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# Agenda

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Call to Order

National Anthem

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1.0 Additions to the Agenda

2.0 Adoption of Agenda

3.0 Corrections or Amendments:

3.1. May 16, 2018, Regular Meeting of Council Minutes 3-9

4.0 Adoption of:

4.1. May 16, 2018, Regular Meeting of Council Minutes

5.0 Proclamations

5.1. ALS Awareness Month – June 2018 10

5.2. National Indigenous Peoples Day – June 21, 2018 11

6.0 Decision Items Pages 12-77

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6.1. Gage Bogart Memorial Artform 12-17

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6.2. Amended Admission Standard and Swimming Competency Policy 18-21  
RC-01-15

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6.3. Drayton Valley Municipal Library's 2017 Audited Financial Records,  
Library Usage Statistical Data, and Library Branding 22-48

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6.4. Northern Thunder Classic Auto Club, Drayton Valley Hospitality & Tourism 49-64  
Authority - Temporary Street Closure Request:  
• 51 Street between 51 Avenue and 52 Avenue  
• 51 Avenue between 51 Street and 52 Street  
• 52 Street between 51 Avenue and 52 Avenue  
• 52 Avenue between 51 Street and 52 Street  
• Downtown Parking Lot  
Saturday, July 21, 2018, 3:00 p.m. to 10:00 p.m.

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6.5. Humans Helping Humans Housing Foundation Request for Waiver of 65-70  
Development and Off-Site Levy Fees

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7.0 Department Reports

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7.1. Engineering and Development Sonya Wrigglesworth

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7.2. Community Services and FCSS Annette Driessen

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7.3. Emergency Services Tom Thomson

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7.4. Acting CAO / Administration Pam Livingston

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**Regular Meeting of Council  
June 6, 2018  
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8.0	Council Reports	
8.1.	Councillor Peebles	
8.2.	Councillor Dodds	
8.3.	Councillor Gammana	
8.4.	Deputy Mayor Wheeler	
8.5.	Councillor Butz	
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8.7.	Mayor Doerksen	

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	▪ Deputy Mayor Wheeler – Alberta Library Conference	
	▪ Deputy Mayor Wheeler – Integrated Project Development	
9.6.	Sustainability Committee Meeting Notes – April 19, 2018	83-87

10.0 Adjournment



## Meeting Minutes

### **THOSE PRESENT:**

Mayor Doerksen  
Councillor Ballas  
Councillor Butz  
Councillor Dodds  
Councillor Gammana  
Councillor Peebles  
Deputy Mayor Wheeler  
Pam Livingston, Acting Chief Administrative Officer  
Tom Thomson, Fire Chief  
Kevin McMillan, Senior Financial Officer  
Sonya Wrigglesworth, Acting Director of Engineering and Development  
Leonard Rogers, Manager of Information Services  
Rita Bijeau, Executive Assistant

Chandra Dyck, Legislative Services Coordinator  
Jennifer Stone, Records Management and Communications  
S/Sgt. Malcolm Callihoo, Drayton Valley RCMP  
Vishal Sharma, Network and Systems Administrator  
Jerome Zheng, Junior System Administrator  
Pam Balke, Bylaw Enforcement Officer  
Cathy Weetman, Drayton Valley Western Review  
Laine Mitchell, CIBW Radio

### **ABSENT:**

Annette Driessen, Director of Community Services

### **CALL TO ORDER**

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

#### **1.0 Additions to the Agenda**

There were no additions or deletions to the May 16, 2018, Regular Meeting of Council Agenda.

#### **2.0 Adoption of Agenda**

##### **RESOLUTION #071/18**

Councillor Peebles moved to adopt the Agenda for the May 16, 2018, Regular Meeting of Council, as presented.

**CARRIED**

#### **3.0 Corrections or Amendments:**

##### **3.1. April 18, 2018, Regular Meeting of Council Minutes**

There were no corrections or amendments to the April 18, 2018, Regular Meeting of Council Minutes.

##### **3.2. May 9, 2018, Special Meeting of Council Minutes**

There were no corrections or amendments to the May 9, 2018, Special Meeting of Council Minutes.

#### **4.0 Adoption of:**

4.1. April 18, 2018, Regular Meeting of Council Minutes

**RESOLUTION #072/18**

Councillor Gammana moved to adopt the Minutes of the April 18, 2018, Regular Meeting of Council, as presented.

**CARRIED**

4.2. May 9, 2018, Regular Meeting of Council Minutes

**RESOLUTION #073/18**

Councillor Dodds moved to adopt the Minutes of the May 9, 2018, Special Meeting of Council, as presented.

**CARRIED**

**5.0 Proclamations**

5.1. Public Works Week – May 20-26, 2018

Mayor Doerksen proclaimed May 20-26, 2018 as “National Public Works Week” in the Town of Drayton Valley.

5.2. Fine Arts Week – May 26-June 3, 2018

Mayor Doerksen proclaimed May 26 to June 3, 2018, as “Fine Arts Week” in the Town of Drayton Valley.

5.3. Seniors’ Week – June 3-9, 2018

Mayor Doerksen proclaimed June 3 to 9, 2018, “Seniors’ Week” in the Town of Drayton Valley.

**6.0 Delegations**

6.1. RCMP Stats – April 2018 – S/Sgt. Callihoo

S/Sgt. Callihoo presented information to Council regarding the RCMP statistics for and invited Council to the Annual Open House on June 6, 2018.

**7.0 Decision Items**

7.1. Addition to Council Committee Structure

**RESOLUTION #074/18**

Deputy Mayor Wheeler moved that Council appoint Councillor Gammana to represent Town Council on the Drayton Valley Multicultural Association Board.

**RESOLUTION #075/18**

Councillor Peebles moved to table Resolution #074/18 until autumn to allow for consideration during the annual review of Committees.

**CARRIED**

**RESOLUTION #074/18**

**TABLED**

7.2. Eagle Point – Blue Rapids Parks Council Letter of Support Request

**RESOLUTION #076/18**

Councillor Wheeler moved that Council provide a Letter of Support for the grant application to Alberta Environment and Parks by Eagle Point – Blue Rapids Parks Council.

**CARRIED**

7.3. Proposed Mayor's Advisory Committee Bylaw 2018/04/B

**RESOLUTION #077/18**

Councillor Gammana moved that Council give First Reading to Bylaw 2018/04/B, as presented.

**CARRIED**

**RESOLUTION #078/18**

Councillor Dodds moved that Council give Second Reading to Bylaw 2018/04/B, as presented.

**CARRIED**

**RESOLUTION #079/18**

Councillor Dodds moved that Council consider giving Third and Final Reading to Bylaw 2018/04/B, as presented.

**CARRIED UNANIMOUSLY**

**RESOLUTION #080/18**

Deputy Mayor Wheeler moved that Council give Third and Final Reading to Bylaw 2018/04/B, as presented.

**CARRIED**

7.4. Proposed Evergreen Gas Co-op Ltd. Natural Gas Distribution System Franchise Agreement Bylaw 2018/05/F

**RESOLUTION #081/18**

Deputy Mayor Wheeler moved that Council give First Reading to Evergreen Gas Co-op Ltd. Natural Gas Distribution System Franchise Agreement Bylaw 2018/05/F, as presented.

**CARRIED**

7.5. Proposed Electronic Advertising Bylaw 2018/07/A

**RESOLUTION #082/18**

Councillor Ballas moved that Council give First Reading to Electronic Advertising Bylaw 2018/07/A, as presented.

**CARRIED**

7.6. Crosswalk Improvements:

- 43 Street West of St. Anthony School
- Beckett Road between 50 Avenue and 49 Avenue

**RESOLUTION #083/18**

Councillor Gammana moved that Council approve the crosswalk improvement project for the existing crosswalks located at 43 Street west of St. Anthony's School and Beckett Road, between 50 Avenue and 49 Avenue, for a total cost of \$23,708.30, to be paid from the Automated Traffic Enforcement Fund.

**CARRIED**

7.7. Appointment of Prohibited Noxious & Noxious Weed Inspectors for 2018 Season

**RESOLUTION #084/18**

Councillor Dodds moved that Council appoint the following individuals as Weed Inspectors for the Town of Drayton Valley for the 2018 season:

- Ms. Alanna Kathol, Weed Inspector, Brazeau County;
- Ms. Pam Balke, Bylaw Enforcement, Town of Drayton Valley;
- Mr. Dale Holst, Acting Assistant Manager Public Works, Town of Drayton Valley; and

Ms. Joan Elworthy, Public Works/Parks, Town of Drayton Valley.

**CARRIED**

7.8. Proposed Disposition of Surplus Goods and Equipment Policy TF-01-18

**RESOLUTION #085/18**

Councillor Wheeler moved that Council approve Disposition of Surplus Goods and Equipment Policy TF-01-18, with an amendment to section 2.4 to remove “registered charity” and refer to “community organization”.

**CARRIED**

***Mayor Doerksen called a break at 10:06 a.m.***

***Mayor Doerksen reconvened the meeting at 10:16 a.m.***

**8.0 Department Reports**

8.1. Engineering and Development

Ms. Wrigglesworth provided a report to Council regarding activities being undertaken in the Engineering and Development Department.

8.2. Community Services and FCSS

Ms. Driessen was absent from the meeting.

8.3. Emergency Services

Chief Thomson provided a report to Council regarding activities undertaken in Emergency Services and reviewed the statistics which were included in the Agenda package.

8.4. Acting CAO/Administration

Ms. Livingston provided a report to Council regarding the Certificate of Recognition (COR) audit, Curb-It Program, Spring Clean-up, social media first quarter statistics, cannabis consultation, Information Services Department projects, and projects within Safety and Emergency Management.

**9.0 Council Reports**

9.1. Councillor Ballas

- April 19 – Joint Recreation Board with Brazeau County
- April 23 – Drayton Valley Community Foundation
- April 24-27 – Assessment Review Board Training
- May 1 – Budget Consultation at MacKenzie Conference Centre
- May 7 – Budget and Asset Management Committee Meeting
- May 8-9 – Alberta Community Crime Prevention Association Conference
- May 11 – Review of CAO applications
- May 12 – Volunteered at the Triathlon
- May 14 – Student orientation at NorQuest College

9.2. Councillor Peebles

- April 20 – Industrial Hemp Conference
- April 23 – Meeting with Minister Anderson regarding the Clean Energy Technology Centre
- April 25 – Economic Development Committee Meeting

- April 27 – Alberta Hemp Alliance Meeting
- April 30 – Meeting with Federal Parliamentary Secretary for Science and Technology
- May 7 – McHappy Day at McDonald's
- May 9 – Leduc/Nisku Annual General Meeting for their Economic Development Association
- May 11 – Review of CAO applications

9.3. Councillor Dodds

- April 18 – FCSS Volunteer Appreciation Dinner
- Hemp Industry Session
- May 1 – Consultation for 2018 Budget
- May 1 – Budget and Asset Management Committee Meeting
- May 2 – Budget and Asset Management Committee Meeting
- May 7 – Budget and Asset Management Committee Meeting
- May 9 – Special Meeting of Council to Finalize the 2018 Budget
- May 10 – Cannabis Feedback Session at the Civic Centre
- May 14 – Student Orientation at NorQuest College
- May 15 – Chandos Discover and Share for the Aquatic Committee

9.4. Councillor Gammana

- March 23 – Workforce and Education Task Meeting for the NorQuest International Cohort Meeting
- May 1 – Consultation for 2018 Budget
- May 1 – Budget and Asset Management Committee Meeting
- May 2 – Budget and Asset Management Committee Meeting
- May 2 – McHappy Day at McDonald's
- May 3 – Workforce and Education Task Meeting for the NorQuest International Cohort Meeting
- May 7 – Budget and Asset Management Committee Meeting
- May 8 – Workforce and Education Task Meeting for the NorQuest International Cohort Meeting
- May 10 – Homeless Assessment Tour
- May 10 – Cannabis Feedback Session at the Civic Centre
- May 12 – Chamber of Commerce outdoor business market
- May 14 – Student Orientation at NorQuest College

9.5. Deputy Mayor Wheeler

- April 18 – FCSS Volunteer Appreciation Night
- Library Board Conference
- Reading at schools during Educational Week
- Healthy Communities Coalition

9.6. Councillor Butz

- April 18 – FCSS Volunteer Appreciation Dinner
- April 19 – Joint Recreation Committee with Brazeau County
- April 20 – Brazeau Foundation Meeting
- April 25 – Economic Development Committee Meeting

- May 1 – Consultation for 2018 Budget
- May 1 – Budget and Asset Management Committee Meeting
- May 2 – Budget and Asset Management Committee Meeting
- May 7 – Budget and Asset Management Committee Meeting
- May 9 – Special Meeting of Council to Finalize the 2018 Budget
- May 11 – Review of CAO applications

**9.7. Mayor Doerksen**

- April 25 – Economic Development Committee Meeting
- April 27 – National Day of Mourning
- April 30 – Meeting with Federal Parliamentary Secretary for Science and Technology
- May 9 – Special Meeting of Council to Finalize the 2018 Budget
- May 2 – reading at St. Anthony School for Education Week
- May 2 – McHappy Day at McDonald's
- May 3 – Battle of the Books
- May 4 – Dr. Ungar and Dr. Theron from the RYSE Project
- May 8 – Introduced Mr. Rudy Weib for the Drayton Valley Municipal Library
- May 10 – Mayor's Advisory Council Meeting
- May 14 – Welcomed the International Students at NorQuest College

**10.0 Information Items**

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10.1. Childcare Operational Board Meeting Minutes:

- November 23, 2017
- February 16, 2018

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10.2. Budget and Asset Management Committee Meeting Notes:

- February 2, 2018
- May 1, 2018
- May 2, 2018

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10.3. Brazeau Foundation Minutes – March 13, 2018

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10.4. Sustainability Committee Meeting Notes – March 13, 2018

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10.5. Economic Development Committee Meeting Notes – March 28, 2018

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10.6. Drayton Valley / Brazeau County Fire Services Report – Medical Response by Fire Services

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10.7. Drayton Valley / Brazeau County Fire Services Stats:

- March 2018
- April 2018

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10.8. RCMP Stats – April 2018

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10.9. STAR Catholic Schools Board Meeting Highlights – April 2018

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10.10. Council Conference Reports:

10.10.1. Mayor Doerksen:

- AUMA Annual Conference, November 21-23, 2017
- Governance Workshop, February 7-8, 2018
- Epcor Climate Change Conference, March 5, 2018

10.10.2. Councillor Dodds:

- Governance Workshop, February 7, 2018
-



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- RMRF Law Seminar, February 16, 2018
  - Epcor Climate Change Conference, March 5, 2018
  - Economic Developers of Alberta (EDA) Conference, March 21-23, 2018
- 10.10.3. Councillor Gammana:
- AUMA Annual Conference, November 21-23, 2017
  - Governance Workshop, February 7-8, 2018
- 

**RESOLUTION #086/18**

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

**CARRIED**

**11.0 Adjournment**

Mayor Doerksen adjourned the meeting at 11:10 pm.

