



Agenda

Call to Order

National Anthem

1.0	Additions to the Agenda	
2.0	Adoption of Agenda	
3.0	Corrections or Amendments:	
3.1.	February 28, 2018, Regular Meeting of Council Minutes	3-7
4.0	Adoption of:	
4.1.	February 28, 2018, Regular Meeting of Council Minutes	
5.0	Proclamations	
5.1.	<u>Earth Month and Earth Day – April 22, 2018</u>	8
5.2.	<u>National Volunteer Week – April 15-21, 2018</u>	9
5.3.	<u>Cancer Awareness Month</u>	10
6.0	Decision Items	Pages 11-49
6.1.	Subdivision and Development Appeal Board Appointments	11-19
6.2.	Mayor's Advisory Council Appointment	20-25
6.3.	Authorization of Chief Operating Officer of the Clean Energy Technology Centre to sign Lease Agreement	26
6.4.	Development Permit – DV18-010, 5405-48 A Avenue	27-32
6.5.	Subdivision Application DV/17/03, Within NW 15-49-7-W5	33-48
6.6.	Childcare (Closed as per section 21 (1) of the <i>Freedom of Information and Protection Act</i>)	49
7.0	Department Reports	
7.1.	Engineering and Development	Pam Livingston
7.2.	Community Services and FCSS	Annette Driessen
7.3.	Emergency Services	Tom Thomson
7.4.	CAO / Administration	Dwight Dibben
8.0	Council Reports	
8.1.	Deputy Mayor Wheeler	
8.2.	Councillor Butz	
8.3.	Councillor Ballas	
8.4.	Councillor Peebles	
8.5.	Councillor Dodds	

Regular Meeting of Council
March 21, 2018
Page 2 of 2

8.6.	Councillor Gammara	
8.7.	Mayor Doerksen	

9.0	Information Items	Pages 50-85
9.1.	STAR Catholic Board Highlights – February 2018	51
9.2.	Governance and Priorities Committee Meeting Minutes	52-61
	<ul style="list-style-type: none">• January 10, 2018• January 17, 2018• January 31, 2018• February 21, 2018• February 28, 2018	
9.3.	Mayor’s Advisory Council Meeting Notes – September 26, 2017	62-63
9.4.	Yellowhead Regional Library Board Meeting Minutes – November 6, 2017	64-70
9.5.	Economic Development Committee Notes – February 14, 2018	71-73
9.6.	Yellowhead Regional Library – 2017 Annual Report	74-75
9.7.	Sustainability Committee Notes – February 20, 2018	76-77
9.8.	Brazeau Foundation Minutes – December 15, 2017	78-81
9.9.	Drayton Valley Brazeau County Fire Services	82-85
	<ul style="list-style-type: none">• February 2018 Statistics• 2017 Year End Statistics	

10.0	Adjournment	
------	-------------	--



Meeting Minutes

THOSE PRESENT:

Mayor Doerksen
Councillor Butz
Councillor Ballas
Councillor Dodds
Councillor Gammana
Councillor Peebles
Dwight Dibben, Chief Administrative Officer
Tom Thomson, Fire Chief
Annette Driessen, Director of Community Services
Sonya Wrigglesworth, Acting Director of Engineering and Development
Rita Bijeau, Executive Assistant
Chandra Dyck, Legislative Services Coordinator

Jennifer Stone, Records Management and Communications
Vishal Sharma, Network and Systems Administrator
Jerome Zheng, Junior System Administrator
Cathy Weetman, Drayton Valley Western Review
Laine Mitchell, CIBW Radio
Members of the Public

ABSENT:

Deputy Mayor Wheeler
Pam Livingston, Director of Corporate Services
Kevin McMillan, Senior Financial Officer

CALL TO ORDER

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

1.0 Additions to the Agenda

Item 7.4 "Sustainability Initiatives - Rain Barrels and Water Bottles" was added to the February 7, 2018, Regular Meeting of Council Agenda.

2.0 Adoption of Agenda

RESOLUTION #019/18

Councillor Butz moved to adopt the Agenda for the February 7, 2018, Regular Meeting of Council, as amended.

CARRIED

3.0 Corrections or Amendments:

3.1. February 7, 2018, Regular Meeting of Council Minutes

There were no corrections or amendments to the February 7, 2018, Regular Meeting of Council Minutes.

4.0 Adoption of:

4.1. February 7, 2018, Regular Meeting of Council Minutes

RESOLUTION #020/18

Councillor Gammana moved to adopt the Minutes of the February 7, 2018, Regular Meeting of Council, as presented.

CARRIED

5.0 Proclamations

5.1. Children's Wish Month

Mayor Doerksen proclaimed that the month of March, 2018 shall be recognized as Children's Wish Month in the Town of Drayton Valley.

6.0 Delegations / Administrative Updates

6.1. Drayton Valley Triathlon

Ms. Mandy Anderson provided Council with information on the Drayton Valley Triathlon scheduled for May 12, 2018. Drayton Valley Hospitality and Tourism Authority is the title sponsor for the event this year.

6.2. January 2018 RCMP Stats

S/Sgt. Callihoo and Sgt. Matthews provided Council a detailed review of calls received during the month of January 2018. Information was also provided regarding the upcoming changes to cannabis legislation.

7.0 Decision Items

7.1. Intermunicipal Development Plan (IDP) Conflict Resolution Information

RESOLUTION #021/18

Councillor Dodds moved that Council accept the attached Conflict Resolution Paper as information.

CARRIED

7.2. Road Closure Request – 7th Annual Drayton Valley Triathlon, May 12, 2018

RESOLUTION #022/18

Councillor Dodds moved that Council approve the temporary road closures for the Drayton Valley Triathlon on Saturday, May 12, 2018, from 7:00 a.m. to 3:00 p.m. (approximately) for:

Rotary Park area:

51 Avenue between 49 Street and 48 Street
52 Avenue between 49 Street and 48 Street
48 Street between 51 Avenue and 52 Avenue

Run/Bike Routes:

48 Street between 52 Avenue and 55 Avenue
55 Avenue to Meier Avenue and 43 Street
43 Street between 55 Avenue and 50 Avenue
50 Avenue between 43 Street and Range Road 73
Beckett Road between 50 Avenue and 49 Avenue

CARRIED

7.3. Proposed Repealing Bylaw 2018/01/A

RESOLUTION #023/18

Councillor Peebles moved that Council give First Reading to Repealing Bylaw 2018/01/A.

CARRIED

RESOLUTION #024/18

Councillor Gammanna moved that Council give Second Reading to Repealing Bylaw 2018/01/A.

CARRIED

RESOLUTION #025/18

Councillor Peebles moved that Council consider giving Third and Final Reading to Repealing Bylaw 2018/01/A.

CARRIED

RESOLUTION #026/18

Councillor Ballas moved that Council give Third and Final Reading to Repealing Bylaw 2018/01/A.

CARRIED

7.4. Sustainability Initiatives - Rain Barrels and Water Bottles

RESOLUTION #027/18

Councillor Butz moved that the Town of Drayton Valley purchase up to 400 steel and branded, water bottles for the purpose of promoting Earth Day with a modest profit margin.

CARRIED

RESOLUTION #028/18

Councillor Butz moved that the Town of Drayton Valley offer a lesser of \$50 and the cost of a rain barrel as a credit to resident utility bills following the P.O.U.R. Program Protocol.

DEFEATED

8.0 Department Reports

8.1. Engineering and Development

Ms. Wrigglesworth provided Council with a report on Engineering and Development.

8.2. Community Services and FCSS

Ms. Driessen provided Council with a report on Community Services and FCSS and reminded everyone that the Spring Registration Night is March 21, 2018.

8.3. Emergency Services

Chief Thomson provided Council with a detailed report on calls received during the month of January 2018.

8.4. CAO/Administration

Mr. Dibben advised Council that the Director of Corporate Services, Deputy Mayor, and a community lead are currently in Jinotega, Nicaragua with the FCM Partners for Economic Development. Mr. Dibben also advised that Administration is reviewing the Federal budget which was just released, which takes \$7.2 Billion out of infrastructure projects over two years.

9.0 Council Reports

9.1. Councillor Gammana

- February 14 – Economic Development Committee
- February 17 – Toronto Maple Leaf Alumni Game
- February 19 – Family Day Festivities
- February 21 – Annual Physician Dinner hosted by the Pembina Physician Recruitment and Retention Committee

9.2. Councillor Butz

- February 7 – Municipal Governance Training
- February 12 – Headwaters Alliance Steering Committee
- February 12 – Shale Medical Clinic Opening
- February 19 – Family Day Festivities
- February 22 – Brazeau Foundation Meeting
- February 24 – Figure Skating Carnival

9.3. Councillor Ballas

- February 7-8 – Municipal Governance Training
- February 14 – Economic Development Committee
- February 17 – Toronto Maple Leaf Alumni Game
- February 21 – Governance and Priorities Committee
- February 22 – Aquatic Facility Fund Committee
- February 26 – Drayton Valley Community Foundation Board Meeting

9.4. Councillor Peebles

- February 7-8 – Municipal Governance Training
- February 14 – Economic Development Committee
- February 16 – Hemp Industry Call
- February 19 – Family Day Festivities
- February 22 – Meeting with Mr. Jim Eglinski, Member of Parliament, Yellowhead Region; Mr. Mark Smith, Member of Legislative Assembly, Drayton Valley-Devon; Mayor Michael Doerksen; and Mr. Manny Deol
- February 23 – Beehive Talent Show
- February 26 – Eagle Point Blue Rapids Parks Council

9.5. Councillor Dodds

- February 7 – Municipal Governance Training
- February 12 – Healthy Communities Coalition
- February 14 – Economic Development Committee
- February 16 – Municipal Law Seminar
- February 20 – Sustainability Committee
- February 22 – Aquatic Facility Fund Committee

9.6. Mayor Doerksen

- February 7-8 – Municipal Governance Training
- February 17 – Toronto Maple Leaf Alumni Game
- February 21 – Annual Physician Dinner hosted by the Pembina Physician Recruitment and Retention Committee
- February 22 – presentation of a vehicle to Brazeau Foundation
- February 22 – Meeting with Mr. Jim Eglinski, Member of Parliament, Yellowhead Region; Mr. Mark Smith, Member of Legislative Assembly, Drayton Valley-Devon; Councillor Corey Peebles; and Mr. Manny Deol
- February 22 – Mayor’s Advisory Meeting
- February 23 – Town of Drayton Valley Water Treatment Facility won an award for water resource and energy production at the 22nd Annual Consulting Engineers of Alberta Showcase Awards Gala 2018

10.0 Information Items

10.1. Economic Development Committee Notes – January 24, 2018

10.2. Sustainability Committee Notes – January 16, 2018

10.3. Drayton Valley Brazeau County Fire Services – January 2018

10.4. RCMP Stats – January 2018

10.5. Councillor Dodds’ Conference Report – Munis 101

RESOLUTION #029/18

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

CARRIED

11.0 Adjournment

Mayor Doerksen adjourned the meeting at 10:43 a.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Town of Drayton Valley

Proclamation

EARTH MONTH – April 2018

EARTH DAY – April 22, 2018

WHEREAS the global community now faces extraordinary challenges such as environmental degradation, climate change, food and water shortages, and global health issues; and

WHEREAS all people, regardless of race, gender, income, or geography, have a right to a healthy, sustainable environment; and

WHEREAS it is understood that the citizens of the global community must step forward and take action to create positive environmental change to combat the aforementioned global challenges; and

WHEREAS a sustainable environment can be achieved on the individual level through educational efforts, public policy, and consumer activism campaigns; and

WHEREAS it is necessary to broaden and diversify the environmental movement to achieve maximum success;

NOW THEREFORE I, Michael Doerksen, Mayor of the Town of Drayton Valley, do hereby proclaim the month of April 2018 as “Earth Month” and April 22, 2018, as “Earth Day” in the Town of Drayton Valley.

DATED at the Town of Drayton Valley,
in the Province of Alberta,
this 21st day of March, 2018.

Mayor Michael Doerksen



Town of Drayton Valley

Proclamation

NATIONAL VOLUNTEER WEEK

April 15-21, 2018

- WHEREAS** 13.3 million Canadian volunteers give their time to help others, contributing 2.1 billion volunteer hours per year; and
- WHEREAS** volunteers in Drayton Valley mentor our children, feed our hungry, comfort our lonely, beautify our green spaces, and fundraise for our charitable organizations; and
- WHEREAS** Drayton Valley's volunteers are young, families, workers, retirees, men and women of all ages and backgrounds; and
- WHEREAS** the collective result of the work done by our community's volunteers is that Drayton Valley is a more desirable place to live; and
- WHEREAS** organizations in Drayton Valley that rely on volunteers include such fundamental organizations as the Drayton Valley Health Care Auxiliary, Cause for Critters Animal Rescue Society, Humans Helping Humans Housing Foundation, and countless others; and
- WHEREAS** volunteers play a critical role in the success of our community and the quality of life of are residents;
- NOW THEREFORE** I, Michael Doerksen, Mayor of the Town of Drayton Valley, do hereby proclaim April 15-21, 2018, as "National Volunteer Week" in the Town of Drayton Valley, and urge my fellow citizens to recognize the crucial role played by volunteers in our community.

DATED at the Town of Drayton Valley,
in the Province of Alberta,
this 21st day of April, 2018.

Mayor Michael Doerksen



Town of Drayton Valley

Proclamation

CANCER AWARENESS MONTH

April 2018

- WHEREAS** approximately 2 in 5 Canadians will develop cancer in their lifetime, and about 1 in 4 Canadians will die of cancer;
- AND WHEREAS** more than half of new cancer cases (51%) will be lung, breast, colorectal and prostate cancer. Lung cancer is the leading cause of cancer death, causing more cancer deaths among Canadians than the other three major cancer types combined;
- AND WHEREAS** cancer can occur at any age. According to Statistics Canada, in 2011, cancer was the leading cause of disease-related death in children under the age of 15 years;
- AND WHEREAS** at some point in our lives each and every one of us will be touched by cancer - whether having fought the battle ourselves or alongside a friend, family member or co-worker - and therefore know the devastating effects of cancer;
- AND WHEREAS** April is Daffodil Month. On this occasion, the Canadian Cancer Society (CCS) launches a solidarity movement across the country to make a difference and help thousands of Canadians in their fight. CCS invites you to proudly wear the daffodil pin during the month of April and post a daffodil on your Facebook or Twitter profile picture;
- NOW THEREFORE** I, Michael Doerksen, Mayor of the Town of Drayton Valley, do hereby proclaim April 2018 as "Cancer Awareness Month" in the Town of Drayton Valley.

DATED at the Town of Drayton Valley,
in the Province of Alberta,
this 21st day of March, 2018.

Mayor Michael Doerksen





COUNCIL REQUEST FOR DECISION

SUBJECT:	Subdivision and Development Appeal Board Appointment
MEETING DATE:	March 21, 2018
SUBMITTED BY:	Jenn Martin, Planning & Development Officer

PROPOSAL AND BACKGROUND:

The *Municipal Government Act* (MGA) Section 627 (1) states that Council must, by Bylaw, establish a subdivision and development appeal board. The MGA reads:

Appeal Board Established

627 (1) a council must by bylaw

- (a) Establish a subdivision and development appeal board, or
- (b) Authorize the municipality to enter into an agreement with one or more municipalities to establish an Intermunicipal subdivision and development appeal board, or both.
- (2) An intermunicipal subdivision and development appeal board is a subdivision and development appeal board for the purposes of this Part.
- (3) Unless an order of the Minister authorizes otherwise, a panel of a subdivision and development board hearing and appeal must not have more than one councilor as a member.

MGA Section 627 (4) outlines persons who may not be appointed, specifically:

- (4) The following persons may not be appointed as members of a subdivision and development appeal board:
 - (a) an employee of the municipality;
 - (b) a person who carries out subdivision or development powers, duties and functions on behalf of the municipality;
 - (c) a member of a municipal of planning commission.

RSA 2000 cM-26 s627; 2016 c24 s94

Town Bylaw 99-04, Section 3, requires that the Subdivision Development Appeal Board (SDAB) consist of five (5) members at large who shall be appointed by Resolution of Town Council for a one-year term, being November 1 to October 31, or part thereof. The members receive remuneration for their time in training and meeting as a Board as per Town Policy C-01-00.

Currently all five (5) positions to the SDAB are vacant, and as such those vacancies were advertised in the Drayton Valley Western Review, the Town of Drayton Valley website, and through targeted letters to community members.

A total of six (6) applications have been received from Ms. Heather Anderson, Ms. Suzanne Bennett, Mr. Sheldon Fuson, Mr. Graham Long, Mr. Charlie Miner, and Mr. Benjamin Misener, and are presented for Council consideration.

OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

OPTION A:

Appoint all or some of the applicants as members of the Subdivision Development Appeal Board. Pursuant to Bylaw 99-04, the appointments would be for the remaining period of the one year period which would expire on October 31, 2018. The appointment of three (3) members to the SDAB would constitute a quorum which would allow for the operations of the SDAB.

OPTION B:

Direct Administration to re-advertise the positions on the SDAB.

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):

The applicants will be notified of Council's decision and the new members will begin their term as of the effective date of appointment.

POTENTIAL MOTIONS:

Option A:

That Council appoint(s) _____ as member(s) of the Subdivision Development and Appeal Board for a one year term commencing _____, 2018 and ending October 31, 2018.



Option B:


That Council directs Administration to re-advertise one or all the positions for the SDAB.

