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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.	June 6, 2018, Regular Meeting of Council Minutes	3-7
3.2.	June 19, 2018, Special Meeting of Council Minutes	8-10
4.0	Adoption of:	
4.1.	June 6, 2018, Regular Meeting of Council Minutes	
4.2.	June 19, 2018, Special Meeting of Council Minutes	
5.0	Public Hearing	
5.1.	Proposed Electronic Advertising Bylaw 2018/07/A	11
6.0	Delegations / Administrative Updates	
6.1.	MLA Drayton Valley-Devon – Mr. Mark Smith	
6.2.	FCSS Annual Report / Homelessness and Poverty Reduction Annual Report – Ms. Lola Strand, FCSS Program Manager	12, 71-87
6.3.	May RCMP Stats – S/Sgt. Malcolm Callihoo	59-66
7.0	Decision Items	Pages 13-39
7.1.	Appointment of Deputy Mayor	13-14
7.2.	Asset Management Policy TF-02-18	15-23
7.3.	Proposed Electronic Advertising Bylaw 2018/07/A – Presented for Second and Third Readings	24-28
7.4.	Recognition Certificate Policy A-01-18	29-35
7.5.	Non-Union, Salaried, and Out of Scope Employee Benefits and Compensation	36-37
7.6.	Eagle Point Blue Rapids Parks Council Meeting Request	38-39
7.7.	Closed Session - RV Parking Located at Lot 18, Block 77, Plan 0822202 – FOIP Section 24(1)(a)	
8.0	Department Reports	
8.1.	Engineering and Development	Sonya Wrigglesworth
8.2.	Community Services and FCSS	Annette Driessen
8.3.	Emergency Services	Tom Thomson
8.4.	Acting CAO / Administration	Pam Livingston

9.0 Council Reports

9.1. Councillor Dodds
9.2. Councillor Gammana
9.3. Deputy Mayor Wheeler
9.4. Councillor Butz
9.5. Councillor Ballas
9.6. Councillor Peebles
9.7. Mayor Doerksen

10.0 Information Items

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10.1. Report from the Federation of Canadian Municipalities – Back to Matagalpa	41-45
10.2. Economic Development Committee Meeting Notes – May 23, 2018	46-48
10.3. YRL Board Meeting Minutes – March 5, 2018 and June 11, 2018	49-54
10.4. Brazeau Foundation Meeting Minutes – April 20, 2018	55-58
10.5. Drayton Valley RCMP May 2018 Stats	59-66
10.6. Budget and Asset Management Committee Meeting Notes – May 7, 2018	67-68
10.7. Drayton Valley Brazeau County Fire Services – May 2018 Stats	69-70
10.8. FCSS Annual Report / Homelessness and Poverty Reduction Annual Report	71-87

11.0 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  
Annette Driessen, Director of Community Services  
Tom Thomson, Fire Chief  
Kevin McMillan, Senior Financial Officer  
Sonya Wigglesworth, Acting Director of Engineering and Development  
Douglas Whistance-Smith, Library Director

Pam Balke, Bylaw Enforcement  
Rita Bijau, Executive Assistant  
Sabine Larcher, Administrative Assistant  
Chandra Dyck, Legislative Services Coordinator  
Jennifer Stone, Records Management and Communications  
Jennifer Martin, Planning & Development Officer  
Vishal Sharma, Network and Systems Administrator  
Jerome Zheng, Junior System Administrator  
Cathy Weetman, Drayton Valley Western Review  
Laine Mitchell, CIBW Radio  
Members of the Public

### **ABSENT:**

### **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 June 6, 2018, Regular Meeting of Council Agenda.

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

##### **RESOLUTION #087/18**

Councillor Gammana moved to adopt the Agenda for the June 6, 2018, Regular Meeting of Council, as presented.

**CARRIED**

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

##### **3.1. May 16, 2018, Regular Meeting of Council Minutes**

There were no corrections or amendments to the May 16, 2018, Regular Meeting of Council Minutes.

**4.0 Adoption of:**

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

**RESOLUTION #088/18**

Councillor Dodds moved to adopt the Minutes of the May 16, 2018, Regular Meeting of Council, as presented.

**CARRIED**

**5.0 Proclamations**

**5.1. ALS Awareness Month – June 2018**

Mayor Doerksen proclaimed the month of June 2018 as “ALS Awareness Month” in the Town of Drayton Valley.

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

Mayor Doerksen proclaimed June 21, 2018, as “National Indigenous Peoples Day” in the Town of Drayton Valley.

**6.0 Decision Items**

**6.1. Gage Bogart Memorial Artform**

**RESOLUTION #089/18**

Councillor Peebles moved that 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 Number 285.

**CARRIED**

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

**RESOLUTION #090/18**

Councillor Gammama moved that Council Table Item 6.2. “Amended Admission Standard and Swimming Competency Policy RC-01-15” to a future meeting.

**CARRIED**

**6.3. Drayton Valley Municipal Library’s 2017 Audited Financial Records, Library Usage Statistical Data, and Library Branding**

**RESOLUTION #091/18**

Councillor Dodds moved 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.

**CARRIED**

**6.4. Northern Thunder Classic Auto Club, Drayton Valley Hospitality & Tourism Authority – Temporary Street Closure Request – Saturday, July 21, 2018, 3:00 p.m. to 10:00 p.m.**

**RESOLUTION #092/18**

Deputy Mayor Wheeler moved 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; and 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.

**CARRIED**



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

**RESOLUTION #093/18**

Councillor Gammana moved 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.

**CARRIED**

***Mayor Doerksen called a break at 9:49 a.m.***

***Mayor Doerksen reconvened the meeting at 9:57 a.m.***

**7.0 Department Reports**

7.1. Engineering and Development

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

***Councillor Gammana returned to the meeting at 9:58 a.m.***

7.2. Community Services and FCSS

Ms. Driessen provided an update from the Community Services Department and FCSS.

***Deputy Mayor Wheeler exited the meeting at 10:07 a.m.***

***Deputy Mayor Wheeler returned to the meeting at 10:08 a.m.***

Council directed that the FCSS Annual Report be added to an upcoming agenda of a Regular Council Meeting.

7.3. Emergency Services

Chief Thomson provided a report on the activities of Emergency Services.

7.4. Acting CAO/Administration

Ms. Livingston provided a report to Council regarding activities within the Office of the CAO.

**8.0 Council Reports**

8.1. Councillor Peebles

- May 23 – Earth Day Tree Planting and Public Works Week
- May 29 – Meeting with CEOs of Aurora & ATCO
- May 31-June 4 – Federation of Canadian Municipalities (FCM) Annual Conference
- June 4 – Community Engagement for the Proposed Clean Energy Technology Centre Management Board

8.2. Councillor Dodds

- May 22 – Hemp Launch
- May 23 – Earth Day Tree Planting and Public Works Week
- May 24 – Aquatic Facility Fund Development Strategy Committee Meeting
- May 25 – Public Works Week Barbecue
- May 29 – Sustainability Committee Meeting

- May 29 – Butterfly Lodge visit
- May 31 – Chamber of Commerce Annual General Meeting
- June 4 – Community Engagement for the Proposed Clean Energy Technology Centre Management Board
- June 5 – Economic Development Committee Meeting

8.3. Councillor Gammana

- May 22 – Hemp Launch
- May 23 – Earth Day Tree Planting and Public Works Week
- May 23 – Economic Development Committee Meeting
- May 25 – Public Works Week Barbecue
- May 26 – Awaso Fundraiser Dinner
- May 31 – Chamber of Commerce Annual General Meeting
- June 1 – Hemp Launch
- June 4 – Homelessness and Poverty Reduction Strategy Committee Meeting
- June 4 – Community Engagement for the Proposed Clean Energy Technology Centre Management Board

8.4. Deputy Mayor Wheeler

- May 23 – Earth Day Tree Planting and Public Works Week
- May 27 – Fire Services Exemplary Service Medal Presentation
- June 1 – Holy Trinity Academy Graduation Ceremony
- June 2 – Cadet Review of 733 Royal Canadian Legion Air Cadet Squadron
- June 4 – Community Engagement for the Proposed Clean Energy Technology Centre Management Board
- Hemp Launch

8.5. Councillor Butz

- May 18 – Brazeau Foundation Meeting
- May 22 – Hemp Launch
- May 23 – Earth Day Tree Planting and Public Works Week
- May 25 – Brazeau Foundation Meeting
- June 1 – Hemp Launch
- June 4 – Community Engagement for the Proposed Clean Energy Technology Centre Management Board
- June 5 – Economic Development Committee Meeting

8.6. Councillor Ballas

- May 22 – Hemp Launch
- May 23 – Earth Day Tree Planting and Public Works Week
- May 23 – Economic Development Committee Meeting
- May 25 – Public Works Week Barbecue
- May 30 – Governance & Priorities Committee Meeting
- May 31 – Chamber of Commerce Annual General Meeting
- June 1 – Hemp Launch
- June 4 – Community Engagement for the Proposed Clean Energy Technology Centre Management Board
- June 5 – Economic Development Committee Meeting

**Regular Meeting of Council  
Minutes of June 6, 2018  
Page 5 of 5**

**8.7. Mayor Doerksen**

- May 22 – Hemp Launch as kickoff for June 23-24 Hemp Expo at CETC
- May 23 – Earth Day Tree Planting and Public Works Week
- May 25 – Jail & Bail at ATB in support of Stollery Children's Hospital Foundation
- May 29 – Meeting with CEOs of Aurora and ATCO
- May 30 – Governance & Priorities Committee Meeting
- May 31-June 4 – Federation of Canadian Municipalities (FCM) Annual Conference
- June 4 – Community Engagement for the Proposed Clean Energy Technology Centre Management Board

**9.0 Information Items**

9.1.	Economic Development Committee Meeting Notes – April 25, 2018
9.2.	YRL Board Executive Committee Highlights – May 7, 2018
9.3.	Drayton Valley Legacy Project Notes – May 10, 2018
9.4.	STAR Catholic Schools Board Meeting Highlights – May 2018
9.5.	Council Conference Reports
	▪ Deputy Mayor Wheeler – Alberta Library Conference
	▪ Deputy Mayor Wheeler – Integrated Project Development
9.6.	Sustainability Committee Meeting Notes – April 19, 2018

**RESOLUTION #094/18**

Deputy Mayor Wheeler moved that Council accept the above items as information.

**CARRIED**

**10.0 Adjournment**

Mayor Doerksen adjourned the meeting at 10:35 a.m.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
ACTING CHIEF ADMINISTRATIVE OFFICER



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## Meeting Minutes

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### **THOSE PRESENT:**

Mayor Doerksen  
Councillor Ballas  
Councillor Butz  
Councillor Dodds  
Councillor Gammana  
Councillor Peebles  
Pam Livingston, Acting Chief  
Administrative Officer

Kevin McMillan, Senior Financial Officer  
Rita Bijeau, Executive Assistant  
Vishal Sharma, Network and Systems  
Administrator

### **ABSENT:**

Deputy Mayor Wheeler

#### **1.0 SIGNING OF WAIVER**

Mayor and Council signed the waiver to forgo the required 24 hour notice period to hold a Special Meeting of Council.

#### **2.0 CALL TO ORDER**

Mayor Doerksen called the meeting to order at 10:30 a.m.

#### **3.0 Adoption of Agenda**

##### **RESOLUTION #095/18**

Councillor Gammana moved to adopt the Agenda for the June 19, 2018, Special Meeting of Council, as presented.

**CARRIED**

#### **4.0 Decision Items**

##### **4.1 Ratification of Collective Agreement between the Town of Drayton Valley and the Canadian Union of Public Employees (CUPE) Local 2515**

##### **RESOLUTION #096/18**

Councillor Dodds moved that the Special Meeting of Council go into a Closed Session at 10:42 a.m. pursuant to section 16(1)(a) of the *Freedom of Information and Protection of Privacy Act*.

**CARRIED**

Ms. Livingston, Mr. McMillan, and Ms. Bijeau were present to provide advice.  
Mr. Sharma was present in the closed session to provide audio assistance.

##### **RESOLUTION #097/18**

Councillor Dodds moved that the Special Meeting of Council come out of Closed Session at 11:10 a.m.

**CARRIED**

##### **RESOLUTION #098/18**

Councillor Butz moved that Council ratify the Memorandum of Agreement between the Canadian Union of Public Employees (CUPE), Local 2515, and the Town of Drayton Valley for a period of three (3) years, expiring December 31, 2020.

**CARRIED**

**5.0    Adjournment**

Mayor Doerksen adjourned the meeting at 11:13 a.m.

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MAYOR

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ACTING      CHIEF      ADMINISTRATIVE  
OFFICER

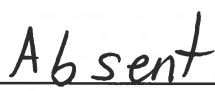
## WAIVER OF NOTICE FOR SPECIAL MEETING OF DRAYTON VALLEY TOWN COUNCIL

As per Section 194 of the MGA, Revised Statutes of Alberta 2000, Chapter M-26, the Drayton Valley Town Council hereby waives notice of a Special Meeting to be held on June 19, 2018, at 10:30 a.m. at the Civic Centre, 5120-52 Street, Council Chambers, for the following purpose:

- a. Ratification of Collective Agreement between the Town of Drayton Valley and the Canadian Union of Public Employees (CUPE) Local 2515

The following consent to the "Waiver of Notice" for the above purpose, signed this 19<sup>th</sup> day of June, 2018.

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\_\_\_\_\_  
Mayor Michael Doerksen  
\_\_\_\_\_  
Councillor Bill Ballas  
\_\_\_\_\_  
Councillor Eric Butz  
\_\_\_\_\_  
Councillor Nancy Dodds  
\_\_\_\_\_  
Councillor Amila Gammana  
\_\_\_\_\_  
Councillor Corey Peebles  
\_\_\_\_\_  
Councillor Fayrell Wheeler

# **PUBLIC HEARING**

**June 27, 2018**

**9:00 A.M.**

**Council Chambers – Civic Centre**

## **1. DECLARE PUBLIC HEARING OPEN**

Bylaw 2018/07/A – to adopt the Electronic Advertising Bylaw.

