review all traffic signals and the timing of traffic signals to current traffic conditions.**
Carried

- 7.0 **Items for Next Meeting**
 - 7.1 **Data from speed/volume collection update**
 - 7.2 **Study request outcome**
 - 7.3 **Future road connections**

- 8.0 **Next Meeting Date**
24th day, October 2017 at 6:30 pm.

- 9.0 **Adjournment**
Chair adjourned the meeting at 7:50 pm

Office of the Minister
of Finance



Cabinet du ministre
des Finances

Ottawa, Canada K1A 0G5

2017FIN462975

OCT 11 2017

RECEIVED
17 Oct 2017

His Worship Glenn McLean
Mayor
The Town of Drayton Valley
5120 52 Street
Box 6837
Drayton Valley, AB T7A 1A1

Dear Mayor McLean:

On behalf of the Minister of Finance, the Honourable Bill Morneau, I acknowledge receipt of your correspondence of September 29, 2017.

I will ensure that your correspondence is brought to the Minister's attention as soon as possible.

In the meantime, should you have any questions or wish to enquire as to the status of your correspondence, please do not hesitate to contact me directly at 613-369-5696.

Sincerely,

Maximilien Roy
Policy Advisor
The Office of the Honourable Bill Morneau – Minister of Finance



Yellowhead Regional Library

Board Meeting

Harvey Treleaven Boardroom

433 King Street, Spruce Grove

June 12, 2017

Present

Vice Chair Dan Pritchard, Woodlands County
Ann Morrison, Summer Village of Sunset Point
Bill Elliot, City of Wetaskiwin
Bill Kesanko, City of Spruce Grove
Carla Frybort, City of Leduc
Dave Gursky, Wetaskiwin Regional Public Schools
David Truckey, Town of Westlock
Doug Peel, Town of Millet
Dwayne Mayr, Village of Warburg
Gael Lehman, Summer Village of Val Quentin
Graham Long, Town of Drayton Valley
Hank Smit, Town of Hinton
Jeff Goebel, Town of Swan Hills
Judy Lefebvre, Pembina Hills Public Schools
Jocelyn Wiggins, Village of Wabamun
Len Spink, Town of Beaumont
Lloyd Jardine, Town of Thorsby
Maryann Thompson, Brazeau County
Maureen Mazerolle, Summer Village of Silver Sands
Nat Dvernichuk, Village of Clyde
Patricia Ashley, Town of Calmar
Rick MacPhee, Summer Village of Seba Beach
Ron Kleinfeldt, County of Barrhead No. 11
Russ Graff, Town of Stony Plain
Sandra Cherniawsky, Yellowhead County
Sandy Morton, Town of Mayerthorpe
Stacey May, Town of Devon
Tara Elwood, Village of Alberta Beach
Terry Slemko, Northern Gateway Public Schools
Tessa Hutchings, Leduc County
Tracey Melnyk, Parkland County

Guest

Ken Feser, Public Library Services Branch

YRL Staff

Kevin Dodds, Director
Wendy Sears Ilnicki, Assistant Director and Client Services Manager
Jocie Wilson, Bibliographic Services Manager
Laurie Haak, Administrative Associate and Recorder

Absent

Chair Derril Butler, Lac Ste. Anne County
Anne Power, Village of Breton
Annette Stad, Town of Grande Cache
Bonnie Flesher, Village of Spring Lake
Brenda Shewaga, Summer Village of Yellowstone
Bud Massey, Westlock County
Corinne Feth, Town of Onoway
Cornelia Helland, Summer Village of Castle Island
Darlene Chartrand, Town of Whitecourt
David Gould, YRL Accounting and Site Services
Debra McDaniel, Summer Village of Poplar Bay
Gean Chouinard, Town of Edson
Glen Usselman, Summer Village of Sunrise Beach
Helen Kelleher-Empey, Municipality of Jasper
John Slater, Summer Village of Ma-Me-O Beach
Kevin Pratt, Summer Village of Crystal Springs
Larry McKeever, County of Wetaskiwin No. 10
Leslie Penny, Town of Barrhead
Sandi Benford, Summer Village of South View