ATTACHMENTS:

Attachment 1: Summary of Applicants

Attachment 2: SDAB Bylaw 99-04

Report Prepared By:		Report Reviewed By:	
			
Name:	Jenn Martin	Name:	Pam Livingston
Title:	Planning & Development Officer	Title:	Director of Corporate Services

Report Routed to Council By:


Applicants for the Subdivision Development Appeal Board

Name	Demographic Information		Additional Details
Heather Anderson	Municipality of Residence	Town of Drayton Valley	<ul style="list-style-type: none"> • Served on the Brazeau Agricultural Service Board, Brazeau County Municipal Planning Commission and Town of Drayton Valley Mayor's Advisory Committee. • Knowledge of MGA, Land Use Bylaws and Municipal Planning
	Age	35-55	
	Preferred term length	No preference	
Suzanne Bennett	Municipality of Residence	Town of Drayton Valley	<ul style="list-style-type: none"> • Bachelor in Community Design from Dalhousie University • Pre-candidate member of Alberta Professional Planners Institute and Canadian Institute of Planners • Worked as a municipal planner for MD of Opportunity No.17 previously and served as secretary to SDAB for the same MD • Currently employed in the planning department at Brazeau County
	Age	21-35	
	Preferred term length	No preference	
Sheldon Fuson	Municipality of Residence	Town of Drayton Valley	<ul style="list-style-type: none"> • Served as Drayton Valley/Brazeau County Fire Chief for 32 years. • Director of Protective Services • Q.M.P. (Quality Management Plan) Manager <ul style="list-style-type: none"> • Knowledge in fire and building codes • Understands Land Use Bylaw and MGA • Chairman – Traffic Advisory Committee
	Age	Over 55	
	Preferred term length	1 year	
Graham Long	Municipality of Residence	Town of Drayton Valley	<ul style="list-style-type: none"> • Served four years on Town Council • Knowledge of the community • Some familiarity with Urban Planning
	Age	Over 55	
	Preferred term length	No preference	
Charlie Miner	Municipality of Residence	Town of Drayton Valley	<ul style="list-style-type: none"> • Served eighteen (18) years on Town Council • Main Portfolio-Planning & Development • Town member on Yellowhead Regional Board Commission • Member of SDAB in 2000's
	Age	Over 55	
	Preferred term length	1 year	
Benjamin Misener	Municipality of Residence	Parkland County	<ul style="list-style-type: none"> • Currently employed in the planning department at Brazeau County • Current position allows for management of development permits, subdivisions and rezonings • Certified Planning Technician with five (5) years of experience
	Age	21-35	
	Preferred term length	No preference	

TOWN OF DRAYTON VALLEY**BYLAW NO. 99-04**

Being a Bylaw of the Town of Drayton Valley in the Province of Alberta to provide for the establishment of a Subdivision and Development Appeal Board and to set forth the duties and responsibilities of that Board.

WHEREAS, the Municipal Government Act, being Chapter M-26.1 of the Statutes of Alberta, 1994, and amendments thereto, authorizes the Council of a municipality to enact a bylaw to establish a Subdivision and Development Appeal Board;

AND WHEREAS, it is deemed desirable to establish a Subdivision and Development Appeal Board for the Town of Drayton Valley and to establish the duties and functions of that Board as are permitted;

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

There is hereby established a Board to be known as the Drayton Valley Subdivision and Development Appeal Board.

This Bylaw shall be cited as the Drayton Valley Subdivision and Development Appeal Board Bylaw.

1. INTERPRETATION

- a) Appellant - means the person who has served written notice of an appeal on the Subdivision and Development Appeal Board from a decision or order of the Development Authority or the Subdivision Authority.
- b) Town - means the Town of Drayton Valley.
- c) Board - means the Town of Drayton Valley Subdivision and Development Appeal Board.
- d) Council - means the Town of Drayton Valley Municipal Council.
- e) Member - an individual appointed by the Town of Drayton Valley Municipal Council.
- f) Development Authority - the person(s) or body responsible for the issuance of Development Permits and development related notices, orders, and decisions as approved by the Council of the Town of Drayton Valley.
- g) Municipal Government Act - shall mean the Municipal Government Act, Statutes of Alberta, 1994, and amendments thereto.
- h) Subdivision Authority - means the Subdivision Authority as established pursuant to a Subdivision Authority Bylaw.

2. PURPOSE OF THE BOARD

The Board shall be responsible for deciding on appeals submitted as a result of an order, decision, or development permit rendered by the Drayton Valley Subdivision or Development Authority.

3. COMPOSITION OF THE BOARD

- a) The Board shall consist of five (5) members, who shall be appointed by resolution of Council for a one year term, being November 1st to October 31st, or part thereof, unless otherwise provided for in this bylaw, and be composed as follows:
- b) Five (5) members as appointed by Town of Drayton Valley Municipal Council.

- c) Board members shall be selected on the basis of an active interest in matters pertaining to planning and development.
- d) If any member of the Board is absent from three (3) consecutive meetings, the Council may, upon recommendation of the Board, declare the position vacant and fill the position in accordance with Council policy.
- e) The Council may revoke the appointment of any member(s) prior to the expiration of their term(s) for just cause.
- f) No person employed by the Town of Drayton Valley may also be a member of the Board.
- g) A quorum for meetings of the Board shall not be less than three (3) members.
- h) A Chairperson and Vice-Chairperson shall be elected from among the number of the Board membership at the first meeting of each year or as necessary in addition to such election.
- i) In the absence of a Chairperson or Vice-Chairperson at a meeting of the Board, the Board may elect a Chairman from among their number.
- j) The said Board shall hold hearings at such times and places as it considers necessary to carry out the duties imposed upon it by this Bylaw and the Municipal Government Act.

4. SECRETARY

- a) The Town Manager shall appoint a Secretary to the Board who shall be an employee of the Town.

Functions of the Secretary:

- b) The Secretary shall perform such functions as may be necessary to ensure that the Board is in full compliance with its duties under the Municipal Government Act and this Bylaw.
- c) The Secretary shall keep the following records:
 - i) The minutes of all meetings and hearings;
 - ii) subdivision and development permit applications;
 - iii) records of all notices of hearings and of persons to whom they were sent;
 - iv) copies of all written representations to the Board;
 - v) the names and addresses of those making representations at a hearing;
 - vi) the decisions of the Board;
 - vii) the reasons for the decision of the Board;
 - viii) the vote of the members of the Board on the decision;
 - ix) records of all notices of decision and of persons to whom they were sent;
 - x) all notices, decisions and orders made on appeal from the decisions of the Board; and
 - xi) such other matters as the Board may direct or the Secretary may determine.
- d) The Secretary shall:
 - i) notify all members of the Board of the arrangements for the holding of each hearing and other meetings of the Board; and
 - ii) shall make available for public inspection before the commencement of a hearing copies of all relevant documents and materials respecting the appeal.

5. NOTIFICATION**Notice of Appeal to the Board**

- a) The written notice of appeal shall be, made on the official Development Appeal Form and shall be signed by the applicant accompanied by the appropriate fee as outlined in the Town of Drayton Valley Fee Schedule; or
- b) may be made in writing to the Secretary of the Board by a prospective appellant with the appropriate fee as outlined in the Town of Drayton Valley Fee Schedule.
- c) Appeals must be made no later than twelve midnight on the 14th day after the date the order decision or permit issued by the Development Permit was signed by the Development Authority. Receipt of such notice shall accommodate five days' mailing.
- d) Where the Board is of the opinion that an appeal is applicable to and for the benefit of the municipality at large, the Board may direct that the application fee be returned to the applicant in whole or in part.

Notice of Appeal Having Been Filed

- e) The Secretary, in the name of the Board, shall send written notice of the time and place of the hearing of an appeal, together with a summary of the application, not less than five (5) days prior to the hearing to:
 - i) the appellant
 - ii) the Development Authority,
 - iii) all persons who are registered owners of land within 200 feet of the boundary of the land upon which the development is proposed,
 - iv) any municipality adjacent to the prop" that is the subject of the appeal, and
 - v) the objectors of record, if any.

in the case of the appellant, notice of the appeal hearing shall be sent by registered mail to the address given on the appellants' Development Appeal Form.
- f) In the case of those persons referred to in subsection 6(e)(iii) above, notice of the appeal hearing shall be sent by registered mail to the address shown on the last revised assessment roll.
- g) In addition to the notice required by section 6(e), the Board may direct that the Secretary publish notice of the hearing in such a manner as the Board may determine.
- h) Where a hearing is adjourned or the decision is reserved and the Board may direct that the Secretary publish notice of the hearing in such manner as the Board may determine.
- i) Where a hearing is adjourned or the decision is reserved and the Board does not at the time of adjournment fix a time and place for the further hearing of the application and announce it to those in attendance, it shall be the duty of the Chairman to announce to those in attendance that the notice of the time and place for further hearing will be sent to only those persons who leave their name and address with the Secretary and thereafter only such persons as do leave their name and number shall be entitled to notice of the further hearing.

Notice of Decision

- j) As soon as is reasonably possible after a decision regarding an appeal by the Board, the Secretary:
 - i) shall prepare minutes of the hearing, setting out the particulars of the appeal, the decision of the Board and any reasons for that decision specified by the Board, and maintain such minutes at his/her office for inspection at all reasonable times;
 - ii) shall notify the Appellant and all parties who appeared before the Board in respect of the appeal of the decision of the Board and any reasons for the decision specified by the Board by mailing a Notice of Decision, insuring that such notification is done within 15 days of the appeal hearing;
 - iii) may post a copy of the Notice of Decision on a bulletin board for that purpose in the public area of the Town Office;
 - iv) may advertise the decision of the Board in a local newspaper.

6. FUNCTIONS AND DUTIES OF THE BOARD

- a) Within 30 days of receiving written notice of an appeal that is in accordance with the provisions of the Municipal Government Act, the Board shall hold a public hearing to hear an appeal of:
 - i) a decision of the Subdivision Authority or Development Authority;
 - ii) the Subdivision Authority or Development Authority's refusal or failure to make a decision within the time allowed for a decision established by the Municipal Government Act' or
 - iii) a stop order issued by a Development Authority.

Conduct

- b) The meeting shall be conducted in accordance with the provisions of Part 17, Division 10 of the Municipal Government Act, Statues of Alberta, 1994.
- c) The Board shall not be bound by the technical rules of evidence, but may make its own rules of evidence and procedure for use in its hearings and meetings.
- d) The Chairperson and all appointed Board members shall vote on any question, except where authorization to abstain from voting due to conflict has been obtained, in which case the member(s) abstaining shall leave the premises, and shall not take part in the discussions or voting.

Special Meetings and Adjournments

- e) Upon receipt of a notice of appeal duly filed pursuant to the provisions of the Municipal Government Act and of this Bylaw, the Secretary may convene a special meeting of the Board to consider what persons are affected by the appeal and should be notified thereof. A special meeting shall be called not less than six (6) days prior to the date of the hearing.
- f) The hearing of an appeal by the Board shall be held in public, but the Board may at any time recess and deliberate in private.
- g) A request for adjournment, by an appellant, defendant, or the Board itself, of a hearing may be granted at the discretion of the Board and the granting of any adjournment must be to a specific time and date.

Decisions

- h) Upon conclusion of a hearing, the Board shall deliberate and may reach its decision either in private or in public.
- i) The Board shall give its decision upon an appeal in writing together with reasons for the decision within fourteen (14) days of the conclusion of the hearing.
- j) The decision of the majority of the members of the Board present at a hearing, duly convened, is deemed to be the decision of the whole Board.
- k) In the event of a tie vote regarding an appeal, the appeal shall be lost.
- l) An order, decision, approval, notice or other things, made, given or issued by the Board may be signed on its behalf by the Chairman or the designated Chairman in case of the Chairman's absence.
- m) The decision of the Board shall be made in accordance with Sections 680 and 68 regarding subdivision and development decisions, respectively, of the Municipal Government Act, Statutes of Alberta, 1994.
- n) The decision of the Board shall be final and binding excepting thereout any provision for further Appeal to either the Court of Appeal or Municipal Government Board of the Province of Alberta.

7. COURT OF APPEAL


The Secretary shall keep on file all notices of application made for leave to appeal to the Court of Appeal or appeals made to the Municipal Government Board pursuant to the Municipal Government Act.

8. REPEAL OF BYLAW

Bylaw 98-01 of the Town of Drayton Valley is hereby repealed.

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

Read a first time this 3 day of February, 1999.


MAYOR

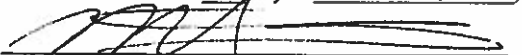

TOWN MANAGER
ACTING

Read a second time this 3 day of February, 1999.


MAYOR


TOWN MANAGER
ACTING

Read a third time this 3 day of February, 1999.


MAYOR


TOWN MANAGER
ACTING

COUNCIL REQUEST FOR DECISION

SUBJECT:	Mayor's Advisory Council Appointments
MEETING DATE:	March 21, 2018
SUBMITTED BY:	Administration on behalf of Council

PROPOSAL AND BACKGROUND:

Town Bylaw 2011/18/B requires that the Mayor's Advisory Council (MAC) consist of eleven (11) members who shall be appointed by Resolution of Town Council for either a two or three-year term. MAC members include representation from the Town, County, Ministerial Association, youth, seniors, and the Mayor and Deputy Mayor.

Excerpts from Bylaw 2011/18/B

1. Interpretation:

- a) Town – means the Town of Drayton Valley
- b) County means Brazeau County
- c) Community means the Town of Drayton Valley and Brazeau County
- h) Seniors means individuals age 55+
- i) Youth means individuals up to age 21

When vacancies occur, applicants for MAC must meet the criteria stated within Bylaw 2011/18/B, including place of residence and age group category. There are currently two (2) vacant positions, one (1) for a community member-at-large and one (1) for a youth member of the community-at-large. An application was received from Ms. Heather Anderson for the community member-at-large position, and is attached for Council's review and information.

OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

- A. Appoint member to the Council as applied and advertise for the remaining vacancy for a youth representative. The appointment could be for a three or two-year period. This allows for the continued operations of the Mayor's Advisory Council, in compliance with the Bylaw.
- B. Direct Administration to re-advertise all, or both, of the positions on the Mayor's Advisory Council. As per the Bylaw, quorum of the Council consists of a majority; a delay in appointments would have minimal impact the Council's ability to meet as there are currently nine (9) members serving on the Council.

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):

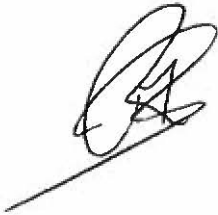

The applicant will be notified of Council's decisions. Should Council appoint a new member today, their term will begin as of the effective date of appointment.

POTENTIAL MOTIONS:


- A. That Council appoint _____ as a community member-at-large to the Mayor's Advisory Council for a _____-year term commencing _____, 2018 and ending October 31, 20__.
- B. That Council direct Administration to re-advertise one or both of the positions for the Mayor's Advisory Council.

ATTACHMENTS:

- Attachment 1: Ms. Heather Anderson
- Attachment 2: Mayor's Advisory Council Bylaw 2011/18/B

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

Report Routed to Council By:



TOWN OF DRAYTON VALLEY

Application for Board/Committee Membership

NAME: Heather Anderson **PHONE:** FOIP Act; RSA 2000; Chapter F-25; s

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

STREET ADDRESS: _____

E-MAIL ADDRESS: _____

OCCUPATION: Creative Entrepreneur

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: Under 21 21-35 35-55 Over 55

MUNICIPALITY OF RESIDENCE:
 Town of Drayton Valley Brazeau County Other(Please State):
 X

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 type="checkbox"/> Family and Community Support Services (FCSS) Advisory Board | <input checked="" type="checkbox"/> Mayor's Advisory Committee |
| <input checked="" type="checkbox"/> X Subdivision and Development Appeal Board | <input type="checkbox"/> Traffic Advisory Committee |
| <input type="checkbox"/> Other: (Please state) | |

X 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:

Board appointments to Brazeau Agriculture Service Board, Brazeau Municipal Planning Commission, and Town of Drayton Valley Mayor's Advisory Committee . Community Volunteer, Ratepayer and Resident of Town of Drayton Valley Resident for past 4 years. Brazeau County Land Owner & Resident for 30+ years. Knowledge of Municipal Government Act, Land Use Bylaws, Municipal Planning. Experience working with multiple levels of government, & business owners, facilitating networking, sales, project planning on a international level.

BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:

I have a strong belief in citizenship. We are a small community that has so much potential for growth and sustainability. I believe in the importance of everyone working together to enhance that potential, for the benefit of all. Mixed experience and knowledge of committee members, bring a wealth of ideas that can expand our approach towards community enhancement.

OTHER PERTINENT INFORMATION:

we must stay connected to the people and business needs of our community, if we are to grow in todays ever changing culture and be the place where people come to stay, as opposed to be a temporary commitment.

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.

SIGNATURE: H. Anderson

DATE: March 6, 2018

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

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.

To whom it may concern;

I am writing this letter as a character reference for Heather Masse-Anderson. I have known Heather for three years through her daughters' attendance in the school that I teach in. Heather has been an advocate for her daughter's education and a very eager volunteer for many school and after school activities. These include participating in ski trips which has been a huge benefit as Heather is a trained ski patrol personnel.

Heather has become a parent volunteer with our after school archery program. This included her taking and obtaining her NASP archery instructor certificate. She has accompanied our archery team to the provincial tournament helping in a coaching capacity. She has had a positive effect on those that she has interacted with and has shown support to those that are in need of it.

Heather has a very positive and enthusiastic approach to her volunteering and is a source of energy to any activity that she becomes involved in.

She has met any responsibility given to her with a capable and professional manner.

Yours truly,

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

Shelley Ostertag

To Whom It May Concern:

Re: Heather Anderson Character Reference

I am writing to tell you of the many fine qualities of Heather Anderson, whom I have known for 20 years. She has been a valued asset to our local volunteer ski patrol, most recently working in the capacity as VP Safety in our Drayton Valley Zone.

I have had the chance to get to know Heather, and say without a doubt that you are dealing with a person of very good moral character. Heather operates with integrity. She is also hard working and dedicated, and never leaves a job unfinished.

On a personal level, may I just say that I really like Heather, and I have no doubts about her abilities to succeed in the future.

The Canadian Ski Patrol is a national volunteer organization originated in 1941 with close to 4,500 members, across 9 divisions, and 59 Zones. We provide first aid services on and off the snow across the county, from coast to coast to coast.