## **2. PRESENT**

## **3. PURPOSE OF THE PUBLIC HEARING**

To receive comments, concerns, and questions from the public with regard to the proposed change of practice with respect to public notice, as permitted under Section 606.1 of the *Municipal Government Act*. Said Bylaw, if passed, will allow for an alternative method of notifying residents and businesses of upcoming Council activities - specifically those legislated to be advertised, such as Public Hearings, Bylaws, Resolutions, meetings and other things requiring advertising. Exclusions may include the referral areas specified in the Town's statutory plans, or as directed by Council on a case-by-case basis.

## **4. BACKGROUND**

The above Bylaw has received First Reading at the May 16, 2018 Regular Meeting of Council, and may receive Second and Third Readings, depending upon the comments received at this Public Hearing. Notification of the Bylaw, requesting comments from the public, and advising them of the Public Hearing, has been done through newspaper advertising. To facilitate the Public Hearing process, any comments received (written or verbal) will be presented as a package at the time of the Public Hearing.

## **5. CALL FOR COMMENTS FROM THE FLOOR.**

## **6. CALL FOR COMMENTS OR WRITTEN SUBMISSIONS.**

## **7. DECLARE PUBLIC HEARING CLOSED.**





# Town of Drayton Valley

## Delegation Request Form

Name(s): Lda Strand  
 Organization: FCSS  
 Contact Number: 780-514-2204 Contact E-mail: fcss@draytonvalley.ca  
 Mailing Address: \_\_\_\_\_

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

- ☒ Council Meeting  
☐ Governance & Priorities Committee Meeting  
☐ Special Meeting/Presentation  
☐ Administration Meeting

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

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

information only

### Additional Information Provided

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

2018 FCSS Annual Report  
2017 Homelessness and Poverty Reduction Team Annual Report

Please indicate any preference you have for meeting:

Please submit your request by:

Fax: 780.542.5753

E-mail:

admin-support@draytonvalley.ca

In person: 5120-52 ST



## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Appointment of Deputy Mayor</b>
<b>MEETING DATE:</b>	June 27, 2018
<b>SUBMITTED BY:</b>	Administration at the request of Council

### PROPOSAL AND BACKGROUND:

The *Municipal Government Act* (MGA) Section 152(1) states that “[a] Council must appoint one or more councillors as deputy chief elected official so that (a) only one councillor will hold that office at any one time, and (b) the office will be filled at all times.”

As per Policy C-03-14, the position of Deputy Mayor for the Town of Drayton Valley is held on a rotating basis for a term of eight months. The order of rotation is based on the number of votes each Councillor received in the election in descending order: however, within Policy C-03-14, Council may choose to change the order of appointments. In keeping with that provision, during the October 25, 2017, Organizational Meeting of Council Resolution 195/17 was carried, appointing Councillor Fayrell Wheeler as Deputy Mayor after which Councillor Eric Butz would be appointed. The amended order is as follows:

Councillor Fayrell Wheeler    October 25, 2017 – June 30, 2018  
 Councillor Eric Butz            July 1, 2018 – February 28, 2019  
 Councillor Bill Ballas        March 1, 2019 – October 31, 2019  
 Councillor Corey Peebles    November 1, 2019 – June 30, 2020  
 Councillor Nancy Dodds    July 1, 2020 – February 28, 2021  
 Councillor Amila Gammana   March 1, 2021 – October 31, 2021

### BUDGET / RESOURCE IMPLICATIONS:

There are no anticipated budgetary implications connected with this decision.

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

- Appointment of Deputy Mayor Policy C-03-14

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

Administration will notify the appropriate staff to ensure the mailing lists are updated based on Council's decision.

**MOTION REQUESTED:**

That Council approve the appointment of Councillor Eric Butz as the Deputy Mayor for the period July 1, 2018 – February 28, 2019.

Report Prepared By:



Name: Rita Bijeau

Title: Executive Assistant

Report Reviewed By:



Name: Pam Livingston

Title: Acting Chief Administrative Officer

Report Routed to Council By:





## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Asset Management Policy</b>
<b>MEETING DATE:</b>	June 27, 2018
<b>SUBMITTED BY:</b>	Leonard Rogers, Information Services Manager

### PROPOSAL AND BACKGROUND:

Capital assets are used by the Town to perform Town operations and provide many services to the Town's citizens. Currently, the Town's capital asset information is incomplete and only used to represent the current financial value of the Town's infrastructure and facilities for budgetary purposes. This information is limited and does not accurately reflect all of the Town's assets which are used for operations and to provide the services offered by the Town. It also fails to provide critical information which would allow for better decision-making and long-term financial planning by both Council and Administration.

In recent years the Town has seen increases to its capital assets through the development of new facilities, improvements to neighbourhood infrastructures, and annexation. These factors, in addition to the requirements pursuant to the amended *Municipal Government Act*, the Town has a greater need to:

- more accurately reflect the cost of maintaining its current capital asset base;
- improve return on investment reporting related to its capital assets and service offerings;
- reduce operating and maintenance costs associated with its capital assets and service offerings;
- extend asset lifecycles through improved maintenance planning processes;
- identify assets which are critical to operations and service offerings;
- identify high risk capital assets that could affect operations and service offerings;
- develop planning strategies to reduce or mitigate asset-related risks or identify replacement alternatives to high risk assets; and
- facilitate long-term planning for all assets and service offerings, including renewal and obsolescence planning.

The Town requires an asset management solution with a multifaceted approach to implementing a full asset management system which will meet the needs identified above. This process starts with defining and identifying all of the Town's assets, as well as implementing policies and bylaws for guiding the management and decision-making practices associated with the implementation, maintenance and financial planning for the Town's assets and service offerings.

The proposed Asset Management Policy is the start of this process and is being submitted for Council consideration.

#### OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

- A. That Council approve the Asset Management Policy TF-02-18, as presented. This will allow Administration to begin implementing improved asset management practices and restructuring of the asset information under new asset classifications.
- B. That Council direct Administration to make amendments to the proposed Asset Management Policy TF-02-18. If amendments are not made as a part of the Resolution made today, this will result in a delay with the implementation of the Policy and restructuring of the asset information under new asset classifications.

#### BUDGET / RESOURCE IMPLICATIONS:

There are no budgetary implications regarding this Policy should it be approved as submitted.

#### RECOMMENDATION:

That Council approve the Asset Management Policy TF-02-18, as presented.

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

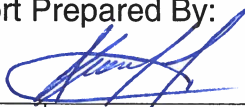

This Policy represents the first step to implementing a municipal asset management program which is a strategy outlined in the Community Sustainability Plan under the Municipal Finance section. Additionally, this Policy is linked to Council's previous direction toward the improvement of the Town's asset management processes and practices.

#### MOTION REQUESTED:

That Council approve the Asset Management Policy TF-02-18, as presented.

#### ATTACHMENTS:


Attachment 1: Asset Management Policy TF-02-18

Report Prepared By:		Report Reviewed By:	
			
Name:	Leonard Rogers	Name:	Pam Livingston
Title:	Information Services Manager	Title:	Acting CAO

Report Routed to Council By:





Subject:	Asset Management Policy	Policy No.:	TF-02-18	
Department:	Treasury/Finance and Information Services			
Initial Approval Date:	_____, 2018	Review and Revision Date:		
Associated Policies:				

## Asset Management Policy

The Town of Drayton Valley (hereinafter referred to as the “Town”) relies on a large and diverse asset portfolio to deliver core and essential services to the community. The scale and criticality of the services offered to the community necessitates the need to implement a comprehensive, fiscally responsible and sustainable approach to the management of these assets. This will ensure that the Town is capable of maintaining existing services while providing for future growth.

### Purpose

1. To set the guidelines for implementing consistent asset management practices and procedures throughout the Town.
2. To ensure the recognition of asset management practices which support the delivery of sustainable municipal services that facilitate the building of a resilient community.

### General Policy

3. Corporate and infrastructure assets shall be maintained in an efficient and sustainable manner that meets the present and future growth needs of the Town, in accordance with approved federal, provincial and municipal guiding principles.
4. This Policy applies to all corporate and infrastructure assets that are owned by the Town, including those assets owned but not operated and/or maintained by the Town.

### Definitions

5. Within this Policy the following definitions shall apply:

- 5.1 *asset* means an item, thing or entity that has potential or actual value to an organization. The value can be tangible or intangible, financial or non-financial and includes consideration of risks and liabilities;

<b>Subject:</b>	Asset Management Policy	<b>Page:</b>	2 of 7
<b>Department:</b>	Treasury/Finance and Information Services		
<b>Approval Date:</b>	_____, 2018	<b>Review Date:</b>	

- 5.2 *asset class* means a grouping of assets having common characteristics that distinguish those assets as a group or type;
- 5.3 *asset information* means functional, technical and financial information about the asset as dictated by the Asset Management Plan;
- 5.4 *asset management* means the coordinated activity of an organization to realize value from assets. It encompasses all asset types, tangible and intangible, individual components or complex systems, and all activities involved in the asset's life cycle - everything from initial identification of requirements or opportunities, acquisition/creation, operations or utilization activities, asset stewardship or care/maintenance responsibilities through to renewal or disposal and any remaining liabilities. Asset management is holistic as it considers the whole picture rather than just individual contributions;
- 5.5 *Asset Management Plan* means a plan where the processes utilized to assess the following criteria for all Town-owned assets:
- original install date of each asset;
  - the condition and remaining service life of each asset (i.e. which assets represent the Town's greatest risks);
  - value/worth of each asset;
  - the acceptable condition of the asset which the Town would accept;
  - if not at the acceptable condition, when the asset is be expected to be at the acceptable condition;
  - the cost to bring the asset to the acceptable condition;
  - how often the assets are to be inspected for condition evaluation;
  - the acceptable maintenance schedule time frame for each asset; and
  - how long-term affordability and sustainability be assured for each asset;
- 5.6 *Asset Management Working Group* means a collection of representatives from all Town Departments responsible for managing infrastructure or corporate assets;
- 5.7 *corporate asset* means an asset class that serves the corporation in order to serve the community, including:
- specialized equipment and tools:

<b>Subject:</b>	Asset Management Policy	<b>Page:</b>	3 of 7
<b>Department:</b>	Treasury/Finance and Information Services		
<b>Approval Date:</b>	_____, 2018	<b>Review Date:</b>	

- b. Fire Department tools and equipment;
- c. fitness and wellness equipment
- d. aquatics special tools and equipment;
- e. utilities special tools and equipment;
- f. sports and recreation field tools and special equipment;
- g. all equipment used in the operation of the Town's facilities, including but not limited to:
  - i. Civic Centre;
  - ii. Centre for Water Intelligence and ancillary buildings;
  - iii. Clean Energy Technology Centre;
  - iv. Omniplex and ancillary buildings;
  - v. Park Valley Pool;
  - vi. Early Childhood Development Centre;
  - vii. Public Works and ancillary buildings;
  - viii. Aspen Waste Management Facility;
  - ix. The Firehall
  - x. The animal control facility and
  - xi. all Town-owned outdoor sports and recreation fields;
- h. communications systems;
- i. emergency management systems;
- j. machinery and equipment;
- k. office equipment;
- l. office furniture;
- m. computer and server hardware;
- n. computer software;
- o. security and building access control systems; and
- p. all Town-owned vehicles

5.8 *disposal* means actions that are taken to decommission, dispose or, or repurpose assets that are no longer required;

Subject:	Asset Management Policy	Page:	4 of 7
Department:	Treasury/Finance and Information Services		
Approval Date:	_____, 2018	Review Date:	

5.9 *infrastructure asset* means an asset class that serves the citizens and meets one or more of the following criteria:

- a. Loss of the asset represents an elevated risk to the Town either in safety, successful delivery of any of the Town's plans/projects or negatively affects the delivery of critical services to the community;
- b. The ongoing maintenance of the asset class is complex and requires engineering techniques for its condition assessment and replacement

5.10 Infrastructure asset classes include, but may not be limited to:

- a. storm utilities;
- b. wastewater utilities;
- c. water utilities;
- d. roads, sidewalks, walking trails and pedestrian bridges;
- e. all Town facilities, including but not limited to:
  - i. Civic Centre;
  - ii. Centre for Water Intelligence and ancillary buildings;
  - iii. Clean Energy Technology Centre;
  - iv. Omniplex and ancillary buildings;
  - v. Park Valley Pool;
  - vi. Early Childhood Development Centre;
  - vii. Public Works and ancillary buildings;
  - viii. Aspen Waste Management Facility;
  - ix. The Firehall;
  - x. The animal control facility; and
  - xi. all Town-owned outdoor sports and recreation fields;
- f. Public Works equipment;
- g. Town-owned land, natural environment/spaces, parks and amenities;
- h. Town-owned traffic signals and lights;

5.11 *Level of Service* defines the standards for the provision of a service provided to the community by the Town. Components of the defining those standards include:

- a. quality;
- b. quantity;



<b>Subject:</b>	Asset Management Policy	<b>Page:</b>	5 of 7
<b>Department:</b>	Treasury/Finance and Information Services		
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- c. reliability;
- d. responsiveness;
- e. community goals;
- f. environmental acceptability; and
- g. financial cost;

5.12 *resilience* means the proactive ability to withstand disruption, absorb disturbance, act effectively in a crisis, adapt to change and grow over time;

5.13 *sustainable* means a program or process developed in a manner that meets the need of the present without compromising the ability to meet future planning and use needs, while maintaining a balance between economic, social and environmental responsibilities; and

5.14 *useful life* means the estimated lifespan of an asset, during which it can be expected to contribute to the Town's operations.

## Responsibilities

6. Council shall have the responsibility to:

- 6.1 approve an Asset Management Policy, as required, alongside strategic management planning for the municipality; and
- 6.2 approve appropriate asset management funding for maintaining all current and future-acquired assets through the annual budget.

