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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. September 19, 2018, Regular Meeting of Council Minutes     | 3-9   |
| 3.2. September 19, 2018, Public Hearing Minutes Bylaw 2018/09/D | 10-11 |
| 3.3. September 19, 2018, Public Hearing Minutes Bylaw 2018/10/D | 12-13 |
| 3.4. September 19, 2018, Public Hearing Minutes Bylaw 2018/11/D | 14-15 |
| 3.5. September 19, 2018, Public Hearing Minutes Bylaw 2018/12/D | 16-17 |
| 3.6. October 3, 2018, Special Meeting of Council Minutes        | 18-20 |

4.0 Adoption of:

- |   |
|---|
| 4.1. September 19, 2018, Regular Meeting of Council Minutes     |
| 4.2. September 19, 2018, Public Hearing Minutes Bylaw 2018/09/D |
| 4.3. September 19, 2018, Public Hearing Minutes Bylaw 2018/10/D |
| 4.4. September 19, 2018, Public Hearing Minutes Bylaw 2018/11/D |
| 4.5. September 19, 2018, Public Hearing Minutes Bylaw 2018/12/D |
| 4.6. October 3, 2018, Special Meeting of Council Minutes        |

5.0 Proclamations

- |  |    |
|--|----|
| 5.1. Waste Reduction Week – October 15- 21, 2018 | 21 |
|--|----|

6.0 Delegations / Administrative Updates

- |   |         |
|---|---------|
| 6.1. <u>Mr. Mark Smith, MLA, Drayton Valley – Devon – Update to the Community</u> |         |
| 6.2. <u>S/Sgt. Malcolm Callihoo – Drayton Valley RCMP Stats September 2018</u>    | 237-244 |

7.0 Decision Items

Pages 22-223

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7.1. Eldorado Playground Committee - Request for Funding	22-25
7.2. Community Grants, Fourth Quarter Allocation	26-43
7.3. Proposed Rezoning Bylaw 2018/15/D Presented for First Reading Lot 2, Plan 762 2449	44-134
7.4. Proposed Cannabis-Free Public Places Bylaw 2018/12/P Presented for Second and Third Reading	135-144
7.5. Proposed Signage Amending (Cannabis) Bylaw 2018/11/D Presented for Third Reading	145-150
7.6. Proposed Subdivision and Development Appeal Board Bylaw 2018/03/D Presented for First, Second and Third Readings	151-161
7.7. Drayton Valley Municipal Library Board Bylaw DVLB-2018-01	162-179

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7.8.	Board and Committee Appointments	
	• Brazeau Foundation	180-189
	• Drayton Valley Municipal Library Board	190-199
	• Early Childhood Development Centre Board	200-208
	• Drayton Valley and District Family and Community Support Services (FCSS) Board	209-219
7.9.	Draft Town of Drayton Valley 2019-2021 Strategic Plan	Distributed separately
7.10.	2018 Service Level Document	Distributed separately
7.11.	Fortis Franchise Fee	220-223
8.0	Department Reports	
8.1.	Engineering and Development CAO/Administration/Capital Project Update	Sonya Wrigglesworth Winston Rossouw
8.2.	Community Services and FCSS	Annette Driessen
8.3.	Emergency Services	Tom Thomson
8.4.	Corporate Services	Winston Rossouw
9.0	Council Reports	
9.1.	Councillor Ballas	
9.2.	Councillor Peebles	
9.3.	Councillor Dodds	
9.4.	Councillor Gammara	
9.5.	Councillor Wheeler	
9.6.	Deputy Mayor Butz	
9.7.	Mayor Doerksen	
10.0	Information Items	Pages 224-244
10.1.	Brazeau Foundation Board Minutes – July 27, 2018	225-228
10.2.	Childcare Operational Board Minutes – April 26, 2018	229-231
10.3.	STAR Catholic Board Meeting Highlights – September 2018	232
10.4.	Sustainability Committee Meeting Notes – August 3, 2018	233-234
10.5.	Drayton Valley / Brazeau County Fire Services Stats – September 2018	235-236
10.6.	Drayton Valley RCMP Stats – September 2018	237-244
11.0	Adjournment	



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## Meeting Minutes

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### **THOSE PRESENT:**

Mayor Doerksen  
Councillor Ballas  
Deputy Mayor Butz  
Councillor Dodds  
Councillor Gammana  
Councillor Peebles  
Councillor Wheeler  
Winston Rossouw, Chief Administrative Officer  
Annette Driessen, Director of Community Services  
Tom Thomson, Fire Chief  
Kevin McMillan, Senior Financial Officer  
Jennifer Martin, Planning and Development Officer

Rita Bijeau, Executive Assistant  
Sabine Landmark, Administrative Assistant  
Jennifer Stone, Records Management and Communications  
Erin Felker, Asset Management Coordinator  
Vishal Sharma, Network and Systems Administrator  
Sean Haig, Community Peace Officer  
Acting S/Sgt. Erin Matthews  
Cathy Weetman, Western Review  
Members of the Public

### **ABSENT:**

Sonya Wigglesworth, Acting Director of Engineering and Development

### **CALL TO ORDER**

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

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

Following item was added to the September 19, 2018, Regular Meeting of Council Agenda:  
6.2. Mr. Huber

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

##### **RESOLUTION #183/18**

Councillor Gammana moved to adopt the Agenda for the September 19, 2018, Regular Meeting of Council, as amended.