Thank you

Dave Swindlehurst
Mountain Division President



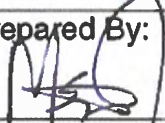

Canadian Ski Patrol
Patrouille canadienne de ski
www.csp-pcs.com

3513-49th Ave.
Drayton Valley, AB, T7A 1E3
ph 780-542-8074 (w)
780-542-7449 (h)
780-621-9491 (c)
Fx 780-542-8060
e-mail - dave.swindlehurst@weyerhaeuser.com



COUNCIL REQUEST FOR DECISION

SUBJECT:	Authorization for COO of CETC to Sign Land Lease Agreement
MEETING DATE:	March 21, 2018
SUBMITTED BY:	Economic Development Committee
PROPOSAL AND BACKGROUND:	
The Chief Operating Officer of the CETC has requested Council to authorize him to enter into a lease agreement with Ecocharge.	
RECOMMENDATION:	
The Economic Development Committee recommends that Council pass a Resolution that the Chief Operating Officer be authorized, on behalf of the Town of Drayton Valley, to enter into a lease agreement with Ecocharge.	
POTENTIAL MOTIONS:	
Motion that the Chief Operating Officer be authorized, on behalf of the Town of Drayton Valley, to enter into the lease and agreement with Ecocharge.	
MOTION REQUESTED:	
Motion that the Chief Operating Officer be authorized, on behalf of the Town of Drayton Valley, to enter into the lease and agreement with Ecocharge.	

Report Prepared By: 		Report Reviewed By: 	
Name:	Manny Decl	Name:	Michael Doertsen
Title:	Chief Operating Officer CETC	Title:	Mayor

Report Routed to Council By:

COUNCIL REQUEST FOR DECISION

SUBJECT:	Development Permit – DV18-010 5405-48 A Avenue
MEETING DATE:	March 21, 2018
SUBMITTED BY:	Martine Martindale, Acting Planning and Development Officer

PROPOSAL AND BACKGROUND:

A Development Permit Application to move a manufactured home to a titled lot in Westpark has been presented to Administration. The proposed lot for the manufactured home is shown on the attached map.

The Applicant is requesting approval to move a 2001 manufactured home onto a lot zoned RMS Manufactured Housing Subdivision District. In the Town of Drayton Valley's Land Use Bylaw 2007/24/D, Section B9 for RMS zoning, it describes "manufactured homes more than ten years old when moved to the site" as a discretionary use and therefore requires Council approval.

The Applicant has provided the Town of proof of consent from the registered landowner of Westpark to move the manufactured home onto the site. Both the Applicant and landowner recognize Council approval is required prior to proceeding with the move.

Along with the Application, Administration has received a letter from the Applicant explaining the necessity to move the manufactured home to Westpark. As the Applicant may not be available to speak to Council directly, the letter was submitted to ensure Council was aware of the circumstances for moving the manufactured home. A copy of that letter is attached for Council's information.

The Land Use Bylaw, Section A27, requires photographs be provided as part of the Application to show the current condition of the manufactured home, which in the opinion of Administration, is compatible with the character of the neighbourhood in which it is proposed to be set. The photographs are attached for Council's consideration.

Administration has reviewed the site plan which accompanied the Application and confirms that the manufactured home would comply with all required setbacks.

Further, the adjacent landowners have been contacted in writing to advise of the proposed development, with no objections being raised.

OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

- A. That Council approve Development Permit Application DV18-010, subject to the standard conditions noted in the Development Permit for manufactured homes. Approval will allow the Applicant to move the 2001 manufactured home onto the proposed site.
- B. That Council refuse Development Permit Application DV18-010 due to its age and not allow the Applicant to move the 2001 manufactured home onto the proposed site. Maintaining the purpose of the RMS District, which permits “manufactured homes less than ten years old when moved to the site.”

BUDGET / RESOURCE IMPLICATIONS:

There are no budget implications regarding this Application.

RECOMMENDATION:

Administration recommends approval of Development Permit Application DV18-010.

IMPLICATIONS OF RECOMMENDATION:Alberta Building Code:

Should this Application be approved, the Building Permit Application will be provided to the Building Inspector, who shall review the development for compliance with the *Alberta Building Code* and *Safety Codes Act*.

Administration, when considering the Development Permit for the 2001 manufactured home, would proceed under the standard terms and conditions of the approved permits pertaining to manufactured homes.

LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:

Land Use Bylaw 2007/24/D; RMS Manufactured Housing Subdivision District; Section 9.1:
“The purpose of the RMS District is to provide land where manufactured homes may be placed on titled lots, which are dimensioned to fit the unique size and shape of this style of housing.”

The proposed application is a discretionary use within RMS zoning district.

Municipal Development Plan 2012/27/D:

The Municipal Development Plan shows that manufactured homes conform in this residential zoning class.

Area Structure Plan:

This is a mature area of Town with no Area Structure Plan in place.

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

Council's decision will be conveyed to the registered landowner and the Applicant. If changes are required, Administration will work with the Applicant.

POTENTIAL MOTIONS:



- A. That Council approve Development Permit Application DV18-010, subject to the standard conditions noted in the Development Permit for manufactured homes.
- B. That Council refuses Development Permit Application DV18-010.

MOTION REQUESTED:

I move that Council approve Development Permit Application DV18-010, subject to the standard conditions in the Development Permit for manufactured homes.

ATTACHMENTS:

- Attachment 1: Map of subject property
- Attachment 2: Applicant letter of circumstances
- Attachment 3: Exterior photographs of manufactured home

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

Report Routed to Council By:





LIONS WEST VALLEY PARK

DRAYTON CHRISTIAN SCHOOL
ELDORADO ELEMENTARY SCHOOL

- 5816
- 5808
- 57
- 57
- 57
- 57
- 5618
- 5610
- 5612
- 5604
- 5416
- 5004
- 5004
- 5216
- 5218
- 5008
- 5056
- 5050
- 5048
- 5040
- 5040
- 5036
- 5028
- 5024
- 5020
- 5016
- 5004
- 5004
- 5004

Dayton Valley, Az
T7A156
Jan. 18, 2018

To Whom it May Concern,

FOIP Act; RSA 2000; Chapter F-25; section 16(1)

I wish to move from Trailer Park because of having no water and no sewer. As of Christmas Day no water until New Years Day, water came back. And then the water stopped again. The water comes sporadically, 4 hours one day then gone. 6 hours another day. 2 hours another day, etc. The water flow is not constant.

As of Dec 28, 2018 no sewer until New years eve. The sewer is back but there is complications with affluent of water ^{is} attempting to come up the tub, sinks, and the toilets.

In speaking with the Park Manager there has been some difficulties to rectify the issues. therefore I am being forced to relocate my mobile home so that I won't have these issues. I have a potential lot readily available in Westpark however as my mobile home is more than ten years old as the land use bylaw states, I will require council approval to relocate the mobile home.

Thank you for your cooperation.

Sincerely,



COUNCIL REQUEST FOR DECISION

SUBJECT:	Subdivision Application DV/17/03 Within NW 15-49-7-W5
MEETING DATE:	March 21, 2018
SUBMITTED BY:	Jenn Martin, Planning & Development Officer

PROPOSAL AND BACKGROUND:

Administration has received a report from West Central Planning Agency regarding an application to subdivide a 5.2 acre lot (parcel) from the remainder of lands located NW15-49-7-W5 for residential purposes, see Attachment 1 for maps of the property. The parcel is located within the northeast rural area of the Town, north of the Drayton Valley Centre for Water Intelligence and Wastewater Treatment Facility. These lands were annexed into the Town in 2012 from Brazeau County. With the annexation, the existing zoning in place is Brazeau County's AG-B, Agricultural District B; a similar land use was then incorporated into the Town of Drayton Valley's Land Use Bylaw (LUB) 2007/24/D.

The proposed 5.2 acre subdivision, Attachment 2, exceeds the maximum allowable parcel size of four (4) acres under the Town's Land Use Bylaw 2007/24/D. The quarter section currently has two (2) other existing subdivided parcels: 4.99 acres (registered in 2008), and 5.34 acres (registered in 2002). At the time of annexation, Brazeau County Land Use Bylaw 474-04 allowed for a maximum subdivision parcel size of 5 acres and a minimum of 4 acres. Therefore, the Applicant requires a variance to allow for the 5.2 acre parcel as it exceeds both the Town and the County's allowable maximum parcel size. The proposed 5.2 acres will not interfere with surrounding landowners, and would be comparable in size with the other two (2) subdivided lots.

A site visit was conducted on January 2, 2018, by West Central Planning Agency. During the site inspection, it was noted that there is a pre-existing manufactured home with a detached garage, which is a discretionary use under the Town's LUB. The manufactured home is located more than 600 meters away from the Town's lagoon which exceeds the Provincial requirement from Alberta Environment of 300 meters.

The intent of the subdivision is for the current owner of the manufactured home to remove the existing structure and build a single family dwelling on the newly created separately titled lot. The proposed lot is surrounded by mature spruce trees which act as a shelter belt around the property and the parcel is fully serviced. The application references a sewage disposal, as

such; it is recommended that a condition of approval be that the landowner ensures the on-site sewage disposal system meets the requirements of the *Alberta Private Sewage Disposal Regulations*.

The remainder of the quarter section has an existing lease approach that belongs to ARC Resources just west of the proposed lot; this approach also services a storage yard for extra supplies for a licensed business in the Town.

The referral process to adjacent landowners brought one response to the proposed subdivision from Brazeau County, Attachment 3, indicating no objection to the application and made recommendations for conditions to consider. Those recommendations were reviewed and incorporated into the proposed conditions where relevant. Fortis Alberta has no objection to the subdivision and will not require any easement for their power lines in the area.

As municipal reserves are owed; it is recommended that a partial discharge from the proposed lot be registered to keep all reserves owed within the remainder of the property. This would be in the best interest of the Town should the remainder of the land be developed in the future.

The proposed lot will be taxed under the Town rate as per section 4.2(1)a of the 2012 Annexation Settlement Agreement. The remainder of the quarter section would be considered the original homestead and be taxed under Brazeau County's rates as per section 4.1 of the 2012 Annexation Settlement Agreement.

OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

- A. That Council approve Subdivision Application DV/17/03 with a variance of 1.2 acres – bringing the total subdivision area to 5.2 acres, subject to the six (6) proposed conditions as noted in the Potential Motions section. Approval will allow for the parcel of land to have a separate title.
- B. That Council approve Subdivision Application DV/17/03 with amendments, subject to the six (6) proposed conditions as noted in the Potential Motions section. Approval will allow for the parcel of land to have a separate title.
- C. That Council refuse Subdivision Application DV/17/03, having the parcel remain under one title.

BUDGET / RESOURCE IMPLICATIONS:

There are no budget implications as a result of this Subdivision Application.

RECOMMENDATION:

As noted in the Background section, the proposed subdivision does not comply with the Town's LUB; however, it does comply with the Municipal Development Plan (Attachment 4), the Intermunicipal Development Plan (Attachment 5), and section 654(1) of the *Municipal Government Act*. Administration recommends approval of Subdivision Application DV/17/03 with a variance of 1.2 acres to allow for the 5.2 acre parcel, subject to the six (6) conditions as outlined below in Option A.

LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:

Town of Drayton Valley LUB 2007/24/D: Section B21 (21.6) Lot size requirements:

Parcel area:

- i) A minimum of 0.40 hectares (1 acre) and a maximum of 1.6 hectares (4 acres) for a residential parcel*

This proposed subdivision conforms with section 654(1) of the *Municipal Government Act*, the Town of Drayton Valley's Municipal Development Plan (Map 4: Generalized Present and Future Land Uses), and the Intermunicipal Development Plan.

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

The decision will be conveyed to West Central Planning Agency and notice will be given to the Applicant. If changes to the proposed subdivision are required, Administration will work with West Central Planning Agency and the Applicant.

POTENTIAL MOTIONS:

- A. That Council approve Subdivision Application DV/17/03 with a variance of 1.2 acres – bringing the total subdivision area to 5.2 acres, subject to the six (6) conditions noted below:
 - 1. The Developer is to engage an Alberta Land Surveyor to prepare a plan of subdivision utilizing the Town's block numbering system for registration at Land Titles Office subject to the attached subdivision drawing dated December 18, 2017.
 - 2. The Developer is to pay any offsite levies required by the Town of Drayton Valley's Bylaw.
 - 3. The Developer must have the sewage disposal system on the proposed lot inspected by an accredited safety code agency and submit a copy of this report to the Town and West Central Planning Agency. If the system does not meet current standards, the developer must upgrade it and provide a report certifying that this has been done and meets the Province's Alberta Private Sewage Disposal Regulations and Provincial Safety Codes.
 - 4. The Developer is to pay any outstanding taxes owing on the property to the Town.
 - a. The proposed lot will be taxed under the Town rate as per the assessment category and the remainder of the land would be based at Brazeau County rate as per the honored 2012 Annexation Agreement.
 - 5. The Developer is to pay an endorsement fee of \$100.00 per lot (two (2) lots total of \$200.00) to West Central Planning Agency when the plan is submitted for endorsement.
 - 6. Municipal reserves owing will remain on the balance of the quarter section. West Central Planning Agency will prepare a partial discharge of the reserve caveat prior to the registration of the subdivision.
- B. That Council approve Subdivision Application DV/17/03 with amendments, subject to the six (6) conditions noted below:
 - 1. The Developer is to engage an Alberta Land Surveyor to prepare a plan of subdivision utilizing the Town's block numbering system for registration at Land Titles Office subject to the attached subdivision drawing dated December 18, 2017.

2. The Developer is to pay any offsite levies required by the Town of Drayton Valley's Bylaw.
3. The Developer must have the sewage disposal system on the proposed lot inspected by an accredited safety code agency and submit a copy of this report to the Town and West Central Planning Agency. If the system does not meet current standards, the developer must upgrade it and provide a report certifying that this has been done and meets the Province's Alberta Private Sewage Disposal Regulations and Provincial Safety Codes.
4. The Developer is to pay any outstanding taxes owing on the property to the Town.
 - a. The proposed lot will be taxed under the Town rate as per the assessment category and the remainder of the land would be based at Brazeau County rate as per the honored 2012 Annexation Agreement.
5. The Developer is to pay an endorsement fee of \$100.00 per lot (two (2) lots total of \$200.00) to West Central Planning Agency when the plan is submitted for endorsement.
6. Municipal reserves owing will remain on the balance of the quarter section. West Central Planning Agency will prepare a partial discharge of the reserve caveat prior to the registration of the subdivision.

C. That Council refuse Subdivision Application DV/17/03.



MOTION REQUESTED:

I move that Council approve Subdivision Application DV/17/03 with a variance of 1.2 acres – bringing the total subdivision area to 5.2 acres, subject to the six (6) conditions noted below:


1. The Developer is to engage an Alberta Land Surveyor to prepare a plan of subdivision utilizing the Town's block numbering system for registration at Land Titles Office subject to the attached subdivision drawing dated December 18, 2017.
2. The Developer is to pay any offsite levies required by the Town of Drayton Valley's Bylaw.
3. The Developer must have the sewage disposal system on the proposed lot inspected by an accredited safety code agency and submit a copy of this report to the Town and West Central Planning Agency. If the system does not meet current standards, the developer must upgrade it and provide a report certifying that this has been done and meets the Province's Alberta Private Sewage Disposal Regulations and Provincial Safety Codes.
4. The Developer is to pay any outstanding taxes owing on the property to the Town.
 - a. The proposed lot will be taxed under the Town rate as per the assessment category and the remainder of the land would be based at Brazeau County rate as per the honored 2012 Annexation Agreement.
5. The Developer is to pay an endorsement fee of \$100.00 per lot (two (2) lots total of \$200.00) to West Central Planning Agency when the plan is submitted for endorsement.
6. Municipal reserves owing will remain on the balance of the quarter section. West Central Planning Agency will prepare a partial discharge of the reserve caveat prior to the registration of the subdivision.