7. Asset Management Working Group shall have the responsibility to:

- 7.1 ensure that accurate and reliable information is presented to Town Council (hereinafter referred to as "Council") and the Chief Administrative Officer (hereinafter referred to as the "CAO") for decision-making;
- 7.2 present to Council, during budget deliberations, information on service performance, asset condition and known elevated risk situations related to corporate and infrastructure assets;
- 7.3 present information to Council and the CAO in terms of community needs, asset lifecycle, maintenance and risk costs;
- 7.4 develop and regularly review this Asset Management Policy;

<b>Subject:</b>	Asset Management Policy	<b>Page:</b>	6 of 7
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- 7.5 provide coordination for the implementation of asset management and asset management practices across all business units;
  - 7.6 raise awareness of asset management practices throughout the organization;
  - 7.7 review, approve and implement Asset Management Plans with agreed resources for all assets;
  - 7.8 design, develop, review and oversee the implementation of the Asset Management Plans for all asset classes;
  - 7.9 provide leadership in implementing and maintaining asset management as defined by the standards outlined in this Policy; and
  - 7.10 identify resource gaps and issues in implementing Asset Management Plans for all asset classes.
8. Management and Department Heads shall have the responsibility to:
- 8.1 ensure that Asset Management Plans are defined and implemented for all assets under their responsibility;
  - 8.2 ensure that maintenance programs are defined and implemented for all assets under their responsibility;
  - 8.3 ensure that condition level inspections are performed on all assets under their responsibility to verify that asset condition levels are meeting acceptable condition levels;
  - 8.4 provide accurate documentation to the Asset Management Working Group related to any asset not meeting acceptable condition levels for presentation to Council and the CAO for decision making purposes. Documentation should include:
    - a. information related to the asset's current condition level;
    - b. risks associated with failure;
    - c. services that would be affected; and
    - d. the expected timeframe and cost associated with bringing the asset back to an acceptable condition level;
  - 8.5 oversee the implementation of improvement plans which have been approved for asset classes and individual assets under their responsibility;

<b>Subject:</b>	Asset Management Policy	<b>Page:</b>	7 of 7
<b>Department:</b>	Treasury/Finance and Information Services		
<b>Approval Date:</b>	_____, 2018	<b>Review Date:</b>	

8.6 ensure that documentation related to an asset's information, including documentation related to the creation, renewal, receipt or disposal of any asset is appropriately updated in the Asset Management System and that these changes are passed to the Town's Information Services Department for updating on the Town's Geographical Information System.

9. Any employee of the Town who has a responsibility to:

9.1 program;.

9.2 develop;

9.3 instigate;

9.4 govern; or

9.5 oversee

work which results in the:

9.6 creation;

9.7 upgrade;

9.8 renewal;

9.9 receipt; or

9.10 disposal

of assets that are owned by, or held in custody of the Town, at the completion of each specific assets activity, must:

9.11 collect all required asset information; and

9.12 ensure that all asset information is handled,

as specified in the Asset Management Plan.

\_\_\_\_\_  
Mayor

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

## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Proposed Electronic Advertising Bylaw 2018/07/A Presented for Second and Third Readings</b>
<b>MEETING DATE:</b>	June 27, 2018
<b>SUBMITTED BY:</b>	Chandra Dyck, Legislative Services Coordinator

### PROPOSAL AND BACKGROUND:

In consideration of the authorization now granted through the amendments to the *Municipal Government Act* (MGA), Section 606.1 the attached Electronic Advertising Bylaw 2018/07/A (Attachment 1) is presented for discussion.

The Town currently relies on *The Drayton Valley Western Review* and individually-addressed envelopes or bulk-mail to reach its population. In recent years, Administration has been increasing the Town's profile in the electronic format and uses the Town's website and various social media platforms to communicate to residents and businesses. Until the MGA was proclaimed in October 2017, the use of electronic advertising was not addressed, but was used to supplement the print notifications required under the MGA.

Amendments to the MGA allow each municipality to pass a Bylaw which would alter the means by which its residents are notified of municipal business which has traditionally been communicated through print. Should a municipal Council determine to alter its communications method to be electronic-based, a Bylaw must be passed to establish the practice. A Bylaw to allow notification through electronic advertising must meet the following requirements:

- Council must be satisfied that the method provided for in the Bylaw is likely to bring the matter to the attention of substantially all residents in the relevant area;
- a Public Hearing must be held on the Electronic Advertising Bylaw;
- the notice of the Electronic Advertising Bylaw must be advertised by newspaper or residential mail or delivery; and
- that the Bylaws passed under this section must be made available for public inspection.

Implementation of this Bylaw 2018/07/A would reduce the requirements to advertise in print media and via mail, and allow Administration to distribute information to the community through the Town's website and social media platforms.

Administration believes that the amended approach to public notification will meet the needs of the community, given the number of followers on the Town's social media platforms and the

website visits. The proposed Bylaw would allow for an alternative method of notifying residents and businesses of upcoming Council activities - specifically those legislated to be advertised, such as Public Hearings, Bylaws, Resolutions, meetings and other things requiring advertising. Exclusions may include the referral areas specified in the Town's statutory plans, or as directed by Council on a case-by-case basis.

The attached Electronic Advertising Bylaw 2018/07/A received First Reading at the May 16, 2018 Regular Meeting of Council and was followed by advertising in *The Western Review* on June 5, 2018 and June 12, 2018. The advertisement advised the public that the Public Hearing would be taking place at today's Council Meeting and provided instructions as to submission of any objections or questions. As no objections (written or verbal) were raised, nor were any questions asked of Administration by the public, Administration recommends that Council proceed with approving the proposed Bylaw.

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

- A. Council may choose to give Second and Third Readings to the proposed Bylaw 2018/07/A to allow public notice to be provided through electronic means (website and social media) and posting at the Civic Centre.
- B. That Council direct Administration to maintain the traditional notification methods and use of electronic advertising as a supplementary method of public notification.

#### **BUDGET / RESOURCE IMPLICATIONS:**

The implementation of electronic advertising and posting at the Civic Centre would potentially reduce the costs currently incurred in newspaper advertising and postage for large mail-outs.

#### **POTENTIAL MOTIONS:**

- A. That Council give Second Reading to Electronic Advertising Bylaw 2018/07/A, as presented.  
AND  
That Council give Third and Final Reading to Electronic Advertising Bylaw 2018/07/A, as presented.
- B. That Council give Second First Reading to Electronic Advertising Bylaw 2018/07/A, with amendments to \_\_\_\_\_.  
AND  
That Council give Third and Final Reading to Electronic Advertising Bylaw 2018/07/A, with amendments to \_\_\_\_\_.
- C. That Council decline to give Second Reading to Electronic Advertising Bylaw 2018/07/A, and direct Administration to maintain public notice as indicated within the *Municipal Government Act*.

#### **MOTION REQUESTED:**

That Council give Second Reading to Electronic Advertising Bylaw 2018/07/A, as presented.

AND

That Council give Third and Final Reading to Electronic Advertising Bylaw 2018/07/A, as presented.

**ATTACHMENTS:**

Attachment 1: Proposed Electronic Advertising Bylaw 2018/07/A.

Report Prepared By:



Report Reviewed By:



Name: Chandra Dyck

Title: Legislative Services Coordinator

Name: Pam Livingston

Title: Acting Chief Administrative Officer

Report Routed to Council By:



## **BYLAW NO. 2018/07/A**

### **Name of Bylaw: Electronic Advertising Bylaw**

**WHEREAS**, pursuant to section 606 of the *Municipal Government Act*, a Council must give notice of certain Bylaws, Resolutions, meetings, Public Hearings or other things by advertising in a newspaper or other publication circulating in the area, mailing or delivering a notice to every residence in the affected area or by another method provided for in a Bylaw under section 606.1;

**AND WHEREAS**, pursuant to section 606.1(1) of the *Municipal Government Act*, a Council may, by Bylaw, provide for one or more methods, which may include electronic means, for advertising proposed Bylaws, Resolutions, meetings, Public Hearings and other things referred to in section 606;

**AND WHEREAS** Council is satisfied that the advertising method set out in this Bylaw is likely to bring matters advertised by that method to the attention of substantially all residents in the area to which the Bylaw, Resolution or other thing relates or in which the meeting or hearing is to be held;

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

### **TITLE**

1. This Bylaw may be cited as the "Electronic Advertising Bylaw" of the Town of Drayton Valley.

### **PURPOSE**

2. Any notice required to be advertised under section 606 of the *Municipal Government Act* of a Bylaw, Resolution, meeting, Public Hearing or other thing may be given, in accordance with the timelines prescribed in section 606:
  - a. electronically by posting the notice prominently on the Town of Drayton Valley official website;
  - b. electronically by posting the notice prominently on any of the Town of Drayton Valley official social media sites; and
  - c. by posting the notice prominently at the Civic Centre.

### **INTERPRETATION**

3. Words used in the singular include the plural and vice-versa.

4. When a word is used in the masculine or feminine it will refer to either gender.
5. Words used in the present tense include the other tenses and derivative forms.

**SEVERABILITY**

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

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

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2018, A. D.

Public Hearing held this \_\_\_\_\_ day of \_\_\_\_\_, 2018, A.D.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2018, A. D.

Read a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 2018, A. D.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Recognition Certificate Policy A-01-18</b>
<b>MEETING DATE:</b>	June 27, 2018
<b>SUBMITTED BY:</b>	Chandra Dyck, Legislative Services Coordinator

### PROPOSAL AND BACKGROUND:

The Town of Drayton Valley currently has in place a Wedding Anniversary Plaques Policy A-02-97 (attached) that dates from 1997. As requests for recognition certificates are received from time to time, Administration has noted that the Policy requires updating to be inclusive of the various occasions for which a recognition certificate may be requested.

With the proposed updates, as shown on the attached Recognition Certificate Policy, the process for the recognition of significant wedding anniversaries and birthdays of community residents, as well as anniversaries of private companies or non-profit organizations within the Town, will be standardized.

### OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

- A. If approved, Recognition Certificate Policy A-01-18 will be enacted and procedures will be implemented. Approval of this Policy will repeal and replace Wedding Anniversary Plaques Policy A-02-97.
- B. If not approved, Recognition Certificate Policy A-01-18 will go back to Administration for further review and the existing Wedding Anniversary Policy will remain in effect.

### RECOMMENDATION:

Administration recommends approval of the proposed Recognition Certificate Policy A-01-18 for the standardization of procedures relating to requests received from community members..

### POTENTIAL MOTIONS:

- A. Council approve Recognition Certificate Policy A-01-18, as presented.
- B. Council direct Administration to amend the Recognition Certificate Policy A-01-18, and bring back to a future Council meeting.

**ATTACHMENTS:**Attachment 1: Wedding Anniversary Plaques Policy A-02-97Attachment 2: Proposed Recognition Certificate Policy A-01-18

Report Prepared By:



Report Reviewed By:



Name: Sabine Larcher

Title: Administrative Assistant

Name: Chandra Dyck

Title: Legislative Services Coordinator

Report Routed to Council By:



## TOWN OF DRAYTON VALLEY

**SUBJECT:**                **Wedding Anniversary Plaques**                **POLICY: A-02-97**

**DEPARTMENT:**    **Administration**

**APPROVED BY COUNCIL:**        **1997**

**REVISED:**

### **POLICY**


WHEREAS, from time to time the Town of Drayton Valley has been made aware of 25<sup>th</sup> and 50<sup>th</sup> Wedding Anniversaries in the Town of Drayton Valley,

AND WHEREAS, it is policy for such events to be recognized by Governments,

AND WHEREAS, it is expedient for guidelines for such recognition to be outlined,

NOW THEREFORE, Council enacts as follows:

1.     For a 25<sup>th</sup> Wedding Anniversary, the Town of Drayton Valley will provide a letter of congratulations along with two lapel pins.
2.     For a 50<sup>th</sup> Wedding Anniversary, the Town of Drayton Valley will provide a plaque, to be presented by the Mayor, or in his absence, the Deputy Mayor.

Subject:	Recognition Certificate Policy	Policy No.:	A-01-18	
Department:	Administration			
Initial Approval Date:	June 27, 2018	Review and Revision Date:		
Associated Policies:				

## Recognition Certificate Policy

---

### Purpose

From time to time, the Town of Drayton Valley (hereinafter referred to as the “Town”) is made aware of noteworthy wedding anniversaries and birthdays being celebrated by residents of the Town as well as noteworthy anniversaries of private companies, non-profit organizations, social clubs, schools, religious organizations and places of worship. It is the Town’s position to recognize such events when the Town is made aware of those occasions.

### General Policy

1. In the event of a fortieth (40<sup>th</sup>) wedding anniversary or any five year increment thereafter, upon receipt of request, the Town will provide a recognition certificate to the couple, along with two (2) Town lapel pins.
2. In the event of an eightieth (80<sup>th</sup>) birthday or any five year increment thereafter, upon receipt of request, the Town will provide a recognition certificate to the individual, along with a Town lapel pin.
3. In the event of a twenty-fifth (25<sup>th</sup>) anniversary or any five year increment thereafter of a private company, upon receipt of request, the Town will provide a recognition certificate to the company.
4. In the event of a fifteenth (15<sup>th</sup>) anniversary or any five year increment thereafter of a non-profit organization, social club, school, religious organization or place of worship, upon receipt of request, the Town will provide a recognition certificate to the organization.
5. Pending availability and if requested, the Mayor, or in his/her absence, the Deputy Mayor will present the recognition certificate to the couple, individual, company, or organization.

Subject:	Recognition Certificate Policy	Page:	2 of 2
Department:	Administration		
Approval Date:	June 27, 2018	Review Date:	

6. The request forms for the recognition certificate as noted in above are attached as Appendices "A" and "B."

This Policy, upon approval by Town Council, shall repeal and replace Policy A-02-97.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date



# DRAYTON VALLEY

## Certificate of Congratulations Request Form

### Wedding Anniversary and Birthday

The Mayor is pleased to send a Certificate of Congratulations to residents of the community celebrating:

- Birthdays – individuals celebrating an 80<sup>th</sup> birthday and every five (5) years after;
- Anniversaries – couples celebrating a 40<sup>th</sup> anniversary and every five (5) years after;

Submit your request at least three (3) weeks in advance to the date for which the Certificate is needed. Once the request is submitted and processed, the Certificate can be mailed to you or picked up at the Civic Centre.