**CARRIED**

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

##### **3.1. August 29, 2018, Regular Meeting of Council Minutes**

There were no corrections or amendments to the August 29, 2018, Regular Meeting of Council Minutes.

##### **3.2. September 5, 2018, Special Meeting of Council Minutes**

There were no corrections or amendments to the September 5, 2018, Special Meeting of Council Minutes.

**4.0 Adoption of:**

4.1. August 29, 2018, Regular Meeting of Council Minutes

**RESOLUTION #184/18**

Councillor Dodds moved to adopt the Minutes of the August 29, 2018, Regular Meeting of Council, as presented.

**CARRIED**

4.2. September 5, 2018, Special Meeting of Council Minutes

**RESOLUTION #185/18**

Councillor Wheeler moved to adopt the Minutes of the September 5, 2018, Special Meeting of Council, as presented.

**CARRIED**

**5.0 Proclamations**

5.1. Alberta Development Officers Week

Mayor Doerksen proclaimed the week of September 24-28, 2018, as Alberta Development Officers Week in the Town of Drayton Valley.

5.2. World Cerebral Palsy Day

Mayor Doerksen proclaimed October 6, 2018, as Cerebral Palsy Day in the Town of Drayton Valley.

**6.0 Delegations / Administrative Updates**

6.1. August RCMP Stats – Acting S/Sgt. Erin Matthews

Acting S/Sgt. Erin Matthews introduced Constable Kevin Carmicle and presented information to Council regarding the RCMP statistics for August 2018.

6.2. Mr. Huber

Mr. Les Huber addressed Council to inform of his concerns regarding various matters and provided Council with a letter stating these. Mayor Doerksen advised that the information will be reviewed and responded to.

**7.0 Public Hearing**

7.1. Land Use Bylaw Amendment (Cannabis) Bylaw 2018/09/D

A separate set of Minutes were recorded for the Public Hearing on Bylaw 2018/09/D.

7.2. Business License Amending (Cannabis Retail) Bylaw 2018/10/D

A separate set of Minutes were recorded for the Public Hearing on Bylaw 2018/10/D.

7.3. Signage Amending (Cannabis) Bylaw 2018/11/D

A separate set of Minutes were recorded for the Public Hearing on Bylaw 2018/11/D.

7.4. Cannabis-Free Public Places Bylaw 2018/12/P

A separate set of Minutes were recorded for the Public Hearing on Bylaw 2018/12/D.



**8.0 Decision Items**

- 8.1. Land Use Bylaw Amendment (Cannabis) Bylaw 2018/09/D, Presented for Second and Third Readings

**RESOLUTION #186/18**

Councillor Wheeler moved that Council give Second Reading to proposed Business License Amending (Cannabis Retail) Bylaw 2018/10/D, as presented.

*Councillor Wheeler made a friendly amendment to her motion that Council give Second Reading to proposed Land Use Bylaw Amendment (Cannabis) Bylaw 2018/09/D, as presented.*

**CARRIED AS AMENDED**

**RESOLUTION #187/18**

Councillor Wheeler moved that Council give Third Reading to proposed Land Use Bylaw Amendment (Cannabis) Bylaw 2018/09/D, as presented.

**CARRIED**

- 8.2. Business License Amending (Cannabis Retail) Bylaw 2018/10/D, Presented for Second and Third Readings

**RESOLUTION #188/18**

Councillor Gammana moved that Council give Second Reading to proposed Business License Amending (Cannabis Retail) Bylaw 2018/10/D, as presented.

**CARRIED**

**RESOLUTION #189/18**

Councillor Wheeler moved that Council give Third Reading to proposed Business License Amending (Cannabis Retail) Bylaw 2018/10/D, as presented.

**CARRIED**

- 8.3. Signage Amending (Cannabis) Bylaw 2018/11/D, Presented for Second and Third Readings

**RESOLUTION #190/18**

Councillor Butz moved that Council give Second Reading to proposed Signage Amending (Cannabis) Bylaw 2018/11/D, as presented.

**CARRIED**

**RESOLUTION #191/18**

Councillor Wheeler moved that Council give Third Reading to proposed Signage Amending (Cannabis Retail) Bylaw 2018/10/D, as presented.

**CARRIED**

***Mayor Doerksen called a break at 10:14 a.m.***

***Mayor Doerksen reconvened the meeting at 10:27 a.m.***

- 8.4. Sale of Municipal Lands within the Town of Drayton Valley

**RESOLUTION #192/18**

Councillor Wheeler moved that be it resolved that the Council of the Town of Drayton Valley declares the following Town-owned land to be surplus:

- Lot 1
- Block 165
- Plan 162 2445

Excepting thereout all mines and minerals

And further that the Chief Administrative Officer is hereby instructed to dispose of the said property pursuant to (x) direct sale to the public.