Representative Not Appointed

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

CALL TO ORDER

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

1. Approval of Agenda

MOVED by P. Ashley that the agenda be approved as presented. SECONDED by M. Thompson.	CARRIED	3841
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2. Approval of Minutes

T. Slemko noted that in the Assistant Director's Report, Jennifer Schell will be at YRL until January 2018.

MOVED by T. Slemko that the minutes of the March 6, 2017 YRL Board meeting be approved as amended. SECONDED by L. Spink.	CARRIED	3842
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INFORMATION ITEMS

3. Provincial Budget and Libraries

K. Dodds explained that the benefits to libraries in the provincial budget include:

- 2017-2018 operating grants based on 2016 official populations;
- Funding for on-reserve and on-settlement populations will continue for 2017-2018; and
- Six regional library systems will receive funding for headquarter building infrastructure upgrades (based on previous government commissioned assessment reports and adjusted for inflation).

D. Gursky entered the meeting.

4. System HQ Infrastructure Grant

K. Dodds stated that YRL will receive \$1.3 million from the provincial government for headquarters infrastructure upgrades; the funds are to be expended by the end of 2020. K. Dodds provided an overview of the priority items identified and work will begin soon.

5. 2018 Budget Direction

K. Dodds explained that there was a budget surplus in 2016 and another is anticipated for 2017. Administration will formulate a draft budget to present to the Executive Committee in September with a recommendation for approval going to the Board in November.

6. Extending Services to First Nations Update

K. Dodds explained that as part of the grant requirements, YRL had to submit a report to the province. He commended the three YRL groups for their successful projects providing library services to Indigenous communities. K. Dodds stated that the process used the first year will be used again this year.

7. Trustee Orientation Evaluation Summary

K. Dodds noted that the evaluation summary from this session was in the meeting package, and that the seven trustees and one newer staff member were very satisfied with the session. He encouraged all trustees to attend including those that may have done so previously. The next trustee orientation will be held on January 22, 2018.

T. Elwood entered the meeting.

8. Alberta Library Conference

The trustees who attended the conference provided their feedback. K. Dodds stated that the next conference will be held April 26-29, 2018 in Jasper.

9. Public Library Services Branch (PLSB) Update – Ken Feser

K. Feser spoke about the following:

- Municipal and regional library board members are encouraged to attend the one-day [Library Board Basics Workshops](#) held several times throughout the year in various locations.
- Staffing update:
 - Bonnie Gray has retired.
 - Operating grants are now being processed by Jen Anderson and Mari Scott.
 - Daniel Ward, Business Analyst, has been hired to cover a leave.
- The Read Alberta eBooks project is up and running.
- Plan of service support has been expanded with a renewed approach: Learn-Plan-Do.
 - There was an Alberta Library preconference session about this new process.

<p>MOVED by L. Spink that the provincial budget and libraries, system HQ infrastructure grant, 2018 budget direction, extending services to First Nations, Trustee Orientation evaluation summary, Alberta Library Conference and Public Library Services Branch updates be accepted as presented for information.</p> <p>SECONDED by D. Mayr.</p>	<p>CARRIED</p> <p>3843</p>
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10. Minutes and Reports

a. YRL Board Executive Committee Minutes – April 10 and May 8, 2017

D. Pritchard noted that the two sets of minutes were in the package.

b. Director's Report – Kevin Dodds

K. Dodds noted that his report was in the package and added that he has done two presentations, one to a council and one to a council and library board combined, where the recently-created YRL information kit was handed out; the feedback on the kits has been extremely positive.

c. Assistant Director's Report – Wendy Sears Ilnicki

W. Sears Ilnicki noted that her Client Services report was in the package. She highlighted these items:

- YRL is creating MakerSpace kits that will be unveiled at the conference in September.
- Polaris 5.2 will be installed June 26; libraries have been sent a "what's new" document.
- The Alberta Library (TAL) has a new eResource, Alberta Research Portal, which provides access to the Gale Primary Sources collection.

d. Bibliographic Services Manager's Report – Jocie Wilson

J. Wilson noted that her report was in the package and added that all of the member library websites are live on the new platform, Sitecore, which is a very secure system. She noted that some eResource links are not working properly and staff are working to correct the issue; access to the eResources is still available through TRACpac. She thanked member library staff for providing honest and timely feedback about the new websites during the entire rollover process.

e. YRL Public Libraries' Council (PLC) Chair's Report

K. Dodds noted that the highlights from the March 17, 2017 PLC Executive Committee meeting and the May 5, 2017 PLC meeting were both in the package.