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MAYOR

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ACTING CHIEF ADMINISTRATIVE OFFICER

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# Town of Drayton Valley

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## Proclamation

### ALS Awareness Month

June 2018

- WHEREAS** ALS (Amyotrophic Lateral Sclerosis) is a rapidly fatal motor neuron disease for which there is no known cause or cure; and
- WHEREAS** over 3,000 Canadians, at any given time, are living with ALS; and
- WHEREAS** ALS can strike anyone regardless of age, gender or circumstances; and
- WHEREAS** recent advances in ALS research have produced promising leads and we must continue this crucial work; and
- WHEREAS** the ALS Society of Alberta is one of the largest contributors to the national ALS research program;
- WHEREAS** Betty's Run for ALS and the WALK for ALS across Alberta have been tremendously successful in raising financial contributions and awareness for ALS; and
- WHEREAS** the ALS Society of Alberta is dedicated in providing support to ALS patients, along with their families and caregivers, to ensure the best quality of life possible while living with ALS;
- NOW THEREFORE** I, Michael Doerksen, Mayor of the Town of Drayton Valley, do hereby proclaim the month of June 2018 as "ALS Awareness Month" in the Town of Drayton Valley.

DATED at the Town of Drayton Valley,  
in the Province of Alberta,  
this 6<sup>th</sup> day of June, 2018.

Michael Doerksen, Mayor



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# Town of Drayton Valley

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## *Proclamation*

### **NATIONAL INDIGENOUS PEOPLES DAY**

**June 21, 2018**

- WHEREAS** National Indigenous Peoples Day celebrates the rich culture, heritage and achievements of Indigenous Nations across Canada. It is also a time to focus on Truth and Reconciliation in order to restore peace, harmony, balance and to honour Canada's First People while working to restore our relationships; and
- WHEREAS** the Town of Drayton Valley is committed to working with Indigenous communities to achieve Reconciliation in order to restore Indigenous Peoples' rights to self-determination;
- NOW THEREFORE** I, Michael Doerksen, Mayor of the Town of Drayton Valley, do hereby proclaim June 21, 2018, as "National Indigenous Peoples Day" in the Town of Drayton Valley.

DATED at the Town of Drayton Valley,  
in the Province of Alberta,  
this 6<sup>th</sup> day of June, 2018.

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Michael Doerksen, Mayor



## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Gage Bogart Memorial Artform</b>
<b>MEETING DATE:</b>	June 6, 2018 - Regular Meeting of Council
<b>SUBMITTED BY:</b>	Annette Driessen, Director of Community Services

### PROPOSAL AND BACKGROUND:

Town Administration has been approached by family and friends of Mr. Gage Bogart to erect a sculpture to serve as a memorial for the young man who tragically lost his life in December 2017. The attached documentation speaks to the significance of Mr. Bogart's involvement in the community and, in particular, the 4-S Skatepark facility. The group has produced a representation of the proposed sculpture to gain a better understanding of the proposed final product.

The group is seeking support and approval from the Town of Drayton Valley prior to committing to fundraising. Elements requiring approval are:

- the overall design;
- the installation of the sculpture within the boundaries of Discovery Park, adjacent to the 4-S Skatepark (proposed site is indicated on the attached drawing);
- the costs of installation, estimated at approximately \$1,000.00; and
- a plaque to be fastened to the support pole (final design pending).

### LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:

The construction of Discovery Park was based on a design that included community input and consultation. Of significance in the community input was the concept of incorporating art and art forms within the boundaries of Discovery Park.

The Social Development Plan outlines goals and objectives to incorporate art and art forms into the community's public facilities and venues.

This project is also supported by the Town of Drayton Valley's Arts and Culture Policy, "recognizing that arts and culture are key components to the vitality and identity of our community".

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

Following Council's decision, Town Administration will work with the family and friends of Mr. Gage Bogart to accommodate the decision. The unveiling of the artform may involve the Town in a public presentation, at which time the Town will prepare an appropriate communication release.



**POTENTIAL MOTIONS:**

1. That Town Council approve the proposed memorial artform within Discovery Park and agree to cover costs associated with the installation of the artform and plaque up to a maximum of \$1,000.00 from Capital Project No. 285.
2. That Town Council approve the proposed memorial artform within Discovery Park and decline to cover costs associated with the installation of the memorial artform.
3. That Town Council not approve the proposal for the memorial artform.


**ATTACHMENTS:**

Attachment 1: Gage Bogart Memorial Artform Concept

Attachment 2: Discovery Park Map – Proposed Installation Site

Report Prepared By:		Report Approved By:	
			
Name:	Annette Driessen	Name:	Pam Livingston
Title:	Director of Community Services	Title:	Acting CAO

Report Routed to Council By:



2-yr. (10) s to 100

corners, 100

5.5-6ft

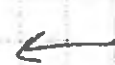


Body + B  
Aluminum  
1" - 2" tub  
Left in Pa  
aluminum  
mounts to  
Bolted Flange

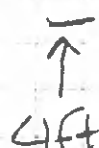


13ft

Stainless ste  
pipe or po  
coated steel  
5" diameter



6-8ft



4ft



In Memory Pl  
Milled in aluminu  
Fastened to steel



Bolted Flange



12" hole for 4  
Pipe with rebar w

## Annette Driessen

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**From:** Lorrie Cameron <gcam@telusplanet.net>  
**Sent:** Wednesday, May 02, 2018 10:39 PM  
**To:** Annette Driessen  
**Subject:** Gage Bogart Memorial  
**Attachments:** attachment 1.pdf



To Whom It May Concern:

I am writing this as a proud mom to a great boy. Not only was he an amazing son he was an amazing friend, neighbour, co-worker. Young or old, he showed you kindness and consideration.

Gage loved the skate park, BMX biking was his passion. Year after year he spent countless hours there, practicing his tricks, biking with friends but also helping others. Whether it be helping a young kid master a trick or fixing a broken scooter, or picking up garbage or helping with the bike competition, even shoveling the park off in the winter on a nice day so they could ride, Gage was there.

Over the years the skate park has gotten bad reputation, and Gage helped change that. I can't tell you how many kid's parents have told me how much their child looked up to Gage, he was an incredible role model. There have been parents who've taken time to write about him in the Opinion page saying how maybe the skate park isn't a bad place after all because of kids like Gage. He made a difference and even I didn't realize how many people knew and respected him.

Not only will this monument be a spectacular piece of art adding to the character of the park, it will be a reminder, for kids to work hard and practice those tricks. That if you try and try and never quit you will succeed. It will remind them to be kind to everyone no matter who they are, to live life to the fullest and always with a smile. Gage was known there, looked up to and respected there. He is also missed terribly there.

There is nothing Gage would love more than to be permanent part of the skate park even in death, just as he was a permanent part of the skate park in life. It would be a true honor, to a wonderful young man who really did impact so many lives for the better.

I appreciate you taking the time to consider our proposal.

Sincerely,

Wendy Swap



- LEGEND:**
- EX DECIDUOUS TREES
  - EX CONIFEROUS TREES
  - BOULEVARD TREES
  - DECIDUOUS TREES
  - ORNAMENTAL TREES
  - CONIFEROUS TREES
  - HEDGE
  - NATURALIZATION PLANTINGS
  - BENCH
  - WASTE RECEPTACLE
  - T-BOLLARD
  - BISTRO TABLE
  - PICNIC AREA
  - FITNESS STATIONS
  - BOULDERS
  - PARK SIGN
  - PLANTING BED
  - SOD AREA
  - STANDARD BROOM FINISH CONCRETE
  - GRAVEL AREA
  - DECORATIVE CONCRETE
  - ASPHALT TRAIL (3.0m WIDE)
  - BED EDGE
  - ORNAMENTAL FENCE
  - PEDESTRIAN CROSSING
  - EX PAVEMENT / WALK
  - BERM
  - WETLAND SLOPE



17 2 18  
**PRELIMINARY**  
 FOR DISCUSSION  
 PURPOSES ONLY

## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Amended Admission Standard and Swimming Competency Policy RC-01-15</b>
<b>MEETING DATE:</b>	June 6, 2018 - Regular Meeting of Council
<b>SUBMITTED BY:</b>	Annette Driessen, Director of Community Services
<b>PROPOSAL AND BACKGROUND:</b>	
<p>In response to the requirements of the Lifesaving Society – the governing body for Park Valley Pool, Administration prepared and presented to Council an Admission Standard and Swimming Competency Policy in July 2015. The Policy was adopted by Council and immediately implemented by Park Valley Pool staff. Further amendments were approved in February 2017, upon changes to the requirements of the Lifesaving Society. With additional changes to the Alberta Health Admission Standards in November 2017, Administration reviewed Policy RC-01-15 and has prepared an amended Policy. The amended Policy is in line with changes to the Alberta Health Admission Standards and industry standards set out by the Lifesaving Society.</p> <p>As this Policy is a living document, and as such, requires updates pursuant to the standards established by Alberta Health and the Lifesaving Society, the amended Policy is being presented to Council for approval. Attached for Council's review is a clean copy of the Policy as well as a red-lined version which highlights the changes to the original document.</p>	
<b>OPTIONS AND ALTERNATIVES, WITH ANALYSIS:</b>	
<ul style="list-style-type: none"> <li>A. That Council approve the amended Policy as attached. This will allow for services at the Park Valley Pool to be within the standards as outlined by its governing body.</li> <li>B. That Council direct Administration to conduct research into options. This will delay the compliance of operations at Park Valley Pool with its governing body, but will ensure that all questions of Council are answered.</li> </ul>	
<b>RECOMMENDATION:</b>	
That Council approve the amended Admission Standard and Swimming Competency Policy PC-01-15, as presented.	
<b>LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:</b>	

This Policy is linked to the Town of Drayton Valley Social Development Plan’s goal; “to provide a responsible and responsive community, resulting in safe recreational opportunities.”



**MOTION REQUESTED:**

That Town Council approve the amended Admission Standard and Swimming Competency Policy RC-01-15, as presented.

**ATTACHMENTS:**


Attachment 1: Clean Copy Amended Admission Standard and Swimming Competency Policy RC-01-15

Attachment 2: Red-lined Amended Admission Standard and Swimming Competency Policy RC-01-15

Report Prepared By:		Report Reviewed By:	
			
Name:	Lynette Nienaber	Name:	Annette Driessen
Title:	Manager, Park Valley Pool	Title:	Director of Community Services

Report Routed to Council By:



Subject:	Admission Standard and Swimming Competency Policy	Policy No.:	RC-01-15	
Department:	Recreation & Culture (Park Valley Pool)			
Approval Date:	July 15, 2015	Review Date:	February 1, 2017	
Associated Policies:				

## Admission Standard and Swimming Competency Policy

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### Purpose

The purpose of this Policy is to establish an admission standard based on ~~age, swimming age, swimming~~ competency and adult oversight for ~~minors preschoolers~~ or when there is a question of swimmer competency.

### Definitions

Pre-school age child(ren) means anyone under the age of six (6) years; and

Responsible person means an individual of sixteen (16) years of age or older.

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### General Policy

~~Pre-school children must be accompanied by, and stay within arm's reach of, a responsible person in the same body of water.~~

The minimum age requirement for supervision of children is six (6) years.

Upon entry; all patrons are to notify staff of medical conditions that may affect bather safety.

User groups are to be orientated to the facility and the facility rules during the first site visit.

Deep water access requires a swim test set out by the Lifesaving Society swim to survive. ~~Regardless of swimming ability a pre-school child must stay within arm's reach of a responsible person.~~

Subject:	___ Policy	Sign off:	
Department:			
Approval Date:		Review Date:	

**Procedures**

During pre-school swimming lessons, a responsible person must remain in the facility, even if they are not required to swim with the preschoolers during the lessons.

During leisure swims and rentals, preschool children must be accompanied by and stay within arm's reach of a responsible person in the same body of water.

The ~~recommended~~ ratio is four (4) pre-school children to one (1) responsible person during all leisure swims and rentals.

If all pre-school children are wearing a personal floatation device or lifejacket, the ratio is eight (8) pre-school children to one (1) responsible person.

During family time, a responsible person must be participating in the water; lane swimming, attending an aqua pump class, relaxing in the hot tub or playing with their children in the shallow end. Pre-school children age three (3) and up must be capable of safe water movement. The lifeguard is to determine if the pre-school child has safe water movement. Toddlers two (2) and under are to remain within arms- reach of a responsible person at all times.

**Definitions**

~~pre-school age child(ren) means anyone under the age of six (6) years; and~~

~~responsible person means an individual of sixteen (16) years of age or older.~~

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\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Approval Date

## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Drayton Valley Municipal Library's 2017 Audited Financial Records, Library Usage Statistical Data and Library Branding</b>
<b>MEETING DATE:</b>	June 6, 2018
<b>SUBMITTED BY:</b>	Douglas Whistance-Smith, Library Director

### PROPOSAL AND BACKGROUND:

In compliance with the *Alberta Libraries Act*, Chapter L-11, the Drayton Valley Municipal Library Board is pleased to present our Audited 2017 Financial Statements to Town Council for information.

Specifically, Section 9 of the Act states:

“9) The municipal board shall

- (a) keep accounts of its receipts, payments, credits and liabilities,
- (b) have a person who is not a member of the municipal board and whose qualifications are satisfactory to council review the accounts each calendar year and prepare a financial report in a form satisfactory to council, and
- (c) **submit the financial report to council immediately after its completion.**“

**RSA 2000 cL-11 s9; 2006 c5 s6**

As indicated in the Auditor's Finding Letter, a copy of which is attached, the auditors found “no significant deficiencies in our internal control” of financial documentation and that “the accounting policies, estimates and judgements made by management, and financial disclosures do not materially misstate the financial statements taken as a whole.”

In an effort to keep Council apprised of its ongoing work, the Library Board is also pleased to provide Council with current monthly data on usage of our two branch Libraries: the Municipal Library and the Rotary Children's Library. Statistical analysis of this data shows that our Libraries are well accessed for a wide variety of activity depending on Branch and purpose.

The Drayton Valley Municipal Library Board is excited to be announcing a new vision:

“Imagine ~ Engage ~ Explore ~ Discover!”

This new vision brands our Libraries as **launching points for journeys of discovery.**

The Library Board is considering expanding service hours for both Library branches commencing in September 2018.

**MOTION REQUESTED:**

That Council accept as information the Drayton Valley Municipal Library's Audited Financial Statements for 2017, the Library Board's statistical data, and the branding information, as presented.