**CARRIED**

8.5. Asset Management Grant Application

**RESOLUTION #193/18**

Councillor Dodds moved that Council authorizes Administration to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for the Asset Management solution; AND that the Town of Drayton Valley commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

- Asset Management Data Gathering and Validation;
- Asset Condition Assessments; and
- Asset Management System Data Entry;

AND that the Town of Drayton Valley commits up to \$100,000 from its 2019 budget toward the costs of this initiative.

**CARRIED**

8.6. Emergency Medical Response Invoicing

**RESOLUTION #194/18**

Councillor Ballas moved that Council approve the invoicing for all medical assist calls to Alberta Health Services.

**CARRIED**

8.7. Eagle Point Blue Rapids Parks Council Request for Funding

**RESOLUTION #195/18**

Councillor Butz moved that Council grant funding to Eagle Point Blue Rapids Parks Council in the amount of \$5,000.00 for the 2018 calendar year, from the "Grants to other Community Organizations"; AND that Council defer future per capita funding request from Eagle Point Blue Rapids Parks Council until future budget planning processes; AND that Council advocate to the Province for a sustainable funding model for the Eagle Point Blue Rapids Parks Council collaboratively with Brazeau County and the Parks Council.

**CARRIED**

8.8. Family and Community Support Services (FCSS) Board Bylaw 2018/14/B

**RESOLUTION #196/18**

Councillor Wheeler moved that Council give First Reading to Bylaw 2018/14/B – Family and Community Support Services (FCSS) Board.

**CARRIED**

**RESOLUTION #197/18**

Councillor Gammama moved that Council give Second Reading to Bylaw 2018/14/B – Family and Community Support Services (FCSS) Board Bylaw.

**CARRIED**

**RESOLUTION #198/18**

Councillor Peebles moved that Council give consideration to Third and Final Reading to Bylaw 2018/14/B – Family and Community Support Services (FCSS) Board.

**CARRIED**

**RESOLUTION #199/18**

Councillor Ballas moved that Council give Third and Final Reading to Bylaw 2018/14/B – Family and Community Support Services (FCSS) Board.

**CARRIED**

8.9. Hemp Alliance

**RESOLUTION #200/18**

Councillor Dodds moved that Council approve staff recommendation for Drayton Valley and Brazeau County so they are enabled to become the economic driver and owners of the Alberta Hemp Alliance to drive production of hemp and hemp products in Alberta.

**CARRIED**

**9.0 Department Reports**

9.1. Engineering and Development/CAO/Administration/Capital Project Update

Mr. Rossouw provided an update on the activities of the Engineering Department and Public Works Department. He further advised that budget discussions have commenced.

9.2. Community Services and FCSS

Ms. Driessen provided an update on the activities of the Community Services Department and advised of the 2019 budget planning. Mr. Troy Gould was hired as Omniplex Operations Supervisor.

9.3. Emergency Services

Chief Thomson provided an update for Emergency Services and shared detailed information on the Fire Stats for August 2018. He further advised that Fire Services went through a provincial audit which was passed successfully. He also pointed out that October is Fire Prevention Month.

Officer Haig provided an update on his activities as Community Peace Officer.

9.4. Corporate Services

Mr. Rossouw advised that the 2019 budget discussions have commenced and that a HR consultant has been contracted.

**10.0 Council Reports**

10.1. Deputy Mayor Butz

- September 5 – Economic Development Strategic Session
- September 7 – Brazeau Foundation Meeting
- September 13 – Strategic Plan Session
- September 17 – Joint Council Meeting
- September 18 – Operational Budget Discussion

10.2. Councillor Ballas

- September 5 – Economic Development Strategic Session
- September 5 – Community Registration Night
- September 8 – DV100
- September 12 – Governance and Priorities Committee Meeting
- September 13 – Strategic Plan Session
- September 17 – Joint Council Meeting
- September 17 – Drayton Valley Community Foundation Meeting
- September 18 – Operational Budget Discussion

10.3. Councillor Peebles

- August 31 – Alberta Hemp Alliance Meeting
- September 5 – Economic Development Strategic Session
- September 11 – Multicultural Society Newcomer's Appreciation Night
- September 13 – Strategic Plan Session
- September 17 – Joint Council Meeting
- September 17 – Eagle Point-Blue Rapids Parks Council Meeting
- September 18 – Operational Budget Discussion

10.4. Councillor Dodds

- September 1 – Yellow Fish Road™ presentation at Holy Trinity Academy
- September 5 – Economic Development Strategic Session
- September 5 – Community Registration Night
- September 11 – Sustainability Committee Meeting
- September 13 – Strategic Plan Session
- September 17 – Joint Council Meeting
- September 18 – Operational Budget Discussion

10.5. Councillor Gammana

- September 5 – Economic Development Strategic Session
- September 5 – Community Registration Night
- September 6 – Farm Visit with Reeve Guyon re Hemp Industry
- September 7 – Hemp Industry Meeting
- September 8 – DV100
- September 10 – Homelessness and Poverty Reduction Strategy Committee Meeting
- September 11 – Multicultural Society Newcomer's Appreciation Night
- September 12 – MAT Program