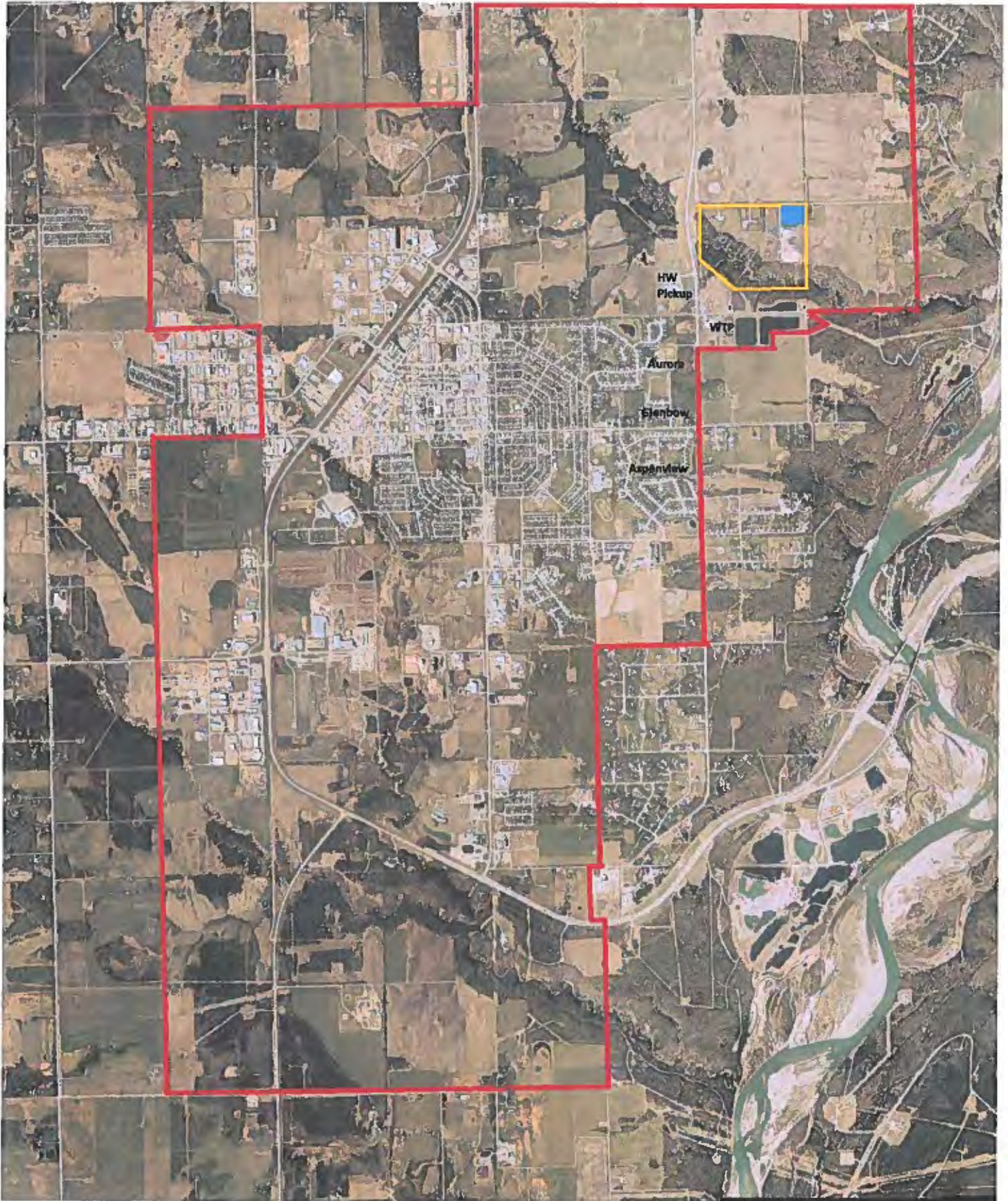
ATTACHMENTS:

- Attachment 1: Maps of Subject Property
- Attachment 2: Proposed Subdivision Plan
- Attachment 3: Letter from adjacent landowners
- Attachment 4: Municipal Development Plan - Map 4: Generalized Present and Future Land Use
- Attachment 5: Intermunicipal Development Plan- Figure 6: Future Land Use Concept

Report Prepared By: 		Report Reviewed By: 	
Name:	Jenn Martin	Name:	Sonya Wrigglesworth
Title:	Planning & Development Officer	Title:	Acting Director of Engineering & Development

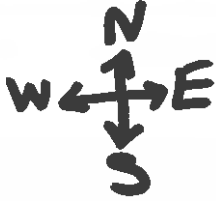
Report Routed to Council By:

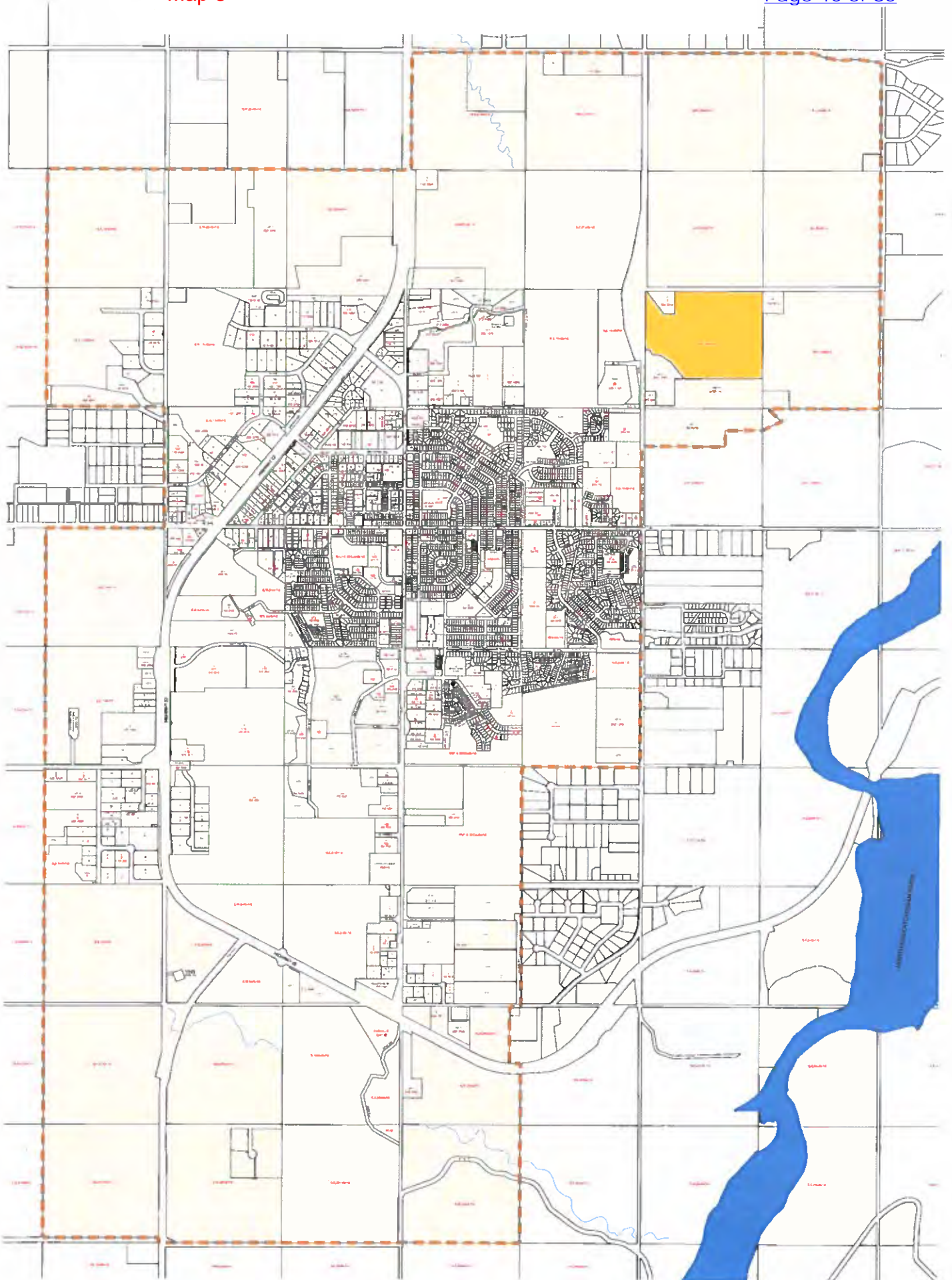






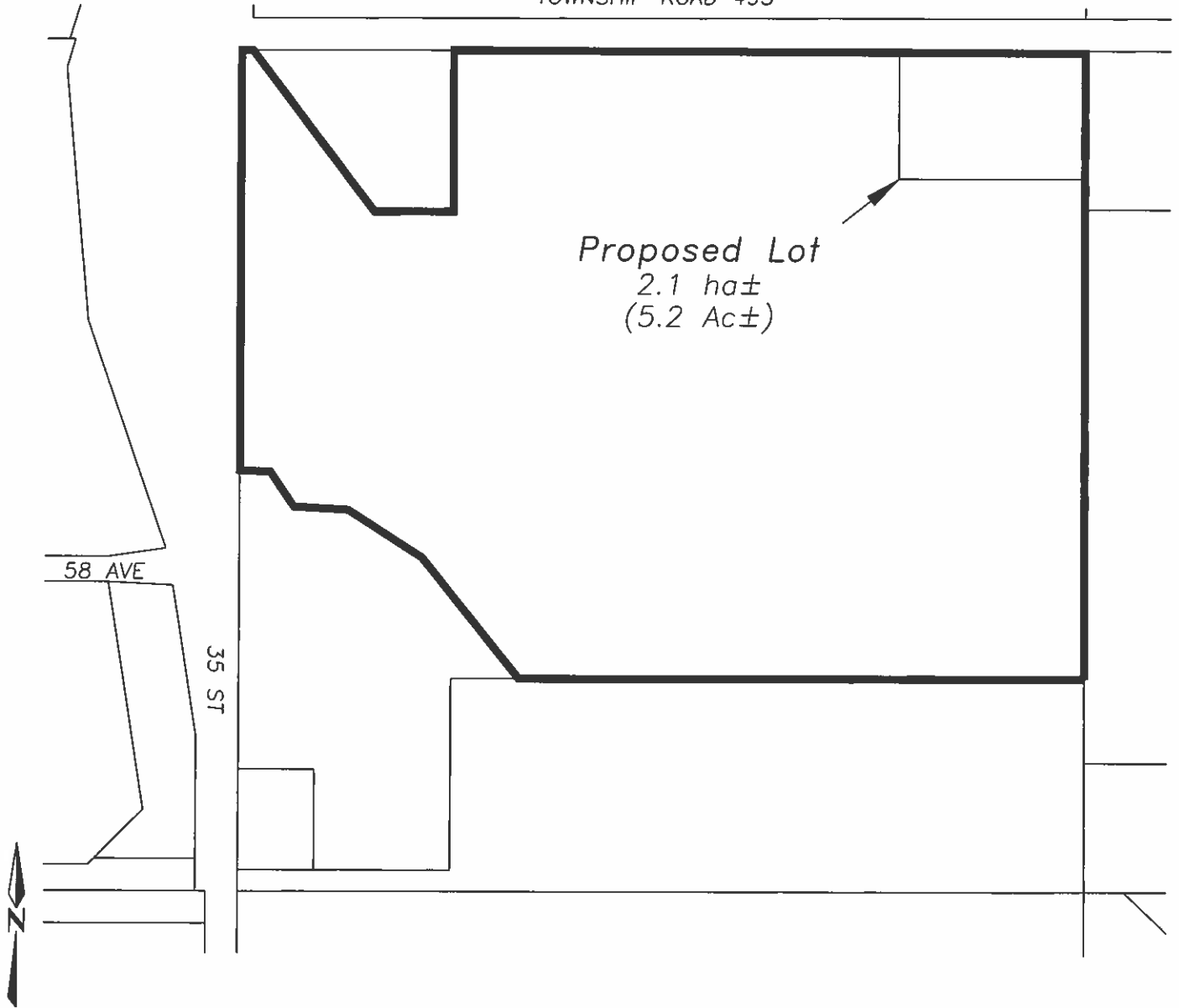
Attachment 2: Map of Subject Property Map





Proposed Subdivision in the
Town of Drayton Valley
NW15-49-7-W5

TOWNSHIP ROAD 493



Proposed Lot
2.1 ha±
(5.2 Ac±)

Proposed lot contains existing house and yard site

Registered Owner(s): Garry & Laura Nelson

— denotes titled area

File: DV/17/03

Drawn: December 18, 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 Township Road 494, P.O. Box 77, Drayton Valley, Alberta T7A-1R1
PHONE: (780) 542-7777 - FAX: (780) 542-7770
www.brazeau.ab.ca

January 5, 2018

West Central Planning Agency
105, 5111 – 50 Avenue
Wetaskiwin AB T9A 0S5

**RE: PROPOSED SUBDIVISION – NW 15-49-7-W5M
 DV/17/03**

Thank-you for referring the Town of Drayton Valley's proposed subdivision application to create one (1) 2.1 ha (5.2 ac) lot to Brazeau County for review and comment. Brazeau County has concerns with the nonconforming use on the site, parcel size, zoning discrepancies of the subject lands and septic compliance.

Brazeau County's historical mapping shows the subject lands districted as Agricultural, as shown in the attached maps. The Town's Land Use Bylaw 2007/24/D (LUB) shows the subject lands, and the majority of the quarter section, as Country Residential (CR) Annexed Lands. The Town's Municipal Development Plan Map 4 – Generalized Present and Future Land Uses shows the subject lands as Agricultural and there is no Area Structure Plan (ASP) for these lands. It also appears there is an industrial operation occurring on the remainder of the quarter section, which is districted CR. Due to these land use conflicts, Brazeau County would like to note the *Municipal Government Act* states the Subdivision Authority may not approve a subdivision application unless it conforms to the provisions of any statutory plan, which includes the Town's MDP.

Brazeau County would also like to note the following concerns in regards to the proposed subdivision and the Town's LUB:

- The form of residential construction on the subject lands appear to be prohibited within the CR District, as per Section 22.4 of the Town's LUB stating manufactured and mobile homes are prohibited;
- The size of the proposed parcel exceeds the maximum size of 1.62 ha (4.0 ac) as per Section 22.6; and
- Using aerial photos available, it appears the proposed parcel boundary will not allow the additional accessory buildings to meet setback compliance.

JAN 08 2018

✓ In addition, due to the size of the proposed parcel and indication of a pump out sewage disposal system on the subdivision application, Brazeau County recommends a condition be placed on the subdivision approval ensuring the on-site sewage disposal system is made to the requirements of the Alberta Private Sewage Disposal Regulations based on the new parcel boundaries.

Brazeau County does not object to the proposed subdivision, however strongly encourages these provisions be taken into consideration by the Subdivision Authority. If you have any questions or concerns, please contact the Planning and Development Department at 780-542-2667.

Yours truly,

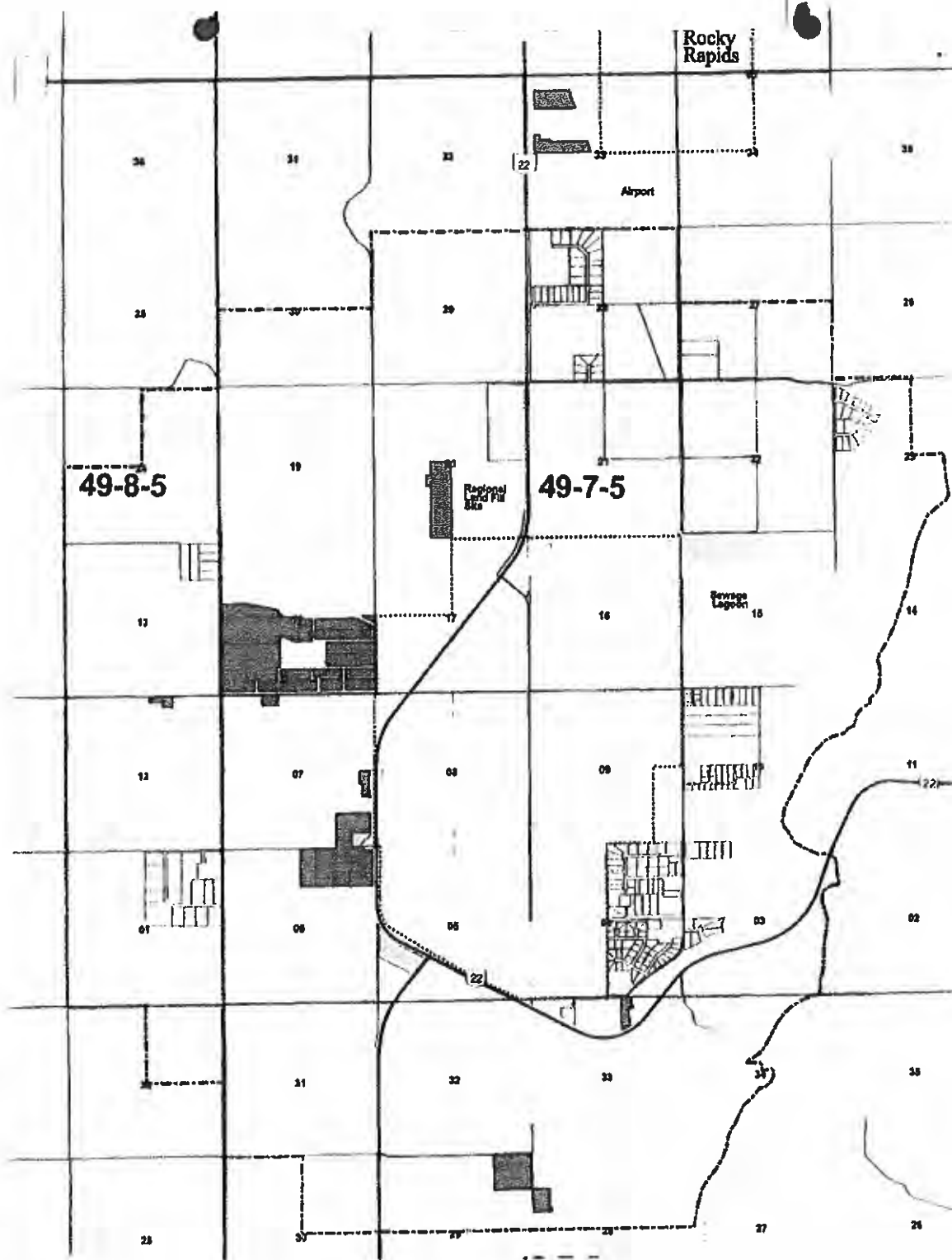


Jessica Karpo
Long Range Planning Officer

cc: Martino Verhaeghe, Director of Planning and Development

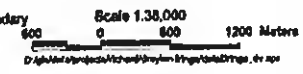
Attached: Brazeau County Land Use Bylaw 474-04 Maps