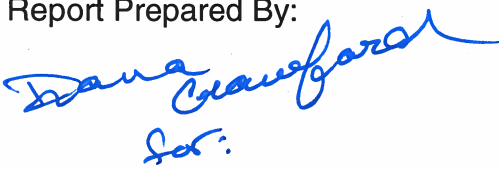

**ATTACHMENTS:**

Attachment 1: Drayton Valley Municipal Library Audited 2017 Financial Statements.

Attachment 2: Drayton Valley Libraries Usage Statistics for April 2018

Attachment 3: Drayton Valley Libraries June Newsletter

Attachment 4: Drayton Valley Municipal Library Branding: "Drayton Valley Libraries - Imagine ~ Engage ~ Explore ~ Discover!"

Report Prepared By:		Report Reviewed By:	
 Dana Crawford Sol:			
Name:	Douglas Whistance-Smith	Name:	Pam Livingston
Title:	Library Director	Title:	Acting Chief Administrative Officer

Report Routed to Council By:





April 19, 2018

Drayton Valley Municipal Library  
5120 – 52 Street  
Box 6240  
Drayton Valley, AB  
T7A 1R7

**Attention: Board of Directors**

Dear Board Members:

**RE: 2017 AUDIT**

The purpose of this communication is to summarize certain matters arising from the audit that we believe would be of interest to the Board of Directors (the “Board”). Additionally, during the course of our audit we identified matters that may be of interest to management.

This communication should be read in conjunction with the financial statements and our report thereon, and it is intended solely for the use of the Board and should not be distributed to external parties without our prior consent. Metrix Group LLP accepts no responsibility to a third party who uses this communication.

**AUDITOR RESPONSIBILITIES**

It is important for the Board to understand the responsibilities that rest with the Drayton Valley Municipal Library (the “Library”) and its management and those that belong to the auditor in relation to the financial statement audit.

Our audit of the Library’s financial statements was performed in accordance with Canadian Auditing Standards. These standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements present fairly, in all material respects, the financial position, results of operations and accumulated surplus, changes in net financial assets, and cash flows of the Library in accordance with Canadian public sector accounting standards.

Accordingly, we planned and performed our audit to provide reasonable, but not absolute, assurance of detecting fraud and errors that have a material effect on the financial statements taken as a whole, including illegal acts whose consequences have a material effect on the financial statements.

The audit included consideration of internal control relevant to the preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of internal control.





Canadian Auditing Standards does not require the auditor to design procedures for the purpose of identifying supplementary matters to communicate to the Board. Accordingly, our audit would not necessarily identify all such matters that may be of interest to the Board and management and it is inappropriate to conclude that no such matters exist.

### **MANAGEMENT RESPONSIBILITIES**

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

### **AUDIT APPROACH**

In gathering our audit evidence, we utilized a *substantive* approach to the audit of the Library. This approach allowed us to issue an audit opinion on the financial statements in the most cost-effective manner, while still obtaining the assurance necessary to support our audit opinion. In performing our audit, our work focused on, but was not limited to areas that we believed had a higher risk of being materially misstated. A substantive approach is more appropriate when an entity processes a relatively low volume of transactions. In obtaining the required audit evidence to support our report, we did not place reliance on any internal controls that may exist at the Library.

### **MATERIALITY**

Materiality in an audit is used as a guide for planning the nature and extent of audit procedures and for assessing the sufficiency of audit evidence gathered. It is also used in evaluating the misstatements found and determining the appropriate audit opinion to express.

A misstatement, or the aggregate of all misstatements in financial statements, is considered to be material if, in the light of surrounding circumstances, it is probable that the decision of a person who is relying on the financial statements, and who has a reasonable knowledge of business and economic activities (the user), would be changed or influenced by such misstatement or the aggregate of all misstatements. The materiality decision ultimately is based on the auditors' professional judgment.

The auditor's determination of materiality is a matter of professional judgment, and is affected by the auditor's perception of the financial information needs of users of the financial statements. In planning our audit, we have concluded that a materiality level of 2% of revenues is appropriate. However, we anticipate that management will record any adjustments that we propose that are of a non-trivial nature.

## **SIGNIFICANT FINDINGS FROM THE AUDIT**

Our objective is to communicate appropriately to the Board and management deficiencies in internal control that we have identified during the audit and that, in our professional judgment, are of sufficient importance to merit being reported to the Board.

The audit findings contained in this letter did not have a material effect on the Library's financial statements, and as such, our audit report is without reservation with respect to these matters.

### **Significant Deficiencies in Internal Control**

Our audit procedures did not reveal any significant deficiencies in internal control.

### **Significant Qualitative Aspects of Accounting Practices**

Management is responsible for determining the significant accounting policies. The choice of different accounting policy alternatives can have a significant effect on the financial position and results of the Library. The application of those policies often involves significant estimates and judgments by management.

We are of the opinion that the significant accounting policies, estimates and judgments made by management, and financial disclosures do not materially misstate the financial statements taken as a whole.

### **Uncorrected Misstatements**

There were no significant uncorrected misstatements aggregated by our Firm, for the year ended December 31, 2017.

After considering both quantitative and qualitative factors with respect to the unrecorded misstatements we accumulated during the audit, we agree with management that the financial statements are not materially misstated.

### **Significant Difficulties Encountered During the Audit**

We encountered no significant difficulties during our audit that should be brought to the attention of the Board.

### **Management Representations**

Management's representations are integral to the audit evidence we will gather. Prior to the release of our report, we will require management's representations in writing to support the content of our report.

## **AUDITOR INDEPENDENCE**

We believe it is important to communicate, at least annually, with you regarding all relationships between the Library and our Firm that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by Chartered Professional Accountants Alberta and applicable legislation, covering such matters as:

- (a) holding a financial interest, either directly or indirectly, in a client;
- (b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- (c) personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- (d) economic dependence on a client; and
- (e) provision of services in addition to the audit engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters.

We are not aware of any relationships between the Library and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence that have occurred from January 1, 2017 to April 19, 2018.

Yours truly,

### **METRIX GROUP LLP**



Philip J. Dirks, CPA, CA  
Partner

PJD/cjo

**DRAYTON VALLEY MUNICIPAL LIBRARY**  
**Financial Statements**  
**For The Year Ended December 31, 2017**




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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Drayton Valley Municipal Library

We have audited the accompanying financial statements of Drayton Valley Municipal Library, which comprise the statement of financial position as at December 31, 2017 and the statements of , and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

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

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

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

### Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Drayton Valley Municipal Library as at December 31, 2017 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

**METRIX GROUP LLP**

Chartered Professional Accountants

(continues)



Independent Auditor's Report to the Members of Drayton Valley Municipal Library *(continued)*

April 19, 2018  
Edmonton, Alberta

**MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING**

To the Chair<sup>LS</sup>woman of the Board and Members of the Board of the Drayton Valley Municipal Library

The integrity, relevance and comparability of the data in the accompanying financial statements are the responsibility of management.

The financial statements are prepared by management in accordance with Canadian public sector accounting standards. They necessarily include some amounts that are based on the best estimates and judgements of management.

To assist in its responsibility, management maintains accounting, budget and other controls to provide reasonable assurance that transactions are appropriately authorized, that assets are properly accounted for and safeguarded, and that financial records are reliable for preparation of financial statements.

Metrix Group LLP, Chartered Accountants, have been appointed by the Board to express an opinion on the Library's financial statements.

Drayton Valley, Alberta  
April 19, 2018





Ms. Lyndara Cowper-Smith  
Chair<sup>LS</sup>woman of the Board

**DRAYTON VALLEY MUNICIPAL LIBRARY**  
**Statement of Financial Position**  
**As At December 31, 2017**

	2017	2016
<b>FINANCIAL ASSETS</b>		
Cash	\$ 500	\$ 500
Due from Town of Drayton Valley	<u>89,042</u>	<u>64,689</u>
	<u>89,542</u>	<u>65,189</u>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	<u>22,784</u>	<u>14,045</u>
<b>NET FINANCIAL ASSETS</b>	<u>66,758</u>	<u>51,144</u>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (Note 2)	<u>24,128</u>	<u>39,872</u>
	<u>24,128</u>	<u>39,872</u>
<b>ACCUMULATED SURPLUS (Note 3)</b>	<u>\$ 90,886</u>	<u>\$ 91,016</u>

**ON BEHALF OF THE BOARD:**

  
 \_\_\_\_\_ Director

  
 \_\_\_\_\_ Director

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



**DRAYTON VALLEY MUNICIPAL LIBRARY**  
**Statement of Operations and Accumulated Surplus**  
**For the Year Ended December 31, 2017**

	2017 (Budget)	2017 (Actual)	2016 (Actual)
<b>REVENUE</b>			
Member requisitions (Note 4)	\$ 553,758	\$ 553,758	\$ 568,090
Grants (Note 5)	87,576	89,916	57,236
Sales of goods and services	7,000	7,834	7,203
Fees and fines	7,000	5,407	6,492
Donations	2,500	965	1,790
Interest	550	722	702
	<u>658,384</u>	<u>658,602</u>	<u>641,513</u>
<b>EXPENSES</b>			
Wages and wage costs	529,085	530,517	522,011
Purchase of materials	41,100	30,670	55,225
Repairs and maintenance	23,504	30,243	40,695
Utilities	16,000	18,632	12,442
Amortization	-	15,745	20,871
Program expenses	18,000	8,153	11,481
Supplies	15,085	7,534	18,636
Professional general services	7,200	7,300	7,600
Equipment rentals	14,000	5,787	14,373
Board expenses	3,500	3,436	5,517
Travel	3,000	3,136	4,364
Insurance	2,000	3,079	3,463
Memberships	1,100	1,096	1,172
Bank charges	700	792	604
Postage	50	37	25
	<u>674,324</u>	<u>666,157</u>	<u>718,479</u>
<b>ANNUAL SURPLUS (DEFICIT) BEFORE OTHER REVENUE</b>	(15,940)	(7,555)	(76,966)
<b>OTHER REVENUE</b>			
Gain on disposal of tangible capital assets	-	7,425	-
	<u>-</u>	<u>7,425</u>	<u>-</u>
<b>ANNUAL SURPLUS (DEFICIT)</b>	(15,940)	(130)	(76,966)
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	91,016	91,016	167,982
<b>ACCUMULATED SURPLUS, END OF YEAR (Note 3)</b>	<u>\$ 75,076</u>	<u>\$ 90,886</u>	<u>\$ 91,016</u>

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

**DRAYTON VALLEY MUNICIPAL LIBRARY**  
**Statement of Changes in Net Financial Assets**  
**For the Year Ended December 31, 2017**

	2017 (Budget)	2017 (Actual)	2016 (Actual)
<b>ANNUAL SURPLUS (DEFICIT)</b>	\$ (15,940)	\$ (130)	\$ (76,966)
Amortization of tangible capital assets	-	15,744	20,871
Proceeds on disposal of tangible capital assets (Gain) on sale of tangible capital assets	-	7,425 (7,425)	-
Acquisition (use) of prepaid expenses	-	-	4,733
<b>INCREASE (DECREASE) IN NET FINANCIAL ASSETS</b>	(15,940)	15,614	(51,362)
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	51,144	51,144	102,506
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	<b>\$ 35,204</b>	<b>\$ 66,758</b>	<b>\$ 51,144</b>

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

**DRAYTON VALLEY MUNICIPAL LIBRARY**  
**Statement of Cash Flows**  
**For The Year Ended December 31, 2017**

	2017	2016
<b>OPERATING ACTIVITIES</b>		
Annual (deficit)	\$ (130)	\$ (76,966)
Non-cash item not included in annual surplus (deficit):		
Amortization of tangible capital assets	15,745	20,871
Gain on disposal of tangible capital assets	(7,425)	-
	<u>8,190</u>	<u>(56,095)</u>
Changes in non-cash working capital balances related to operations:		
Due from Town of Drayton Valley	(24,353)	46,728
Accounts payable and accrued liabilities	8,738	4,634
Prepaid expenses	-	4,733
	<u>(15,615)</u>	<u>56,095</u>
Cash flow used by operating activities	<u>(7,425)</u>	<u>-</u>
<b>CAPITAL ACTIVITIES</b>		
Proceeds on disposal of tangible capital assets	<u>7,425</u>	<u>-</u>
<b>CHANGE IN CASH DURING THE YEAR</b>	<u>-</u>	<u>-</u>
<b>CASH, BEGINNING OF YEAR</b>	<u>500</u>	<u>500</u>
<b>CASH, END OF YEAR</b>	<u>\$ 500</u>	<u>\$ 500</u>

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

**DRAYTON VALLEY MUNICIPAL LIBRARY****Notes to Financial Statements****December 31, 2017**

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**NATURE OF OPERATIONS**

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

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

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**1. ACCOUNTING POLICIES**

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

**(a) Revenue Recognition**

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

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

Fines are recorded when received as a result of the difficulty in determining collectability.