#### Occasion

Birthday: ☐ Wedding Anniversary: ☐

Date of Celebration: \_\_\_\_\_

Birthday Years:

80	<input type="checkbox"/>	95	<input type="checkbox"/>
85	<input type="checkbox"/>	100	<input type="checkbox"/>
90	<input type="checkbox"/>	100+	<input type="checkbox"/>

Anniversary Years:

50	<input type="checkbox"/>	65	<input type="checkbox"/>
55	<input type="checkbox"/>	70	<input type="checkbox"/>
60	<input type="checkbox"/>	75	<input type="checkbox"/>

#### Recipient(s)

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Pick Up Information (choose one):

Pick Up at Civic Centre:  
Mail:

<input type="checkbox"/>
<input type="checkbox"/>

If Mail was selected, send Certificate to:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

#### Requestor's Name

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the completed form to

In Person  
Mail  
E-mail

Civic Centre, 5120-52 Street, Drayton Valley  
Box 6837, Drayton Valley, AB, T7A 1A1  
admin-support@draytonvalley.ca

The personal information requested on this form is being collected for the purpose of processing the request for a congratulatory certificate. It is collected under the authority of Section 33 of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, and is used exclusively and expressly for the purpose mentioned above. If you have any questions on disclosure or the use of information, please contact the FOIPP Coordinator at (780) 514-2200.



# DRAYTON VALLEY

## Certificate of Congratulations Request Form

### Business / Volunteer Organization Anniversary

The Mayor is pleased to send a Certificate of Congratulations to:

- private companies celebrating their 25<sup>th</sup> anniversary and every five (5) years after;
- non-profit organizations, social clubs, schools, religious organizations, or places of worship celebrating 15 years and every five (5) years after.

Submit your request at least three (3) weeks in advance to the date for which the Certificate is needed. Once the request is submitted and processed, the Certificate can be mailed to you or picked up at the Civic Centre.

#### Occasion

Private company: ☐

Non-profit organization, social club, school,  
religious organization, place of worship: ☐

Date of Celebration: \_\_\_\_\_

Anniversary Years Private Company:

25	<input type="checkbox"/>	40	<input type="checkbox"/>
30	<input type="checkbox"/>	45	<input type="checkbox"/>
35	<input type="checkbox"/>	50	<input type="checkbox"/>

Anniversary Years non-profits, etc.:

15	<input type="checkbox"/>	30	<input type="checkbox"/>
20	<input type="checkbox"/>	35	<input type="checkbox"/>
25	<input type="checkbox"/>	40	<input type="checkbox"/>

#### Recipient(s)

Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Pick Up Information (choose one):

Pick Up at Civic Centre:  
Mail: ☐

If Mail was selected, send Certificate to:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

#### Requestor's Name

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return the completed form to

In Person  
Mail  
E-mail

Civic Centre, 5120-52 Street, Drayton Valley  
Box 6837, Drayton Valley, AB, T7A 1A1  
admin-support@draytonvalley.ca

The personal information requested on this form is being collected for the purpose of processing the request for a congratulatory certificate. It is collected under the authority of Section 33 of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, and is used exclusively and expressly for the purpose mentioned above. If you have any questions on disclosure or the use of information, please contact the FOIPP Coordinator at (780) 514-2200.

## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Non-Union, Salaried, and Out of Scope Employee Benefits and Compensation</b>
<b>MEETING DATE:</b>	June 27, 2018
<b>SUBMITTED BY:</b>	Pam Livingston, Acting CAO

### PROPOSAL AND BACKGROUND:

Council ratified the Collective Agreement between the Town of Drayton Valley and the Canadian Union of Public Employees (CUPE) Local 2515 during the June 19, 2018, Special Meeting of Council. This Agreement outlines changes to the benefits and compensation for all Union employees. Should Council so choose, either or both of these allowances could be extended to Town employees who are non-union, salaried, or out of scope.

Benefit changes for Union employees, effective July 1, 2018, are as follows:

#### *Dental*

- Increase to Major Dental up to 50% coverage
- \$2000 benefit combined calendar year maximum
- 50% child orthodontics with \$2000 lifetime max

#### *Extended Health Care*

- Increase vision to \$350 coverage every two years.

The compensation increase for Union employees is 1.25% for 2018.

### BUDGET / RESOURCE IMPLICATIONS:

Costs to extend the benefit package to non-union, salaried, and out of scope employees are marginal. The costs associated to extend the compensation are dependent on the effective date. Implications of both fall within the contingency Administration allocated in the 2018 Budget, as good planning principle given that negotiations of the Collective Agreement were underway at the time of Budget approval.

### RECOMMENDATION:

Administration recommends that non-union, salaried, and out of scope employees receive the additional benefit coverage and the same compensation metric as Union employees, effective July 1, 2018.



**MOTION REQUESTED:**

That Council approve the provision of benefits to non-union, salaried, and out of scope employees of the Town of Drayton Valley as negotiated for the Collective Agreement between the Town of Drayton Valley and CUPE Local 2515.

And

That Council approve the compensation of 1.25% to non-union, salaried, and out of scope employees of the Town of Drayton Valley as negotiated for the Collective Agreement between the Town of Drayton Valley and CUPE Local 2515 effective July 1, 2018.

Report Prepared By:



Name: Rita Bijean

Title: Executive Assistant

Report Reviewed By:



Name: Pam Livingston

Title: Acting Chief Administrative Officer

Report Routed to Council By:



## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Eagle Point Blue Rapids Parks Council Meeting Request</b>
<b>MEETING DATE:</b>	June 27, 2018
<b>SUBMITTED BY:</b>	Administration on behalf of Council

### PROPOSAL AND BACKGROUND:

Administration received a request from the Executive Director of the Eagle Point Blue Rapids Parks Council (Parks Council) requesting a meeting between Drayton Valley – Devon MLA, Mr. Mark Smith and Councils for the Town of Drayton Valley and Brazeau County. This meeting would be to discuss current business with the Parks Council and examine potential economic development opportunities.

In consultation with Brazeau County, an option has been identified of August 28, 2018, starting at 12:30 p.m. at the ski chalet.

### OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

- A. Approve participating in a meeting with Drayton Valley – Devon MLA, Mr. Mark Smith, Eagle Point Blue Rapids Parks Council, and Brazeau County Council on August 28, 2018, starting at 12:30 p.m. at the ski chalet.
- B. Approve participating a meeting with Drayton Valley – Devon MLA, Mr. Mark Smith, Eagle Point Blue Rapids Parks Council, and Brazeau County Council on \_\_\_\_\_, starting at \_\_\_\_\_ at the \_\_\_\_\_.

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

The following excerpts from the Community Sustainability Plan are relevant to this matter:

#### Responsible, Responsive and Resilient Community

Goal: Citizens are aware of the resources available to them and know how to access them.

Strategy: Encourage and support local groups and organizations, businesses, and governments to work collaboratively.

#### A Community Enriched with Innovation and Learning

Goal: Businesses, community organizations, the Town of Drayton Valley, and Brazeau County work collaboratively to provide learning opportunities.

Local and Regional Partnerships

Goal: Local and regional partnerships with applicable municipalities, agencies, businesses and organizations are strong.

**POTENTIAL MOTIONS:**

- A. Approve participating in a meeting with Drayton Valley – Devon MLA, Mr. Mark Smith, Eagle Point Blue Rapids Parks Council, and Brazeau County Council on August 28, 2018, starting at 12:30 p.m. at the ski chalet.
- B. Approve participating a meeting with Drayton Valley – Devon MLA, Mr. Mark Smith, Eagle Point Blue Rapids Parks Council, and Brazeau County Council on \_\_\_\_\_, starting at \_\_\_\_\_ at the \_\_\_\_\_.

Report Prepared By:



Name: Rita Bijean

Title: Executive Assistant

Report Reviewed By:



Name: Pam Livingston

Title: Acting Chief Administrative Officer

Report Routed to Council By:



## Information Items

### 10. Information Items

Pages 40-87

10.1	Report from the Federation of Canadian Municipalities – Back to Matagalpa	41-45
10.2	Economic Development Committee Meeting Notes – May 23, 2018	46-48
10.3	YRL Board Meeting Minutes – March 5, 2018 and June 11, 2018	49-54
10.4	Brazeau Foundation Meeting Minutes – April 20, 2018	55-58
10.5	Drayton Valley RCMP May 2018 Stats	59-66
10.6	Budget and Asset Management Committee Meeting Notes – May 7, 2018	67-68
10.7	Drayton Valley Brazeau County Fire Services – May 2018 Stats	69-70
10.8	FCSS Annual Report / Homelessness and Poverty Reduction Annual Report	71-87

### MOTION:

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



FEDERATION  
OF CANADIAN  
MUNICIPALITIES

FÉDÉRATION  
CANADIENNE DES  
MUNICIPALITÉS

## CASE STUDY

# BACK TO MATAGALPA

### By Nesen Naidoo

The Town of Drayton Valley, Alberta, was paired with the municipality of Matagalpa, Nicaragua, for a four-year project to help develop eco-tourism in the Cerro Arenal Natural Reserve park. The project was part of FCM's Municipal Partners for Economic Development program that was made possible with the financial support of Global Affairs Canada. Two and half years after the project ended, Canadian lead coordinator Nesen Naidoo had the opportunity to visit Matagalpa and check in on progress.



### Tourism through nature

Nicaragua is blessed with numerous natural zones lush with native plants and fauna. Not quite untouched by human hands, but almost, tiny portions of these vast areas of wilderness sustain communities of farmers with small landholdings. The objective from 2011 to 2015 was to generate income from the Cerro Arenal reserve while preserving the environment and maintaining the land-based way of life for the park's residents.

Through exchanges, we shared our experiences working with different levels of government in boosting tourism through nature. In Drayton Valley, we hosted a delegation from Nicaragua and toured Jasper and other parks. Four of us from Drayton Valley went to Matagalpa to meet with a wide range of stakeholders and local representatives.

Everyone agreed our project had to support gender equality, poverty reduction, environmental awareness and protection, tourism and municipal governance. Our plans were ambitious, but four years later in 2015, our goals were realized with a demonstration project in the Cerro Arenal Natural Reserve.

Residents became excited about the initiatives when they realized they would benefit from additional income. Recreational activities compatible with the environment, like hiking and cycling, were organized to attract tourists. Residents adopted good farming practices including reforestation, soil and water enhancement, organic production and management of pests that threatened coffee plants. Seven plots were identified to support tourist activities, six tourist guides were trained, an



## CASE STUDY

ecological studies program was initiated, a marketing plan developed, natural medicines promoted and tours of botanical gardens organized.

It was a great beginning. But I wondered as I left Matagalpa for what I thought was the last time if these early gains could be sustained. What did the future hold for the park residents, and would I ever see them again? Probably not.

### I was wrong and glad of it!

I had the opportunity to return to the park in 2018, having recently become a participant in another capacity-building project nearby. Many of the same people were still involved. Not only were the early initiatives ongoing, there were further improvements, including infrastructure upgrades by the municipality. Among these were a six-kilometre paved road, sports arena enhancements including a fence and washrooms, and power-grid connection to the tourism centre building. It was clear Matagalpa and all levels of government had maintained keen interest in the park.

The flower show and bicycle tour which were developed to generate awareness about the park became much larger events. Now, farmers show their flowers weekly and are regular participants in an annual national fair. The previous annual cycling event is now held four times a year and attracts cyclists from all over Nicaragua. The quality and capacity of natural medicine enterprises were enhanced, too, as the national technological institute offers courses in production, packaging and sales. The institute is also providing training in pottery, astronomy and beauty.

The development of tourist accommodation within the park has occurred slowly, in recognition of the area's environmental importance. Tourist accommodation outside the reserve boundaries is actively promoted though there is some hosting within the park by farmers. In conjunction with the Nicaragua tourism institute, tours are offered, promoting in-park business and educating visitors about the abundant natural resources. The tourism office which serves as a tourist information centre and education centre for residents may one day also provide accommodation.

From a governance perspective, I was pleased to see several government and educational organizations creating a local presence in support of income-generating activities. Importantly, a park management plan was developed to document policy and practices. These relate to fire prevention, permitted activities, protection of fauna and flora, land clearing, fertilizer use, water preservation and crop production. Additionally, the municipality is improving its budgeting process so funds can be better aligned with projects.

The local government and the Nicaraguan institute of agricultural technology have combined forces to offer continuing education on growing coffee, corn, rye, beans and vegetables. In this train-the-trainer endeavour, two farmers were provided information which they then pass on to others in the park. The goals are for the community to improve crop quality so crops are more marketable and to become a centre of farming knowledge.

There have been so many advancements, it's impossible to document them all. Personally, the most gratifying for me are the individual successes experienced by farmers in the park. It is through their eyes that I most clearly saw the real-life impacts of the Matagalpa-Drayton Valley partnership.



## CASE STUDY

As I listened to the residents, I realized that small opportunities — or at least what appear to be small opportunities by Canadian standards — can dramatically and positively transform lives. With a little technical and financial assistance, the residents have turned their mostly subsistence landholdings into marketable and profitable business ventures. These benefit not just themselves but their community as a whole.

That I played a role in these achievements is something I will cherish for the rest of my life. I am not the person I was back in 2011. My experiences in Nicaragua have changed me, for the better. Though I'm officially retired from municipal work now, I hope to continue sharing what I've learned so lives, including mine, continue to be enriched.



### Key Observations

- Benefits are being shared well beyond the park boundaries. The municipality of Matagalpa is sharing their learnings and experience with other municipalities wanting to improve the way they preserve natural environments, work with farmers and partner with other levels of government.
- The local government in Matagalpa facilitated partnership with all key players: the park residents, the various levels of government and educational bodies. This was a major factor in the project's success, as it facilitated access to training and services, something landowners said was critical to their personal and business development.
- A key challenge in project management generally is getting partners focussed on realistic outcomes. This was certainly true in Nicaragua where there was a keen sense that much work must yet be done to improve people's lives.
- Continuity is essential in project management and helps to build trust. We were fortunate that Matagalpa's lead project coordinator remained the same from beginning to end.
- Seeing really is believing. Site visits were instrumental in improving understanding of how eco-tourism could be introduced to the park while enhancing the natural environment and improving the quality of life for residents.
- As is the case in Canada, activities often take longer than expected. This becomes even more critical when working in an unfamiliar country. For example, we often underestimated the time and resources needed for translation or to travel on the trails within the reserve's boundaries.
- Finally, this project would not have been possible without the cooperation of park residents. That cooperation was achieved by raising awareness about the benefits to them and by encouraging active learning.