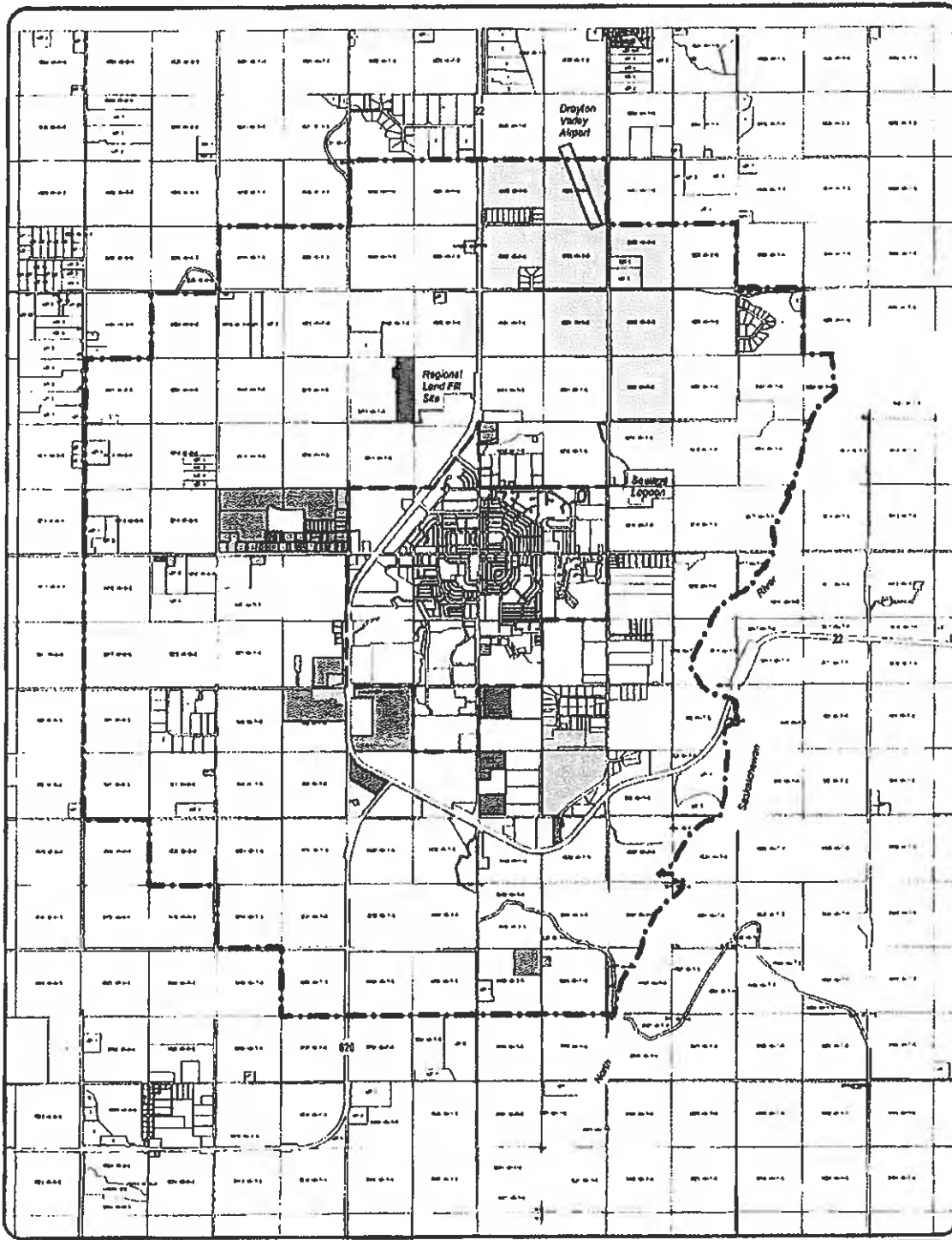
Brazeau County Land Use Bylaw 474-04 Maps



DETAIL FRINGE PLAN AREA FOR THE TOWN OF DRAYTON VALLEY













Agriculture - AG	DC - Direct Control	Provincial Highway - Paved
AV - Airport and Vicinity	HWY-C - Highway Commercial	Provincial Highway - Paved
C - Commercial	IDP Area Boundary	Provincial Highway - Gravel
CR - Country Residential	RI - Rural Industrial	County Connector Road - Paved
CRS - Country Suburban Estates	RR - Rural Recreational	County Connector Road - Gravel
		All Weather Road
		Town of Drayton Valley Boundary
		Referral Area



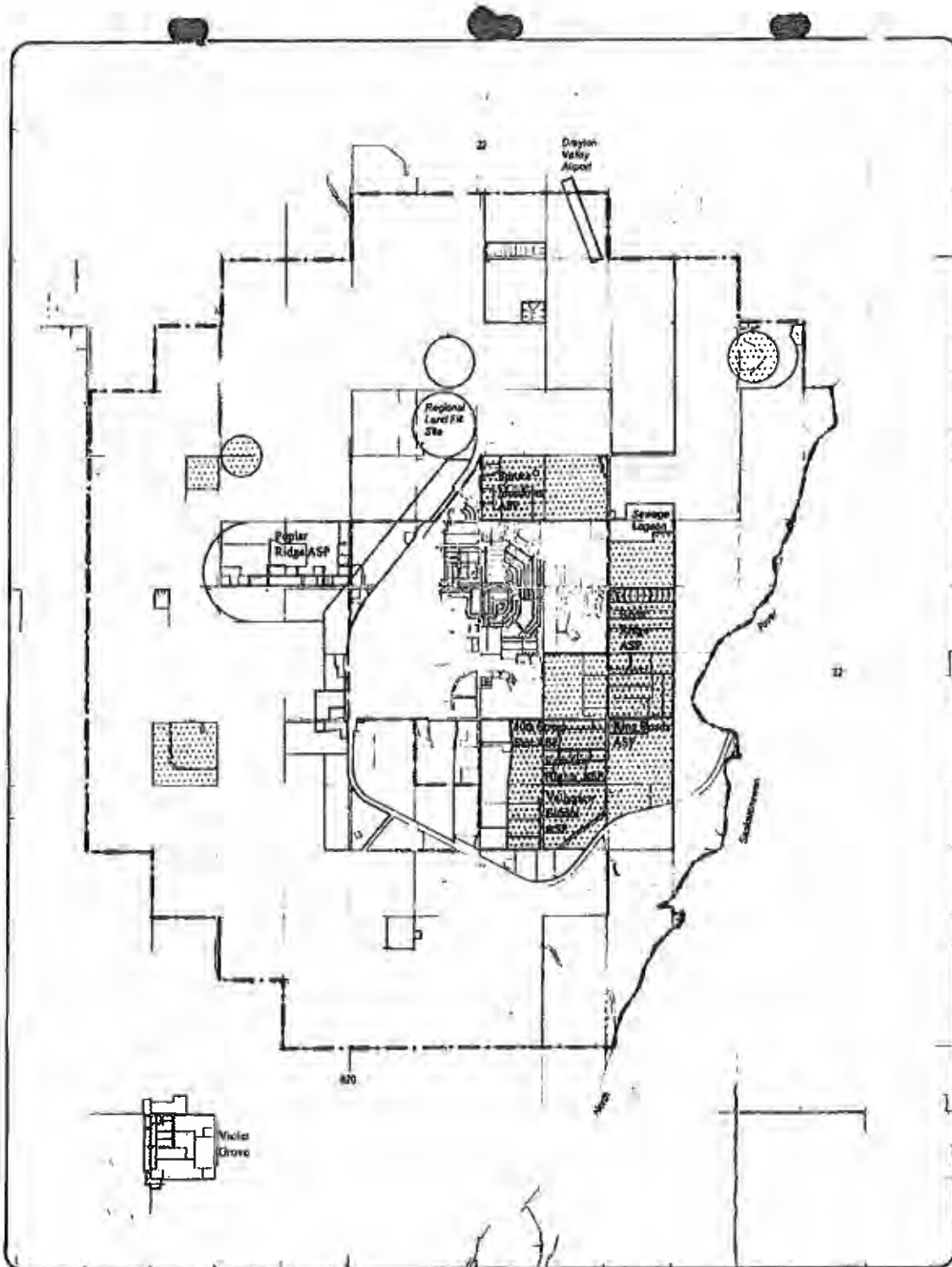


DETAIL FRINGE PLAN AREA FOR THE TOWN OF DRAYTON VALLEY

Schedule 2







- | | | | | | |
|---|---------------------------|---|--------------------------------|--|----------------------------|
|  | AG-A - Agriculture A |  | CRS - Country Suburban Estates |  | Fringe Plan Boundary |
|  | AG-B - Agriculture B |  | DC - Direct Control |  | Drayton Valley Town Limits |
|  | AV - Airport and Vicinity |  | HWY-C - Highway Commercial | | |
|  | C - Commercial |  | RI - Rural Industrial | | |
|  | CR - Country Residential |  | RR - Rural Recreational | | |





FUTURE PREDOMINANT LAND USE PLAN

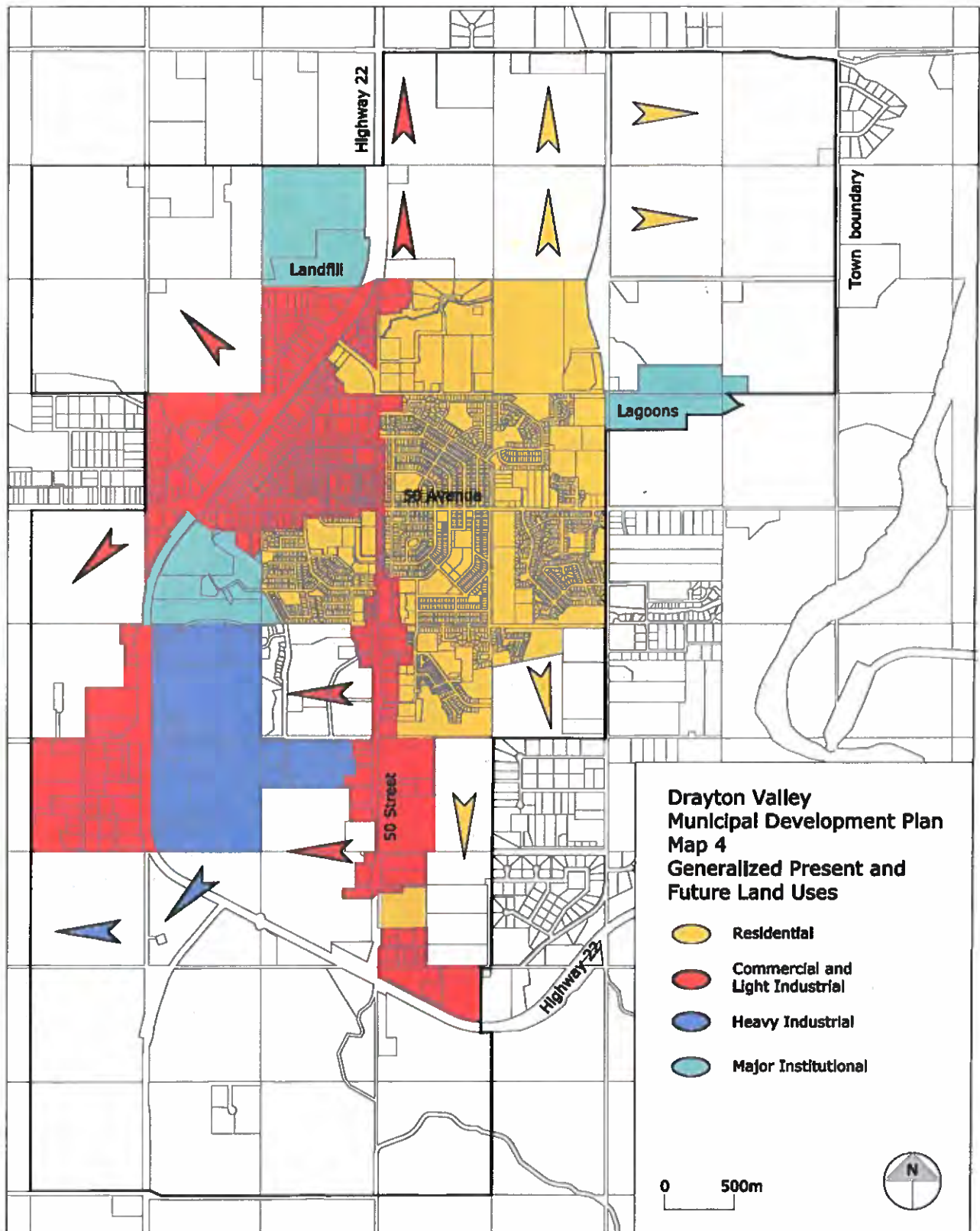
Appendix 1

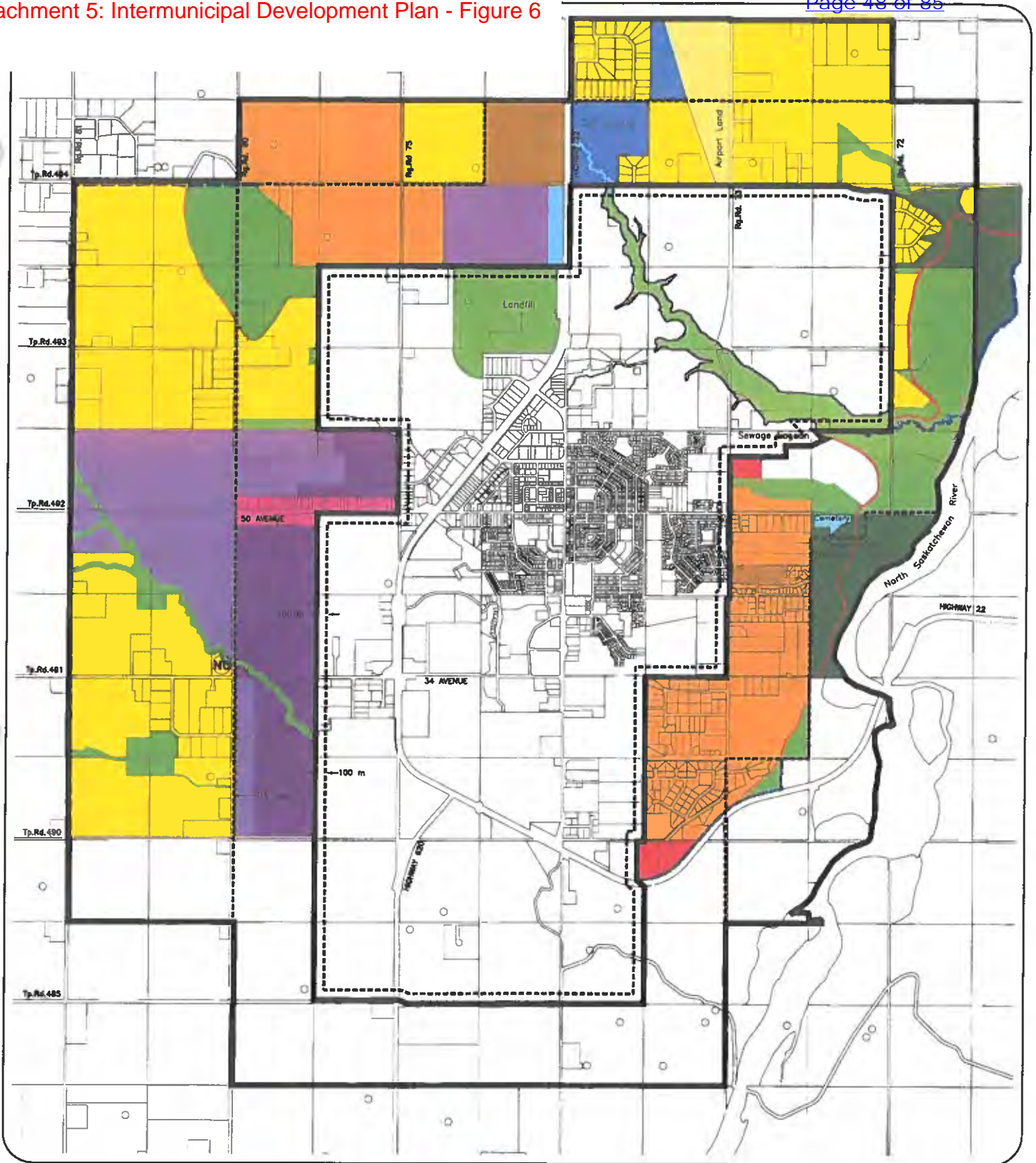
- | | | |
|---|--|--|
|  Agriculture |  Industrial |  Fringe Plan Area Boundary |
|  Open Space and Recreation |  Commercial |  Dayton Valley Town Limits |
|  Residential |  AVPA |  |

BRAZEAU INTERMUNICIPAL FRINGE PLAN

Municipal District of Brazeau

Attachment 4: Municipal Development Plan - Map 4





<p>November 2011</p> <p>Lovatt Planning Consultants</p>	<table border="0"> <tr> <td></td> <td>Country Residential</td> <td></td> <td>Commercial</td> </tr> <tr> <td></td> <td>Suburban Country Residential</td> <td></td> <td>Public & Institutional</td> </tr> <tr> <td></td> <td>Compact Residential</td> <td></td> <td>Open Space</td> </tr> <tr> <td></td> <td>Rural Industrial</td> <td></td> <td>Agriculture</td> </tr> <tr> <td></td> <td>Light Industrial</td> <td></td> <td>Referral Area</td> </tr> <tr> <td></td> <td>Highway / Business Commercial</td> <td></td> <td></td> </tr> </table>		Country Residential		Commercial		Suburban Country Residential		Public & Institutional		Compact Residential		Open Space		Rural Industrial		Agriculture		Light Industrial		Referral Area		Highway / Business Commercial			<p>Brazeau County Town of Drayton Valley Growth Management Plan</p> <p>Figure 6 Future Land Use Concept</p>
	Country Residential		Commercial																							
	Suburban Country Residential		Public & Institutional																							
	Compact Residential		Open Space																							
	Rural Industrial		Agriculture																							
	Light Industrial		Referral Area																							
	Highway / Business Commercial																									



COUNCIL REQUEST FOR DECISION

SUBJECT:	Childcare
MEETING DATE:	March 21, 2018
SUBMITTED BY:	[who?]
MOTION REQUESTED:	
<p>That the Regular Meeting of Council move to a closed session at _____ for the Item 6.6 of the March 21, 2018, Regular Meeting of Council Agenda, pursuant to 21(1) of the Freedom of Information and Protection of Privacy Act.</p> <p>That Council come out of closed session at _____.</p>	

Report Prepared By:		Report Reviewed By:	
Name:		Name:	
Title:		Title:	

Report Routed to Council By:

Information Items

9	Information Items	Pages 50-85
<hr/>		
	9.1 STAR Catholic Board Highlights – February 2018	51
	9.2 Governance and Priorities Committee Meeting Minutes	52-61
	<ul style="list-style-type: none"> • January 10, 2018 • January 17, 2018 • January 31, 2018 • February 21, 2018 • February 28, 2018 	
	9.3 Mayor’s Advisory Council Meeting Notes – September 26, 2017	62-63
	9.4 Yellowhead Regional Library Board Meeting Minutes – November 6, 2017	64-70
	9.5 Economic Development Committee Notes – February 14, 2018	71-73
	9.6 Yellowhead Regional Library – 2017 Annual Report	74-75
	9.7 Sustainability Committee Notes – February 20, 2018	76-77
	9.8 Brazeau Foundation Minutes – December 15, 2017	78-81
	9.9 Drayton Valley Brazeau County Fire Services	82-85
	<ul style="list-style-type: none"> • February 2018 Statistics • 2017 Year End Statistics 	
<hr/>		

MOTION:

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



Souls Seeking Christ

ON A JOURNEY OF FAITH, LEARNING AND LOVE

Board Meeting Highlights – February 2018

DATES TO REMEMBER

Next Board Meeting
Wednesday,
March 21
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 Effen
Vice Chair
Wetaskiwin

Sandra Bannard
Drayton Valley

Shaun Meaden
Leduc

Liz Taylor-Sirois
Beaumont

Dan Svitich
Ponoka

Donna Tugwood
Lacombe

Archery Tournament Trip Approved

The Board gave approval to St. Anthony School's travel request to Regina, Saskatchewan from April 26 - 28, 2018 to compete in the Canadian National Archery Tournament.