MOVED by A. Morrison that the YRL Board Executive Committee minutes along with the Director, Assistant Director, Bibliographic Services Manager and YRL Public Libraries' Council reports be accepted as presented for information. SECONDED by T. Elwood.	CARRIED	3844
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11. Correspondence and Media

K. Dodds noted there was three letters, two newspaper articles, an announcement, a media release, and a thank you card in the package.

MOVED by R. Graff that the correspondence and media be accepted as presented for information. SECONDED by B. Elliot.	CARRIED	3845
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ADJOURNMENT

MOVED by J. Goebel that the meeting be adjourned at 11:25 a.m.	CARRIED	3846
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NEXT MEETING

The next YRL Board meeting is at 10:00 a.m. on Monday, November 6, 2017.

Derril Butler, Chair

Kevin Dodds, Director

Date

Date

Drayton Valley Municipal Detachment

Statistical Comparison

January to September: 2013 - 2017

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

October-03-17








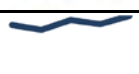








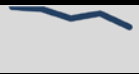









CATEGORY	Trend	2013	2014	2015	2016	2017
Homicides & Offences Related to Death		0	0	0	0	0
Robbery		2	8	6	1	5
Sexual Assaults		3	5	6	9	13
Other Sexual Offences		2	4	3	8	6
Assault		112	105	83	61	94
Kidnapping/Hostage/Abduction		2	2	1	1	4
Extortion		0	1	0	1	0
Criminal Harassment		16	16	16	9	21
Uttering Threats		33	33	29	26	31
Other Persons		0	0	0	0	0
TOTAL PERSONS		170	174	144	116	174
Break & Enter		52	57	49	71	88
Theft of Motor Vehicle		58	78	46	56	63
Theft Over \$5,000		7	9	8	6	8
Theft Under \$5,000		250	272	195	215	266
Possn Stn Goods		24	43	19	25	32
Fraud		38	42	39	37	63
Arson		1	1	2	0	3
Mischief To Property		215	273	193	144	172
TOTAL PROPERTY		645	775	551	554	695
Offensive Weapons		10	19	15	8	12
Public Order		1	0	0	0	0
Disturbing the peace		121	72	62	35	72
OTHER CRIMINAL CODE		162	178	170	121	148
TOTAL OTHER CRIMINAL CODE		294	269	247	164	232
TOTAL CRIMINAL CODE		1,109	1,218	942	834	1,101

Drayton Valley Municipal Detachment

Statistical Comparison



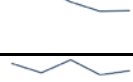
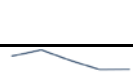
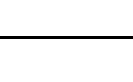
January to September: 2013 - 2017





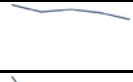
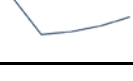
All categories contain "Attempted" and/or "Completed"

CATEGORY	Trend	2013	2014	2015	2016	2017
Drug Enforcement - Production		0	0	0	0	1
Drug Enforcement - Possession		36	60	32	27	30
Drug Enforcement - Trafficking		11	13	23	9	9
Drug Enforcement - Other		0	1	0	4	1
Total Drugs		47	74	55	40	41
Federal - General		9	4	7	7	9
TOTAL FEDERAL		56	78	62	47	50
Liquor Act		25	13	9	11	13
Other Provincial Stats		71	64	78	72	84
Total Provincial Stats		96	77	87	83	97
Municipal By-laws Traffic		7	7	8	3	5
Municipal By-laws		99	65	75	78	85
Total Municipal		106	72	83	81	90
Fatals		3	0	0	0	1
Injury MVC		8	4	6	11	7
Property Damage MVC (Reportable)		211	254	193	153	156
Property Damage MVC (Non Reportable)		29	24	31	23	25
TOTAL MVC		251	282	230	187	189
Provincial Traffic		404	388	325	357	266
Other Traffic		9	3	8	11	10
Criminal Code Traffic		94	72	55	48	59
Common Police Activities						
False Alarms		195	238	245	201	206
False/Abandoned 911 Call and 911 Act		80	70	93	81	82
Suspicious Person/Vehicle/Property		119	31	84	56	82
Persons Reported Missing		12	12	5	23	20
Spousal Abuse - Survey Code		113	109	121	108	110