10.6. Councillor Wheeler

- Advised of extended hours at the Rotary Children's Library
- Healthy Communities Coalition Meeting
- Candidateship for AUMA Director Towns West

10.7. Mayor Doerksen

- Hemp Industry Meeting with Brazeau County
- September 5 – Economic Development Strategic Session
- September 6 – Farm Visit with Reeve Guyon re Hemp Industry

- September 8 – DV100 Opening Remarks
- September 10 – Conference Call with MLA Mark Smith
- September 16 – Terry Fox Run Opening Remarks
- September 17 – Joint Council Meeting
- September 18 – Operational Budget Discussion

**11.0 Information Items**

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11.1. Drayton Valley RCMP Stats – August 2018

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11.2. Drayton Valley / Brazeau County Fire Services Stats – August 2018

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11.3. Councillor Dodds' Conference Report

- January – March 2018 – Regional Planning Course
- April 20, 2018 – Developing Western Canada's Hemp Industry
- July 18-19, 2018 – Pacific Rim Hemp Conference

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11.4. 2017-2018 North Saskatchewan Watershed Alliance Annual Report

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**RESOLUTION #201/18**

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

**CARRIED**

**12.0 Adjournment**

Mayor Doerksen adjourned the meeting at 11:46 a.m.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

# MINUTES OF PUBLIC HEARING

September 19, 2018

BYLAW 2018/09/D

## **THOSE PRESENT:**

Mayor Doerksen  
Councillor Ballas  
Deputy Mayor Butz  
Councillor Dodds  
Councillor Gammana  
Councillor Peebles  
Councillor Wheeler  
Winston Rossouw, Chief Administrative Officer  
Annette Driessen, Director of Community Services  
Tom Thomson, Fire Chief  
Kevin McMillan, Senior Financial Officer  
Jennifer Martin, Planning and Development Officer

Rita Bijeau, Executive Assistant  
Sabine Landmark, Administrative Assistant  
Jennifer Stone, Records Management and Communications  
Erin Felker, Asset Management Coordinator  
Vishal Sharma, Network and Systems Administrator  
Sean Haig, Community Peace Officer  
Acting S/Sgt. Erin Matthews  
Cathy Weetman, Western Review  
Members of the Public

## **ABSENT:**

Sonya Wrigglesworth, Acting Director of Engineering and Development

## **ITEM**

Bylaw 2018/09/D – to adopt the Land Use Bylaw Amendment (Cannabis) Bylaw.

## **CALL TO ORDER**

Mayor Doerksen declared the Public Hearing open at 9:13 a.m.

## **PURPOSE OF THE PUBLIC HEARING**

To receive comments, concerns, and questions from the public with regard to the proposed changes to the Town's Land Use Bylaw 2007/24/D to allow for:

- the retail sale of cannabis;
- setbacks for cannabis retail stores;
- conditions for approval of cannabis retail stores; and
- the operation of cannabis counselling businesses.

## **BACKGROUND**

The above Bylaw has received First Reading at the August 8, 2018 Regular Meeting of Council, and may receive Second and Third Readings today, 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 advertising as per Town Bylaw 2018/07/A (Electronic Advertising Bylaw). 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.

**CALL FOR COMMENTS FROM THE FLOOR**

There were no comments received from the floor.

**CALL FOR COMMENTS OR WRITTEN SUBMISSIONS**

One written submission from the Drayton Valley Chamber of Commerce was received and distributed.

**ADJOURNMENT**

Mayor Doerksen declared the Public Hearing closed at 9:16 a.m.

\_\_\_\_\_  
MAYOR

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

DRAFT

# MINUTES OF PUBLIC HEARING

September 19, 2018

BYLAW 2018/10/D

## **THOSE PRESENT:**

Mayor Doerksen  
Councillor Ballas  
Deputy Mayor Butz  
Councillor Dodds  
Councillor Gammana  
Councillor Peebles  
Councillor Wheeler  
Winston Rossouw, Chief Administrative Officer  
Annette Driessen, Director of Community Services  
Tom Thomson, Fire Chief  
Kevin McMillan, Senior Financial Officer  
Jennifer Martin, Planning and Development Officer

Rita Bijeau, Executive Assistant  
Sabine Landmark, Administrative Assistant  
Jennifer Stone, Records Management and Communications  
Erin Felker, Asset Management Coordinator  
Vishal Sharma, Network and Systems Administrator  
Sean Haig, Community Peace Officer  
Acting S/Sgt. Erin Matthews  
Cathy Weetman, Western Review  
Members of the Public

## **ABSENT:**

Sonya Wrigglesworth, Acting Director of Engineering and Development

## **ITEM**

Bylaw 2018/10/D – to adopt the Business License Amending (Cannabis) Bylaw.

## **CALL TO ORDER**

Mayor Doerksen declared the Public Hearing open at 9:16 a.m.