### References

[https://fcm.ca/Documents/case-studies/International/2015/PARTNERSHIP\\_BETWEEN\\_MATAGALPA\\_AND\\_THE\\_TOWN\\_OF\\_DRAYTON\\_VALLEY\\_E.pdf](https://fcm.ca/Documents/case-studies/International/2015/PARTNERSHIP_BETWEEN_MATAGALPA_AND_THE_TOWN_OF_DRAYTON_VALLEY_E.pdf)

## REAL-LIFE EXAMPLES OF THE BENEFITS FROM THE MATAGALPA-DRAYTON VALLEY PARTNERSHIP

### Maritza Sobalvarro, diversified farmer

#### Activities

- grows coffee, flowers and natural medicines
- participates in fairs to showcase his agricultural products
- participated in building a school

#### Benefits

- Children are educated in their own community.
- Others are encouraged to join Maritza in growing the local economy.

### Maria de la Cruz Estrada, crop and fish farmer

#### Activities

- produces coffee, bananas and natural medicines
- recently added a pond to expand into aquaculture
- helped create the tourist and family committees

#### Benefits

- She is now able to make a decent living.
- She secured craft training for park residents, opening up the potential for yet another revenue stream.

### Ventura Roriguez, farmer and innovator

#### Activities

- partners with the Nicaragua tourism institute
- conserves soil, finds and adopts new composting methods, filters and recycles water
- built a food preparation centre and sells prepared food to tourists

#### Benefits

- Ventura has diversified and expanded sufficiently to generate a solid business profit. Now, he can pay for his own transportation costs rather than relying on government assistance.
- His on-farm practices protect the park's natural resources.





## CASE STUDY

### Norma Andrea Rosales and Francisco Rosales, farm and small business owners

#### Norma's Activities

- built a solar dryer for herbal medicine plants
- sells her own baked goods during park events
- presented on natural medicines at the national fair in the country's capital

#### Francisco's Activities

- planted trees to conserve soil
- diversified farm to include flowers and natural medicines
- built a water reservoir

#### Benefits

- This husband and wife team's learnings in farm management, small business enterprise and environmental protection are shared with others. They are actively engaged in protecting the environment, encouraging others to do the same.



### Martha Rosa Martinez, farmer, liqueur producer and former nurse

#### Activities

- brought three coffee-based liqueurs to market in partnership with two other people
- sells liqueur in the park to tourists
- participates in fairs, product promotions, media interviews
- has her eye on national and international retail distribution

#### Benefits

- Martha hopes to employ at least 10 women in a new production centre and wants to provide jobs to those with disabilities.
- The coffee used in her liqueur recipes comes only from the park, helping to grow the local economy.
- As her business expands, she will generate more jobs and possibly contribute to her nation's export earnings.



FCM's international programs are undertaken with the financial support of the Government of Canada provided through Global Affairs Canada.



*Economic Development Committee Meeting*  
*Wednesday, May 23, 2018, 1:00 p.m.-4:00 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 Gammama, Councillor Corey Peebles, Councillor Fayrell Wheeler, Councillor Nancy Dodds, Councillor Bill Ballas, Manny Deol, Eric Burton, Krystle Kotyk

**1.0 Call to Order**

Mayor Doerksen called the meeting to order at 1:10 p.m.

**2.0 Additions or Deletions to Agenda**

There were no additions to the agenda.

**3.0 Adoption of Agenda**

Councillor Gammama moved to adopt the agenda as presented.

**Carried**

**Resolution ED022/18**

**4.0 Review of Notes**

**4.1** April 25, 2018, Committee Meeting Notes

Councillor Wheeler moved to adopt the notes as presented.

**Carried**

**Resolution ED023/18**

**5.0 Delegations**

**5.1** Utility Network & Partners Inc.

Mr. Nick Clark and Ms. Madeline Low provided an introduction to their Energy Marketing program and gave examples of other municipalities that have signed up for their services.

Mr. Deol stepped out at 1:21 p.m.

Mr. Deol returned at 1:30 p.m.

Mayor Doerksen thanked them for attending the meeting to provide information. Mr. Deol suggested that CETC Administration look into the option of moving forward with this.

## Economic Development Committee Meeting

May 23, 2018

Mayor Doerksen called a break at 2:43 p.m.  
 Mayor Doerksen reconvened the meeting at 2:51 p.m.

Councillor Peebles made a motion to direct CETC Administration to put together background information for discussion.

**Carried**

**Resolution ED024/18**

**Opposed: Councillor Ballas and Councillor Gammana**

## 5.2 Drayton Valley Hospitality & Tourism Authority

Mr. Tom Hinderks, Mr. Ryan Fynn, Ms. Rose Lattman, Mr. Allan Johanssen, and Mr. Ken Mealey attended the meeting as delegations. Mayor Doerksen thanked DVHTA for their work in the community and the sponsorship for the Hemp Innovation Program. Mr. Hinderks provided an overview of the work they've done to try bring other hotels into the group and explained that a lot of resources have been put into marketing this year.

Mr. Deol stepped out at 3:06 p.m.  
 Mr. Deol returned at 3:08 p.m.

Councillor Butz and Mr. Burton stepped out at 3:26 p.m.  
 Councillor Butz returned at 3:27 p.m.  
 Mr. Burton returned at 3:48 p.m.

Councillor Peebles explained it was nice having a conversation with DVHTA as most of the current Council is new. Councillor Ballas thanked the DVHTA for the work they are doing in the community.

Councillor Peebles left meeting at 4:03 p.m.

Councillor Dodds stepped out at 4:04 p.m.  
 Councillor Dodds returned at 4:05 p.m.

## 6.0 **Discussion Items**

### 6.1 Hemp Innovation Program Update

#### a. BioMile Award Concept

Mr. Burton proposed the idea of introducing an award to the Hemp Innovation Program that could see the winner or participants who receive investment to be awarded with the value for a market assessment and special consideration for access to Bio-Mile lands.

Councillor Gammana moved that, through the Hemp Innovation Program, the Committee agree to look into giving special consideration for land in the Bio-Mile to any participants who find investment.

**Carried**

**Resolution ED025/18**

## 7.0 **Reports**

### 7.1 Economic Development

Mr. Burton provided an update on Lead Protocol.

May 23, 2018

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**7.2** CETC

Mr. Deol explained that O'Chiese Economic Development will be attending a meeting with CETC.

**8.0 Information**

**8.1** Community Energy Association MOU

This item was added for discussion on the next Economic Development Committee Meeting agenda.

**9.0 Other Business**

**10.0 Items for Next Meeting**

**10.1** Community Energy Association MOU

**11.0 Next Meeting Date**

June 5, 2018, 9:00 a.m. to 3:00 p.m., Clean Energy Technology Centre

**12.0 Adjournment**

Mayor Doerksen adjourned the meeting at 4:33 p.m.



Yellowhead Regional Library  
Board Meeting  
Harvey Treleaven Boardroom  
433 King Street, Spruce Grove  
March 5, 2018

**Present**

Chair Derril Butler, Lac Ste. Anne County  
Vice Chair Hank Smit, Town of Hinton  
Bernie Poulin, Summer Village of Silver Sands (Alternate)  
Bill Krahn, County of Wetaskiwin No. 10 (Alternate)  
David Truckey, Town of Westlock (via teleconference)  
Donna Wiltse, Brazeau County  
Doug Peel, Town of Millet  
Dwayne Mayr, Village of Warburg  
Eric Butz, Town of Drayton Valley (Alternate)  
Ivor Foster, Town of Thorsby  
Jason Wittmeier, Village of Wabamun  
Jeff Goebel, Town of Swan Hills  
Jenna McGrath, Municipality of Jasper  
John Roznicki, Village of Spring Lake  
Judy Bennett, Town of Stony Plain  
Judy Valiquette, Village of Alberta Beach  
Kerry McElroy, Pembina Hills Public Schools  
Krystal Baier, Town of Edson  
Len Spink, Town of Beaumont  
Marlene Walsh, Summer Village of Val Quentin  
Pat St. Hilaire, Town of Onoway  
Patricia Ashley, Town of Calmar  
Patricia MacQuarrie, City of Wetaskiwin  
Rick MacPhee, Summer Village of Seba Beach  
Rob Staples, Town of Grande Cache  
Rod Klumph, Town of Barrhead  
Ron Kleinfeldt, County of Barrhead No. 11  
Sandi Benford, Summer Village of South View  
Sandy Morton, Town of Mayerthorpe  
Sylvia Bonnett, Woodlands County  
Victor Julyan, Westlock County  
Wayne Rothe, City of Spruce Grove

**Guests**

Ken Allan, Public Library Services Branch  
Meghan DeRoo McConnan, Grant Thornton LLP

**YRL Staff**

Kevin Dodds, Director  
Wendy Sears Ilnicki, Assistant Director and  
Bibliographic Services Manager  
Stephanie Thero, Client Services Manager  
David Gould, Accounting and Site Services  
Laurie Haak, Administrative Associate and Recorder

**Absent**

Ann Morrison, Summer Village of Sunset Point  
Anne Power, Village of Breton  
Brenda Shewaga, Summer Village of Yellowstone  
Carla Frybort, City of Leduc  
Dave Gursky, Wetaskiwin Regional Public Schools  
Ken Lewis, Summer Village of Grandview  
Linda Wigton, Northern Gateway Public Schools  
Margaret Gagnon, Summer Village of Crystal Springs  
Nat Dvernichuk, Village of Clyde  
Sandra Cherniawsky, Yellowhead County  
Stacey May, Town of Devon  
Tammy Svenningsen, YRL Public Libraries' Council  
Tanya Pollard, Alberta Library Trustees' Association  
Tessa Hutchings, Leduc County  
Tom Pickard, Town of Whitecourt  
Tracey Melnyk, Parkland County

**Representative not Appointed**

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

**CALL TO ORDER**

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

**1. Approval of Agenda**

K. Dodds corrected some dates on the agenda and in the package.

MOVED by W. Rothe that the agenda be approved as amended. SECONDED by D. Mayr.	CARRIED	3867
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**2. Approval of Minutes**

MOVED by S. Benford that the minutes of the November 6, 2017 YRL Board meeting be approved as presented.

SECONDED by S. Morton. CARRIED 3868

*J. McGrath and M. Walsh entered the meeting.*

**DECISION ITEMS****3. Draft 2017 Audited Financial Statements – Grant Thornton LLP**

M. DeRoo McConnan reviewed the draft 2017 audited financial statements.

MOVED by L. Spink that the Yellowhead Regional Library 2017 Audited Financial Statements be approved as presented. SECONDED by I. Foster.	CARRIED	3869
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*M. DeRoo McConnan left the meeting; K. Baier entered the meeting.*

**4. Inter-fund Transfers**

K. Dodds explained that the General Fund is typically returned to a zero balance each year after the audit.

Questions arose about this year's amount; K. Dodds explained that there was staffing anomalies last year.

H. Smit noted that the surplus amount was less than 10 per cent of the overall budget and he thanked administration for doing a good job forecasting the budget each year.

MOVED by J. Bennett that the \$319,846 General Fund surplus be transferred to the Operational Contingency Fund. SECONDED by K. McElroy.	CARRIED	3870
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**5. 2017 Annual Library System Report to the Province**

MOVED by D. Mayr that the Yellowhead Regional Library 2017 Annual Library System Report to the Province be approved for submission to Alberta Municipal Affairs Public Library Services Branch.

SECONDED by S. Benford. CARRIED 3871

**6. 2017 Annual Report for Stakeholders**

MOVED by S. Bonnett that the Yellowhead Regional Library 2017 Annual Report be approved for distribution to all stakeholders.

SECONDED by P. Ashley. CARRIED 3872

*BREAK: 10:40 to 10:50*



**INFORMATION ITEMS****7. Public Library Services Branch (PLSB) Update – Ken Allan**

K. Allan explained that the PLSB regional library consultant assignments were changed recently and he is assigned to YRL now, replacing Ken Feser. He can be reached at 780-641-9363 or [ken.allan@gov.ab.ca](mailto:ken.allan@gov.ab.ca).

He stated that the Mango Languages contract expires at the end of March and will not be renewed. A new language eResource with a course designer, Pronunciator, will be rolled out in the coming weeks.

K. Allan noted that the PLSB annually hosts a free symposium for library managers and trustees. This year, they partnered with the Alberta Library Trustees' Association (ALTA) and focused on human resources for the two-day *Public Libraries: We're Only Human* symposium. He thanked H. Smit for being a speaker on one of the symposium panels.

**8. 2016-2018 Plan of Service Progress Report**

K. Dodds provided an overview of the progress/completion of goals and strategies during 2017. He noted that a needs assessment will be conducted this year in preparation for the 2019-2021 Plan of Service.

**9. Infrastructure Grant Update**

K. Dodds stated that the RFP for the redesign/expansion of the docks, shipping and receiving, and sorting areas had four responses; after review by management, [Kemway Builders](#) was selected. He added that the contract has been signed and management will receive renovation proposals soon.

**10. Human Resources/Health and Safety Manual Revisions**

K. Dodds provided an overview of the revisions that were done to incorporate the Alberta Employment Standards Code changes that took effect January 1, 2018.

**11. Trustee Orientation Evaluation Summary**

K. Dodds noted that the summary from the January 22 session was in the package and that the 26 trustees and 6 alternates reported they were very satisfied with the session.

**12. Alberta Library Conference**

K. Dodds explained that nine Executive Committee members are attending the conference; three spots were open to the remaining board trustees and were chosen by lottery draw, as per policy. The conference is April 26-29 at the Fairmont Jasper Park Lodge.

MOVED by L. Spink that the Public Library Services Branch update, 2016-2018 Plan of Service Progress Report, infrastructure grant update, Human Resources/Health and Safety Manual revisions, Trustee Orientation evaluation summary, and Alberta Library Conference update be accepted as presented for information.