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

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

January to September	Trend	2013	2014	2015	2016	2017
Fatals		3	0	0	0	1
Injury MVC		8	4	6	11	7
Property Damage MVC (Reportable)		211	254	193	153	156
Property Damage MVC (Non Reportable)		29	24	31	23	25
Total MVC		251	282	230	187	189

January to September	Trend	2013	2014	2015	2016	2017
Impaired Operation*		Currently Not Available				
Roadside Suspensions - alcohol related - No charge**		9	3	8	11	10
Occupant Restraint/Seatbelt Violations**		6	3	6	0	4
Speeding Violations**		22	19	8	100	16
Intersection Related Violations**		12	8	12	12	16
Driving without Due Care or Attention*		Currently Not Available				
Other Moving Traffic*		Currently Not Available				
Other Non-Moving Violation**		74	65	68	64	56
Other CC Traffic***		20	7	8	10	13

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

Drayton Valley Municipal Detachment

Statistical Comparison

September: 2013 - 2017

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

October-03-17

CATEGORY	Trend	2013	2014	2015	2016	2017
Homicides & Offences Related to Death		0	0	0	0	0
Robbery		0	0	4	0	0
Sexual Assaults		0	0	1	0	0
Other Sexual Offences		0	1	0	0	0
Assault		14	9	7	5	13
Kidnapping/Hostage/Abduction		0	0	0	0	1
Extortion		0	0	0	1	0
Criminal Harassment		2	3	4	2	1
Uttering Threats		4	6	4	3	4
Other Persons		0	0	0	0	0
TOTAL PERSONS		20	19	20	11	19
Break & Enter		5	1	5	6	5
Theft of Motor Vehicle		10	6	3	7	9
Theft Over \$5,000		1	1	0	2	1
Theft Under \$5,000		29	17	23	31	29
Possn Stn Goods		4	3	6	4	5
Fraud		3	6	7	5	9
Arson		0	0	1	0	1
Mischief To Property		30	35	18	20	23
TOTAL PROPERTY		82	69	63	75	82
Offensive Weapons		1	1	4	1	1
Public Order		0	0	0	0	0
Disturbing the peace		0	10	7	5	14
OTHER CRIMINAL CODE		42	22	20	11	22
TOTAL OTHER CRIMINAL CODE		43	33	31	17	37
TOTAL CRIMINAL CODE		145	121	114	103	138

Drayton Valley Municipal Detachment






Statistical Comparison

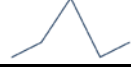


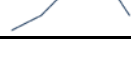
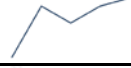

September: 2013 - 2017

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

CATEGORY	Trend	2013	2014	2015	2016	2017
Drug Enforcement - Production		0	0	0	0	0
Drug Enforcement - Possession		4	10	6	3	7
Drug Enforcement - Trafficking		1	3	5	1	0
Drug Enforcement - Other		0	0	0	2	0
Total Drugs		5	13	11	6	7
Federal - General		2	2	2	0	3
TOTAL FEDERAL		7	15	13	6	10
Liquor Act		3	1	0	1	2
Other Provincial Stats		7	3	10	9	15
Total Provincial Stats		10	4	10	10	17
Municipal By-laws Traffic		1	0	0	0	0
Municipal By-laws		12	4	9	12	13
Total Municipal		13	4	9	12	13
Fatals		0	0	0	0	0
Injury MVC		4	0	2	4	1
Property Damage MVC (Reportable)		27	25	21	17	19
Property Damage MVC (Non Reportable)		4	1	6	1	2
TOTAL MVC		35	26	29	22	22
Provincial Traffic		42	29	26	37	26
Other Traffic		0	1	4	0	1
Criminal Code Traffic		18	4	7	2	6
Common Police Activities						
False Alarms		22	20	24	14	25
False/Abandoned 911 Call and 911 Act		7	9	11	14	10
Suspicious Person/Vehicle/Property		0	3	5	6	16
Persons Reported Missing		1	3	0	3	5
Spousal Abuse - Survey Code		12	17	9	5	14