## **PURPOSE OF THE PUBLIC HEARING**

To receive comments, concerns, and questions from the public with regard to the proposed changes to the Town's Business License Bylaw 2008/18/D to allow for the operation of:

- cannabis retail stores; and
- cannabis counselling businesses.

## **BACKGROUND**

The above Bylaw has received First Reading at the August 8, 2018 Regular Meeting of Council, and may receive Second and Third Readings today, 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 advertising as per Town Bylaw 2018/07/A (Electronic Advertising Bylaw). 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.

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

Mr. Parker Hogan from Access Point Consulting asked for clarification regarding the business license fees. Mayor Doerksen advised that this topic will be discussed under 8.2. Business License Amending (Cannabis Retail) Bylaw 2018/10/D.



**CALL FOR COMMENTS OR WRITTEN SUBMISSIONS**

One written submission from the Drayton Valley Chamber of Commerce was received and distributed.

**ADJOURNMENT**

Mayor Doerksen declared the Public Hearing closed at 9:20 a.m.

\_\_\_\_\_  
**MAYOR**

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

DRAFT

# MINUTES OF PUBLIC HEARING

September 19, 2018

BYLAW 2018/11/D

## **THOSE PRESENT:**

Mayor Doerksen  
Councillor Ballas  
Deputy Mayor Butz  
Councillor Dodds  
Councillor Gammana  
Councillor Peebles  
Councillor Wheeler  
Winston Rossouw, Chief Administrative Officer  
Annette Driessen, Director of Community Services  
Tom Thomson, Fire Chief  
Kevin McMillan, Senior Financial Officer  
Jennifer Martin, Planning and Development Officer

Rita Bijeau, Executive Assistant  
Sabine Landmark, Administrative Assistant  
Jennifer Stone, Records Management and Communications  
Erin Felker, Asset Management Coordinator  
Vishal Sharma, Network and Systems Administrator  
Sean Haig, Community Peace Officer  
Acting S/Sgt. Erin Matthews  
Cathy Weetman, Western Review  
Members of the Public

## **ABSENT:**

Sonya Wigglesworth, Acting Director of Engineering and Development

## **ITEM**

Bylaw 2018/11/D – to adopt the Signage Amending (Cannabis) Bylaw.

## **CALL TO ORDER**

Mayor Doerksen declared the Public Hearing open at 9:20 a.m.

## **PURPOSE OF THE PUBLIC HEARING**

To receive comments, concerns, and questions from the public with regard to the proposed changes to the Town's Signage Bylaw 2012/16/D to provide conditions for signage of cannabis-related businesses.

## **BACKGROUND**

The above Bylaw has received First Reading at the August 8, 2018 Regular Meeting of Council, and may receive Second and Third Readings today, 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 advertising as per Town Bylaw 2018/07/A (Electronic Advertising Bylaw). 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.

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

There were no comments received from the floor.

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

One written submission from the Drayton Valley Chamber of Commerce was received and distributed.

**ADJOURNMENT**

Mayor Doerksen declared the Public Hearing closed at 9:21 a.m.

\_\_\_\_\_  
**MAYOR**

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

DRAFT

# MINUTES OF PUBLIC HEARING

September 19, 2018

BYLAW 2018/12/P

## **THOSE PRESENT:**

Mayor Doerksen  
Councillor Ballas  
Deputy Mayor Butz  
Councillor Dodds  
Councillor Gammana  
Councillor Peebles  
Councillor Wheeler  
Winston Rossouw, Chief Administrative Officer  
Annette Driessen, Director of Community Services  
Tom Thomson, Fire Chief  
Kevin McMillan, Senior Financial Officer  
Jennifer Martin, Planning and Development Officer

Rita Bijeau, Executive Assistant  
Sabine Landmark, Administrative Assistant  
Jennifer Stone, Records Management and Communications  
Erin Felker, Asset Management Coordinator  
Vishal Sharma, Network and Systems Administrator  
Sean Haig, Community Peace Officer  
Acting S/Sgt. Erin Matthews  
Cathy Weetman, Western Review  
Members of the Public

## **ABSENT:**

Sonya Wigglesworth, Acting Director of Engineering and Development

## **ITEM**

Bylaw 2018/12/P – to adopt the Cannabis-Free Public Places Bylaw.

## **CALL TO ORDER**

Mayor Doerksen declared the Public Hearing open at 9:21 a.m.

## **PURPOSE OF THE PUBLIC HEARING**

To receive comments, concerns, and questions from the public with regard to the proposed Bylaw to establish regulations regarding the consumption of cannabis in public within the Town of Drayton Valley.

## **BACKGROUND**

The above Bylaw has received First Reading at the August 8, 2018 Regular Meeting of Council, and may receive Second and Third Readings today, 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 advertising as per Town Bylaw 2018/07/A (Electronic Advertising Bylaw). 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.

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

There were no comments received from the floor.

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

There were no comments or written submissions received.

**ADJOURNMENT**

Mayor Doerksen declared the Public Hearing closed at 9:23 a.m.