SECONDED by J. Goebel.

CARRIED

3873

**13. Minutes and Reports****a. YRL Board Executive Committee Minutes – December 11, 2017 and February 12, 2018**

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

**b. Chair's Report – Derril Butler**

D. Butler did not have a report.



**c. Director's Report – Kevin Dodds**

K. Dodds stated that his report was in the package. He noted that he had done presentations at the Yellowhead Region CAO meeting in Hinton and the Town of Stony Plain council meeting.

**d. Assistant Director's Report – Wendy Sears Ilnicki**

W. Sears Ilnicki stated that her Bibliographic Services report was in the package. She noted that she will be attending two professional development events:

- Joint Work Site Health and Safety Committee seminar, March 21 in Leduc; and
- Innovative Users Group (IUG) conference with S. Thero, April 23-26 in Orlando FL.

W. Sears Ilnicki added that due the IUG conference, neither she nor S. Thero will be at ALC this year.

**e. Client Services Manager's Report – Stephanie Thero**

S. Thero stated that her report was in the package. She noted that session proposals are due this week for YRL's [conference](#), *Everyone's Welcome: The Power of Libraries*.

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

K. Dodds noted that the PLC Executive Committee meeting highlights were in the package.

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

K. Dodds noted that the ALTA report was in the package.

MOVED by S. Benford that the YRL Board Executive Committee minutes along with the Chair, Director, Assistant Director, Client Services Manager, YRL Public Libraries' Council, and Alberta Library Trustees' Association reports be accepted as presented for information. SECONDED by M. Walsh.	CARRIED	3874
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**14. Correspondence**

D. Butler noted that in the package was the letter sent to retired YRL trustees along with the list of retirees, and a letter from Terry Slemko, retired trustee from Northern Gateway Public Schools.

MOVED by R. Kleinfeldt that the correspondence be accepted as presented for information. SECONDED by D. Mayr.	CARRIED	3875
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**ADJOURNMENT**

MOVED by W. Rothe that the meeting adjourn at 11:35 a.m.	CARRIED	3876
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**NEXT MEETING**

The next YRL Board meeting is at 10:00 a.m. on Monday, June 11, 2018.

\_\_\_\_\_  
Derril Butler, Chair

\_\_\_\_\_  
Kevin Dodds, Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# GET ON BOARD

# Yellowhead Regional Library

## ATTENDEES

Chair Derril Butler, Lac Ste. Anne County  
 Vice Chair Hank Smit, Town of Hinton  
 Anne Power, Village of Breton  
 Bernie Poulin, Summer Village of Silver Sands  
 Bill Krahn, County of Wetaskiwin No. 10 Alt.  
 Carla Frybort, City of Leduc  
 David Truckey, Town of Westlock  
 Donna Wiltse, Brazeau County  
 Doug Peel, Town of Millet  
 Dwayne Mayr, Village of Warburg  
 Eric Meyer, Town of Stony Plain Alt.  
 Fayrell Wheeler, Town of Drayton Valley  
 Gael Lehman, Summer Village of Val Quentin Alt.  
 Ivor Foster, Town of Thorsby  
 Jeff Goebel, Town of Swan Hills  
 John Roznicki, Village of Spring Lake  
 Judy Valiquette, Village of Alberta Beach  
 Kerry McElroy, Pembina Hills Public Schools  
 Krystal Baier, Town of Edson  
 Len Spink, Town of Beaumont  
 Linda Wigton, Northern Gateway Public Schools  
 Margaret Gagnon, Summer Village of Crystal Springs  
 Nat Dvernichuk, Village of Clyde  
 Pat St. Hilaire, Town of Onoway  
 Patricia Ashley, Town of Calmar  
 Rick MacPhee, Summer Village of Seba Beach  
 Rob Staples, Town of Grande Cache  
 Rod Klumph, Town of Barrhead  
 Ron Kleinfeldt, County of Barrhead No. 11  
 Sandra Cherniawsky, Yellowhead County  
 Sandy Morton, Town of Mayerthorpe  
 Stacey May, Town of Devon  
 Sylvia Bonnett, Woodlands County  
 Tessa Hutchings, Leduc County  
 Tom Pickard, Town of Whitecourt  
 Tracey Melnyk, Parkland County  
 Victor Julyan, Westlock County  
 Wayne Rothe, City of Spruce Grove

## GUESTS

Cathy Brennan, YRL Public Libraries' Council  
 Dan Pritchard, Past YRL Board Vice Chair

## YRL STAFF

Kevin Dodds, Director  
 Wendy Sears Ilnicki, Assistant Director  
 Stephanie Thero, Client Services Manager  
 David Gould, Accounting and Site Services  
 Laurie Haak, Administrative Associate and Recorder

### 1. Capital Expenditures

- The System Center Configuration Manager, a management console that enables YRL to remotely deploy and update the integrated library software (Polaris) and Microsoft operating systems, was replaced.
- Four pairs of uninterruptible power supply batteries that safeguard Polaris operations during outages were replaced.

### 2. 2019 Budget Direction

- The Board agreed with the Executive Committee recommendation to keep the 2019 local appropriation rates unchanged.
  - Municipalities: \$4.30 per capita.
  - School Divisions: \$13.95 per student.
- A small surplus is anticipated for 2018.
- A draft budget will be presented to the Executive Committee in September.

### 3. 2018 Needs Assessment

- The information gathered during the needs assessment will assist in forming the goals of the 2019-2021 Plan of Service.
- A short, open-ended online survey will be sent to key stakeholders this week.

### 4. Infrastructure Grant Update

- The redesign/expansion of the loading docks and shipping areas will begin soon.
- Construction will be complete in the fall.

### 5. Indigenous Grant Update and Report

- The 2018-2019 grant information has not been distributed by the province yet.
- As part of the grant requirements, YRL submitted a report to Municipal Affairs

# GET ON BOARD

## Yellowhead Regional Library

Public Library Services Branch detailing how the 2017/2018 funds were spent.

- Accolades were given for the successful projects detailed in the report by YRL member libraries and library teams:
  - Barrhead
  - Hinton
  - Stony Plain
  - Swan Hills
  - Warburg
  - Wetaskiwin
  - Alberta Beach, Onoway, Rich Valley, and Stony Plain
  - Parkland County, Spruce Grove and Stony Plain

### 6. Alberta Library Conference 2019

- Save the dates: Thursday, April 25 to Sunday, April 28.

### 7. Public Library Services Branch (PLSB)

- Jordan DeSousa left YRL and started as a Library Consultant at the PLSB on June 4.
- Accolades were given to Ken Allan for the presentation he gave to the Town of Whitecourt Library Board last month.
  - If your library board would like a presentation, contact Ken directly at [ken.allan@gov.ab.ca](mailto:ken.allan@gov.ab.ca) or 780-641-9363.

### 8. Director's Report

- Presentations will be given this month to the City of Spruce Grove Library Board and the Town of Edson Council.
  - Contact [Laurie](#) for a presentation to your municipal council and/or library board about YRL membership, governance, services and collections.
- Kevin announced that after 29 years of service at YRL, he will be retiring as of December 31, 2018.
  - The Executive Committee will meet today to decide on the process and timeline for hiring a replacement.

### 9. Assistant Director's Report

- Attended two multi-day conferences with Client Services Manager Stephanie Thero:
  - Innovative Users Group conference in Orlando, FL (Innovative Interfaces Inc. owns the Polaris software); and
  - How to Manage Workplace Issues in Edmonton put on by Canadian Professional Management Services.

### 10. Client Services Manager's Report

- Interviews will be conducted next week for the Client Services Librarian position.
- Registration is now open for YRL's annual conference, [Everyone's Welcome: The Power of Libraries](#), being held at the River Cree Resort & Casino on September 14.

### 11. YRL Public Libraries' Council (PLC) Report

- A volunteer committee is conducting a YRL member public library salary survey.
  - Once complete, the results will be shared with the PLC.

### 12. Trustee Service Recognition

- Representing Woodlands County, Dan Pritchard was on the YRL Board for 10 years, serving as Vice Chair for nine years.
- He was presented with a certificate and Chapters gift card in appreciation.

<p><b>Next Meeting:</b> Monday, November 5, 2018</p>
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**Brazeau Foundation**  
*Managing Housing Solutions*

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

MEETING OF THE BOARD OF DIRECTORS  
Shangri-La Lodge, Drayton Valley  
April 20, 2018  
10:00 am

**ATTENDANCE:**

**Directors Present:**

Eric Butz, Chairperson  
Janet Young, Vice-Chairperson  
Jeannette Vatter  
Donna Gawalko  
Donna Wiltse

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

**Administration Present:**

Stella Keller  
Laura Delesalle

Chief Administrative Officer  
Finance Manager

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**1.0 CALL TO ORDER**

E. Butz called the meeting to order at 10:05 AM.

**2.0 AGENDA**

**2.1 ADDITIONS TO THE AGENDA**

7.1.3 ASCHA Convention Report

**2.2 APPROVAL OF AGENDA**

Resolution #18-04-38: Moved by J Vatter to approve the agenda with addition.

**Motion ...Carried Unanimously**

**3.0 APPROVAL OF MINUTES**

**3.1 MINUTES FROM THE MARCH 13 , 2018 REGULAR BOARD MEETING**

Resolution #18-04-39: Moved by J Young to approve the minutes of the March 13, 2018 Regular Board Meeting as presented.

**Motion ...Carried Unanimously**

**3.2 BUSINESS ARISING OUT OF THE MINUTES**

*None at this time*

**4.0 FINANCIAL**

Two handwritten signatures in black ink, one above the other, located at the bottom right of the page.

Minutes of Regular Board Meeting  
April 20, 2018  
Page 2 of 4

#### **4.1 FINANCIAL REPORTS- Foundation**

##### **4.1.1 Foundation Disbursements for March 2018**

**Resolution #18-04-40:** Moved by J Vatter to accept the Brazeau Foundation Disbursements as information

**Motion ...Carried Unanimously**

##### **4.1.1.1 VISA – March 2018**

**Resolution #18-04-41:** Moved by D Gawalko to accept the Brazeau Foundation VISA as information

**Motion ...Carried Unanimously**

##### **4.1.2 Foundation Balance Sheet as of March 31, 2018**

**Resolution #18-04-42:** Moved by D Wiltse to accept the Foundation Balance Sheet as information

**Motion ...Carried Unanimously**

##### **4.1.3 Financial Statements to March 31, 2018**

##### **4.1.3.1 Central Services / Lodge**

##### **4.1.3.2 Provincial Housing Units**

**Resolution #18-04-43:** Moved by J Young to accept the Financial Statements to March 31, 2018 as information

**Motion ...Carried Unanimously**

#### **4.2 FINANCIAL REPORTS – Urban Housing**

##### **4.2.1 Urban Housing Payable Disbursements for March 2018**

##### **4.2.2 Urban Housing Balance Sheet as of March 31, 2018**

##### **4.2.3 Urban Housing Financial Statements to March 31, 2018**

**Resolution #18-04-44:** Moved by D Gawalko to accept the Urban Housing Reports as information.

**Motion ...Carried Unanimously**

#### **4.3 BOARD MEMBER EXPENSE**

##### **4.3.1 Board Member Expenses**

**Resolution #18-04-45:** Moved by D Gawalko to approve the Board Member Expenses of \$766.16 for March 2018.

**Motion ...Carried Unanimously**



Minutes of Regular Board Meeting  
April 20, 2018  
Page 3 of 4

## 5.0 OLD BUSINESS

### 5.1 CAO Review

**Resolution #18-04-46:** Moved by J Vatter to go in-private to discuss personnel matters at 10:39 AM.

**Motion ...Carried Unanimously**

**Resolution #18-04-47:** Moved by D Gawalko to come out of in-private at 11:06 AM.

**Motion ...Carried Unanimously**

**Resolution #18-04-48:** Moved by D Gawalko to approve the CAO's review as discussed.

**Motion ...Carried Unanimously**

### 5.2 HOME CARE- MEDICATION ASSISTANCE PROGRAM

*Lunch: 12:05 PM*

*Resume: 12:45 PM*

## 6.0 NEW BUSINESS

### 7.0 REPORTS

#### 7.1 OPERATIONS REPORT

##### 7.1.1 Operation's Report

##### 7.1.2 Vacancy Report

##### 7.1.3 ASCHA Convention Report

**Resolution #18-04-49:** Moved by J Vatter to accept Operations Report as information

**Motion ...Carried Unanimously**

**Resolution #18-04-50:** Moved by J Vatter to approve the 2 under age applicants

**Motion ...Carried Unanimously**

##### 7.1.4 In-Private Session (Personnel/Legal)

**Resolution #18-04-51:** Moved by J Vatter to go in-private to discuss personnel matters at 12:53 PM.

**Motion ...Carried Unanimously**

**Resolution #18-04-52:** Moved by J Young to come out of in-private at 1:32 PM.

**Motion ...Carried Unanimously**





Minutes of Regular Board Meeting  
April 20, 2018  
Page 4 of 4

**7.2 Policy review**

**8.0 Correspondence**

- 8.1 To: To Whom It May Concern- RE: Drayton Valley Community Bus Association- Transportation (March 15, 2018)**
- 8.2 To: Village of Breton, Brazeau County, Town of Drayton Valley RE: 2018 Requisition- (March 26, 2018)**
- 8.3 To: Village of Breton, Brazeau County, Town of Drayton Valley, Carlson Roberts Seely, MLA for Drayton Valley - Calmar RE: Board of Directors Meeting Minutes (March 21, 2018)**
- 8.4 From: Alberta Health RE: License for Shangri-La Lodge (March 22, 2018)**
- 8.5 To: Rose Kuzio, Home Care Manager- RE: Home Care Medication Assistance Program (April 2, 2018)**

**Resolution #18-04-53: Moved by J Young to accept correspondence as information.**

**Motion ...Carried Unanimously**

**9.0 FUTURE MEETING DATES**

- 9.1 NEXT BSF REGULAR BOARD MEETINGS – May 25, 2018 at the Shangri-La Lodge @ 10:00am.  
JUNE 22, 2018 at the Shangri-La Lodge @ 10:00am.**