Support for FNMI Gathering

The Board supported the sponsorship of two elders or parents to attend the First Nations, Metis & Inuit Education Gathering from April 18-20, 2018 in Edmonton.

Budget Priorities

The Board discussed several priorities in anticipation of the 2018-2019 budget cycle.

Sister Board Meetings

The Board proceeded to organize joint meetings between STAR Catholic and several of its sister public boards to discuss issues of mutual concern.

Wetaskiwin High School Survey Review

The Board reviewed survey questions regarding the possibility for Catholic high school programming in Wetaskiwin, and finalized the survey to be administered.

Youth Minister Pilot Feedback

The Board reviewed feedback regarding STAR Catholic's Youth Minister pilot program, and opted to proceed with a site-based model for 2018-2019.

Grenthal Formation Update

The Board heard an update about the Catholic educational formation for the Grenthal area south of Leduc.

Board Retreat

The Board made final planning arrangements for its annual retreat at Pigeon Lake where the ACSTA Growing Forward document will be discussed.

For more information visit: www.starcatholic.ab.ca, or call 780.986.2500

GOVERNANCE & PRIORITIES COMMITTEE MEETING
Wednesday, January 10, 2018
Conference Rooms

MINUTES

Present:

Mayor Doerksen
Councillor Butz
Councillor Ballas
Councillor Gammana
Councillor Dodds
Councillor Wheeler
Councillor Peebles
Pam Livingston, Director of Corporate
Services
Annette Driessen, Director of
Community Services

Sonya Wigglesworth, Acting Director of
Engineering and Development
Kevin McMillan, Senior Financial Officer
Chandra Dyck, Legislative Services
Coordinator
Leonard Rogers, Information Services
Manager
Rita Bijeau, Executive Assistant

Absent:

Dwight Dibben, CAO

1.0 Call to Order

Deputy Mayor Wheeler called the meeting to order at 9:04 a.m.

2.0 Delegation

- 2.1 S/Sgt. Malcolm Callihoo and Community School Resource Officer Constable Gillman
Deputy Mayor Wheeler requested information and an update on the Community
School Resource Officer Program.

Councillor Butz entered the meeting at 9:05 a.m.

S/Sgt. Callihoo and Constable Gillman provided Council with a detailed summary of
the interactions of the CSRO in the local schools, including programming.

2.2 Drayton Valley Community Bus Association

Mr. Wendell Smith, representing the Drayton Valley Community Bus Association,
provided Council with a report of the draft Specialized Transportation service and
fundraising efforts to date. Mr. Smith added that matching funds are required for a
grant application to assist with the capital purchase of a handicap accessible vehicle
which is expected to cost a total of \$90,000.00, and that prior Council expressed a
willingness to provide limited support.

3.0 Council Items

New Business

3.1 Pembina Nordic Ski Club Funding Request

Mayor Doerksen requested Council's feedback on the funding request from the
Pembina Nordic Ski Club for the construction of an Education and Event Centre near
the existing ski chalet. The matter will be brought forward to a Regular Meeting of
Council for a decision.

4.0 Committee Reports

4.1 Committee Updates

- Councillor Dodds provided a report on the WinterFest event.
- Deputy Mayor Wheeler provided an update from the Drayton Valley Municipal Library Board Meeting.

5.0 Adjournment

Deputy Mayor Wheeler adjourned the meeting at 10:17 a.m.

APPROVED

GOVERNANCE & PRIORITIES COMMITTEE MEETING
Wednesday, January 17, 2018
Conference Rooms

MINUTES

Present:

Mayor Doerksen
Councillor Butz
Councillor Ballas
Councillor Gammana
Councillor Dodds
Councillor Wheeler
Councillor Peebles
Dwight Dibben, CAO
Pam Livingston, Director of Corporate Services
Tom Thomson, Director of Protective Services

Annette Driessen, Director of Community Services
Sonya Wigglesworth, Acting Director of Engineering and Development
Kevin McMillan, Senior Financial Officer
Chandra Dyck, Legislative Services Coordinator
Jennifer Stone, Records Management and Communications
Rita Bijeau, Executive Assistant
Cathy Weetman, Drayton Valley Western Review

1.0 Call to Order

Deputy Mayor Wheeler called the meeting to order at 11:13 a.m.

2.0 Council Items

2.1 Council Conference Reports

- Councillor Butz – Munis 101 Training, November 4-5, 2017
No comments were made under this section.
- Councillor Dodds – AUMA Annual Conference, November 22-24, 2017
Councillor Dodds reviewed the recommendations from the report.
- Councillor Gammana – Munis 101 Training, November 4-5, 2017
Councillor Gammana reviewed the recommendations.
- Councillor Peebles – AUMA Annual Conference, November 22-24, 2017
Councillor Peebles reviewed the recommendations.
- Deputy Mayor Wheeler – AUMA Annual Conference, November 22-24, 2017
Deputy Mayor Wheeler reviewed the recommendations.

RESOLUTION G001/18

Mayor Doerksen moved that the Governance and Priorities Committee move into an in camera session pursuant to Sections 18, 20, 21, 24, 25, and 27 of the *Freedom of Information and Protection Act* at 11:29 a.m.

CARRIED

Present:

Dwight Dibben, CAO, to provide Administrative and legislative guidance to Council;
Pam Livingston, Director of Corporate Services, to provide information regarding Bylaw enforcement;

Tom Thomson, Director of Protective Services, to provide a status update regarding the Fire Training Centre;

Annette Driessen, Director of Community Services, to provide information regarding recreational and cultural boards;

Sonya Wrigglesworth, Acting Director of Engineering and Development, to provide guidance regarding Area Structure Plan development;

Kevin McMillan, Senior Financial Officer, to provide budgetary support;

Chandra Dyck, Legislative Services Coordinator, to provide legislative support regarding Bylaws and land use issues;

Jennifer Stone, Records Management and Communications, to provide support in a communications capacity; and

Rita Bijeau, Executive Assistant, to record outcomes of discussions, if required.

RESOLUTION G002/18

Councillor Peebles moved to come out of in camera at 2:42 p.m.

CARRIED

3.0 Adjournment

Deputy Mayor Wheeler adjourned the meeting at 2:42 p.m.

GOVERNANCE & PRIORITIES COMMITTEE MEETING
Wednesday, January 31, 2018
Conference Rooms

MINUTES

Present:

Mayor Doerksen	Kevin McMillan, Senior Financial Officer
Councillor Butz	Chandra Dyck, Legislative Services Coordinator
Councillor Ballas	Jennifer Stone, Records Management and Communications
Councillor Gammana	Leonard Rogers, Information Services Manager
Councillor Dodds	Rita Bijeau, Executive Assistant
Councillor Wheeler	Pam Balke, Bylaw Officer
Councillor Peebles	Cathy Weetman, Drayton Valley Western Review
Dwight Dibben, CAO	
Pam Livingston, Director of Corporate Services	
Annette Driessen, Director of Community Services	
Sonya Wrigglesworth, Acting Director of Engineering and Development	

1.0 Call to Order

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

2.0 Council Items

2.1 Review of Snow Removal Policy

Councillor Peebles requested a conversation on the existing Policy and if any member of Council is interested in making changes to the Policy.

Councillor Dodds entered the meeting at 9:03 a.m.

Mr. Dibben provided information on the Policy and how it is applied operationally.

2.2 22nd Avenue Road Options

Council discussed the options available to formalize the extension of 22nd Avenue to the Clean Energy Technology Centre (CETC).

3.0 Information Items

3.1 Community Grants – First Quarter

Ms. Driessen outlined the different grant options to the community and advised that first quarter applications for the Community Event Grant will be brought forward to a Regular Meeting of Council for a decision.

4.0 Committee Reports

4.1 Committee Updates

- Mayor Doerksen provided details on:
 - a meeting attended regarding upcoming cannabis legislation;

- his meeting with Mr. Jim Eglinski (Member of Parliament, Yellowhead Region), Mr. Mark Smith (Drayton Valley – Devon Member of the Legislative Assembly) and former Mayors; and
- multiple meetings with the Honourable Shaye Anderson, Minister of Municipal Affairs.
- Councillor Gammana provided a report on the Pembina Physician Recruitment and Retention Committee and a NorQuest College planning meeting for international students.

Cathy Weetman exited the meeting at 10:02 a.m.

- Councillor Peebles provided a report on the Eagle Point Blue Rapids Parks Council and advised of an upcoming meeting of the Alberta Hemp Alliance on February 2, 2018.

5.0 In Camera Session

RESOLUTION G003/18

Councillor Gammana moved that Governance and Priorities Committee move in camera at 10:10 a.m. for the items noted under 5.0 of the Agenda, pursuant to sections 16(1)(a) and (c) and sections 23 through 25, respectively, of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

Present:

- Dwight Dibben, CAO, to provide Administrative and legislative guidance to Council;
- Pam Livingston, Director of Corporate Services, to provide Administrative and legislative guidance to Council;
- Sonya Wrigglesworth, Acting Director of Engineering and Development, to provide support in Engineering and Planning;
- Rita Bijeau, Executive Assistant, to record outcomes of discussions, if required;
- Mr. Lee Harris, Green for Life, to present information on the Aspen Waste Management Facility; and
- Mr. Mike Horvath, Green For Life, to present information on the Aspen Waste Management Facility.

RESOLUTION G004/18

Councillor Dodds moved to come out of in camera at 12:01 p.m.

CARRIED

6.0 Adjournment

Deputy Mayor Wheeler adjourned the meeting at 12:01 p.m.

GOVERNANCE & PRIORITIES COMMITTEE MEETING
Wednesday, February 21, 2018
Conference Rooms

MINUTES

Present:

Mayor Doerksen
Councillor Butz
Councillor Ballas
Councillor Gammana
Councillor Dodds
Councillor Wheeler
Councillor Peebles
Dwight Dibben, CAO
Pam Livingston, Director of Corporate Services
Annette Driessen, Director of Community Services
Sonya Wrigglesworth, Acting Director of Engineering and Development
Kevin McMillan, Senior Financial Officer

Chandra Dyck, Legislative Services Coordinator
Leonard Rogers, Information Services Manager
Rita Bijeau, Executive Assistant
Cathy Weetman, Drayton Valley Western Review
Dr. Michael Ungar
Dr. Roisen Seifert
Dr. Philip Jefferies
Ms. Lola Strand, FCSS Program Manager
Astrid Mitchell, Member of the Public

Absent

1.0 Call to Order

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

2.0 Delegation

2.1 RYSE Project

Ms. Lola Strand provided the history of the RYSE (Resilient Youth in Stressed Environments Survey) Project and Dr. Michael Ungar provided an update on the current status of RYSE. The project focuses on gaining an understanding of young people's lives in Drayton Valley, as well as Secunda, Mpumalanga Province, South Africa and Cambridge Bay, Nunavut, Canada.

2.2 Motorcycle Ride for Dad – Edmonton

Mr. Terry Willisko, Co-Chair, Motorcycle Ride for Dad – Edmonton, advised that Ride for Dad is a fundraiser for prostate cancer research and awareness, and that a ride is being planned for June 9, 2018, which may include a stop at Drayton Valley. Finalization of the route will occur once provincial permissions have been received.

3.0 In Camera Session

RESOLUTION G005/18

Councillor Wheeler moved that Governance and Priorities Committee move in camera at 11:08 a.m. for the items noted under 3.0 of the Agenda, pursuant to section 20(1), 24(1)a, and 26, respectively, of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

Present:

Dwight Dibben, CAO to provide Administrative and legislative guidance to Council;
Pam Livingston, Director of Corporate Services to provide Administrative and legislative guidance to Council;
S/Sgt. Callihoo RCMP to present the RCMP survey results;
Sgt. Matthews RCMP to present the RCMP survey results;
Sonya Wrigglesworth, Acting Director of Engineering and Development to provide support in Engineering and Planning;
Chandra Dyck, Legislative Services Coordinator to provide Administrative and legislative support to Council;
Jennifer Martin, Planning and Development Officer to provide support regarding the Subdivision Development Appeal Board discussion;
Bill Adams, Public Works and Utilities Manager to provide support regarding the Fisheries Act Noncompliance discussion;
Shelley George, Level 1 Operator at the Water Treatment Facility to provide support regarding the Fisheries Act Noncompliance discussion;
Rita Bijeau, Executive Assistant to record outcomes of discussions, if required;

RESOLUTION G006/18

Councillor Ballas moved to come out of in-camera at 2:16 p.m.

CARRIED

4.0 Committee Reports

4.1 Committee Updates

- Councillor Dodds provided Council with an update from the February 20, 2018, Sustainability Committee Meeting;
- Councillor Wheeler advised that she will be participating in an exchange with the Federation of Canadian Municipalities in Jinotega, Nicaragua from February 24-March 2, 2018;
- Mayor Doerksen advised Council of a recent meeting with Weyerhaeuser;
- Councillor Wheeler provided Council with a report from the recent Canadian Asset Management Committee Meeting;
- Councillor Butz provided Council with an update from the February 2, 2018, Budget and Asset Management Committee Meeting, and requested Council's input on bringing forward the Airport Master Plan to an earlier date, as well as the budget process; and
- Councillor Peebles provided Council with an update from the recent Alberta Hemp Alliance Strategic Planning Session.

5.0 Adjournment

Mayor Doerksen adjourned the meeting at 2:32 p.m.

GOVERNANCE & PRIORITIES COMMITTEE MEETING
Wednesday, February 28, 2018
Council Chambers

MINUTES

Present:

Mayor Doerksen
Councillor Butz
Councillor Ballas
Councillor Gammana
Councillor Dodds
Councillor Peebles
Dwight Dibben, CAO
Annette Driessen, Director of
Community Services

Sonya Wigglesworth, Acting Director of
Engineering and Development
Chandra Dyck, Legislative Services
Coordinator
Rita Bijeau, Executive Assistant
Cathy Weetman, Drayton Valley
Western Review
Members of the Public

Absent

Deputy Mayor Wheeler

1.0 Call to Order

Mayor Doerksen called the meeting to order at 10:57 a.m.

2.0 Review and Approval of past Meeting Minutes

RESOLUTION G007/18

Councillor Gammana moved to adopt the past meeting Minutes as presented in the Agenda package.

CARRIED

3.0 Council Items

3.1 Councillor Dodds Conference Report – Munis 101

No comments were made on this item.

3.2 Mayor's Gala and Community Recognition Awards

Mayor Doerksen requested Council's feedback on the award categories by mid-March in order to begin preparations for the event on September 21, 2018.

3.3 Land Use Bylaw

Council discussed the upcoming changes in legislation regarding cannabis, requesting information analysis of various engagement techniques and associated costs. Council also requested Administration seek legal counsel regarding the need for Council to state when it may begin accepting applications for businesses related to cannabis.

4.0 Committee Reports

4.1 Committee Updates

- Councillor Butz requested a letter of advocacy for the Brazeau Foundation towards supporting the Foundations opposition of changing the practice for distributing medication to clients within the Lodge.
- Councillor Peebles requested that the Agenda template be amended to allow for items to be added or removed.

5.0 Adjournment

Mayor Doerksen adjourned the meeting at 12:02 p.m.

APPROVED

**Town of Drayton Valley
Mayor's Advisory Meeting
September 26, 2017
Notes**

Present: Mayor Glenn McLean, Deputy Mayor Deb Bossert, Anne Murphy, Bernie Schell, Randy Rye, Heather Anderson, David Starling, Ashraful Alam, Jay Harris, Dwight Dibben, Sabine Larcher

Absent: Brandon Graf, Wendy Snow

1. Call to Order

Mayor McLean called the meeting to order at 7:00 p.m.

2. Review of May 2, 2017, Notes

No comments were made under this item.

3. Discussion Items

3.1 Transportation for Seniors

Mayor McLean introduced Mr. Dwight Dibben, CAO for the Town of Drayton Valley, to the Committee members.

Mr. Dibben advised that the Town received a proposal from the DV Community Bus Association who is currently trying to allocate funding for specialized transportation. The Town of Drayton Valley Council will be reviewing the 2018 Proposed Budget to consider an allocation toward the Association for operational expenses. A meeting between stakeholders is planned for the end of this month.

Mayor McLean added that Councilor Fredrickson and himself met with the Minister of Seniors, Minister Sigurdson, to outline the proposal and explore potential funding resources from the Government.

3.2 Outdoor Rodeo Grounds

Mr. Dibben advised that the rodeo grounds were used once by the Lion's Club in 2016. In 2017, the Lion's Club used it once, and the Ag Society will be using it on September 30th. The Midway area was used once last year and twice this year.