\_\_\_\_\_  
**MAYOR**

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

DRAFT



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## Meeting Minutes

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**THOSE PRESENT:**

Mayor Doerksen  
Councillor Ballas  
Deputy Mayor Butz  
Councillor Dodds  
Councillor Gammama  
Councillor Peebles  
Councillor Wheeler  
Winston Rossouw, CAO  
Sonya Wrigglesworth, Acting Director  
of Engineering and Planning

Jenn Martin, Planning and  
Development Officer  
Rita Bijeau, Executive Assistant  
Sabine Landmark, Administrative  
Assistant  
Debbi Weber, GIS Analyst  
Leonard Rogers, IT Manager  
Vishal Sharma, Network and Systems  
Administrator  
Cathy Weetman, Western Review

**ABSENT:**

**1.0 CALL TO ORDER**

Mayor Doerksen called the meeting to order at 9:06 a.m.

**2.0 Adoption of Agenda**

**RESOLUTION #202/18**

Councillor Ballas moved to adopt the Agenda for the October 3, 2018, Special Meeting of Council, as presented.

**CARRIED**

**3.0 Decision Items**

**3.1 Amendment to 2018 Fee Schedule – Cannabis Retail Business License Fees**

***Deputy Mayor Butz entered the meeting at 9:07 a.m.***

**RESOLUTION #203/18**

Councillor Dodds moved that Council make a motion to amend the 2018 Fee Schedule in order to establish Cannabis Retail Store Business Licenses at an annual fee of \$5,000.00 and Cannabis Counselling Services Business Licenses at an annual fee of \$500.00.

*Councillor Gammama proposed a friendly amendment to Resolution #203/18 to go along with the Administration solution.*

*Councillor Dodds declined the friendly amendment.*

*Councillor Wheeler requested that the vote to be recorded.*

In Favour  
Deputy Mayor Butz  
Councillor Dodds  
Councillor Peebles

Opposed  
Mayor Doerksen  
Councillor Ballas  
Councillor Gammana  
Councillor Wheeler

**DEFEATED**

**RESOLUTION #204/18**

Councillor Gammana moved that, as Administration suggested, an amendment to the 2018 Fee Schedule in order to establish Cannabis Retail Store Business Licenses at an annual fee of \$1,000.00 and establish Cannabis Counselling Services Business Licenses at an annual fee of \$500.00.

*Councillor Butz proposed a friendly amendment to Resolution #204/18 to reduce the fee to \$100.00 for Cannabis Counselling Services Business Licenses.*

*Councillor Gammana accepted the friendly amendment.*

*Councillor Wheeler requested that the vote to be recorded.*

In Favour  
Deputy Mayor Butz  
Councillor Gammana  
Councillor Peebles

Opposed  
Mayor Doerksen  
Councillor Ballas  
Councillor Dodds  
Councillor Wheeler

**DEFEATED**

**RESOLUTION #205/18**

Councillor Ballas moved to amend the 2018 Fee Schedule in order to establish Cannabis Retail Store Business Licenses at an annual fee of \$100.00 and establish Cannabis Counselling Services Business Licenses at an annual fee of \$100.00.

*Councillor Wheeler requested that the vote to be recorded.*

In Favour  
Mayor Doerksen  
Councillor Ballas  
Councillor Wheeler

Opposed  
Deputy Mayor Butz  
Councillor Dodds  
Councillor Gammana  
Councillor Peebles

**DEFEATED**

**RESOLUTION #206/18**

Councillor Peebles moved to amend the 2018 Fee Schedule in order to establish Cannabis Retail Store Business Licenses at an annual fee of \$2,500.00 and Cannabis Counselling Services Business Licenses at an annual fee of \$100.00.

**DEFEATED**

**RESOLUTION #207/18**

Councillor Wheeler moved to amend the 2018 Fee Schedule in order to establish Cannabis Retail Store Business Licenses at an annual fee of \$500.00 and establish Cannabis Counselling Services Business Licenses at an annual fee of \$100.00.

*Councillor Wheeler requested that the vote to be recorded.*

In Favour  
Mayor Doerksen  
Councillor Ballas  
Councillor Gammana  
Councillor Wheeler

Opposed  
Councillor Peebles  
Deputy Mayor Butz  
Councillor Dodds

**CARRIED**

**4.0 Adjournment**

Mayor Doerksen adjourned the meeting at 9:38 a.m.

---

MAYOR

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CHIEF ADMINISTRATIVE OFFICER



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# Town of Drayton Valley

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## *Proclamation*

### **WASTE REDUCTION WEEK OCTOBER 15 - 21, 2018**

- WHEREAS Drayton Valley, as a municipality, is committed to sustainability and we recognize that a sustainable community is one that is economically, environmentally and socially healthy and resilient, and meets challenges through integrated solutions;
- AND WHEREAS a sustainable community manages human, natural and financial resources to meet current needs while being mindful of, and responsible for, the future;
- AND WHEREAS Drayton Valley, as a municipality, is committed to reducing our waste, conserving resources, and educating our community about sustainable living;
- AND WHEREAS we recognize the generation of solid waste and the needless waste of resources as global environmental problems and endeavour to take the lead in our community toward environmental sustainability;
- AND WHEREAS we recognize the growing concern of responsible consumption and the need to reduce waste and increase reuse and recycling;
- NOW THEREFORE I, Michael Doerksen, Mayor of the Town of Drayton Valley, do hereby proclaim October 15 to 21, 2018, as Waste Reduction Week in the Town of Drayton Valley.