**(b) Use of Estimates**

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

**(c) Financial Instruments**

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

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**DRAYTON VALLEY MUNICIPAL LIBRARY**  
**Notes to Financial Statements**  
**December 31, 2017**

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**1. ACCOUNTING POLICIES (continued)**

(d) Tangible capital assets

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

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

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

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

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

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

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**DRAYTON VALLEY MUNICIPAL LIBRARY**  
**Notes to Financial Statements**  
**December 31, 2017**

**2. TANGIBLE CAPITAL ASSETS**

	<u>2017</u>	<u>2016</u>
Furniture and equipment	\$ 15,336	\$ 28,925
Leasehold improvements	8,792	10,947
	<u>\$ 24,128</u>	<u>\$ 39,872</u>

	Cost Beginning of Year	Additions	Disposals	Write-downs	Cost End of Year
Furniture and equipment	\$ 421,010	\$ -	\$ -	\$ -	\$ 421,010
Vehicles	20,931	-	20,931	-	-
Leasehold improvements	26,233	-	-	-	26,233
Computers	7,326	-	-	-	7,326
	<u>\$ 475,500</u>	<u>\$ -</u>	<u>\$ 20,931</u>	<u>\$ -</u>	<u>\$ 454,569</u>

	Accumulated Amortization Beginning of Year	Current Amortization	Disposals	Write-downs	Accumulated Amortization End of Year
Furniture and equipment	\$ 392,083	\$ 13,590	-	\$ -	\$ 405,673
Vehicles	20,933	-	(20,933)	-	-
Leasehold improvements	15,287	2,155	-	-	17,442
Computers	7,326	-	-	-	7,326
	<u>\$ 435,629</u>	<u>\$ 15,745</u>	<u>\$ (20,933)</u>	<u>\$ -</u>	<u>\$ 430,441</u>

**3. ACCUMULATED SURPLUS**

	<u>2017</u>	<u>2016</u>
Unrestricted surplus	\$ 59,333	\$ 51,144
Equity in tangible capital assets	24,128	39,872
Restricted surplus	7,425	-
	<u>\$ 90,886</u>	<u>\$ 91,016</u>

**4. MEMBER REQUISITIONS**

	<u>2017</u>	<u>2016</u>
Town of Drayton Valley	\$ 328,758	\$ 323,261
Brazeau County Municipal Library Board	225,000	244,829
	<u>\$ 553,758</u>	<u>\$ 568,090</u>

**DRAYTON VALLEY MUNICIPAL LIBRARY**  
**Notes to Financial Statements**  
**December 31, 2017**

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**5. GRANTS**

	<u>2017</u>	<u>2016</u>
Government of Alberta - operating	\$ 39,122	\$ 39,121
Yellowhead Regional Library	27,976	-
St. Thomas Aquinas Roman Catholic Schools Alberta	13,208	13,414
Summer Temporary Employment Program	5,110	-
Parkland County	2,700	2,900
Family and Community Support Services	1,800	1,800
	<u>\$ 89,916</u>	<u>\$ 57,235</u>

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**6. APPROVAL OF FINANCIAL STATEMENTS**

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

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## Drayton Valley Libraries Monthly Stats – April 2018

Patrons	Main Branch	Rotary Branch	TOTAL
New Patrons Added	33	7	40
Patron Records Deleted	1	0	1
<b>TOTAL Patrons</b>	<b>2798</b>	<b>432</b>	<b>3230</b>
<b>Where They Live:</b>	DV Town (1920) + Brazeau MD (1136) + Other (175) = 3231		
DV Town Pop <sup>n</sup> = 7235	Brazeau County Pop <sup>n</sup> = 7771	TOTAL = 15006	
DV Library Users/ Pop <sup>n</sup> = 26.5% DV Town		DV Library Users/ Pop <sup>n</sup> = 14.6% BC	

### Collections

Items Added (New/ Donated)	96	0	96
Items Deleted	0	0	0
Items Withdrawn	342	1	343

### Circulations

# Patrons	418	74	492
Check-Outs	3107	1169	4276
Check-Ins	2773	793	3566
Overdue CKIs	282	61	343

### ILL & Holds

Staff Generated Holds	127	28	155
Patron Generated Holds	827	74	901
Holds Satisfied by ADV / ADVR	801	122	923
ILL - Items Borrowed	1325	404	1729
ILL - Items Lent	1095	245	1340

### TRACpac

Log-ins	1073	27	1100
Item Renewals	497	155	652

### Financials

New Fine Charges	\$2031.95	\$63.74	\$2095.69
Fines Paid	\$351.35	\$12.25	\$363.60
Fines Waived	\$539.78	\$4.30	\$544.08

### eResources

Hoopla Circs	108	0	108
OverDrive Circs	397	2	399
RBDigital Circs	4	0	4

**YRL Region DB Circs:** Cloud Library 1979 circs Press Reader 6512 circs

**Website** Users: 925 Sessions: 1464 Page Views: 3298

<b>Programs &amp; Activities</b>		<b>Main Branch</b>	<b>Rotary Branch</b>	<b>TOTAL</b>
<b>Children</b>				
Rhyme Time	(4x)		41	41
Craft Time	(4x)		43	43
Storytime	(4x: incl. Easter craft & Story)		45	45
Games	(4x)		10	10
Puppet Theatre	(4x)		51	51
Dress Up	(4x)		8	8
Fun Friday	(1x)		10	10
				<b>208</b>
<b>Youth</b>				
Preteen Art	(2x)	0		0
				<b>0</b>
<b>Adult</b>				
NF Book Club	(1x)	6		6
Write Stuff	(2x)	20		20
Arm-Chair Travel	(1x)	2		2
Art Class	(4x)	15		15
Movies	(4x)	20		20
Gardening	(2x)	7		7
				<b>70</b>
<b>Family / Multi-Generational</b>				
Family Movie	(2x)	14		14
				<b>14</b>
<b>Other &amp; Special In-House Events</b>				
Beehive (Art/ Craft)	(0x) cancelled	0		0
Genealogy	(1x)	10		10
Fang-Skunk	(2x)	92	71	163
Slam Poets	(1x)	26		26
				<b>199</b>
<b>Library Awareness</b>				
Newsletter (hard copy & electronic distribution)				300+
Radio Talk Show	(1x)	xxx		xxx
Interagency	(0x)	0 (postponed to May 1)		0
Community Garage Sale	(1x)	xxx		xxx
				<b>300+</b>
<b>Outreach Services</b>				
ECDC	(1x)		24	24
Oil Wives	(1x)	22		22
Family – BF - VG	(1x)	11	(SH Cancelled)	11
Sr. Lodge (2x)	(1x)	11		11
				<b>68</b>

BF = Brighter Futures

SH = Scout Hall

VG = Violet Grove

ECDC = Early Childhood Development Centre

Sr. Lodges = Shangri-La, Lezure Lea, Wishing Well, Seasons (Sunrise)

# Happenings @ your Library

# June

## Movies @ your Library...

Academy's Best: "Phantom Thread" **R** Thurs. June 7 @ 6 pm

Family Flick: "Peter Rabbit" **G** Sat. June 16 @ 12:30 pm

Literature in Film: "Goodbye Christopher Robin" **PG 13**  
Thurs. June 21 @ 6 pm

Is there a movie that you'd like us to show at the Library?

Contact Director Doug and we'll schedule a public showing or a "private viewing party"!

## The Buzz: What's New @ your Library...

### Library Space Rearrangement

If you haven't visited the Libraries recently, you may be in for a surprise. We have shifted collections around to make your space more open and inviting, complete with lounge and study areas.

We welcome you to come in and enjoy your Libraries!

### A New Vision

Libraries are imagination labs. They are places of adventure where journeys of discovery are launched.

We have embarked on a new chapter by sharing a vision of the infinite possibilities of your libraries and the promising future of our communities:

**Imagine ~ Engage ~ Explore ~ Discover!**

Drayton Valley Libraries... your journey to discovery!

#### Main Branch Library Hours

Mon, Tues, Wed, Thurs: 10 am - 8 pm  
Friday: 10 am - 5 pm  
Saturday: 12 noon - 4 pm

Closed on Sundays and Statutory Holidays

#### Rotary Children's Library Hours

Monday - Friday:  
10 am to 4 pm

Closed on Saturdays, Sundays and Statutory Holidays

# Take One!

# June 2018 Newsletter

## DRAYTON VALLEY LIBRARIES

Main Branch Library  
5120 - 52 Street, Drayton Valley  
Phone: 780-514-2228

Rotary Children's Library  
5749 - 45 Avenue, Drayton Valley  
Phone: 780-514-2528

Web: [www.draytonvalleylibrary.ca](http://www.draytonvalleylibrary.ca)

**Imagine ~ Engage ~ Explore ~ Discover!**

## Special Events @ Your Libraries...

### Program Break!

We will be taking a break from our **regular scheduled programs** in June and July. This break allows us to focus on Summer Reading Club (SRC) and gives us time to plan and prepare a fantastic Fall program line-up.

#### Senior's Art Spectacular - @ Main Branch Library

Enjoy tea and snacks and explore your artistic side with Pat  
- Tues. June 5 @ 1:00 pm

#### Gardening for Beginners - @ Main Branch Library

*Local Foraging* - Thurs. June 7 @ 11:00 am  
*Dehydrating Basics* - Thurs. June 14 @ 11:00 am

#### Non-Fiction Book Club - @ Main Branch Library

"Seven Fallen Feathers" by Tanya Talaga  
- Tues. June 12 @ 6:30 pm

#### SRC Launch Picnic Party - @ Rotary Children's Library

Rodney (Rodzilla) & Tracy Fortin will read from their newly published book: "Cedrick & His Fearful Rabbit"

Bring your own picnic snacks - Wed. June 20 @ 1:00 pm

**\*\* See insert for more information on SRC 2018! \*\***

## Contents...

1	Special Events & Announcements
2	New on Shelves & Quote of the Month
Insert	SRC 2018 Information & Program Line-up
3	Computer Connections & Databases
4	Movies @ the Library & The Buzz

Pulling together...

## What's New on the Shelves

@ your Library

# June

### New Fiction...

**Jane Seymour, the Haunted Queen** - Alison Weir (F WEI)

**Money in the Morgue** - Ngaio Marsh (F MAR)

**The Gunners** - Rebecca Kauffman (F KAU)

**Alter Ego** - Brian Freeman (F FRE)

**Circe** - Madeline Miller (F MIL)

**Outsider** - Stephen King (F KIN)

**How it Happened** - Michael Koryta (F KOR)

**Anne, Like Thunder** - Peggy Herring (F HER)

... And MANY more titles... Check our website!



### New Non-Fiction...

**Ninja Skills: Authentic Training Manual** - Anthony Cummins (796.815 CUM)

**Conversations Worth Having** - Jacqueline M. Stavros (158.2 STA)

**Vogue Knitting: Ultimate Knitting Book** - Vogue (746.432 VOG)

**Robin (Robin Williams Bio)** - Dave Itzkoff (791.43 ITZ)

**Fresh India: 130 Recipes** - Meera Sodha (641.595 SOD)

**Zero Waste: ... Reduce Trash** - Shia Su (640.286 SU)

**Never-Ending Present: Gord Downie** - Michael Barclay (782.421 BAR)

**Eat Rich, Live Long: Low Carb & Keto...** - Ivor Cummins (641.563 CUM)

... And MANY more titles... Check our website!



### New Children's Books @ Rotary...

**Baby Duck Finger Book** - (BB BAB)

**I Wanna New Room** - Karen Kaufman Orloff (E ORL)

**Don't Blink** - Tom Booth (E BOO)

**Room to Bloom** - Jessica Young (J YOU)

**Bad Kitty Camp Daze** - Nick Bruel (J BRU)

**Keep Your Paws Off** - Mark Parisi (J PAR)

**Frank Einstein & the Space Time Zipper** - Jon Scieszka (J SCI)

**Librarian of Auschwitz** - Antonio Iturbe (Y ITU)

... And MANY more titles... Check our website!



### Quote of the Month...

"If we all did the things we are really capable of doing, we would literally astound ourselves." — Thomas A. Edison

2

# June

## Computer Connections @ your Library

### Tech Savvy Services @ your Library...

Technology can be fun for some & frustrating for others!

Drop by the Main Library with your device & we'll show you how to get along with it.

Or schedule one-on-one time with a tech-savvy Librarian.

[dvml@draytonvalley.ca](mailto:dvml@draytonvalley.ca)

#### Discover how to:

- Access our many eResources
- Find out about Library apps
- Or set up your eReader to download audio and eBooks

Ask us about the many eResources available to you.

780-514-2228

### Public Service Announcement!

The **Boopsie App** will no longer be supported on our network as of **June 4**. If you have this App on your device we recommend that you **delete it!**

To access your account from your mobile device we suggest that you load **TRACpac mobile**.

Go to [www.yrl.ab.ca/tracapp](http://www.yrl.ab.ca/tracapp) for instructions.

### Databases @ your Library...

The eResources available on our website are free to use with your library card. Turn up the heat on your summer with...

### RomanceBookCloud

Romance is one of the most popular genres in the library and the titles fly off our shelves. Now we have a collection of romance titles that are never "out" - different patrons can stream and read the same book at the same time.

**RomanceBookCloud** provides 24/7 unlimited & unrestricted simultaneous usage for over 1800 romance e-books.

#### All Romance, all the time!

No holds. No waiting. No check outs. No software downloads.

Just click and start reading.

Contemporary, historical, suspense, paranormal, LGBTQ, and all other genres are available in the collection. You will love to read about love at RomanceBookCloud.

3

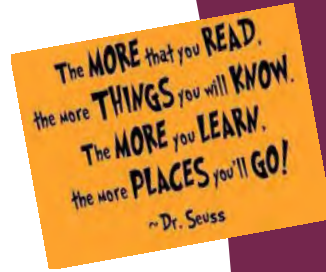
## Reading Points & Prizes...

### SRC participants earn points for reading:

- Ages 3 - 5: 1 point per **15 minutes** of reading.
- Ages 6 - 8: 1 point per **30 minutes** of reading.
- Ages 9 - 12: 1 point per **60 minutes** of reading.

### Everyone gets a chance to win **Prizes**:

- **Random Prize Draws** throughout program.
- **Prize Bins** for 5, 20, 30, 40, 50+ points.
- **Grand Prizes** to be awarded at the end of SRC.



SRC

## SRC Program Days & Times...



Age Group	Time	Dates
3-5 year-olds	10:30-11:15	Tuesday
3-5 year-olds	10:30-11:15	Wednesday
6-8 year-olds	11:30-12:15	Tuesday
6-8 year-olds	1:00-1:45	Tuesday
6-8 year-olds	11:30-12:15	Wednesday
9-12 year-olds	1:00-2:00	Wednesday

\*Subject to numbers

On “**Thrilling Thursdays**” SRC will feature a **guest entertainer**. Everyone (family, friends, siblings) is welcome to come and enjoy the special entertainers.

## Special Events & Guest Entertainers...

**June 20** (Wednesday) starting @ **1:00 pm**: **SRC Kick-off Picnic!**

- **Bring your own picnic lunch and blanket!**

Featuring Rodney (**Rodzilla**) & Tracy Fortin reading from their newly released book:

### “Cedrick & His Fearful Rabbit”



### SRC Thrilling Thursdays Special Guest Entertainers:

- July 5** (10:30 - 11:30 am): **Rodzilla**
- July 12** (10:30 - 11:30 am): **Gacelas Ballet**
- July 19** (10:30-11:30 am -3:30 pm): **Drayton Valley Museum**
- July 26** (10:30-11:30 am): **Kompany Family Theatre**
- August 2** (10:30-11:30 am -3:30 pm): **Drayton Valley Museum**
- August 9** (10:30-11:30 am): **Chance Hansen** (Author)

Insert

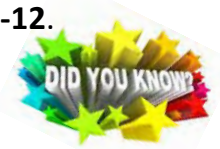
SRC

## TD Summer Reading Club

SRC - 2018 “Feed Your Passions” <sup>45 of 87</sup>

### What is SRC all about...

- SRC is a **FREE** program for children aged **3-12**.
- SRC programs run from **July 3** through to **August 9**.
- SRC enhances a child’s **love of reading** and helps them retain and improve their **reading skill level** during summer months.
- This year’s SRC theme is “**Feed Your Passions**”, which is another way to say... find out what you love to do and...