**10.0 ADJOURNMENT**


**Resolution #18-04-54: E Butz to adjourn the meeting at 1:52 PM.**

**Motion ...Carried Unanimously**

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APPROVED AT THE May 25, 2018 MEETING OF THE BOARD

  
\_\_\_\_\_  
Chief Administrative Officer

  
\_\_\_\_\_  
Board Chair



**Drayton Valley Municipal Detachment**  
**Crime Statistics (Actual)**  
**January to May: 2014 - 2018**

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

June-04-18

CATEGORY	Trend	2014	2015	2016	2017	2018
Homicides & Offences Related to Death		0	0	0	0	1
Robbery		5	2	0	1	0
Sexual Assaults		4	5	5	10	2
Other Sexual Offences		3	3	8	4	5
Assault		65	50	41	36	60
Kidnapping/Hostage/Abduction		1	1	1	3	1
Extortion		1	0	0	0	1
Criminal Harassment		3	8	6	5	13
Uttering Threats		18	16	17	11	14
Other Persons		0	0	0	0	0
<b>TOTAL PERSONS</b>		<b>100</b>	<b>85</b>	<b>78</b>	<b>70</b>	<b>97</b>
Break & Enter		34	27	45	39	93
Theft of Motor Vehicle		46	22	30	31	50
Theft Over \$5,000		5	4	3	4	6
Theft Under \$5,000		137	86	106	147	205
Possn Stn Goods		20	6	9	12	29
Fraud		18	21	18	41	33
Arson		1	1	0	0	2
Mischief To Property		123	122	87	76	97
<b>TOTAL PROPERTY</b>		<b>384</b>	<b>289</b>	<b>298</b>	<b>350</b>	<b>515</b>
Offensive Weapons		11	6	3	5	7
Disturbing the peace		40	36	21	33	42
<b>OTHER CRIMINAL CODE</b>		93	103	75	59	116
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>144</b>	<b>145</b>	<b>99</b>	<b>97</b>	<b>165</b>
<b>TOTAL CRIMINAL CODE</b>		<b>628</b>	<b>519</b>	<b>475</b>	<b>517</b>	<b>777</b>

**Drayton Valley Municipal Detachment**  
**Crime Statistics (Actual)**  
**May: 2014 - 2018**

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

June-04-18

CATEGORY	Trend	2014	2015	2016	2017	2018
Homicides & Offences Related to Death		0	0	0	0	0
Robbery		0	0	0	0	0
Sexual Assaults		2	2	1	0	0
Other Sexual Offences		0	2	0	1	1
Assault		14	6	2	6	8
Kidnapping/Hostage/Abduction		0	0	0	0	0
Extortion		0	0	0	0	0
Criminal Harassment		2	1	0	0	3
Uttering Threats		4	4	5	4	6
Other Persons		0	0	0	0	0
<b>TOTAL PERSONS</b>		<b>22</b>	<b>15</b>	<b>8</b>	<b>11</b>	<b>18</b>
Break & Enter		5	13	11	9	12
Theft of Motor Vehicle		8	6	10	5	6
Theft Over \$5,000		0	2	2	3	0
Theft Under \$5,000		27	15	22	35	57
Possn Stn Goods		4	1	4	2	2
Fraud		4	9	5	10	7
Arson		0	0	0	0	0
Mischief To Property		38	28	18	16	35
<b>TOTAL PROPERTY</b>		<b>86</b>	<b>74</b>	<b>72</b>	<b>80</b>	<b>119</b>
Offensive Weapons		0	2	0	2	0
Disturbing the peace		12	5	8	11	11
<b>OTHER CRIMINAL CODE</b>		20	25	16	8	27
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>32</b>	<b>32</b>	<b>24</b>	<b>21</b>	<b>38</b>
<b>TOTAL CRIMINAL CODE</b>		<b>140</b>	<b>121</b>	<b>104</b>	<b>112</b>	<b>175</b>

**Drayton Valley Municipal Detachment**  
**Crime Statistics (Actual)**  
**January to May: 2014 - 2018**

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

June-04-18

CATEGORY	Trend	2014	2015	2016	2017	2018
Drug Enforcement - Production		0	0	0	0	0
Drug Enforcement - Possession		19	16	12	14	24
Drug Enforcement - Trafficking		9	14	4	7	5
Drug Enforcement - Other		0	0	1	0	0
<b>Total Drugs</b>		<b>28</b>	<b>30</b>	<b>17</b>	<b>21</b>	<b>29</b>
Federal - General		2	2	3	2	3
<b>TOTAL FEDERAL</b>		<b>30</b>	<b>32</b>	<b>20</b>	<b>23</b>	<b>32</b>
Liquor Act		6	7	5	8	8
Other Provincial Stats		38	41	40	30	69
<b>Total Provincial Stats</b>		<b>44</b>	<b>48</b>	<b>45</b>	<b>38</b>	<b>77</b>
Municipal By-laws Traffic		4	4	0	3	0
Municipal By-laws		32	33	36	29	39
<b>Total Municipal</b>		<b>36</b>	<b>37</b>	<b>36</b>	<b>32</b>	<b>39</b>
Fatals		0	0	0	0	0
Injury MVC		3	2	6	2	7
Property Damage MVC (Reportable)		165	115	95	85	84
Property Damage MVC (Non Reportable)		18	16	10	14	12
<b>TOTAL MVC</b>		<b>186</b>	<b>133</b>	<b>111</b>	<b>101</b>	<b>103</b>
<b>Provincial Traffic</b>		<b>242</b>	<b>166</b>	<b>173</b>	<b>153</b>	<b>332</b>
<b>Other Traffic</b>		<b>2</b>	<b>3</b>	<b>7</b>	<b>5</b>	<b>6</b>
<b>Criminal Code Traffic</b>		<b>46</b>	<b>36</b>	<b>27</b>	<b>28</b>	<b>27</b>
<b>Common Police Activities</b>						
False Alarms		90	110	123	90	111
False/Abandoned 911 Call and 911 Act		31	41	42	33	43
Suspicious Person/Vehicle/Property		18	49	38	39	60
Persons Reported Missing		4	4	17	10	8
Spousal Abuse - Survey Code		56	70	68	40	52






**Drayton Valley Municipal Detachment**  
**Crime Statistics (Actual)**  
**May: 2014 - 2018**







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

June-04-18

CATEGORY	Trend	2014	2015	2016	2017	2018
Drug Enforcement - Production		0	0	0	0	0
Drug Enforcement - Possession		4	4	1	5	4
Drug Enforcement - Trafficking		3	0	0	0	1
Drug Enforcement - Other		0	0	0	0	0
<b>Total Drugs</b>		<b>7</b>	<b>4</b>	<b>1</b>	<b>5</b>	<b>5</b>
Federal - General		0	0	1	1	2
<b>TOTAL FEDERAL</b>		<b>7</b>	<b>4</b>	<b>2</b>	<b>6</b>	<b>7</b>
Liquor Act		1	2	1	2	0
Other Provincial Stats		6	7	3	10	12
<b>Total Provincial Stats</b>		<b>7</b>	<b>9</b>	<b>4</b>	<b>12</b>	<b>12</b>
Municipal By-laws Traffic		1	1	0	0	0
Municipal By-laws		14	11	11	13	14
<b>Total Municipal</b>		<b>15</b>	<b>12</b>	<b>11</b>	<b>13</b>	<b>14</b>
Fatals		0	0	0	0	0
Injury MVC		2	1	1	1	2
Property Damage MVC (Reportable)		33	16	14	13	7
Property Damage MVC (Non Reportable)		6	3	3	2	2
<b>TOTAL MVC</b>		<b>41</b>	<b>20</b>	<b>18</b>	<b>16</b>	<b>11</b>
<b>Provincial Traffic</b>		<b>46</b>	<b>37</b>	<b>47</b>	<b>31</b>	<b>117</b>
<b>Other Traffic</b>		<b>0</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>0</b>
<b>Criminal Code Traffic</b>		<b>8</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>1</b>
<b>Common Police Activities</b>						
False Alarms		24	27	28	23	21
False/Abandoned 911 Call and 911 Act		12	6	9	12	11
Suspicious Person/Vehicle/Property		5	13	2	10	13
Persons Reported Missing		2	1	4	1	3
Spousal Abuse - Survey Code		16	17	15	5	7

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

January to May	Trend	2014	2015	2016	2017	2018
Fatals		0	0	0	0	0
Injury MVC		3	2	6	2	7
Property Damage MVC (Reportable)		165	115	95	85	84
Property Damage MVC (Non Reportable)		18	16	10	14	12
Total MVC		186	133	111	101	103

January to May	Trend	2014	2015	2016	2017	2018
Roadside Suspensions - alcohol related - No charge**		2	3	7	5	6
Occupant Restraint/Seatbelt Violations**		3	3	0	3	57
Speeding Violations**		11	7	26	20	10
Intersection Related Violations**		5	5	5	7	16
Other Non-Moving Violation**		42	34	35	23	145
Other CC Traffic***		5	3	7	7	0

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

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

May	Trend	2014	2015	2016	2017	2018
Fatals		0	0	0	0	0
Injury MVC		2	1	1	1	2
Property Damage MVC (Reportable)		33	16	14	13	7
Property Damage MVC (Non Reportable)		6	3	3	2	2
Total MVC		41	20	18	16	11

May	Trend	2014	2015	2016	2017	2018
Roadside Suspensions - alcohol related - No charge**		0	1	4	2	0
Occupant Restraint/Seatbelt Violations**		0	0	0	1	31
Speeding Violations**		0	3	15	1	2
Intersection Related Violations**		0	1	1	0	5
Other Non-Moving Violation**		0	7	9	5	41
Other CC Traffic***		0	0	2	3	0

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

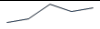


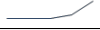


## Drayton Valley Municipal Detachment

January to May: 2014 - 2018

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

Category	Trend	2014	2015	2016	2017	2018		Mean	Std Deviation	Mean + 1 Std Dev	FLAG	Slope
<b>Theft Motor Vehicle (Total)</b>		46	22	30	31	50		35.8	10.5	46.3	Issue	1.7
Auto		2	1	1	2	7		2.6	2.2	4.8	Issue	1.1
Truck/SUV/Van		31	17	22	25	35		26.0	6.4	32.4	Issue	1.6
Motorcycle		3	1	0	0	6		2.0	2.3	4.3	Issue	0.5
Other		5	3	6	3	2		3.8	1.5	5.3	Within Norm	-0.6
Take Auto without Consent		5	0	1	1	0		1.4	1.9	3.3	Within Norm	-0.9
<b>Break and Enter (Total)*</b>		34	27	45	39	93		47.6	23.5	71.1	Issue	13
Business		18	12	36	15	45		25.2	13.0	38.2	Issue	5.7
Residence		9	12	6	16	25		13.6	6.6	20.2	Issue	3.6
Cottage or Seasonal Residence		0	0	0	0	0		0.0	0.0	0.0	Within Norm	0
Other		5	3	3	5	20		7.2	6.5	13.7	Issue	3.2
<b>Theft from a motor vehicle</b>		45	11	34	76	102		53.6	32.0	85.6	Issue	17.9
Shoplifting		8	19	22	32	21		20.4	7.7	28.1	Within Norm	3.9
Mail Theft		0	1	0	1	8		2.0	3.0	5.0	Issue	1.6
Theft of bicycle		3	1	1	2	7		2.8	2.2	5.0	Issue	0.9
Other Theft		86	58	52	40	74		62.0	16.2	78.2	Within Norm	-4.2
<b>Mischief To Property</b>		123	122	87	76	97		101.0	18.8	119.8	Within Norm	-9.8
<b>Suspicious Person/ Vehicle/ Property</b>		18	49	38	39	60		40.8	13.9	54.7	Issue	7.4
<b>Fail to Comply/Breach</b>		59	44	36	29	65		46.6	13.6	60.2	Issue	-0.3
<b>Person Reported Missing</b>		4	4	17	10	8		8.6	4.8	13.4	Within Norm	1.4
<b>Wellbeing Check</b>		N/A	N/A	7	15	33		18.3	10.9	29.2	Issue	13
<b>Mental Health Act</b>		36	34	26	24	55		35.0	11.0	46.0	Issue	2.8
<b>False Alarms</b>		90	110	123	90	111		104.8	12.9	117.7	Within Norm	2.2
<b>911 Act</b>		31	41	42	33	43		38.0	5.0	43.0	Issue	1.6
<b>K Div - Front Counter Complaints</b>		643	239	236	223	204		309.0	167.5	476.5	Within Norm	-89.4



Traffic	Trend	2014	2015	2016	2017	2018		Mean	Std Deviation	Mean + 1 Std Dev	FLAG	Slope
Roadside Suspensions - alcohol related - No grounds to charge**		2	3	7	5	6		4.6	1.9	6.5	Within Norm	1
Occupant Restraint/Seatbelt Violations**		3	3	0	3	57		13.2	21.9	35.1	Issue	10.8
Speeding Violations**		11	7	26	20	10		14.8	7.1	21.9	Within Norm	1.1
Intersection Related Violations**		5	5	5	7	16		7.6	4.3	11.9	Issue	2.4
Other Non-Moving Violation**		42	34	35	23	145		55.8	45.0	100.8	Issue	19.5
Other CC Traffic***		5	3	7	7	0		4.4	2.7	7.1	Within Norm	-0.6

*Budget and Asset Management Committee Meeting*

*Monday, May 7, 9:00 a.m.-12:00 p.m.*

*Town of Drayton Valley Conference Room #2*

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**Meeting Notes**

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**Present:** Mayor Michael Doerksen, Deputy Mayor Fayrell Wheeler, Councillor Eric Butz, Councillor Bill Ballas, Councillor Nancy Dodds, Councillor Amila Gammana, Pam Livingston, Sonya Wigglesworth, Jenn Stone, Rita Bijau

**Absent:** Councillor Corey Peebles

**1.0 Call to Order**

Councillor Butz called the meeting to order at 9:01 a.m.