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

September	Trend	2013	2014	2015	2016	2017
Fatals		0	0	0	0	0
Injury MVC		4	0	2	4	1
Property Damage MVC (Reportable)		27	25	21	17	19
Property Damage MVC (Non Reportable)		4	1	6	1	2
Total MVC		35	26	29	22	22

September	Trend	2013	2014	2015	2016	2017
Impaired Operation*		Currently Not Available				
Roadside Suspensions - alcohol related - No charge**		0	1	4	0	1
Occupant Restraint/Seatbelt Violations**		0	0	1	0	1
Speeding Violations**		0	0	0	13	1
Intersection Related Violations**		0	1	3	4	1
Driving without Due Care or Attention*		Currently Not Available				
Other Moving Traffic*		Currently Not Available				
Other Non-Moving Violation**		0	6	4	6	7
Other CC Traffic***		3	0	2	0	3

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

Drayton Valley Municipal Detachment

January to September: 2013 - 2017

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

Category	Trend	2013	2014	2015	2016	2017		Mean	Std Deviation	Mean + 1 Std Dev	FLAG	Slope
Theft Motor Vehicle (Total)		58	78	46	56	63		60.2	10.5	70.7	Within Norm	-1.2
Auto		7	3	1	6	4		4.2	2.1	6.3	Within Norm	-0.3
Truck/SUV/Van		25	49	35	39	52		40.0	9.8	49.8	Issue	4.4
Motorcycle		2	5	1	0	0		1.6	1.9	3.5	Within Norm	-0.9
Other		20	13	9	10	6		11.6	4.8	16.4	Within Norm	-3.1
Take Auto without Consent		4	8	0	1	1		2.8	2.9	5.7	Within Norm	-1.3
Break and Enter (Total)		52	57	49	71	88		63.4	14.4	77.8	Issue	8.6
Business		28	25	25	42	34		30.8	6.5	37.3	Within Norm	2.9
Residence		15	21	19	21	28		20.8	4.2	25.0	Issue	2.6
Cottage or Seasonal Residence		0	0	0	0	0		0.0	0.0	0.0	Within Norm	0
Other		4	8	4	5	22		8.6	6.9	15.5	Issue	3.3
Spousal Abuse		113	109	121	108	110		112.2	4.7	116.9	Within Norm	-0.7
Robbery		2	8	6	1	5		4.4	2.6	7.0	Within Norm	-0.1
Assault		112	105	83	61	94		91.0	17.9	108.9	Within Norm	-8
Sexual Assaults		3	5	6	9	13		7.2	3.5	10.7	Issue	2.4

Traffic	Trend	2013	2014	2015	2016	2017		Mean	Std Deviation	Mean + 1 Std Dev	FLAG	Slope
Impaired Operation*		Currently Not Available						Currently Not Available				
Roadside Suspensions - alcohol related - No grounds to charge**		9	3	8	11	10		8.2	2.8	11.0	Within Norm	1
Occupant Restraint/Seatbelt Violations**		6	3	6	0	4		3.8	2.2	6.0	Within Norm	-0.7
Speeding Violations**		22	19	8	100	16		33.0	33.8	66.8	Within Norm	6.9
Intersection Related Violations**		12	8	12	12	16		12.0	2.5	14.5	Issue	1.2
Driving without Due Care or Attention*		Currently Not Available						Currently Not Available				
Other Moving Traffic*		Currently Not Available						Currently Not Available				
Other Non-Moving Violation**		74	65	68	64	56		65.4	5.9	71.3	Within Norm	-3.7
Other CC Traffic***		20	7	8	10	13		11.6	4.7	16.3	Within Norm	-1.1

Drayton Valley Municipal Detachment

Statistical Comparison

January to October: 2013 - 2017

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

November-02-17








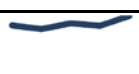



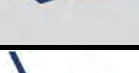

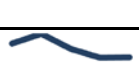
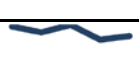
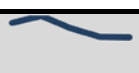
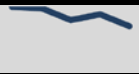