... “**Do It!**”

- Children attend **one SRC program day per week**.
- Program days include a **story**, a **craft** and an **activity**.
- The focus of SRC is to have **fun!** We encourage kids to **enjoy playing, reading and creating**.
- SRC programs are hosted at the **Rotary Children’s Library**.
- How do you get your child involved?...

... **Register them for SRC!**

### Registration for SRC...

- **Registration** opens on **June 4** and remains open throughout the program. Registration **forms** can be picked up at **either Library**.
- **Ask staff** at the Library’s front desk for an SRC registration form.
- Complete the form and **return it to Library Staff** at either Library.
- **Contact us** at **780-514-2528** if you have any questions about SRC programs, activities or events.



Insert

Old Logo:



DRAYTON VALLEY  
*Libraries*

... More than just books!

But what does it mean? What is the significance of the symbols used in the Logo?

New Branding: No Logo, rather a theme...



This new branding theme will be incorporated into all Library marketing:

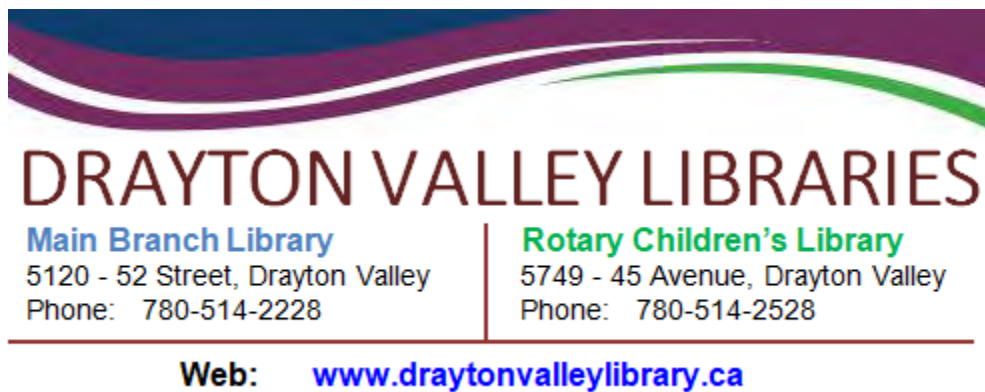
T-Shirts:



Business cards:



Newsletter Headers:



Correspondence & Document Headers:



Outreach Banner:



**IMAGINE!**  
**ENGAGE!**  
**EXPLORE!**  
**DISCOVER!**



 Like us on  
**Facebook**

 **@dvllibrary**

**DRAYTON VALLEY LIBRARIES**

**MUNICIPAL**  
780.514.2228

**ROTARY CHILDREN'S**  
780.514.2528



## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Northern Thunder Classic Auto Club</b> <b>Drayton Valley Hospitality &amp; Tourism Authority</b> <b>Temporary Street Closure Request:</b> <ul style="list-style-type: none"> <li>• 51 Street between 51 Avenue and 52 Avenue</li> <li>• 51 Avenue between 51 Street and 52 Street</li> <li>• 52 Street between 51 Avenue and 52 Avenue</li> <li>• 52 Avenue between 51 Street and 52 Street</li> <li>• Downtown Parking Lot</li> </ul> <b>Saturday, July 21, 2018, 3:00 p.m. to 10:00 p.m.</b>
<b>MEETING DATE:</b>	June 6, 2018 – Regular Meeting of Council
<b>SUBMITTED BY:</b>	Pam Balke, Bylaw Enforcement

### PROPOSAL AND BACKGROUND:

On Saturday July 21, 2018, the Northern Thunder Classic Auto Club will be hosting their 20<sup>th</sup> Annual Show and Shine car show.

The Northern Thunder Classic Auto Club is working with the Drayton Valley Hospitality and Tourism Authority to expand the traditional Show and Shine car show, by creating an afternoon and evening of family events and fun. The goal is to create an event that will benefit the community and provide an affordable family event for participants. The organizers are hoping to attract 1,000 to 2,000 people to this event. The Show and Shine starts is from 10:00 a.m. to 3:00 p.m. in the Canadian Tire/Walmart parking lot at 4:00 p.m. the Show and Shine will move to the downtown location with family-based activities and music.

The alcohol-free family event will encompass the downtown core of Drayton Valley, with set up at 3:00 p.m. and gates opening at 4:00 p.m. In addition to the unique and vintage vehicles on display there will be music, and family-based activities. General admission will be by donation and all monies raised will be distributed among the “not-for-profit” organizations of Drayton Valley. There is also the opportunity for the not-for-profit organizations to participate in the event to enhance community interaction and awareness.

The businesses within the vicinity of the requested road closures have been approached to discuss the impact the road closures may have for them. Businesses were also invited to participate in the event, by offering services to those attending.

These responses from businesses can be reviewed in Attachment 2 supplied by Drayton Valley Hospitality & Tourism Authority; three (3) businesses consented, one (1) business disapproved, and others did not provide any feedback regarding the Show and Shine with the proposed road and parking lot closures.

The area of road closure will include the downtown core, as shown on the attached map (Attachment 1) and more specifically described as;

- 51 Street between 51 Avenue and 52 Avenue
- 51 Avenue between 51 Street and 52 Street
- 52 Street between 51 Avenue and 52 Avenue
- 52 Avenue between 51 Street and 52 Street
- Downtown Parking Lot

#### **OPTIONS AND ALTERNATIVES, WITH ANALYSIS:**

- A. Approve the temporary road closure as presented. This is a new event for 2018 and could serve as an event to attract out-of-Town visitors and showcase Drayton Valley.
- B. Not approve the temporary road closure. This would result in the event having to seek an alternate location which may result in it being cancelled.

#### **IMPLICATIONS OF RECOMMENDATION:**

The road closure will cause a minor inconvenience to any motoring public on the day of the event. Closing the road will allow the Show and Shine to occur in a centrally located area of Town, promoting accessibility and showcase the downtown business area.

Inclement weather or unforeseen circumstances may cause the event to be cancelled.

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

The Northern Thunder Classic Auto Club and the Drayton Valley Hospitality & Tourism Authority will be responsible for public engagement and advertising.

The Town will work with the applicants to ensure appropriate notifications of the road closure are posted prior to the event and on the day of the event to ensure motorists are aware of the road closure.

#### **POTENTIAL MOTIONS:**

- A. That Council approve the temporary road closure of the downtown core:
  - 51 Street between 51 Avenue and 52 Avenue
  - 51 Avenue between 51 Street and 52 Street
  - 52 Street between 51 Avenue and 52 Avenue
  - 52 Avenue between 51 Street and 52 Street
  - Downtown Parking Lot



On Saturday July 21, 2018 between 3:00 p.m. and 10:00 p.m. to allow the Northern Thunder Classic Auto Club and the Drayton Valley Hospitality & Tourism Authority to host a Show and Shine event.

B. That Council refuse the temporary road closure of the downtown core on Saturday July 21, 2018, between 3:00 p.m. and 11:00 p.m., and direct the Northern Thunder Classic Auto Club and the Drayton Valley Hospitality & Tourism Authority to seek an alternative location.


**ATTACHMENTS:**

Attachment 1: Map of proposed road closure area

Attachment 2: Package from Northern Thunder Classic Auto Club and Drayton Valley Hospitality & Tourism Authority outlining event, road closure request, and community engagement results

Report Prepared By:		Report Reviewed By:	
			
Name:	Pam Balke	Name:	Pam Livingston
Title:	Bylaw Enforcement	Title:	Acting Chief Administrative Officer

Report Routed to Council By:





Show & Shine/Family Dance area

Red: Borders needed for Event    Lime Green: Vehicle Display areas    Dark Green: Entry Points

As a member of the Northern Thunder Classic Auto Club and a member of the organizing team for the proposed event I am pleased to put forward the attached request for road closure.

The Northern Thunder Classic Auto Club has a long history of both activity and supporting community in the Drayton Valley/Brazeau County area and I am proud to be a part of this years event and raising the bar on this annual event.

Please find attached:

- Request for Road Closure with the following attachments
  - Event information package
  - Closure area diagram
- Community Engagement Plan with supporting documentation and results
- Operations plan
- Emergency Operations plan

Thank you in advance for your consideration:

Thomas Hinderks  
Northern Thunder Classic Auto Club member  
Executive Director Drayton Valley Hospitality & Tourism Authority

Contact information:  
780-514-8134  
[thiinderks@outlook.com](mailto:thiinderks@outlook.com)

May 30<sup>th</sup>, 2018

Request for road closure  
Submitted on behalf of  
The Northern Thunder Classic Auto Club

To: Drayton Valley Town Council

July 21<sup>st</sup>, 2018 is the 20<sup>th</sup> Anniversary of the Northern Thunder Classic Auto Club Annual Car Show.

Working with the Drayton Valley Hospitality & Tourism Authority the Classic Auto Club is working to take our traditional Car Show to a new level and expand not only entries to the show but also add an afternoon/evening Family Dance/Show and Shine to the traditional event.

The overall goal being to create a larger event adding benefit to the community and provide an affordable family event for the people living in the area.

The event shall be situated in the Town Centre area (3:00pm set up/4:00pm gates open to 10:00pm) as per the diagram attached (please see diagram for closure area details) and feature music of the 50s/60s/70s/80s, activities for children and adults alike as well as a unique selection of vehicles of all types as the Show and Shine portion will be open to a broad variety of vehicles not normally seen in a conventional Show and Shine. (please see diagram for closure area details)

General admission to the event shall be "admission by donation" with the proceeds being distributed with Drayton Valley and area "not for profits" providing volunteers. In addition the opportunity for "not for profits" and "local charities" to participate through their own activities will be offered as well

While the majority of the closure area businesses are normally be closed during the event times they will be encouraged to take the opportunity to be open for the event. Businesses normally open during event hours (Drayton Restaurant, Oil City Tap House, Twin Dragon Restaurant and the White Bull Restaurant) will be encouraged to participate with evening promotions as the anticipated crowd offers a solid business opportunity and any vendors present will not be permitted of offer competition to the services they provide (ie: Hot food and Full meals). As well this will be an alcohol free family event, as such those seeking an alcoholic beverage will need to attend one of the established businesses licensed to offer that service.

We are hoping to attract 1-2,000 attendance through the evening events creating an opportunity to serve not only the community, but also attract visitors to our area.

(Please find full event information attached)

We see this as an opportunity to:

- Provide the community with a new, exciting, family oriented event
- Provide an opportunity for local business
- Raise the profile of the Northern Thunder Classic Auto Club as well as the area of Drayton Valley/Brazeau County.
- Create an new annual event to attract visitors to the Drayton Valley/Brazeau County area

The Northern Thunder Classic Auto Club thanks Town Council in advance for their consideration of our request.

Attachments: Event information package, Area diagram

## Northern Thunder's Classical Gas Show weekend V3

Northern Thunder Classical Gas Saturday ... July 21, 2018

A weekend dedicated to Alberta's Automotive Culture and Family Fun.

Alberta has had a long and strong love of Auto/Car Culture from Car Shows to Full on racing and this is demonstrated across the Province through the many "Show" events scheduled each year.

What most of these events miss, the opportunity to include the whole family, this we are set to address.

Classical Gas Saturday begins with the 20<sup>th</sup> Anniversary Northern Thunder Classic Auto Club Car Show. This year marketed more effectively across our target region with added attractions to make it even more enticing to attend as both a participant and a spectator with a family.

While the Car Show is running (from 10am to 3pm) the enthusiast in the family can immerse themselves in the traditional Car Culture, while the family after viewing can take in the Eagle Point/Blue Ridge parks day in the scenic River Valley South of Drayton Valley. If that is not to their liking they can walk the paths of Lion's Park and the attached pathways or shop in the Town Centre.

After the "Car Show" things move to the Town Centre with events geared to the whole family as well as the enthusiast with the First Annual Family Dance/Show & Shine (4pm to 10pm).

Located in Town Centre features will include many of the car show participants as well as special feature vehicles and displays. For the Family, children's buskers, face painting and other activities. Music from the 60s/70s/80s, a live Radio remote by 92.9 Big West Country brings a strong adult component. All general admissions to participating local charities.

Need a meal, a cold beverage ... even of the adult style? Town Centre features fine restaurants to serve the participants and attendees all adjacent to the event in progress.

After 10pm it is adult time and we are encouraging "Roustabouts Restaurant & Bars" and "Oil City Tap House" to make themselves the centres for after event adult fun.

This event meets the goals of:

- Being a family friendly event for the community
- Supporting and working with Drayton Valley/Brazeau County Not for Profits and Charities
- An attraction and reason to spend time in Drayton Valley as a Tourism attractor
- An image booster for the area
- Inclusive of area businesses

Saturday July 21, 2018 (Spectator admission by donation, proceeds to participating local charities)

Classical Gas Show open to:

- Antique, Vintage, Classic and Modern, Domestic, Import Automobiles, Motorcycles, Trucks & other.
- Unrestored, Restored, Custom, Modified, On/Off Road, Performance, Race Track only and Rat Rods.

Time: 10 am to 3 pm

Location: Canadian Tire/Walmart Parking lot

Features: People's Choice awards in 10 classes  
Music through the day  
CCMR Dynamometer

Classical Gas Family Street Dance/Show and Shine:

Saturday July 21, 2018 (Spectator admission by donation, proceeds to participating local charities)

Show entry open to:

- Show participants plus
- Boats and Watercraft
- OHV including Motorcycles, Trikes and UTVs and 4 X4s
- Antique Tractors and Tractor Pull Tractors
- As well as other specialty!

Time: 4 pm to 10 pm

Location: Drayton Valley Town Centre

Features:

Live on location 92.9 FM with music of the 60s/70s/80s  
Race Car/Team Displays, Mini Cacklefest (Race Car fire ups) 8-8:15  
Face painting, 50/50 Draw, Local Not For Profit Displays.