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Michael Doerksen  
MAYOR

DATED at Drayton Valley, AB  
this 17<sup>th</sup> day of October, 2018.





## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Eldorado Playground Committee - Request for Funding</b>
<b>MEETING DATE:</b>	October 17, 2018
<b>SUBMITTED BY:</b>	Annette Driessen, Director of Community Services

### PROPOSAL AND BACKGROUND:

At the September 12, 2018, Governance and Priorities Committee Meeting, representatives from the Eldorado Playground Committee and the Wild Rose School Division Board of Trustees presented an update on the progress of the capital fundraising campaign for a new, inclusive playground. The Committee representative reported that the group has raised \$46,844 as of September 12, toward an ultimate goal of \$475,570.

The Committee also advised of a grant application to the Community Facility Enhancement Program (CFEP), for \$125,000. This grant is conditional on the Eldorado Playground Committee raising an additional \$50,000 prior to the end of October 2018. Should the additional funding be secured and the grant application approved, the first phase of construction will start in 2019.

The Eldorado Playground Committee is requesting a contribution of \$50,000 from the Town of Drayton Valley to support the overall project and its application to the Community Facility Enhancement Program. The project budget (Attachment 1) and response from Brazeau County (Attachment 2) is included for Council's information and reference.

### OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

1. That Council approve funding in whole or part of the requested amount for the Eldorado Playground project in the 2019 Capital Budget, thereby allowing the Committee to proceed with the first phase of construction in 2019.
2. That Council deny the funding request, thereby committing the Playground Committee to seek alternate sources of funding.

### BUDGET / RESOURCE IMPLICATIONS:

Should the funding be provided, the Committee has confirmed that funds would not be required until 2019. As such, an approval for funding out of the 2019 budget will commit the Town to an expenditure prior to the adoption of the 2019 Capital Budget.

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

The Eldorado Playground project is supported by several strategies identified within the Social Development Plan and Community Sustainability Plan:

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

- Residents are healthy and active, using the community recreation and sport facilities and programs.
- Create high quality outdoor recreational opportunities within the community.
- Ensure all public recreation facilities are wheelchair accessible and cater to those with mobility issues.

The Community Sustainability Plan, through its objectives sets out to achieve the following goals:

- Drayton Valley is a vibrant and healthy community for all ages; and
- Recreational facilities and programs are available and accessible to all.



**POTENTIAL MOTIONS:**

1. That Council approve an allocation of \$\_\_\_\_\_ in the 2019 Capital Project 285 Budget allocation for the Eldorado Playground project.
2. That Council deny the request for funding from the Eldorado Playground Committee.

**ATTACHMENTS:**

Attachment 1: Project Budget

Attachment 2: Letter from Brazeau County to Eldorado Playground Committee

Report Prepared By:		Report Approved By:	
			
Name:	Annette Driessen	Name:	Winston Rossouw
Title:	Director of Community Services	Title:	CAO

Report Routed to Council By:



## ATTACHMENT ONE

## Project Finances

Revenue	
Potential Sources	Amount
Eldorado Playground Committee (Potential Fundraising 2018)	\$15,000
Community Facility Enhancement Program (Pending)	\$125,000
Enabling Accessibility Fund (Pending)	\$100,000
Investing in Canada's Infrastructure Plan (Pending)	\$100,000
Weyerhaeuser Giving Fund (Pending)	\$25,000
Vermillion Energy Ways of Caring (Pending)	\$25,000
Imperial Oil	\$25,000
<b>Sill Required (Town of Drayton Valley/County of Brazeau)</b>	<b>\$100,000</b>
	<b>\$515,000</b>

Or use a combination of other smaller company donations

## Confirmed Revenue

Pembina Pipeline Community Investment	\$10,000
Walmart	\$1,000
Fortis Alberta	\$5,000
Eldorado Playground Committee (Available Funds)	\$21,694
WRSD Account	\$9,150
<b>Total</b>	<b>\$46,844</b>

Expenditures	
Description	Amount
Mobilization; Playground Removal	\$14,500
Supply Playground Equipment	\$93,297
Supplut Volitio Swing	\$7,332
Wheelchair Accesible Main Strutcure	\$130,946
Installation of Equipment	\$49,946
Freight	\$13,000
Excavation, Concrete Work, Landscaping	\$29,740
Supply/Install Rubber Surfacing c/w base preparation	\$164,111
GST	\$25,144
<b>Total</b>	<b>\$528,016</b>

Potential

\$5,000 find local company

\$7,000 volunteer build

**\$475,570**

\$52,446 decrease in cost



# Brazeau County

7401 TWP Road 494, P.O. Box 77, Drayton Valley, Alberta T7A-1R1

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

[www.brazeau.ab.ca](http://www.brazeau.ab.ca)

May 16, 2018

Jennifer Myslicki  
President, Eldorado Playground Committee  
4762-50 Street  
Drayton Valley, AB  
T7A 1P1

Dear Ms. Myslicki

**RE: ELDORADO PLAYGROUND COMMITTEE REQUEST FOR FUNDING**

---

I am writing in response to your May 7<sup>th</sup> letter presenting the Committee's funding request for an inclusive playground at Eldorado School.