CATEGORY	Trend	2013	2014	2015	2016	2017
Homicides & Offences Related to Death		0	0	0	0	0
Robbery		2	8	6	4	6
Sexual Assaults		3	8	7	10	13
Other Sexual Offences		2	5	3	8	6
Assault		128	120	96	73	102
Kidnapping/Hostage/Abduction		2	2	1	1	4
Extortion		0	1	0	1	0
Criminal Harassment		17	18	17	12	20
Uttering Threats		39	36	39	27	34
Other Persons		0	0	0	0	0
TOTAL PERSONS		193	198	169	136	185
Break & Enter		54	67	59	82	98
Theft of Motor Vehicle		69	84	57	59	83
Theft Over \$5,000		7	11	10	6	9
Theft Under \$5,000		306	295	219	238	289
Possn Stn Goods		27	48	22	28	38
Fraud		42	46	40	43	67
Arson		1	1	2	0	4
Mischief To Property		250	304	219	156	189
TOTAL PROPERTY		756	856	628	612	777
Offensive Weapons		12	24	17	10	12
Public Order		1	0	0	0	0
Disturbing the peace		135	79	69	35	80
OTHER CRIMINAL CODE		180	207	187	146	171
TOTAL OTHER CRIMINAL CODE		328	310	273	191	263
TOTAL CRIMINAL CODE		1,277	1,364	1,070	939	1,225

Drayton Valley Municipal Detachment

Statistical Comparison



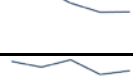
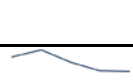
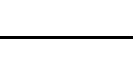
January to October: 2013 - 2017





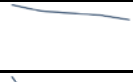
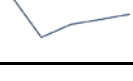
All categories contain "Attempted" and/or "Completed"

CATEGORY	Trend	2013	2014	2015	2016	2017
Drug Enforcement - Production		0	0	0	0	1
Drug Enforcement - Possession		38	67	35	28	38
Drug Enforcement - Trafficking		14	16	26	10	11
Drug Enforcement - Other		0	1	0	4	1
Total Drugs		52	84	61	42	51
Federal - General		10	5	8	7	17
TOTAL FEDERAL		62	89	69	49	68
Liquor Act		28	14	10	12	15
Other Provincial Stats		83	77	86	82	99
Total Provincial Stats		111	91	96	94	114
Municipal By-laws Traffic		7	7	8	4	6
Municipal By-laws		106	68	85	84	92
Total Municipal		113	75	93	88	98
Fatals		3	0	1	0	1
Injury MVC		8	5	6	12	7
Property Damage MVC (Reportable)		237	285	211	168	169
Property Damage MVC (Non Reportable)		31	28	32	24	26
TOTAL MVC		279	318	250	204	203
Provincial Traffic		451	440	349	394	303
Other Traffic		10	3	9	14	13
Criminal Code Traffic		108	80	64	59	67
Common Police Activities						
False Alarms		212	264	277	220	225
False/Abandoned 911 Call and 911 Act		90	81	101	89	92
Suspicious Person/Vehicle/Property		125	36	89	62	96
Persons Reported Missing		12	12	5	27	24
Spousal Abuse - Survey Code		123	118	134	121	126

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

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

January to October	Trend	2013	2014	2015	2016	2017
Fatals		3	0	1	0	1
Injury MVC		8	5	6	12	7
Property Damage MVC (Reportable)		237	285	211	168	169
Property Damage MVC (Non Reportable)		31	28	32	24	26
Total MVC		279	318	250	204	203

January to October	Trend	2013	2014	2015	2016	2017
Impaired Operation*		Currently Not Available				
Roadside Suspensions - alcohol related - No charge**		10	3	9	14	13
Occupant Restraint/Seatbelt Violations**		7	3	6	0	6
Speeding Violations**		28	19	8	112	17
Intersection Related Violations**		15	9	13	13	18
Driving without Due Care or Attention*		Currently Not Available				
Other Moving Traffic*		Currently Not Available				
Other Non-Moving Violation**		84	75	72	69	63
Other CC Traffic***		23	7	12	14	16