After Hours (for the adults):

- Roustabouts at the Lakeview Inn
- Oil City Tap House

Sunday July 22, 2018

**Edmonton Rally Club Autoslalom Event:**

Registration 8:00 am to 9:30 am

Event runs 10 am to approx. 3-4 pm

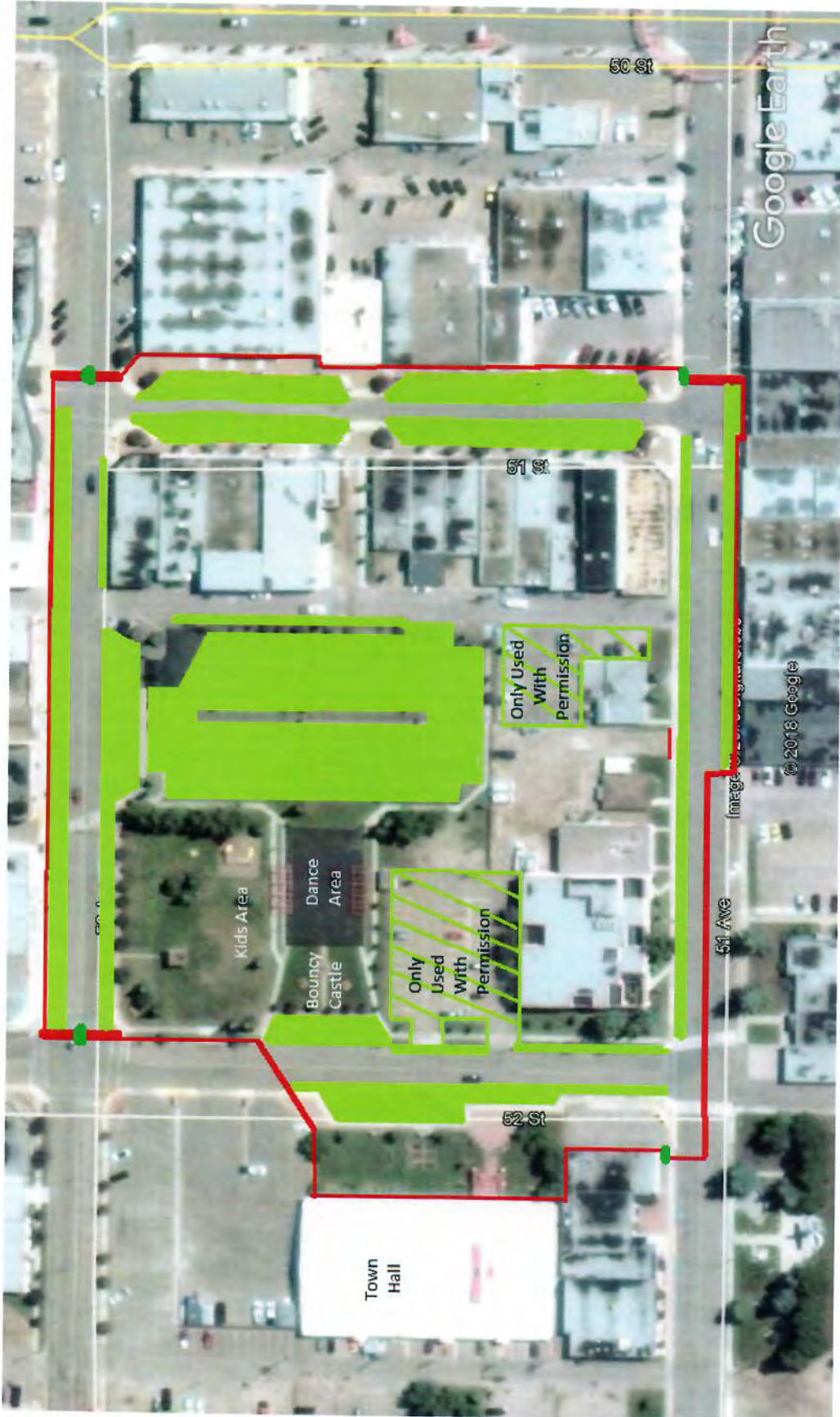
- Autoslalom in the Omniplex parking lot.

Autoslalom is the Road Race world version of gymnastics, held on the Omniplex parking lot this low speed/high skill event is phenomenal for teaching driver skill and exciting to watch.



Show & Shine/Family Dance area

Red: Borders needed for Event    Lime Green: Vehicle Display areas    Dark Green: Entry Points



**July 21, 2018**

**Street Dance/Show & Shine**

Consultation process

Community Engagement Plan with results

Operations Plan

Emergency Plan

Street Dance/Show & Shine Road closure Public consultation plan

Stage One – Market test (Social media, Facebook based)

To test demand and participation in the proposed event a test market was done in April, 2018 using social media (facebook) to confirm interest and potential interest levels. (attached)

This was done using no form of advertising or “post boosting” to keep results organic and uninfluenced.

Stage Two – Pre-closure application consultation.

On May 28<sup>th</sup>, 2018 a form (attached) with event information and street closure area and time was distributed, by hand, to businesses identified by their operating hours (list attached) as being affected was distributed.

A response was requested by end of Day May 30<sup>th</sup>, 2018 with a sign off if the business approved or disapproved.

Noted businesses that had not responded by the morning of May 30<sup>th</sup>, 2018 were revisited, in person, requesting response where possible. (between 10:00am and 10:30am May 30<sup>th</sup>)

This process was used as it was identified as being the least time intensive for both event organizers and the businesses as well as eliminating any perception of the business being pressured to make a decision.

As of end of day May 30<sup>th</sup>, 2018 5 responses were received (attached). Those approving 4. Those disapproving 1. Those not responding are recorded in attachments.

Stage Three – (If closure is approved) Pre – event communication.

Commencing June 11<sup>th</sup>, 2018 all Town Centre area businesses (directly affected or not) will be informed in writing of the July 21, 2018 events and encouraged to stay open late and take advantage of the opportunities presented by the event crowds.

This will be repeated after July 4<sup>th</sup> encouraging involvement in the opportunity presented.

Stage Four – Post event communication

Beginning July 25<sup>th</sup> we will once more be in contact (in writing) with all Town Centre businesses for feedback, positive and negative, as well as suggested solutions to any issues encountered as well as suggestions to improve the overall event.

Using social media resources we will be requesting the same from the public at large and recording the information received which we will pass on in a final report to Town Council in August, 2018.

Attachments:

- Social media test market of event from April, 2018
- List of businesses identified as being affected due to business hours
- Information provided to affected businesses prior to road closure request.
- Copies of results received, approving or disapproving.

**Actions on Page**

12 April - 9 May

**3**

Total actions on Page  
200%

**Page Views**

12 April - 9 May

**146**

Total Page views  
20%

**Page previews**

12 April - 9 May

**43**

Page previews  
79%

**Page Likes**

12 April - 9 May

**29**

Page likes  
81%

**Reach**

12 April - 9 May

**5,592**

People reached  
311%

**Recommendations**

12 April - 9 May

We don't have data to show you  
this week.

**Post engagements**

12 April - 9 May

**1,556**

Post engagement  
190%

**Videos**

12 April - 9 May

**12**

Total video views  
33%

**Page followers**

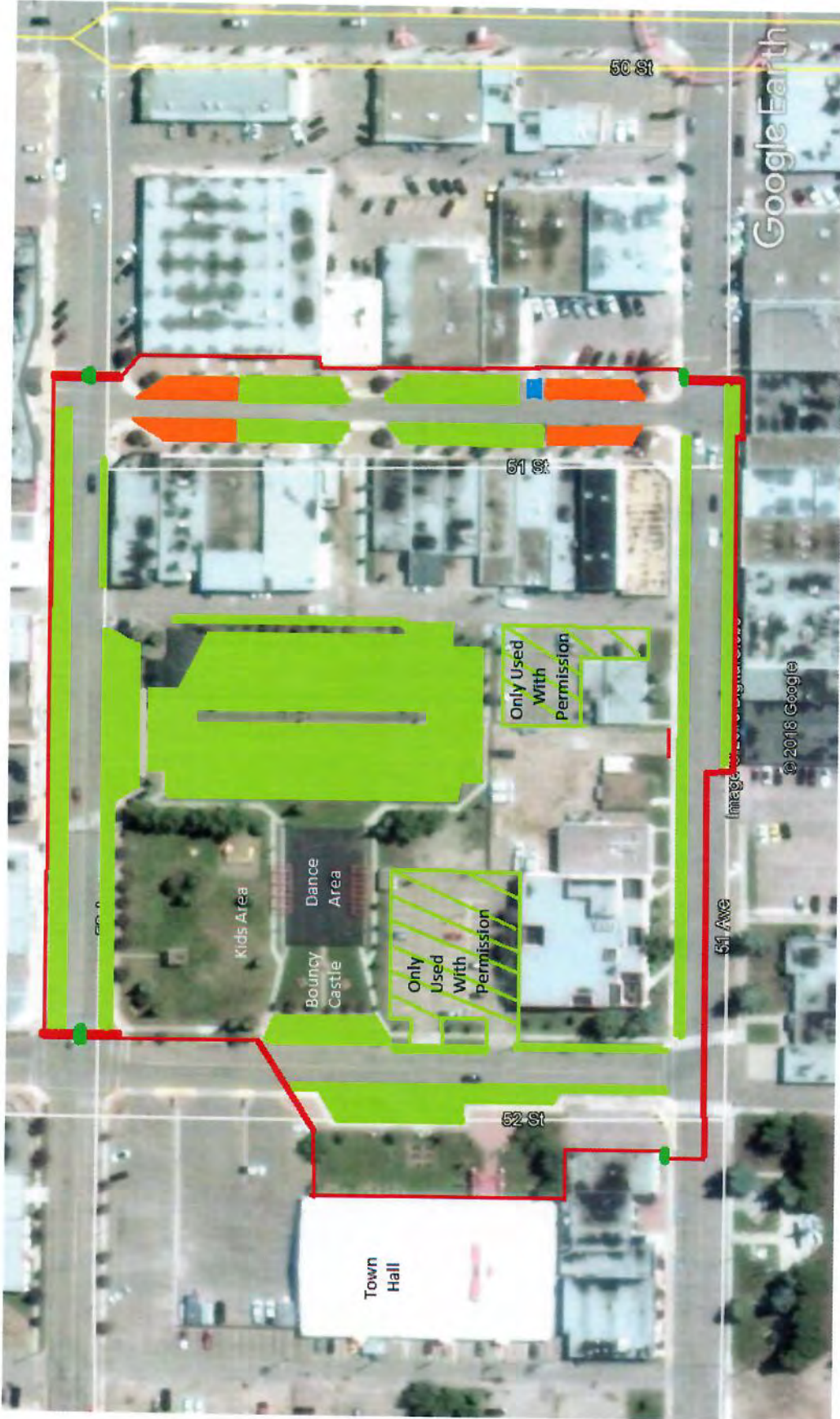
12 April - 9 May

**28**

Page followers  
65%

Show & Shine/Family Dance area

Red: Borders needed for Event    Lime Green: Vehicle Display areas    Orange: Advertiser/Sponsor Display areas    Blue: Dunk Tank  
Dark Green: Entry Points



## Road Closure for Family Street Dance/Show and Shine

Request: To close the area of 51 ave North to 52 ave and 51 str to 52 str inclusive  
July 21, 2018 (Saturday) from 3:00pm to 10:00pm per diagram attached

### The Event:

After the "Car Show" at the Canadian Tire/Walmart parking area (10am to 3pm) will be a Family Street Dance and Show/Shine vehicle display from 4pm to 10pm.

Located in Town Centre features will include many of the car show participants as well as special feature vehicles and displays. For the Family, children's buskers, a bouncy castle, face painting and other activities. Including visiting the local businesses that choose to be open.

Music from the 60s/70s/80s, a live Radio remote by 92.9 Big West Country to add the adult component. All general admissions to participating local charities.

Need a meal, a cold beverage ... even of the adult style? Town Centre features fine restaurants to serve the participants and attendees all adjacent to the event

Businesses that could be affected:	Approve	Disapprove
1) Finishing Stitches (open till 5pm)	<u>NO RESPONSE</u>	
2) Drayton Sports Lounge (open till after 10pm)	<u>NO RESPONSE</u>	
3) Drayton's Restaurant (open till after 10pm)	<u>NO RESPONSE</u>	
4) Drayton Pizza (open till after 10pm)	<u>NO RESPONSE</u>	
5) Vitality Health (open till 5pm)	<u>✓</u>	
6) Tobacco Land (open till 5pm)	<u>NO RESPONSE</u>	
7) Karma Collection (open till 4pm)		<u>✓</u>
8) Stitches and Dreams (open till 4pm)	<u>✓</u>	
9) Indigo Pets (open till 6pm)	<u>NO RESPONSE</u>	
10) Appara Shoes (open till 5pm)	<u>✓</u>	
11) Yozorkara Restaurant (open till 9pm)	<u>NO RESPONSE</u>	
12) Twin Dragon Restaurant (open till 9pm)	<u>NO RESPONSE</u>	

Street Dance/Show & Shine Road closure Operations plan:

Stage one – Set up

- Police/Fire/EMS shall be informed of the event 14 days prior
- Insurance shall be in place prior to event set up
- The area concerned shall begin set up for evening events at 3pm July 21, 2018
- Barriers and access restrictions will be set up to clearly define area
- Set up will include additional portable washrooms (area to be defined) and garbage containers
- Entry points shall be clearly marked and manned
- Vehicles entering or exiting during operating hours will be walked in/walked out

Stage Two – Operations

- Event will begin operations at 4pm
- Admission for general public will be by donation to allow access for all (proceeds to charity)
- Music of the 60s/70s/80s will be operating
- Features will run to 9:45pm when disassembly and dispersal begins

Stage Three – Tear down

- Shall commence at 9:45pm
- Streets to be back in operation by 10:00pm
- Portable washrooms and other assets to be removed as soon as practical post event
- Garbage/Recycling and containers to be removed as soon as practical post event

There will be no alcohol present on site at anytime during event.

No prepared food services shall be on site during event (only Not For Profit operated prepackaged concessions. (Soft drinks, Potato chips and similar snacks)

### Street Dance/Show & Shine Emergency operations plan

While the chance of an emergency issue is extremely unlikely planning is in place to deal with potential issues and insuring public safety at all times.

- Police/Fire/EMS shall be informed of the event 14 days prior to event.
- A central contact point on site shall be defined and marked.
- (4) Muster points will be defined and marked at the corners of the event area (N/S/E/W).
- Volunteers shall be briefed in the event of an issue the public will be directed to these points.
- All volunteers will have site diagrams.
- Multiple forms of communication shall be used by organizers/volunteers.
- Volunteers and organizers shall be identified by wearable identification (vests or similar).
- Once operations start vehicles may only move with walking escort.
- No engines shall be run until public is moved to a safe position.
- No alcohol permitted on site.

Safety of the public and participants shall be the overriding priority.



## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	Humans Helping Humans Housing Foundation Request for Waiver of Development and Off-Site Levy Fees
<b>MEETING DATE:</b>	June 6, 2018 - Regular Meeting of Council
<b>SUBMITTED BY:</b>	Jenn Martin, Planning and Development Officer

### PROPOSAL AND BACKGROUND:

Humans Helping Humans Housing Foundation (the "Foundation") has requested a waiver of both the Development Permit fees and Off-site Levies for the development of a duplex at 4801 – 49<sup>th</sup> Avenue (Attachment 1). The fees for this development are as follows:

Off-site Levies	\$2,896.00
Residential Development Permit fee	\$150.00
<b>Total</b>	<b>\$3,046.00</b>

Historically, in 2008, 2011, and 2014 Council waived Development Permit fees, Off-site Levies, and landfill costs totally \$9,211.00, as well as authorizing an in-kind contribution of \$8,328.25 in 2011. To date the total amount of support provided by the Town to the Foundation is \$17,539.25.