**2.0 Additions or Deletions to Agenda**

**RES# 2018/05/07BAM03**

Deputy Mayor Wheeler moved to reorder the May 7, 2018, Budget and Asset Management Committee Meeting Agenda to the following:

- 5.1 Public Transportation
- 5.3 2018 Capital Budget
- 5.4 Mill Rate Discussion
- 5.2 2018 Operating Budget
- 5.5 Budget Communication Review.

**CARRIED**

**RES# 2018/05/07BAM04**

Councillor Gammana moved to add "Solar crosswalks" to the May 7, 2018, Budget and Asset Management Committee Meeting Agenda as Item 5.5, resulting in "Budget Communications Review" becoming Item 5.6.

**CARRIED**

**3.0 Adoption of Agenda**

**RES# 2018/05/07BAM05**

Deputy Mayor Wheeler moved to adopt the May 7, 2018, Budget and Asset Management Committee Meeting Agenda as amended.

**CARRIED**

**4.0 Approval of Meeting Minutes**

Councillor Ballas advised that he was in attendance at both meeting dates.

**4.1 May 1, 2018, Committee Meeting**

**RES# 2018/05/07BAM06**

Deputy Mayor Wheeler moved to approve the May 1, 2018, Budget and Asset Management Committee Meeting Agenda, as amended.

**CARRIED**

**4.2 May 2, 2018, Committee Meeting**

**RES# 2018/05/07BAM07**

Deputy Mayor Wheeler moved to approve the May 2, 2018, Budget and Asset Management Committee Meeting Agenda, as amended.

**CARRIED**

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Monday, May 7, 2018

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**5.0 Information / Discussion Items****5.1 Public Transportation**

The Committee discussed the potential for a public transportation system in the community and the funding for specialized transportation. No further action is required at this time.

**5.2 2018 Capital Budget**

The Committee reviewed the amended 2018 Capital Budget, specifically 62 street project scope.

**Mayor Doerksen exited the meeting at 9:29 a.m.**

**Mayor Doerksen returned to the meeting at 9:30 a.m.**

The Committee also discussed future asset management in terms of facility management life cycle.

**5.3 Mill Rate Discussion**

The Committee reviewed the mill rate proposal.

**Councillor Butz called for a break at 10:35 a.m.**

**Councillor Butz reconvened the meeting at 10:41 a.m.**

**5.4 2018 Operating Budget**

The Committee reviewed the proposed operating budget and provided direction to Administration.

**5.5 Solar Crosswalks**

The Committee discussed two proposed locations for crosswalk improvements and advised that the decision document can be brought forward to a future meeting of Council.

**5.6 Budget Communication Review**

The Committee reviewed the draft communication material.

**6.0 Other Business**

No other business was discussed.

**7.0 Items for Next Meeting**

- Review of 2018 Budget Process
- Visioning – Town Lands
- Asset Management Policy
- 2019 Budget Planning

**8.0 Next Meeting Date**

- June 15, 2018, 9:00 a.m.

**9.0 Adjournment**

Councillor Butz adjourned the meeting at 11:22 a.m.

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## **DRAYTON VALLEY/BRAZEAU COUNTY FIRE SERVICES**

### **Office of the Fire Chief**

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

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

### **May 2018 Stats**

#### **Town of Drayton Valley/ Brazeau County**

Fire Calls- 3

Rubbish and Grass Fires- 8

Motor Vehicle Collisions- 8

Rescue Calls- 1

Alarm Calls- 4

Assist another Agency- 8

Misc Calls- 3

**Total- 35**

#### **Town of Drayton Valley**

Fire Calls- 0

Rubbish and Grass Fires- 3

Motor Vehicle Collisions- 3

Rescue Calls- 1

Alarm Calls- 2

Assist another Agency- 3

Misc Calls- 1

**Total- 13**



## **DRAYTON VALLEY/BRAZEAU COUNTY FIRE SERVICES**

### **Office of the Fire Chief**

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

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

### **Brazeau County**

Fire Calls- 3

Rubbish and Grass Fire- 5

Motor Vehicle Collisions- 5

Rescue Calls- 0

Alarm Calls- 2

Assist another Agency- 5

Misc Calls- 2

**Total- 22**



# 2017 ANNUAL REPORT

*Building a Resilient Community Through Prevention*



# FCSS ENHANCES THE SOCIAL WELL-BEING OF INDIVIDUALS, FAMILIES AND COMMUNITY THROUGH PREVENTION

*We strive to ensure that:*

- *Community members are resilient (able to overcome life's challenges);*
- *People have a sense of belonging to, ownership of and pride in their community;*
- *Organizations are partnering and collaborating to build community capacity; and*
- *Citizens are aware of the resources available and how to access them.*





# 14,574

*people were served by 38 programs and services in 2017*

Drayton Valley and District FCSS collects information about the number of persons who have accessed services from FCSS in house or funded programs. When service is provided to a family unit, all family members who experienced direct measurable impact are counted as a person. It is important to note that a person may be counted multiple times if he/she has accessed several FCSS programs.

*Preventative social programs help people gain new life skills, increase their knowledge and build relationships that create a resilient community.*

*In 2017, Drayton Valley and District FCSS delivered*

*24 in-house programs and services and provided funding for 14 programs offered by twelve different non-profit organizations.*



# *FCSS 2017 operating budget*

*The Town of Drayton Valley contributed just over \$40,000 in addition to it's \$176,000 Provincial grant.*

*Brazeau County contributed just over \$32,000 in addition to it's \$130,000 Provincial grant.*

*Parkland County contributed approximately \$7,000 in addition to it's \$30,000 Provincial grant*

*The 2017 budget included a deferral from 2016 of just over \$24,000*

*The 2017 granting budget was over \$130,000*

## **Non-FCSS Funds**

- *Alberta Rural Development Network  
(Homelessness and Poverty Reduction Strategy)*
- *Neighbourhood Place*

# PROGRAMS THAT SUPPORT RESILIENCY



## HOME SUPPORT PROGRAM

*21 seniors and 3 adults with disabilities are better able to remain in their homes and maintain their optimal quality of life due to the support of our **Home Support Program**. Participants received services such as light house-keeping and meal preparation.*

*Client's report that the Home Support Program has:*

- ✓ *Contributed to their ability to remain in their own home;*
- ✓ *Helped them know more about how to access the resources they need and allowed them to access them more often; and*
- ✓ *Helped them feel less lonely and more connected to others.*

# PROGRAMS THAT INCREASE KNOWLEDGE



## HOARDING WORKSHOP

*34 caregivers and professionals and 10 seniors learned about hoarding and its underlying issues from trained experts.*

*Participants reported that since attending this workshop they:*

- ✓ *Have a deeper understanding of hoarding behavior;*
- ✓ *Are more confident in their ability to support someone with this issue; and*
- ✓ *Made connections with other caregivers or service providers who are dealing with hoarding behavior.*

*"Great information. I am thankful for the opportunity to learn about this issue. I learned a great deal."*

*"This was a very helpful workshop. It has given me more insight and empathy for people who struggle with this disorder"*

# PROGRAMS THAT BUILD COMMUNITY

## COMMUNITY DINNERS

*1800* people attended *Community Dinners in 2017*

*Community Dinners were held each month in partnership with the Healthy Community Coalition.*

*The goal was to give people the opportunity to gather, connect and to feel a sense of belonging to their community.*

*12* different businesses/not for profit groups

hosted a dinner and provided *144* staff/volunteers

totaling *432* hours.



# IN HOUSE PREVENTATIVE SOCIAL PROGRAMS FOR:

## *Seniors*

Program/Event	# of Participants
Senior's Tea	163
Home Support	21
Seniors Benefits Workshop	45
Snow Angels	19
Hoarding Workshop	44
<b>Total</b>	<b>292</b>

## *Children, Youth and Families*

Program/Event	# of participants
Making Financial Cents School	25
Halloween Haunted House	889
Canada Day	4500
Block Parties	97
Community Dinners	1800
<b>Total</b>	<b>7311</b>

## *ADULTS*

Program/Event	# of participants
Making Financial Cents Program	16
Volunteer Income Tax Program	236
<b>Total</b>	<b>252</b>



# SUPPORT FOR VOLUNTEERS

*Volunteers help to create a strong, engaged, connected, and resilient community. Many services and programs would not be available without them.*



FCSS provides opportunities for volunteers to increase their capacity to fulfill their roles effectively and to feel recognized for their contribution.

*364 people volunteered for FCSS programs in 2017.*

*In total, they volunteered 2770 hours.*

*142 of the 143 attendees of the 2017 Volunteer Appreciation Banquet said that attending helped them to feel recognized for what they do*

# COMMUNITY AND VOLUNTEER DEVELOPMENT



Program/event	# of participants
Running Effective Meetings Workshop	15
Volunteer Recruitment Workshop	21
Volunteer Appreciation Banquet	120
Support to complete grant applications	10
Total	166

## **98% of participants of the Volunteer Recruitment Workshop reported:**

- ✓ I am better able to serve the people in my community
- ✓ I am more confident in my ability to recruit volunteers for my organization
- ✓ I made connections with other volunteers

# INFORMATION AND REFERRAL

*In an effort to ensure that people know where to access the resources they need and community activities that best fit their family, we developed our FCSS Community Resource Directory. In 2017, 2500 copies were distributed to both Town and County residents.*

FCSS is a referral service and we are often the first point of contact for someone who doesn't know where to go for help. In 2017 we provided information to individuals on available services and resources on **5771** occasions through phone calls or drop ins.



The FCSS Board supported local preventative social programs by [granting](#) Page 85 of 87

\$137,048.29 to eligible organizations which served 4628 individuals and 71 families.

	Children	Families	Adults
Boys and Girls Club Out of School Programs	117		
Town of Drayton Valley A.L.I.V.E. 55 Program			1100
Drayton Valley Preschool Society	Not available		
Pembina Crisis Connection Society	1993	36	117
Drayton Valley Family Wellness Program Connect Parenting	80	28	39
Drayton Valley and District Community Learning Association First Steps Whitby	12		6
Brighter Futures Family Resource Society Young Mom's Group and Summer Day Camps	23		15
Town of Drayton Valley Youth Programs and Parks Play	811		4
Drayton Valley Comprehensive Family Violence Institute Moving Beyond Anger and Anxiety			100
Drayton Valley & District Agricultural Society - Farmers Market Kids Club/Youth Entrepreneurs	Not available		
Burden Bearers Counseling Centre	6	7	35
Drayton Valley Municipal Library Summer Reading Program	170		

# CREATING PARTNERSHIPS

*Resilient Communities work together to prevent social problems. Drayton Valley and District FCSS works with the community to raise awareness about community needs and finding appropriate solutions. Some of these groups include:*

- *Homelessness and Poverty Reduction Team*
- *Healthy Community Coalition*
- *Community Parenting Coalition*
- *Rotary House Tenants*
- *Drayton Valley Comprehensive Family Violence Institute*





## RYSE PROJECT

FCSS has created a partnership with Dr. Michael Ungar and Dalhousie University. Partners include Wild Rose School Division, St. Thomas Aquinas School Division, Alberta Health Services and ARC Resources.



The Resilient Youth in Stressed Environments (RYSE) project is a five year multinational research project that will look into how young people between the ages of 15-24 years adapt to the stressful environments that accompany the boom bust cycle of the oil economy in three cities: Drayton Valley, Alberta; Cambridge Bay, Nunavut and Secunda, South Africa. The study is designed to work collaboratively with youth and their adult allies to identify protective processes that can enhance the adaptive capacity and resilience of young people ages 15-24 in our community.

# OUR FOCUS FOR 2016 –2020

Community members are resilient (able to overcome life's challenges)	People have a sense of belonging to, ownership of and pride in their community.	Organizations are partnering and collaborating to build community capacity.	Citizens are aware of the resources available to them and how to access them
Strategies			
<ul style="list-style-type: none"> <li>✓ Provide opportunities for seniors, youth and families to be actively engaged and supported to allow healthy, independent living</li> <li>✓ Strengthen people by developing their skills, knowledge, confidence</li> <li>✓ Increase the capacity of the community to provide citizens with what they need to be resilient</li> </ul>	<ul style="list-style-type: none"> <li>✓ Identify and involve diverse populations including families, youth, seniors, and people of different ethnicities</li> <li>✓ Foster meaningful relationships with individuals who are on the margins or are isolated.</li> <li>✓ Foster community pride through local initiatives</li> <li>✓ Provide opportunities for volunteer development, training and celebration</li> </ul>	<ul style="list-style-type: none"> <li>✓ Work with the community to raise awareness about community needs and finding appropriate solutions</li> <li>✓ Support local groups and organizations, businesses and government to work collaboratively</li> </ul>	<ul style="list-style-type: none"> <li>✓ Promote FCSS as a referral service</li> <li>✓ Provide opportunities for local service providers to showcase their resources</li> <li>✓ Maintain a current database of community resources and make it available to the community</li> </ul>



# Homelessness & Poverty Reduction in Drayton Valley in 2017

## Rent Assistance

*The Rent Assistance Program helped 70 families access safe, affordable housing in 2017.*



The rent assistance program is funded through a federal grant and community donations.

## Rural Homeless Estimate

We will be conducting a homelessness estimate using a toolkit developed specifically for rural communities.

- Done in partnership with local social service providers



- Takes place over 30 days
- Includes all types of homelessness, not just "unsheltered"
- Will give us more data than just "how many are there?"



The Community Mat Program is 100% volunteer based.

## Community Mat Program

In 2017 **(25) volunteers** made sure the program was **open** to provide warm meals and over-night emergency shelter on **(101) nights**. Serving **(12) unique clients**, ultimately providing **(32) nights of shelter**.

We are a founding member of the **Alberta Rural Coalition on Homelessness and Housing** (ARCH2), an organization dedicated to advocating for better access to affordable housing and resources needed to address homelessness in rural Alberta.

## Emergency & Transitional Housing



**Our Goal:** to provide shelter and support to people in need of emergency and transitional housing, connecting them to resources and ultimately helping them find safe, affordable, and appropriate housing in the private market.

For more information on the Team or any of our initiatives please contact Emily



780-514-2221



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