3.3 DV/Brazeau Ball Diamonds

Mr. Dibben advised that the Town has been working with the Minor Ball Association over the past month on identifying required repairs to the ball diamonds within town limits and is currently obtaining quotes. The Minor Ball Association has also provided information on the significant increase in registration numbers which is prompting a need for additional diamonds. The Minor Ball Association has been requested to indicate the size of diamond(s) required so that the Town may start its process to consider the addition of a diamond and the cost of doing so in its Capital Budget considerations.

Ms. Harris pointed out that the washroom facilities at both the Brazeau and Drayton Valley ball diamonds are an issue. Mr. Dibben explained that the Brazeau County submitted a request for contribution to the Brazeau Sports Park for facilities and that this request was included in the final budget of the Town. The facilities at the Town diamonds are unlocked for events when the organizers notify the Town. There is also an on-call number for available should that be necessary.

3.4 Outdoor Rink: Management of Ice Time

Mr. Dibben advised that there are no set bookings for the outdoor rink. A decision had been made during the initial meetings of the Outdoor Rink Committee that the facility is open to the public during the times of 7:00 a.m. to 11:00 p.m. during the skating season. The Town will accept bookings for special events only.

He added that a request went out to the volunteers who assisted in maintaining the Outdoor Rink surface to get together to discuss maintenance requirements for the rink. The meeting will also determine the work that can be completed by the volunteers and is not in conflict with any Town or Union regulations.

3.5 Speeding

Mr. Schell mentioned that the speeding issue got worse and suggested to put in speed bumps by the hospital. Similar observations can be made in other areas, e.g. school zones or at the 43rd Street and 43rd Avenue intersection. The Committee further discussed issues with the Ring Road.

Mr. Dibben recommended that residents can notify the RCMP of incidents as there is no bylaw officer on duty after hours. He will also advise S/Sgt. Callihoo of the concerns raised. Currently, speed monitoring is undertaken at school zones and playgrounds and the data will be evaluated by the Traffic Advisory Committee in November.

3.6 Homeless Camp

Mr. Dibben pointed out that the homeless camp near the recycling depot is on private property and that the Town can only enforce bylaws towards the landowner. The landowner has recently connected with agencies (e.g. Public Health, RCMP) to inspect the situation and act in the near future.

The Committee discussed the MAT program. Mayor McLean added that the transitional housing initiative is being worked on. Councillor Bossert further advised that another group is preparing a proposal to support these individuals.

4. Information Items

5. Items for next meeting

6. Next Meeting Date – TBD

7. Adjournment

Mayor McLean adjourned the meeting at 8:44 p.m.



Yellowhead Regional Library

Board Meeting

Harvey Treleaven Boardroom
433 King Street, Spruce Grove

November 6, 2017

Present

Chair Derril Butler, Lac Ste. Anne County
Vice Chair Hank Smit, Town of Hinton
Ann Morrison, Summer Village of Sunset Point
Anne Power, Village of Breton
Bill Krahn, County of Wetaskiwin No. 10 Alternate
Carla Frybort, City of Leduc
David Truckey, Town of Westlock (via teleconference)
Dwayne Mayr, Village of Warburg
Fayrell Wheeler, Town of Drayton Valley
Helen Kelleher-Empey, Municipality of Jasper
Ivor Foster, Town of Thorsby
Jason Wittmeier, Village of Wabamun
Jeff Goebel, Town of Swan Hills
John Roznicki, Village of Spring Lake
Judy Bennett, Town of Stony Plain
Judy Tracy, Town of Onoway Alternate
Judy Valiquette, Village of Alberta Beach
Kerry McElroy, Pembina Hills Public Schools
Krystal Baier, Town of Edson
Linda Wigton, Northern Gateway Public Schools
Margaret Gagnon, Summer Village of Crystal Springs
Marlene Walsh, Summer Village of Val Quentin
Maureen Mazerolle, Summer Village of Silver Sands
Nat Dvernichuk, Village of Clyde
Patricia Ashley, Town of Calmar
Patricia MacQuarrie, City of Wetaskiwin
Rick MacPhee, Summer Village of Seba Beach
Rod Klumph, Town of Barrhead
Ron Kleinfeldt, County of Barrhead No. 11
Sandi Benford, Summer Village of South View
Sandra Cherniawsky, Yellowhead County
Sandy Morton, Town of Mayerthorpe
Stacey May, Town of Devon
Sylvia Bonnett, Woodlands County
Tessa Hutchings, Leduc County
Tony Wadsworth, Town of Millet Alternate
Victor Julyan, Westlock County

Guests

Ken Feser, Public Library Services Branch
Tammy Svenningsen, YRL Public Libraries' Council

YRL Staff

Kevin Dodds, Director
Wendy Sears Innicki, Assistant Director and Client Services Manager
Jocie Wilson, Bibliographic Services Manager
David Gould, Accounting and Site Services
Laurie Haak, Administrative Associate and Recorder

Absent

Brenda Shewaga, Summer Village of Yellowstone
Dave Gursky, Wetaskiwin Regional Public Schools
Donna Wiltse, Brazeau County
Ken Lewis, Summer Village of Grandview
Len Spink, Town of Beaumont
Rob Staples, Town of Grande Cache
Tanya Pollard, Alberta Library Trustees' Association
Tracey Melnyk, Parkland County

Representative not Appointed

City of Spruce Grove
Summer Village of Birch Cove
Summer Village of Castle Island
Summer Village of Kapasiwin
Summer Village of Lakeview
Summer Village of Ma-Me-O Beach
Summer Village of Nakamun Park
Summer Village of Norris Beach
Summer Village of Ross Haven
Summer Village of Silver Beach
Summer Village of Sunrise Beach
Summer Village of West Cove
Town of Whitecourt

CALL TO ORDER

K. Dodds called the meeting to order at 10:00 a.m. and introductions were done.

1. YRL Board and Executive Committee Structure

K. Dodds reviewed the Board and Executive Committee composition as well as the election process.

2. Election of YRL Board Chair

K. Dodds opened the floor to nominations for the Chair position.

- S. Benford nominated D. Butler; he accepted.

K. Dodds called for nominations three times.

DECLARED by K. Dodds that nominations cease.	DECLARED	3847
<i>Derril Butler was acclaimed as the 2017-2018 YRL Board Chair.</i>		

3. Approval of Agenda

MOVED by S. May that the agenda be approved as presented.		
SECONDED by P. Ashley.	CARRIED	3848

4. Approval of Minutes

MOVED by D. Mayr that the minutes of the June 12, 2017 YRL Board meeting be approved as presented.		
SECONDED by M. Mazerolle.	CARRIED	3849

DECISION ITEMS**5. Election of YRL Board Vice Chair**

D. Butler opened the floor to nominations for the Vice Chair position.

- S. Morton nominated H. Smit; he accepted.

D. Butler called for nominations three times.

DECLARED by D. Butler that nominations cease.	DECLARED	3850
<i>Hank Smit was acclaimed as the 2017-2018 YRL Board Vice Chair.</i>		

6. Election of YRL Board Executive Committee

K. Dodds noted that seven of the 10 YRL Board Executive Committee seats are occupied by the Chair, Vice Chair and the five municipalities above the threshold of 15,000 population: Cities of Leduc and Spruce Grove, Parkland County, and Towns of Beaumont and Stony Plain.

D. Butler opened the floor to nominations for the Executive Committee seat from the School Division representatives.

- P. MacQuarrie nominated L. Wigton; she accepted.

D. Butler called for nominations three times.

DECLARED by D. Butler that nominations cease.	DECLARED	3851
<i>Linda Wigton was acclaimed to the 2017-2018 YRL Board Executive Committee for the School Division seat.</i>		

D. Butler opened the floor to nominations for the Executive Committee seat from the Municipal District, Summer Village and Village representatives.

- M. Walsh nominated A. Morrison; she accepted.

D. Butler called for nominations three times.

DECLARED by D. Butler that nominations cease.	DECLARED	3852
---	----------	------

Ann Morrison was acclaimed to the 2017-2018 YRL Board Executive Committee for the Municipal District, Summer Village, Village seat.

D. Butler opened the floor to nominations for the Executive Committee open seat.

- S. Morton nominated, S. May; she accepted.
- H. Kelleher-Empey nominated M. Mazerolle; she accepted.
- M. Gagnon nominated D. Mayr; he accepted.

D. Butler called for nominations three times.

DECLARED by D. Butler that nominations cease.	DECLARED	3853
<i>Stacey May was elected to the 2017-2018 YRL Board Executive Committee for the open seat.</i>		

2017-2018 YRL Board Executive Committee

Derril Butler, Lac Ste. Anne County; Chair

Len Spink, Town of Beaumont

Hank Smit, Town of Hinton; Vice Chair

Linda Wigton, Northern Gateway Public Schools

Ann Morrison, Summer Village of Sunset Point

Stacey May, Town of Devon

Carla Frybort, City of Leduc

Tracey Melnyk, Parkland County

Judy Bennett, Town of Stony Plain

TBD, City of Spruce Grove

V. Julyan entered the meeting.

7. Election of YRL Board Executive Committee Alternates

K. Dodds reviewed the policies regarding the Executive Committee Alternates election process. He stated that the five population-based seats on the Executive Committee have municipally-appointed alternates who are the Executive Committee Alternate.

D. Butler opened the floor to nominations for the Executive Committee Alternate seat from the School Division representatives.

- R. Kleinfeldt nominated K. McElroy; he accepted.

D. Butler called for nominations three times.

DECLARED by D. Butler that nominations cease.	DECLARED	3854
<i>Kerry McElroy was acclaimed to the 2017-2018 YRL Board Executive Committee as the School Division Alternate.</i>		

D. Butler opened the floor to nominations for the Executive Committee Alternate from the Municipal District representatives.

- S. Cherniawsky nominated S. Bonnett; she accepted.

D. Butler called for nominations three times.

DECLARED by D. Butler that nominations cease.	DECLARED	3855
<i>Sylvia Bonnett was acclaimed to the 2017-2018 YRL Board Executive Committee as the Municipal Districts Alternate.</i>		

D. Butler opened the floor to nominations for the Executive Committee Alternate from the Municipal District, Summer Village and Village representatives.

- S. Benford nominated, M. Mazerolle; she accepted.
- S. May nominated D. Mayr; he accepted.

D. Butler called for nominations three times.

DECLARED by D. Butler that nominations cease.	DECLARED	3856
<i>Dwayne Mayr was elected to the 2017-2018 YRL Board Executive Committee as the Municipal District, Summer Village, Village Alternate.</i>		

D. Butler opened the floor to nominations for the Executive Committee Alternate seat from the City of Wetaskiwin, Municipality of Jasper and Town representatives.

- S. May nominated, S. Morton; she accepted.
- R. Klumph nominated P. MacQuarrie; she accepted.

D. Butler called for nominations three times.

DECLARED by D. Butler that nominations cease.	DECLARED	3857
<i>Sandy Morton was elected to the 2017-2018 YRL Board Executive Committee as the City of Wetaskiwin, Municipality of Jasper and Town Alternate.</i>		

2017-2018 YRL Board Executive Committee Alternates

Dwayne Mayr, Village of Warburg
Eric Meyer, Town of Stony Plain
Gino Salvalaggio, Town of Beaumont
Jackie McCuaig, Parkland County
Kerry McElroy, Pembina Hills Public Schools

Sandy Morton, Town of Mayerthorpe
Sylvia Bonnett, Woodlands County
TBD, City of Leduc
TBD, City of Spruce Grove

8. Motion to Destroy Ballots

MOVED by H. Smit that all ballots be destroyed. SECONDED by J. Bennett.	CARRIED	3858
--	---------	------

9. 2018 Meeting Dates

MOVED by D. Mayr that in 2018 the YRL Board meet on March 5, June 11 and November 5. SECONDED by A. Power. PROXY VOTE – Two proxy votes in favour of the motion were received.	CARRIED	3859
--	---------	------

BREAK: 10:50 to 11:05 a.m.

MOVED by J. Goebel that the meeting continue in camera at 11:05 a.m. SECONDED by H. Kelleher-Empy.	CARRIED	3860
---	---------	------

K. Feser, T. Svenningsen, W. Sears Ilnicki, J. Wilson, D. Gould and L. Haak left the meeting.

10. YRL Staff Association Tentative Agreement

MOVED by R. Klumph that the meeting come out of camera at 11:15 a.m. SECONDED by H. Kelleher-Empy.	CARRIED	3861
---	---------	------

K. Feser, T. Svenningsen, W. Sears Ilnicki, J. Wilson, D. Gould and L. Haak returned to the meeting.

MOVED by S. May that effective January 1, 2018 the YRL Salary Grid be increased by 1.5%. SECONDED by J. Goebel.	CARRIED	3862
--	---------	------

11. 2018 Budget

K. Dodds reviewed the proposed 2018 budget noting the municipal and school division appropriations will remain the same. He added that the public library allotment has been increased to \$0.75 per capita.

MOVED by S. May that the Yellowhead Regional Library 2018 budget be approved.		
SECONDED by F. Wheeler.		
PROXY VOTE – Two proxy votes in favour of the motion were received.	CARRIED	3863

INFORMATION ITEMS**12. Public Library Services Branch (PLSB) Update – Ken Feser**

K. Feser spoke about the following:

- The PLSB provides/supplements various eResources for libraries including hoopla, PressReader, Mango Languages, RBdigital (formerly Zinio), and Alberta eBooks. Zinio was just renewed for three years through a tender process; a tender for a streaming eResource is in the procurement phase.
- Recent staff changes at the Branch include Bonnie Gray and Grant Tolley retiring, and three new staff: Ann Marie William, Library Network Assistant; Colette Poitras, Indigenous Public Library Outreach Manager; and Daniel Ward, Business Analyst,
- Nominations open on December 1 for the [2018 Minister's Awards for Excellence in Public Library Service](#) and close February 23, 2018. The awards are presented at the Alberta Library Conference in Jasper; winning library boards receive one, paid-for attendance to the conference. Every submission is also considered for the YOU Libraries Award.
- The annual, free, PLSB-organized symposium will be on February 23 and 24, 2018 in Edmonton with registration opening in December. The theme will be [Public Libraries: We're Only Human](#).
- The [Standards and Best Practices for Public Libraries in Alberta](#) document is being updated.
- 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.
- A mini-training session for councils has been developed; PLSB staff can attend in person or the two-page document can be shared.
- Contact [Ken Feser](#) if you have any questions or would like more information.

13. Indigenous Grant Update

K. Dodds provided an overview of the second-year grant for expanding library services to First Nations residents and that as per the boundaries set by the PLSB, YRL has been assigned to serve those on Alexis Nakota Sioux Nation, Ermineskin Cree Nation and Paul First Nation. He explained that eight member public libraries/public library groups submitted proposals for programs, collection development and other activities related to providing services or promoting education regarding Indigenous issues or to support reconciliation; the entire amount YRL received, \$62,402, has been distributed for these projects.

H. Kelleher-Empey left the meeting.

14. Infrastructure Grant Update

K. Dodds explained that YRL received \$1.3 million from the provincial government for headquarter infrastructure upgrades; he added that all lights were replaced with LED lighting, two flat roofs were resurfaced, the hot water heater was replaced, wooden landscape curbing was replaced with concrete curbing, and soffits were installed. He added that an RFP was posted online for a redesign/expansion of the shipping and receiving area and docks; the closing date is December 1.

15. Trustee Orientation – January 22, 2018

K. Dodds encouraged new and returning YRL trustees/alternates to attend this one-day session.

16. Alberta Library Conference – April 27-30, 2018

K. Dodds noted that the budget allows for 12 trustees to attend the annual Alberta Library Conference held in Jasper. He explained that as per policy, the Executive Committee members have first refusal rights with any remaining spots being allocated by lottery.

17. The Alberta Library (TAL) Update

K. Dodds provided an overview of TAL and the financial issues currently being faced due to a GST and public services body rebate and compliance audit the Canada Revenue Agency conducted.

18. Minutes and Reports

a. YRL Board Executive Committee Minutes – September 11 and 15, 2017

D. Butler noted that both sets of minutes were in the package.

b. 2016-2017 Chair’s Report – Derril Butler

D. Butler did not have a report.

c. Director’s Report – Kevin Dodds

D. Butler noted that K. Dodds’ report was in the package.

d. Assistant Director’s Report – Wendy Sears Ilnicki

D. Butler noted that W. Sears Ilnicki’s Client Services report was in the package.

e. Bibliographic Services Manager’s Report – Jocie Wilson

D. Butler noted that J. Wilson’s report was in the package.

f. YRL Public Libraries’ Council (PLC) Chair’s Report – Tammy Svenningsen

D. Butler noted that the October PLC organizational meeting highlights were in the package.

g. Alberta Library Trustees’ Association (ALTA) Report – Tanya Pollard

D. Butler noted that T. Pollard’s report was in the package.

<p>MOVED by S. Morton that the Public Library Services Branch, Indigenous and infrastructure grants, Trustee Orientation, Alberta Library Conference and The Alberta Library updates along with the YRL Board Executive Committee minutes and the Chair, Director, Assistant Director, Bibliographic Services Manager, YRL Public Libraries’ Council and Alberta Library Trustees’ Association reports be accepted as presented for information. SECONDED by D. Mayr.</p>	<p>CARRIED 3864</p>
---	---------------------

19. Correspondence and Media

K. Dodds noted there was four letters, one email, one media article and a thank you card in the package. He added that one of the letters and the media article were about the Honourable Shaye Anderson, Minister of Municipal Affairs, visiting YRL in July with Trevor Horne, Spruce Grove-St. Albert MLA.

<p>MOVED by A. Morrison that the correspondence and media be accepted as presented for information. SECONDED by M. Mazerolle.</p>	<p>CARRIED 3865</p>
---	---------------------

ADJOURNMENT

MOVED by R. Kleinfeldt that the meeting adjourn at 12:15 p.m.	CARRIED	3866
---	---------	------

NEXT MEETING

The next YRL Board meeting is at 10:00 a.m. on Monday, March 5, 2018.