### BUDGET / RESOURCE IMPLICATIONS:

The budgetary impact will be a loss of revenue in the amount of \$2,896.00 should the Off-site Levy fee be waived. Waiver of the Development Permit fee would have a negligible impact to the budget as it's an in-house cost.

### RECOMMENDATION:

Administration recommends approval for the request to waive both the Development Permit fees and the Off-site Levy fees.

### LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:

The Town's Policy PD-01-13 "Development and Building Permit Costs for Town Projects and Projects Receiving Town Contributions" (Attachment 2) allows Council to direct that in-house costs like the Development Permit fees can be waived. Off-site Levies are intended to be collected pursuant to Town of Drayton Valley Bylaw 2008/14/E which states that the levies are collected as "any new development places a heavier demand on the system and created

a necessity for expanding and eventually replacing a part of all of the system”.

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

Council's decision will be formally conveyed to the Applicant.

**POTENTIAL MOTIONS:**

- A. That Council approve the waiver request of the development permit fees and off-site levies for a total of \$3,046.00. In-house fees will not be charged.
- B. That Council approve the waiver of either the development permit fees in the amount of \$150.00 or off-site levies in the amount of \$2,896.00.
- C. That Council deny the waiver request of any Development Permit fees or Off-site Levies in an amount of \$3,046.00.


**MOTION REQUESTED:**

That Council approves the request to waive all in-house costs pertaining to Development Permit fees and Off-site levies for the Humans Helping Humans 2018 build.

**ATTACHMENTS:**

Attachment 1: Humans Helping Humans Housing Foundation Request to Waive Fees

Attachment 2: Development and Building Permit Costs for Town Projects and Projects Receiving Town Contributions Policy PD-01-13

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

Report Routed to Council By:





April 24, 2018.

Town of Drayton Valley  
Mayor and Council

Re: Development Permit \$150.00, Water Offsite Levy \$1840.00, Sewer Levy \$1056.00

**Total \$3046.00**

The Town has supported Humans Helping Humans Housing Foundation from its conception and we would like to thank you for your support over the 2007, 2010, 2012 and 2015 builds. As in years past the town has been generous enough to waive the fees due for Development Permits, Water and Sewer levy's. Our Board once again would ask for your contribution in waiving the fee that we currently owe of \$3046.00 for the above mentioned. We purchased the lot in 2017 and are moving forward with plans to help more families in our community with our 2018 build this spring. Thank you for your consideration

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

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Hack Hamdon  
President

BOX 6735, DRAYTON VALLEY, AB T7A 1S1  
[www.humanshelpinghumans.ca](http://www.humanshelpinghumans.ca) email: [humanshelpinghumans@hotmail.com](mailto:humanshelpinghumans@hotmail.com)

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Approved by Council Resolution #205/13



## TOWN OF DRAYTON VALLEY

Department:	Planning & Development	Policy #:	PD-01-13
Subject:	Development and Building Permit Costs for Town Projects and Projects Receiving Town Contributions		
Approval Date:	September 18, 2013	Review Date:	_____ 2013

## POLICY

As the Town of Drayton Valley has various projects which take place from time-to-time that require Development and Building Permits, the Planning and Development Department requires that a policy be implemented to address the 'waiver' of fees. While the Planning and Development Department is able to waive the fee for a Development Permit, as this is an in-house cost, the fees charged for the Building Permit are from a third party and are paid out-of-pocket by the Planning and Development. Accordingly, the following are the practices that the Town of Drayton Valley wishes to implement for Town projects and for third party non-profit developers wishing to receive a reduction in fees:

1. The Planning and Development Department may waive the Development Permit fee. However, the Building Permit fees should be built into the project cost as they will not be waived. If those fees are not included in the project cost, the responsible department will be required to pay those fees from their budget.
2. A non-profit organization undertaking a development project which requires approval of a Development Permit and a Building Permit may apply to Council for waiver of the Development Permit fee. If Council directs that the Town will also cover the cost of the Building Permit fees, a direction (which may be pursuant to recommendation from Administration) shall be given regarding where those fees will be drawn from within the Town's budget, as the Planning and Development Department's budget does not allow for the payment of such costs.

All Town departments shall be responsible for obtaining the necessary Permits for any development and/or building, including signage, that they are proposing. For clarification of the process and timing department head or project managers should contact the Planning and Development department. Departments are encouraged to apply for permits a minimum of four

(4) weeks prior to the scheduled start date of a project to allow for approval, as processing time varies depending on workloads.



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Town Manager

Resolution # 205/13

## Information Items

9.	Information Items	Pages 71-87
<hr/>		
9.1.	Economic Development Committee Meeting Notes – April 25, 2018	72-75
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9.2.	YRL Board Executive Committee Highlights – May 7, 2018	76-77
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9.3.	Drayton Valley Legacy Project Notes – May 10, 2018	78-79
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9.4.	STAR Catholic Schools Board Meeting Highlights – May 2018	80
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9.5.	Council Conference Reports	81-82
	<ul style="list-style-type: none"> <li>▪ Deputy Mayor Wheeler – Alberta Library Conference</li> <li>▪ Deputy Mayor Wheeler – Integrated Project Development</li> </ul>	
<hr/>		
9.6.	Sustainability Committee Meeting Notes – April 19, 2018	83-87
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**MOTION:**

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



*Economic Development Committee Meeting*  
*Wednesday, April 25, 2018, 9:00 a.m.-3:00 p.m.*  
*Clean Energy Technology Centre*

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## Meeting Notes

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**Present:** Mayor Michael Doerksen, Councillor Eric Butz, Councillor Amila Gammana, Councillor Corey Peebles, Councillor Fayrell Wheeler, Manny Deol, Eric Burton, Krystle Kotyk

**Absent:** Councillor Nancy Dodds, Councillor Bill Ballas

### 1.0 Call to Order

Mayor Doerksen called the meeting to order at 9:12 a.m.

### 2.0 Additions or Deletions to Agenda

There were no additions to the agenda.

### 3.0 Adoption of Agenda

Councillor Gammana moved to adopt the agenda as presented.

**Carried**

**Resolution ED020/18**

### 4.0 Review of Notes

#### 4.1 March 28, 2018, Committee Meeting Notes

Councillor Butz moved to adopt the notes as presented.

**Carried**

**Resolution ED021/18**

### 5.0 Discussion Items

#### 5.1 Hemp Innovation Project Plan Status

Mr. Burton reviewed the status of the project and explained the Hemp Innovation Program will include a kickoff event, training, and pitch competition with manufactures' trade show.

Mr. Deol stepped out at 9:48 a.m.

Mr. Deol returned at 9:52 a.m.

#### 5.2 Investment Readiness Report



*Economic Development Committee Meeting**April 25, 2018*

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Mr. Burton advised that he performed an assessment that outlined current gaps. A lead protocol is being developed.

Mayor Doerksen stepped out at 9:58 a.m.

Mayor Doerksen returned at 9:59 a.m.

**5.3** Powered by Entrepreneurs – Transition from Strategy to Program

Mr. Burton provided the Committee with thoughts on how to ensure a smooth transition.

Mr. Deol stepped out at 10:16 a.m.

Mr. Deol returned at 10:25 a.m.

**5.4** CETC Management Board Bylaw

The Committee reviewed the Bylaw which received First Reading at the April 18, 2018, Meeting of Council. A wine and cheese event will be held on June 4 around input on the Bylaw.

Mayor Doerksen called a break at 10:38 a.m.

Mayor Doerksen reconvened the meeting at 11:26 a.m.

a. Terms of Reference

This item was not discussed.

b. Public Consultation & Community Engagement

CETC will work with Economic Development to further develop a public consultation piece regarding the CETC Management Board Bylaw. One-pager will be developed to ask people to provide feedback by contacting Councillors, CETC, or Economic Development.

Mr. Burton stepped out at 1:59 p.m.

Mr. Burton returned to meeting at 2:01 p.m.

c. Process for CETC Board Members Recruitment

Efforts will be put toward social media and email marketing. A wine and cheese event will take place on June 4 to get the conversation started regarding input for the future of CETC.

**5.5** Revised CETC Discussion Paper

Mr. Deol reviewed the paper.

Councillor Butz stepped out at 11:32 a.m.

Councillor Butz returned to meeting at 11:33 a.m.

Mr. Burton stepped out at 11:48 a.m.

Mr. Burton returned to meeting at 11:50 a.m.

Mayor Doerksen called a break for lunch at 11:52 a.m.

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*Economic Development Committee Meeting**April 25, 2018*

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Mayor Doerksen reconvened the meeting at 1:24 p.m.

Councillor Butz was not in attendance when meeting reconvened.

**5.6** RFP for Education and Training

RFP will be released and posted on the RFP page on the Town's website and sent out to educational institutions.

**5.7** Proposals by Integral Strategy Network

Item was accepted for information.

Councillor Butz entered meeting at 1:35 p.m.

**5.8** Revenue Generations Area

a. Three Waves in a Changing Market

Utility Network & Partners Inc. will be invited to attend the May 23 Economic Development Committee Meeting as a delegation.

b. BCI Benefits

Item was accepted for information.

**5.9** Hotel Tax Discussion

The Drayton Valley Hospitality & Tourism Authority will be invited to attend the May 23 Economic Development Committee Meeting as a delegation.

**5.10** Hemp Feasibility Study - MNP

Item was accepted for information.

**5.11** NorQuest Updates

c. International Cohort

Mr. Deol explained that some of the students have arrived and there will be an orientation on May 14, 2018.

Councillor Gammana explained that accommodations have been arranged and transportation is still being sorted out.

Mr. Deol stepped out at 2:31 p.m.

Mr. Deol returned at 2:35 p.m.

Councillor Peebles stepped out at 2:33 p.m.

Councillor Peebles returned at 2:35 p.m.

Mr. Deol left the meeting at 2:39 a.m.

d. MOU

There has been no movement on the MOU.

Councillor Butz left meeting at 3:21 p.m.

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April 25, 2018

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**5.12** RFP for CETC Landscaping

Mr. Deol explained by July 31, 2018, the landscaping should be completed.

**5.13** Review of Signage Bylaw

Mr. Deol is working with the Planning & Development Department.

CETC Administration will look into a sign being installed on 24<sup>th</sup> Ave stating there is no access to CETC.

**5.14** Cogen Project

Mayor Doerksen explained that he has been in contact and waiting for meetings to be setup.

**5.15** COO Job Description Discussion/Bylaw Amendment/Contract Extension

This item was not discussed.

**6.0** **Reports**

Mr. Deol explained that he is waiting on a date for when Minister Bilous, Economic Development and Trade, can attend a ribbon cutting ceremony.

**Economic Development**

Mr. Burton provided his report.

**7.0** **Other Business****8.0** **Items for Next Meeting****9.0** **Next Meeting Date**

May 23, 2018, 1:00 pm to 4:00 pm, Clean Energy Technology Centre

**10.0** **Adjournment**

Mayor Doerksen adjourned the meeting at 3:32 p.m.



## YRL Board Executive Committee Highlights

May 7, 2018

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### Draft 2019 Budget Direction

- The 2018 operating grants will continue to be paid based on 2016 populations.
  - A small budget surplus is anticipated for the end of 2018.
- The first draft of the 2019 budget will be presented to the committee in September.
- The committee is recommending to the Board that the member levy rates remain unchanged for 2019:
  - \$4.30 per capita for member municipalities; and
  - \$13.95 per full-time equivalent student for member school divisions.

### 2018 Needs Assessment

- The information gathered during this year's needs assessment will assist in forming the goals of the 2019-2021 Plan of Service.
- Higher-level, open-ended questions will be developed for the stakeholder survey.

### Policy Manual Review

- Changes to the trustee meal expenses and records retention sections were requested.
  - The draft revisions will be presented to the committee in September.

### Emergency Response and Business Continuity Plan Review

- After the annual review, it was agreed that no changes are required.

### Infrastructure Grant Update

- Another meeting was held with the contractors about the architectural plans.
  - Construction should begin mid-June and be complete in October.

### Indigenous Grant Update

- The province has not yet released the 2018-2019 grant information.

### Financial Statements

- The first quarter financial statements were reviewed; there were no anomalies.

### Director's Report – Kevin Dodds

- Went to Spruce Grove Public Library's Innovation Lab in April to see the unveiling of the racing seat/flight simulator that was donated by Stony Plain tech company [TRINUS](#).
- During May and June, presentations will be done for the town councils of Beaumont, Edson and Swan Hills, and the Spruce Grove library board.
  - Contact [Laurie](#) for a presentation to your municipal council and/or library board about YRL membership, governance, services, and collections.

**Assistant Director’s Report – Wendy Sears Ilnicki**

- Many opportunities to discuss metadata at the Innovative Users Group (IUG) conference.
  - Ideas for TRAC metadata will be made going forward.

**Client Services Manager’s Report – Stephanie Thero**

- Took IUG conference sessions on technology, security and the future direction of Polaris.
- Due to potential exposure issues, the YRL website was taken offline near the end of April.
  - A modified site will be available by the end of the week.
  - A website developer has been engaged for site redesign including a separate site for the online ordering tool that libraries use.
- New eResource [RomanceBookCloud](#) is only available May 1 to August 31.

**Alberta Library Trustees’ Association (ALTA) – Jocelyn Pelkey**

- ALTA’s annual retreat will be held next month.
- Library board members are encouraged to connect with their ALTA area representative to assist with planning for the future.
- This year’s Alberta Library Conference sessions are now available [online](#).