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

Drayton Valley Municipal Detachment

Statistical Comparison

October: 2013 - 2017

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

November-02-17

CATEGORY	Trend	2013	2014	2015	2016	2017
Homicides & Offences Related to Death		0	0	0	0	0
Robbery		0	0	0	3	1
Sexual Assaults		0	3	1	1	0
Other Sexual Offences		0	1	0	0	0
Assault		16	15	13	12	8
Kidnapping/Hostage/Abduction		0	0	0	0	0
Extortion		0	0	0	0	0
Criminal Harassment		1	2	1	3	0
Uttering Threats		6	3	10	1	1
Other Persons		0	0	0	0	0
TOTAL PERSONS		23	24	25	20	10
Break & Enter		2	10	10	11	9
Theft of Motor Vehicle		11	6	11	3	20
Theft Over \$5,000		0	2	2	0	1
Theft Under \$5,000		56	23	24	23	16
Possn Stn Goods		3	5	3	3	2
Fraud		4	4	1	6	4
Arson		0	0	0	0	1
Mischief To Property		35	31	26	12	19
TOTAL PROPERTY		111	81	77	58	72
Offensive Weapons		2	5	2	2	0
Public Order		0	0	0	0	0
Disturbing the peace		0	7	7	0	7
OTHER CRIMINAL CODE		32	29	17	25	21
TOTAL OTHER CRIMINAL CODE		34	41	26	27	28
TOTAL CRIMINAL CODE		168	146	128	105	110

Drayton Valley Municipal Detachment

Statistical Comparison

October: 2013 - 2017

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

CATEGORY	Trend	2013	2014	2015	2016	2017
Drug Enforcement - Production		0	0	0	0	0
Drug Enforcement - Possession		2	7	3	1	7
Drug Enforcement - Trafficking		3	3	3	1	1
Drug Enforcement - Other		0	0	0	0	0
Total Drugs		5	10	6	2	8
Federal - General		1	1	1	0	3
TOTAL FEDERAL		6	11	7	2	11
Liquor Act		3	1	1	1	2
Other Provincial Stats		12	13	8	10	14
Total Provincial Stats		15	14	9	11	16
Municipal By-laws Traffic		0	0	0	1	1
Municipal By-laws		7	3	10	6	7
Total Municipal		7	3	10	7	8
Fatals		0	0	1	0	0
Injury MVC		0	1	0	1	0
Property Damage MVC (Reportable)		26	31	18	15	13
Property Damage MVC (Non Reportable)		2	4	1	1	1
TOTAL MVC		28	36	20	17	14
Provincial Traffic		47	52	24	37	32
Other Traffic		1	0	1	3	2
Criminal Code Traffic		14	8	9	11	10
Common Police Activities						
False Alarms		17	26	32	19	19
False/Abandoned 911 Call and 911 Act		10	11	8	8	10
Suspicious Person/Vehicle/Property		0	5	5	6	13
Persons Reported Missing		0	0	0	4	3
Spousal Abuse - Survey Code		10	9	13	13	15

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

October	Trend	2013	2014	2015	2016	2017
Fatals		0	0	1	0	0
Injury MVC		0	1	0	1	0
Property Damage MVC (Reportable)		26	31	18	15	13
Property Damage MVC (Non Reportable)		2	4	1	1	1
Total MVC		28	36	20	17	14

October	Trend	2013	2014	2015	2016	2017
Impaired Operation*		Currently Not Available				
Roadside Suspensions - alcohol related - No charge**		0	0	1	3	2
Occupant Restraint/Seatbelt Violations**		0	0	0	0	0
Speeding Violations**		0	0	0	12	0
Intersection Related Violations**		0	1	1	1	1
Driving without Due Care or Attention*		Currently Not Available				
Other Moving Traffic*		Currently Not Available				
Other Non-Moving Violation**		2	10	4	5	7
Other CC Traffic***		3	0	4	4	3