Derril Butler, Chair

Kevin Dodds, Director

Date

Date



*Economic Development Committee Meeting
Wednesday, February 14, 2018, 1:00 p.m.-3:00 p.m.
Clean Energy Technology Centre*

Meeting Notes

Present: Deputy Mayor Fayrell Wheeler, Councillor Bill Ballas, Councillor Eric Butz, Councillor Amila Gammana, Councillor Corey Peebles, Councillor Nancy Dodds, Manny Deol, Eric Burton, Krystle Kotyk

Absent: Mayor Michael Doerksen

1.0 Call to Order

Deputy Mayor Wheeler called the meeting to order at 1:07 p.m.

2.0 Additions or Deletions to Agenda

There were no additions or deletions to the agenda.

3.0 Adoption of Agenda

Councillor Peebles moved to adopt the agenda as presented.

Carried

Resolution ED010/18

4.0 Review of Notes

4.1 January 24, 2018, Committee Meeting Notes

Councillor Ballas moved to adopt the notes as presented.

Carried

Resolution ED011/18

Councillor Butz entered meeting at 1:10 p.m.

Councillor Gammana entered meeting at 1:20 p.m.

5.0 Discussion Items

5.1 CETC/Bio-Mile Governance Model

Mr. Deol presented a document with suggestions for a governance model of CETC. This item was carried forward to the next Committee Meeting for discussion.

Mr. Deol advised of a grant that is available from Energy Efficiency Alberta, the Community Energy Capacity Building Program.

February 14, 2018

Councillor Gammana made a motion to allow CETC Administration to apply for the Energy Efficiency Alberta grant funding for a feasibility study for a solar farm.

Carried

Resolution ED012/18

5.2 Drayton Valley Tourism Info & Signage

The Committee discussed ideas for a Tourism Information Centre and the validity of some existing signs around Town. Tom Hinderks will be invited as a delegation to the March 7 Committee Meeting.

Councillor Peebles made a motion to direct CETC Administration to review the Town's Signage Bylaw and return to a future Committee Meeting with recommendations.

Carried

Resolution ED013/18

Councillor Ballas exited the meeting at 2:06 p.m.

Councillor Ballas returned to meeting at 2:10 p.m.

5.3 2016 Placemaking Survey

The Placemaking Survey results were presented for information.

Mr. Deol exited the meeting at 2:18 p.m.

Mr. Deol returned to meeting at 2:21 p.m.

Councillor Dodds exited the meeting at 2:34 p.m.

Councillor Dodds returned to meeting at 2:37 p.m.

5.4 Collaboration with Brazeau County

Mr. Burton provided details on potential areas of collaboration. Mr. Deol announced that Brazeau County committed \$12,500 toward a decortication facility.

Councillor Peebles exited the meeting at 2:53 p.m.

Councillor Peebles returned to the meeting at 2:55 p.m.

Councillor Dodds left the meeting at 3:02 p.m.

5.5 Economic Development Agenda Items

Mr. Deol suggested agenda items for Committee Meetings be submitted to CETC Administration with background information as some items can be handled administratively.

Councillor Gammana left the meeting at 3:12 p.m.

6.0 Reports

6.1 Economic Development

Mr. Burton provided an update regarding Economic Development progress and priorities.

*Economic Development Committee Meeting**February 14, 2018*

Mr. Burton reviewed the Entrepreneur Toolkit with the Committee. He explained it was created to help guide entrepreneurs. Mr. Burton to look into cost options of getting it printed professionally vs. printing in-house. He also presented the Community Investment Readiness Scorecard and will provide the Committee with the questions that the Scorecard was based on.

Mr. Burton stated that the Town sponsored the last Interactive Career and Education Expo in the amount of \$3203. The Committee dedicated at least the same amount to 2018's Expo. Mr. Burton will ask for booth space for CETC/Economic Development.

6.2 CETC

Mr. Deol provided an update to the Committee on current projects and meetings.

7.0 Information**7.1 Ecocharge Agreement**

Mr. Deol will forward the Agreement to the lawyer for input before signing.

7.2 Canada's Most In-Demand Jobs 2018

Document was provided for information.

8.0 Other Business**9.0 Items for Next Meeting****9.1 CETC/Bio-Mile Governance Model****10.0 Next Meeting Date**

March 7, 2018, 9:00 a.m. – 12:00 p.m., Clean Energy Technology Centre

11.0 Adjournment

Deputy Mayor Wheeler adjourned the meeting at 3:56 p.m.

2017 YRL ANNUAL REPORT

MESSAGE FROM THE DIRECTOR

Libraries are constantly evolving and I'm always impressed by the diverse services our member public and school libraries provide their communities. YRL's 2017 highlights reflect these changing needs and trends. To enhance our member public libraries' virtual presence, we deployed new, responsive-design websites. We increased bandwidth to satiate the data demands of staff and patrons. We supported programming by creating makerspace kits and distributing Public Library Services Branch funding to extend services to Indigenous communities. Most excitingly, we received a one-time grant from Alberta Municipal Affairs for upgrades and renovations to our building; resource-sharing continues to grow and this will allow us to accommodate the increased amount of materials that flow through headquarters.

After the fall elections we said thank you and farewell to many long-serving YRL Board Trustees. For those who are new, we look forward to working with you in 2018. We are grateful to all of our stakeholders for their commitment to have – and financially support – our library system. Given the accomplishments of this past year, we are energized for the future.

- Kevin Dodds

WEBSITES

39 WEBSITES LAUNCHED **194** HOURS ON SET-UP AND TRAINING

POLARIS FEATURES

Patrons can search the catalogue, place holds, view their account and renew materials all on their library's website.

MOBILE FRIENDLY AND SECURE

Built with responsive design, these websites look great on any device; SSL certificates maximize patron privacy.

FACEBOOK CONNECTIONS

Facebook posts are integrated as a low-maintenance way to keep content fresh.

HOOPLA

Cost-per-circulation eResource offering digital video, music, audiobooks, eBooks and comics to patrons.

\$93,549 SPENT ON CHECKOUTS
52% INCREASE FROM 2016

OVERDRIVE

Downloadable eBooks and audiobooks.

↑ 6% INCREASE FROM 2016
133,407 CHECKOUTS

MAKERSPACE KITS

These kits enable our members to offer non-traditional technology programs while avoiding development and maintenance costs. Available beginning in September, they were fully booked until December.



6

CIRCUITRY KIT
RECORDING KIT
TOOL KIT

LITTLE MAKERS KIT
BUTTON MAKING KIT
ROBOTICS AND CODING KIT

“ The makerspace kits are great! I wouldn't have the time (or money) to build them on my own. A side benefit is all the relationships that have developed. I love how the teens naturally help out the younger kids – and me too! ”

PRESSREADER

Current issues of newspapers and magazines from around the world.



37%

INCREASE FROM 2016
52,841 ISSUES READ

NEW eRESOURCES

ALBERTA EBOOKS

FRONTIER LIFE

GALE PRIMARY RESOURCES

TECHNOLOGY

POLARIS UPGRADES

Two software upgrades introduced a new mobile-friendly catalogue and enhancements to LEAP.

BANDWIDTH CHANGES

Increased from 150 Mbps to 260 Mbps.



CLIENT SERVICES

CONSULTING VISITS



TRAINING VIDEO VIEWS



SCHOOLQ



COMMUNICATIONS

The Communications Coordinator position was eliminated, yet we put out **50** issues of The Loop, **42** issues of The Scoop and had a **71%** increase in Twitter engagement from 2016.

BIBLIOGRAPHIC SERVICES

STAFFING

Two staff retired and we welcomed two new members – including a library technician – to the team. We also hired an intern to help during the summer.



ITEMS HANDLED BY YRL CIRCULATION STAFF



SPENT BY ACQUISITIONS
1% INCREASE FROM 2016

PROVINCIAL AND NATIONAL ILL REQUESTS



DELIVERIES TO MEMBER PUBLIC AND SCHOOL LIBRARIES



STRONG AND FREE: THE POWER OF LIBRARIES



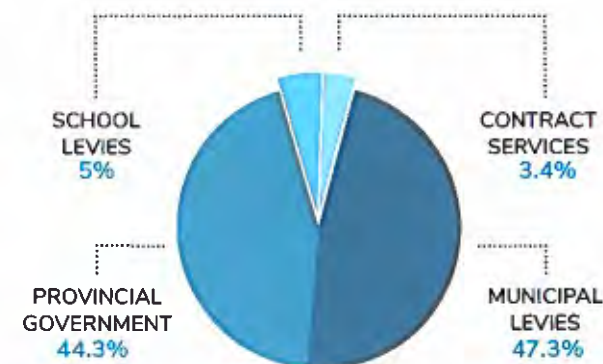
SURVEY RESULTS (109 RESPONSES)



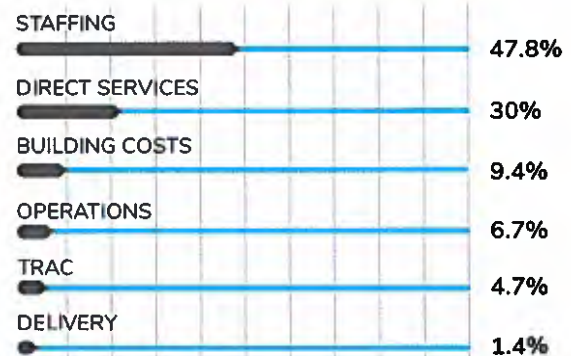
“ I always like seeing other people from small libraries. It's so nice to see what other people do for their patrons. It gives you ideas on how you could improve your service. ”

FINANCIALS

REVENUES



EXPENSES





*Sustainability Committee Meeting
Tuesday, February 20, 2018, 10:00 a.m.
Town of Drayton Valley Conference Room #1*

Meeting Notes

Present: Councillor Nancy Dodds, Councillor Fayrell Wheeler, Pam Livingston, Sonya Wrigglesworth, Sabine Larcher

1.0 Call to Order

Councillor Dodds called the meeting to order at 10:05 a.m.

2.0 Additions or Deletions to Agenda

Following item was added to the agenda:

6.1. NSWA

3.0 Adoption of Agenda

Councillor Wheeler moved to adopt the agenda as presented.
Carried

4.0 Approval of Committee Meeting Notes

4.1 Sustainability Committee Meeting Notes, January 16, 2018

The Sustainability Committee Meeting Notes from January 16, 2018, were approved as presented.

5.0 Discussion Items

5.1 Waste Management Initiatives

This item was deferred to the next meeting. The Committee Chair asked to schedule the item for an upcoming Governance & Priorities Meeting agenda.

5.2 P.O.U.R. Program

The Committee provided feedback regarding the P.O.U.R. Program.

Councillor Dodds called a break at 11:20 a.m.

Councillor Dodds reconvened the meeting at 11:25 a.m.

5.3 Community Sustainability Plan – Gaps

The Committee reviewed the list of areas for improvement within the Community Sustainability Plan.

Sustainability Committee Meeting

February 20, 2018

The Committee agreed to revisit the Waste Policy Considerations from 2016 and, thereafter, to bring to a Governance & Priorities meeting for discussion and direction.

5.4 Earth Day 2018

The Committee discussed potential initiatives for Earth Day 2018.

6.0 Other Business

6.1 NSWA

There was no discussion on this item.

7.0 Information Items

There were no information items to review.

8.0 Items for Next Meeting

- Waste Management Initiatives
- Revised P.O.U.R. Program
- Earth Day 2018
- Community Sustainability Plan – Gaps

9.0 Next Meeting Date

March 13, 2018, 9:00 a.m., Town of Drayton Valley Conference Room #1

10.0 Adjournment

The meeting was adjourned at 12:41 p.m.



Brazeau Foundation
Managing Housing Solutions

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

MEETING OF THE BOARD OF DIRECTORS
Shangri-La Lodge, Drayton Valley
December 15, 2017
10:00 am

ATTENDANCE:

Directors Present:

Eric Butz, Chairperson	Town of Drayton Valley
Janet Young, Vice-Chairperson	Village of Breton
Donna Wiltse	Brazeau County
Jeannette Vatter	Member at Large – Drayton Valley
Donna Gawalko	Member at Large – Brazeau County

Administration Present:

Stella Keller	Chief Administrative Officer
Cindy Trudgian	Executive Assistant
Laura Delesalle	Finance Manager

1.0 CALL TO ORDER

E. Butz called the meeting to order at 10:00am

2.0 AGENDA

2.1 ADDITIONS TO THE AGENDA

4.4 Budgets 2018

4.4.1 Central Services/Shangri-La Lodge

4.4.2 Provincial Housing

4.4.3 Urban Housing

2.2 APPROVAL OF AGENDA

Resolution #17-12-29: Moved by J. Vatter to approve the agenda with additions.

Motion ...Carried Unanimously

3.0 APPROVAL OF MINUTES

A handwritten signature in the bottom right corner of the page.

3.1 MINUTES FROM THE DECEMBER 1, 2017 ORGANIZATIONAL BOARD MEETING

Resolution #17-12-30: Moved by J. Young to approve the minutes of the December 1, 2017 Organizational Board Meeting as presented.

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 November 2017

Resolution #17-12-31: Moved by D. Gawalko to accept the Payable Disbursements as information.

Motion ...Carried Unanimously

4.1.1.1 Visa Payable for November 2017

Resolution #17-12-32: Moved by J. Vatter to accept the Visa Payable as information.

Motion ...Carried Unanimously

4.1.2 Foundation Balance Sheet as of November 30, 2017

Resolution #17-12-33: Moved by J. Young to accept the Balance Sheet as information.

Motion ...Carried Unanimously

4.1.3 Financial Statements to November 30, 2017

4.1.3.1 Central Services/Lodge

4.1.3.2 Provincial Housing Units

Resolution #17-12-34: Moved by J. Vatter to accept the Central Services/Lodge and 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 November 2017.

4.2.2 Urban Housing Balance Sheet as of November 30, 2017

4.2.3 Urban Housing Financial Statements to November 30, 2017

Resolution #17-12-35: Moved by J. Vatter 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

4.4 Budgets 2018

4.4.1 Central Services/Shangri-La Lodge

Resolution #17-12-36: Moved by J. Vatter to approve the Central Services budget as presented.

Motion ...Carried Unanimously

Resolution #17-12-37: Moved by D. Gawalko to approve the Shangri-La Lodge rent increase as presented.

Motion ...Carried Unanimously

4.4.2 Provincial Housing

Resolution #17-12-38: Moved by J. Young to approve the Provincial Housing budget as presented.

Motion ...Carried Unanimously

4.4.3 Urban Housing

Resolution #17-12-39: Moved by D. Wiltse to approve the Urban Housing budget as presented.

Motion ...Carried Unanimously

Break for Lunch at 12:15pm

Resume Meeting at 12:45pm

5.0 OLD BUSINESS

5.1 BRAZEAU FOUNDATION TRUCK

Defer to next meeting

6.0 NEW BUSINESS

None at this time

7.0 REPORTS

7.1 OPERATIONS REPORT

7.1.1 Operation's Report

7.1.2 Vacancy Report

7.1.3 Under Age Application

Resolution #17-12-40: Moved by D. Gawalko to approve the underage application for Spruce View Court.

Motion ...Carried Unanimously

7.1.4 Credit Limit – Staples

Resolution #17-12-41: Moved by D. Wiltse to approve raising the credit limit for Staples Preferred to \$2000.00.

Motion ...Carried Unanimously

7.1.5 In-Private Session (Personnel/Legal)

Resolution #17-12-42: Moved by J. Young to go in-private to discuss personnel matters at 1:22pm.

Motion ...Carried Unanimously

Resolution #17-12-43: Moved by J. Vatter to come out of private at 2:04pm.

Motion ...Carried Unanimously

7.2 POLICY REVIEW

None at this Time

8.0 CORRESPONDENCE

None at this time

9.0 FUTURE MEETING DATES

9.1 NEXT BSF REGULAR BOARD MEETING – Thursday, February 22, 2018 at the Shangri-La Lodge @ 10:00am.

10.0 ADJOURNMENT

Resolution #17-12-44: Moved by J. Young to adjourn the meeting at 2:12pm.

Motion ...Carried Unanimously

APPROVED AT THE February 22, 2018 MEETING OF THE BOARD



Chief Administrative Officer



Board Chair





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

February 2018 Stats

Town of Drayton Valley/ Brazeau County

Fire Calls- 2

Rubbish and Grass Fires- 0

Motor Vehicle Collisions- 6

Rescue Calls- 0

Alarm Calls- 10

Assist another Agency- 5

Misc Calls- 0

Total- 23

Town of Drayton Valley

Fire Calls- 0

Rubbish and Grass Fires- 0

Motor Vehicle Collisions- 0

Rescue Calls- 0

Alarm Calls- 8

Assist another Agency- 3

Misc Calls- 0

Total- 11



DRAYTON VALLEY/BRAZEAU COUNTY FIRE SERVICES

Office of the Fire Chief

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

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

Brazeau County

Fire Calls- 2

Rubbish and Grass Fire- 0

Motor Vehicle Collisions- 6

Rescue Calls- 0

Alarm Calls- 2

Assist another Agency- 2

Misc Calls-0

Total- 12



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

Year End 2017 Stats

Town of Drayton Valley/ Brazeau County

Fire Calls- 30

Rubbish and Grass Fires- 25

Motor Vehicle Collisions- 47

Rescue Calls- 7

Alarm Calls- 134

Assist another Agency- 59

Misc Calls- 25

Total- 327

Town of Drayton Valley

Fire Calls- 7

Rubbish and Grass Fires- 11

Motor Vehicle Collisions- 12

Rescue Calls- 3

Alarm Calls- 82

Assist another Agency- 29

Misc Calls- 13

Total- 157



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- 23

Rubbish and Grass Fire- 14

Motor Vehicle Collisions- 35

Rescue Calls- 4

Alarm Calls- 52

Assist another Agency- 30

Misc Calls- 12

Total- 170