**KEY DATES**

- YRL Board Meeting ..... Monday, June 11
- YRL Board Executive Committee Meeting.....Monday, September 10
- [Everyone’s Welcome: The Power of Libraries](#) Conference ..... Friday, September 14
- YRL Board Executive Committee Meeting.....Monday, September 24
- YRL Board Organizational Meeting .....Monday, November 5

**General Meeting  
Drayton Valley Legacy Project  
May 10, 2018**

**Present:**

Colleen Andersen	<a href="mailto:c_or_c@telusplanet.net">c_or_c@telusplanet.net</a>	780-542-2787
Bill Cavanagh	<a href="mailto:rockyrapids@gmail.com">rockyrapids@gmail.com</a>	780-621-9126
Connie Stuhl	<a href="mailto:accutron56@gmail.com">accutron56@gmail.com</a>	780-542-9288
Pamela Schaub	<a href="mailto:pamscha@yahoo.ca">pamscha@yahoo.ca</a>	780-542-1602
Dana Crawford	<a href="mailto:illadv@draytonvalley.ca">illadv@draytonvalley.ca</a>	780-514-2331
Doug Whistance-Smith	<a href="mailto:dwhistancesmith@draytonvalley.ca">dwhistancesmith@draytonvalley.ca</a>	

**Regrets:**

Councillor Bill Ballas [bballas@draytonvalley.ca](mailto:bballas@draytonvalley.ca)

Colleen welcomed everyone and introduced Doug Whistance-Smith to the meeting at 6:49 pm

**1. Agenda:**

- a. Addition/Deletions – there were no additions or deletions to the agenda.
- b. Approval of the Agenda

**MOVED BY Bill Cavanagh that the agenda be approved as presented.**

**2. Minutes of Last General Meeting**

- a. Errors or Omissions – no errors or omissions noted.
- b. Approval of the Minutes

**MOVED BY Bill Cavanagh that the minutes be approved as presented.**

**Minutes of March 20 2018 special meeting**

- a. Errors or Omissions – no errors or omissions noted
- b. Approval of the Minutes

**MOVED BY Pamela Schaub that the minutes of the March 20 2018 meeting be approved as presented.**

**3. Old Business**

- a. Financial report – Current bank balance is \$21,517.87. Past Perfect 5 upgrade will be purchased for \$3100.00 which will be multimedia, multi-user, icloud.  
Brochures – 100 were printed by Frogbelly. Bill C. will scan the brochure and email out to everyone to review. Colleen will obtain a quote for more brochures and email the quote.  
Colleen and Connie presented at 100 Women Who Care and were not successful in obtaining the funding. Our name goes back in for another chance to present. Out of this presentation a donation was received for \$200.00. Bill C. will contact Bank of Nova Scotia about applying for their grant.

**MOVED by Bill Cavanagh that the financial report be accepted as presented.  
2<sup>nd</sup> by Pamela Schaub. CARRIED**

- b. Consentia – no reply to date from Consentia. Colleen sent an email to Floyd Bjorgan and Heather McEwan. Both are currently out of the country. Doug suggested that we purchase equipment and hire students to scan and digitize the newspapers. The microfilm reader at the Library needs to be replaced. The Library will continue to keep the current Western Review newspapers and send to the museum annually.
- c. CIP and CF Grant – For the CF Grant that we received we need to spend the money on digital storage and a video camera. The CIP Grant is on hold as there is a problem with the registration of the Society. Bill C is working with the Provincial Government on the registration. We were given a number but that may not be registered as we had thought. Bill C will report back.
- d. National Heritage Digitization Strategy – Colleen will check further into this.
- e. Heritage Grant – this may cover a microfilm reader. Bill C will check with Ristech and DLSG for prices on the cost of equipment.
- f. Dana Crawford membership – Dana has taken a new position at the Library with more responsibility. Due to time constraints she is unable to continue attending the Legacy meetings. Doug Whistance-Smith will attend in her place but will be a non-voting member.

**MOVED BY Pamela Schaub that Doug Whistance-Smith will be the replacement for Dana Crawford as a non-voting representative from the Drayton Valley Library. This will change the number of Directors from 5 to 4. 2<sup>nd</sup> by Bill Cavanagh.**

- 4. New Business** – no new business
- 5. Correspondence** – no correspondence
- 6. Reports**
  - a. Volunteer Hours – continue to record your volunteer time.
- 7. Adjournment**  
**MOVED BY Colleen Andersen to adjourn the meeting at 8:15 p.m.**

Next meeting: June 14, 2018 at 7:00 p.m. at the Royal Canadian Legion



# Souls Seeking Christ

ON A JOURNEY OF FAITH, LEARNING AND LOVE

## Board Meeting Highlights – May 2018

### **DATES TO REMEMBER**

**Next Board Meeting**  
**Wednesday,**  
**June 20**

**10:30 a.m.**

STAR Central Office  
4906 50 Ave., Leduc, AB  
*The public is welcome at all Board meetings.*

### **Board of Trustees**

#### Michelle Lamer

Chair  
Leduc

#### Henry Effon

Vice Chair  
Wetaskiwin

#### Sandra Bannard

Drayton Valley

#### Shaun Meaden

Leduc

#### Liz Taylor-Sirois

Beaumont

#### Dan Svitch

Ponoka

#### Donna Tugwood

Lacombe

### **Policies Reviewed**

As part of its annual review of Board Policies, the Board reviewed Policies 7, 12, 17 and 19.

### **School Calendars**

The Board approved the Kindergarten calendars for the 2018-2019 school year. Also approved was the 2018-2019 STAR Catholic Outreach School calendar.

### **Locally Developed Courses**

The Board authorized several Locally Developed Courses and the resources required to teach them. They are: Forensic Studies 25 and 35, Applied Graphic Arts 15, 25 and 35, Film Appreciation 15 and 25, Study of Film 35, Triathlon 25 and 35, Ukulele/Guitar, Braided Journeys 15, 25 and 35, Drawing (Advanced Techniques) 15, 25 and 35, Painting (Advanced Techniques) 15, 25 and 35, Psychology-Abnormal 35, Stained Glass (Advanced Techniques) 15 and 25, American Sign Language and Deaf Culture 3Y (2018) 15, and Learning Strategies (2018) 15, 25 and 35.

### **Sacred Heart School Travel Request**

The Board approved a Sacred Heart School travel request to Victoria, BC from May 2-5, 2019.

### **2018-2019 Division Budget**

The Board approved the 2018-2019 Division Budget, which plans for a projected 1.4% student enrolment increase.

### **STAR Catholic Staff Recognition Celebration**

The Board heard an update on plans for STAR Catholic's annual Staff Recognition Celebration, which honours professional, and academic successes of staff, as well as years of service within the Division. The event is June 1, 2018.

### **Faith Survey Results**

The Board reviewed the results of the Division's annual Faith Survey, which seeks input from Parents, Students and Staff.

For more information visit: [www.starcatholic.ab.ca](http://www.starcatholic.ab.ca), or call 780.986.2500



# Conference Report

*Council Member: Fayrell Wheeler*

Conference/Workshop Attended: Alberta Library Conference

Date of Conference: April 26-28, 2018



## Information Presented:

### **Session 1: Demonstrating the value of your library through outcomes and performance measures- Rebekah Jones**

<http://goo.gl/oAcLU4> -Link to the handout

The ideal question to ask, to engage people in a conversation is WHAT. So What? Now What? In Canada we don't have a culture of assessment; we don't like confrontation and telling people that we were disappointed. If feedback happens it doesn't happen very often or if it does, it's very simple. Performance measures or statistics we often use only convey numbers of the past and most measures don't align with partner values. Good decision making should be based on evidence, emotion and risk tolerance, not just numbers. In order to identify and illustrate the value of libraries you need to depend on conversations with your stakeholders, they are the voice and story of the organization.

The municipal council sets direction for the municipality. The board need to be aware of what direction the municipality is going and show its value by highlighting how it enhances the Towns mandate. The library's mission should be reviewed regularly and used to empower the staff but still let them independently set and balance their own priorities for day to day activities. How is the library communicating with Town council to show they have contributed towards the municipal goals?

Program documentation needs to go beyond what the program did and measure the difference it made in the lives of your target audience... How has your audience changed?

The library supports a lot of new comers in the community but does the library reach out specifically to them as an audience? Is there a way to connect to new comers that don't come in to the library?

Pay more attention to the important, not the urgent. We have to set the priority, "Ruthless prioritization means falling in love with the mission, not the service or the project."- Manifesto of Ruthless Prioritization

## Session 2: Climate Change has impacts on Human Rights

The right to live in the far north is being challenged by environmental issues, and the “north”, how we live is all built around the cold. Living in in the cold, hunting, travel on the ice, expensive southern imports (food), life lessons taught on the land are all a huge part of our way of life. Climate change is not just environmental effects with unwelcome consequences it's creating human health issues, affecting our families, it's not just a frontier it's our home. We have asked the world to stop bringing harm to our world but the rest of the world has said no, it's too expensive. We are all in this together as everything is connected on our planet. We are not powerless over what's happening in our communities, we must not minimize the social and health impact that are happening in our communities, all of our communities.

Leadership means- to realize that the issues at hand are much bigger than one's self.

### Correlation to Approved Town Plans/Policies and Council Vision

*Ex. Social Development Plan (SDP), Community Sustainability Plan (CSP), Economic Development Strategy (EDS), Municipal Development Plan (MDP), Housing Index Study (HIS), Recreation & Culture Master Plan (RCP), etc.*

Session 1: CSP

Session 2: Governance

### Recommendation(s) for Council consideration:

- 1) Recommend for the library board to do a strategic retreat/plan.
- 2) What is council's goal with each department? Are we seeing the right metrics to show the value that help us make informed decisions? At councils strategic retreat this should be discussed.

### Identify Partners and/or External Resources:

### For Administrative Use Only:

Date Received:	May 29, 2018	Date Reviewed:	
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### Item(s) for Administration policy or procedural consideration:

- 1)
- 2)

# Conference Report

*Council Member: Fayrell Wheeler*

Conference/Workshop Attended: Integrated Project Delivery

Date of Conference: May 15, 2018



## Information Presented:

### **Session 1: IPD- Panelists from municipalities that have used IPD**

IPD increases productivity, collaboration amongst trades, and saves the municipalities bottom line. The companies invested in the IPD process created a strong level of trust, they got to know each other, how they work and how they can help each other be more efficient. The IPD process is extremely streamline at the beginning so the project moves along to the validation stage very quickly. IPD is a reverse way of thinking, it's not how can you predict the bad behavior it how to enable the good behavior. IPD process also created a lot of productivity as they have to package the project in really manageable pieces as so many people are involved. Everyone wants to make money, deliver a great project and be proud. IPD allows for that.

During the company selection interviews you want to meet with the people on the team not just the VP's of the companies. They recommend that the people assigned to the project, who are hands on going through the whole process be called in for a meeting and they do a moc-scenario. A building situation that they had to work through together, it gives them a chance to get comfortable and really work together to solve a problem. It also gave the municipality a chance to see which companies were invested in working as a team with everyone before a final selection was made. They asked the companies for a prequalification bid, that gave the municipality a list of who could actually do what they were asking. Then they gave the companies a month to get a technical bid in after they could see the contract.

When all the companies first meet and get into the "big room" there is a lot of history brought up, but when they are in there and able to give their full scope of practice it built trust amongst everyone. It was a safe place to speak up about the ideas they had and what they had concerns about.

For team selection some companies are wanting to bid together as a group but there is the option of doing each piece as a separate RFP so you can pick the team. IF they come as a team there is already the team work and relationship in place which can save you time. The project is driven by value not by budget. All the minds around the table put out the best ideas and present them to the owner. It's not just about being on budget, being on time and getting the best quality are very important markers of success that IPD brings to the table.

**Correlation to Approved Town Plans/Policies and Council Vision**

*Ex. Social Development Plan (SDP), Community Sustainability Plan (CSP), Economic Development Strategy (EDS), Municipal Development Plan (MDP), Housing Index Study (HIS), Recreation & Culture Master Plan (RCP), etc.*

Session 1: Aquatic Committee Mandate

**Recommendation(s) for Council consideration:**

- 1) None

**Identify Partners and/or External Resources:****For Administrative Use Only:**

Date

Received:

May 29, 2018

Date

Reviewed:

Item(s) for Administration policy or procedural consideration:

- 1)
- 2)



**Sustainability Committee Meeting**  
 Thursday, April 19, 2018, 09:00 a.m.  
 Town of Drayton Valley Conference Room #1

## Meeting Notes

**Present:** Councillor Nancy Dodds, Deputy Mayor Fayrell Wheeler, Pam Livingston, Annette Driessen, Sonya Wrigglesworth, Sabine Larcher

**1.0 Call to Order**

Councillor Dodds called the meeting to order at 9:06 a.m.

**2.0 Additions or Deletions to Agenda**

Following item was added to the Agenda:

5.5 Earth Day – Tree Planting

5.6 Council Conference Report – Deputy Mayor Wheeler – FCM Sustainable Communities, February 6-8, 2018

**3.0 Adoption of Agenda**

The agenda was adopted as amended.

**4.0 Approval of Committee Meeting Notes**

**4.1 Sustainability Committee Meeting Notes, March 13, 2018**

The Sustainability Committee Meeting Notes from March 13, 2018, were approved as presented.

**5.0 Discussion Items**

**5.1 Community Sustainability Plan**

Ms. Driessen explained the background and workload of the Community and Neighbourhood Identity Project.

*Annette Driessen left the meeting at 9:26 a.m.*

The Committee suggested looking into the promotion of block parties that happened in the past and are typically community-led with assistance by FCSS.

As the Community Sustainability Plan is expiring at the end of 2019, the Committee agreed to bring the item to a Governance & Priorities Meeting in June in order to get Council's feedback on future options.

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**5.2 Waste Management Discussion**

The Committee discussed the following:

- the policy questions that were adopted by Council on August 3, 2016, and agreed that a policy be drafted on Waste Management;
- options for 3R Roundup as well as spring and fall cleanup;
- messaging around the yard waste drop off area at the Aspen Waste Management Facility; and
- the timeline for the RFP process for the landfill contract, and agreed that Councillor Dodds will bring this timeline to Council's attention at the next Governance & Priorities meeting.

**5.3 Sonnevera Report**

This item was for information.

**5.4 NSWA Debrief**

The Committee discussed educational material regarding storm water ponds and agreed to discuss this further at the next Committee meeting.

**5.5 Earth Day – Tree Planting**

The Committee agreed to reschedule the tree planting to May 23 at 9:00 a.m., which is also Public Works Day.

**5.6 Council Conference Report – Deputy Mayor Wheeler – FCM Sustainable Communities, February 6-8, 2018**

This item was deferred to the next Committee meeting.

**6.0 Other Business**

Deputy Mayor Wheeler suggested reviewing with Council the possibility that Council members visit schools and will discuss with all members of Council.

**7.0 Information Items****7.1 North Saskatchewan Regional Plan**

Ms. Livingston advised the Committee of the ongoing survey and it was determined that the information be shared via Facebook as an opportunity for residents to provide feedback on the North Saskatchewan Regional Plan.

**7.2 Alberta Land-Use Framework**

Ms. Livingston explained that this Framework is the guiding document for regional plans such as the North Saskatchewan Regional Plan.

**7.3 Brazeau County Climate Resilience Express Action Plan**

The Committee discussed this information item.

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**8.0 Items for Next Meeting**

- Update on Block Parties
- NSWA Debrief – Storm Water Ponds
- Council Conference Report – Deputy Mayor Wheeler – FCM Sustainable Communities, February 6-8, 2018

**9.0 Next Meeting Date**

May 29, 2018, 9:00 a.m., Town of Drayton Valley Conference Room #1

**10.0 Adjournment**

The meeting was adjourned at 11:06 a.m.

APPROVED