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

Drayton Valley Municipal Detachment

January to October: 2013 - 2017

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

Category	Trend	2013	2014	2015	2016	2017		Mean	Std Deviation	Mean + 1 Std Dev	FLAG	Slope
Theft Motor Vehicle (Total)		69	84	57	59	83		70.4	11.4	81.8	Issue	0.3
Auto		8	3	2	6	4		4.6	2.2	6.8	Within Norm	-0.5
Truck/SUV/Van		33	53	43	42	66		47.4	11.3	58.7	Issue	5.5
Motorcycle		4	6	1	0	0		2.2	2.4	4.6	Within Norm	-1.4
Other		20	13	11	10	12		13.2	3.5	16.7	Within Norm	-1.9
Take Auto without Consent		4	9	0	1	1		3.0	3.3	6.3	Within Norm	-1.4
Break and Enter (Total)		54	67	59	82	98		72.0	16.1	88.1	Issue	10.3
Business		29	26	31	47	43		35.2	8.3	43.5	Within Norm	4.9
Residence		16	28	22	24	27		23.4	4.3	27.7	Within Norm	1.8
Cottage or Seasonal Residence		0	0	0	0	0		0.0	0.0	0.0	Within Norm	0
Other		4	10	5	6	24		9.8	7.4	17.2	Issue	3.6
Spousal Abuse		123	118	134	121	126		124.4	5.5	129.9	Within Norm	0.9
Robbery		2	8	6	4	6		5.2	2.0	7.2	Within Norm	0.4
Assault		128	120	96	73	102		103.8	19.3	123.1	Within Norm	-9.9
Sexual Assaults		3	8	7	10	13		8.2	3.3	11.5	Issue	2.2

Traffic	Trend	2013	2014	2015	2016	2017		Mean	Std Deviation	Mean + 1 Std Dev	FLAG	Slope
Impaired Operation*		Currently Not Available						Currently Not Available				
Roadside Suspensions - alcohol related - No grounds to charge**		10	3	9	14	13		9.8	3.9	13.7	Within Norm	1.7
Occupant Restraint/Seatbelt Violations**		7	3	6	0	6		4.4	2.6	7.0	Within Norm	-0.5
Speeding Violations**		28	19	8	112	17		36.8	38.1	74.9	Within Norm	7.1
Intersection Related Violations**		15	9	13	13	18		13.6	2.9	16.5	Issue	1
Driving without Due Care or Attention*		Currently Not Available						Currently Not Available				
Other Moving Traffic*		Currently Not Available						Currently Not Available				
Other Non-Moving Violation**		84	75	72	69	63		72.6	6.9	79.5	Within Norm	-4.8
Other CC Traffic***		23	7	12	14	16		14.4	5.2	19.6	Within Norm	-0.7



DRAYTON VALLEY/BRAZEAU COUNTY FIRE SERVICES

Office of the Fire Chief

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

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

Sept 2017 Stats

Town of Drayton Valley/ Brazeau County

Fire Calls- 1

Rubbish and Grass Fires- 5

Motor Vehicle Collisions- 3

Rescue Calls- 0

Alarm Calls- 20

Assist another Agency- 5

Misc Calls- 1

Total- 35

Town of Drayton Valley

Fire Calls- 0

Rubbish and Grass Fires- 2

Motor Vehicle Collisions- 2

Rescue Calls-

Alarm Calls- 11

Assist another Agency- 3

Misc Calls- 0

Total- 18



DRAYTON VALLEY/BRAZEAU COUNTY FIRE SERVICES

Office of the Fire Chief

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

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

Brazeau County

Fire Calls- 1

Rubbish and Grass Fire- 3

Motor Vehicle Collisions- 1

Rescue Calls- 0

Alarm Calls- 9

Assist another Agency- 2

Misc Calls- 1

Total- 17



DRAYTON VALLEY/BRAZEAU COUNTY FIRE SERVICES

Office of the Fire Chief

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

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

October 2017 Stats

Town of Drayton Valley/ Brazeau County

Fire Calls- 2

Rubbish and Grass Fires- 3

Motor Vehicle Collisions- 2

Rescue Calls-0

Alarm Calls- 7

Assist another Agency- 4

Misc Calls- 3

Total- 21

Town of Drayton Valley

Fire Calls- 1

Rubbish and Grass Fires- 3

Motor Vehicle Collisions- 0

Rescue Calls- 0

Alarm Calls- 3

Assist another Agency- 3

Misc Calls- 0

Total- 10



DRAYTON VALLEY/BRAZEAU COUNTY FIRE SERVICES

Office of the Fire Chief

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

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

Brazeau County

Fire Calls- 1

Rubbish and Grass Fire- 0

Motor Vehicle Collisions- 2

Rescue Calls- 0

Alarm Calls- 4

Assist another Agency- 1

Misc Calls- 3

Total- 11