Council discussed the request at its May 15<sup>th</sup> Council Meeting, and passed a motion to deny the request. It is Council's position that school playgrounds are a matter of education, and thus are properly funded by the provincial government.

As indicated by Brazeau County's letter of support in March, we applaud your efforts to raise funds and build an inclusive playground, and we wish you every success in this project.

If you have any questions, please do not hesitate to contact me at 780-542-0999.

Yours Sincerely,

A handwritten signature in black ink, appearing to read "Bart Guyon".

Bart Guyon

Reeve

BG/km





## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Community Grants, Fourth Quarter Allocation</b>
<b>MEETING DATE:</b>	October 17, 2018
<b>SUBMITTED BY:</b>	Annette Driessen, Director of Community Services

### PROPOSAL AND BACKGROUND:

#### Community Events Grant

The Town of Drayton Valley recognizes there are non-profit organizations that host community events to raise funds or require donations for worthwhile projects, programs, or services. In an effort to support these organizations, the Town may provide grants to assist with the hosting of community events and initiatives. Funding applications are to be reviewed on a quarterly basis. The fourth quarter deadline was October 1, 2018.

A total of two (2) eligible applications under Council's purview were received for the Community Events Grant fourth quarter.

Organization	Event	Date(s)	Request
Drayton Valley Dance Society	DV Nutcracker	Dec. 14 & 15, 2018	\$5,000
Fun with Funds	Montreal Canadiens Alumni Hockey Game	Mar. 16, 2019	\$12,000

Three (3) eligible applications under the purview of Town Administration were also received for this grant in this quarter. Town Administration awarded one (1) grant:

Organization	Event	Date	Awarded
Drayton Valley Health Services Foundation	Light up Luncheon	Nov. 14, 2018	\$500
Drayton Valley Health Services Foundation	Festival of Lights Gala	Nov. 17, 2018	No Grant Awarded
The Max Center for Performing Arts Society	Fundraising Event	Jan. 26, 2019	No Grant Awarded

Following the awarding of one (1) grant for the applications under the purview of Town Administration, there is a total of \$4,500 remaining in the fourth quarter allocation of the Community Events Grant for the two (2) applications under Council's purview.

The two (2) eligible applications are being submitted for Council consideration.

**OPTIONS AND ALTERNATIVES, WITH ANALYSIS:**

The balance available for allocation during this grant quarter for the Community Event Grants is \$4,500.00. Council may wish to consider partial granting of each application, as each meets the criteria established for funding.

The attached checklist for each application notes any previous funding for these events provided by the Town.

**BUDGET / RESOURCE IMPLICATIONS:**

The Town identifies in its yearly administration budget a set amount of funding available for grants. The Community Events Grant was allocated \$20,000 for the 2018 Final Budget, which is \$5,000 per quarter.

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

The Community Events Grant helps organizations and individuals achieve some of the community goals set out in the Social Development Plan, Community Sustainability Plan, and all applications are reviewed under the guidelines contained within Policy No. A-01-01 Support Grants for Community Events.

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

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

The Community Sustainability Plan, through its objectives, sets out to achieve the following goals:

- diversity is embraced and all residents are welcomed and involved, and participate in community activities;
- arts are celebrated and opportunities to get involved are available for all ages;
- Drayton Valley is host to a diversity of talent and creativity; and
- all levels of public engagement within Drayton Valley are high.

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

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

All applicants will be notified, following Council's decision.

**POTENTIAL MOTIONS:****OPTIONS FOR THE APPLICATION DRAYTON VALLEY DANCE SOCIETY:**

1. That Council award the Drayton Valley Dance Society \$ \_\_\_\_\_ from the Community Events Grant to help cover costs associated with hosting the DV Nutcracker - December 14 and 15, 2018.
2. That Council decline the funding request from the Drayton Valley Dance Society to help cover costs associated with hosting the DV Nutcracker - December 14 and 15, 2018.

**OPTIONS FOR THE APPLICATION FROM FUN WITH FUNDS:**

1. That Council award Fun with Funds \$ \_\_\_\_\_ from the Community Events Grant to help cover costs associated with hosting the Montreal Canadiens Alumni Hockey Game - March 16, 2019.
2. That Council decline the funding request from Fun with Funds to help cover costs associated with hosting the Montreal Canadiens Alumni Hockey Game - March 16, 2019.

**ATTACHMENTS:**

Attachment 1: Package\_4<sup>th</sup> Quarter\_Town of Drayton Valley Grant Applications

Report Prepared By:



Name: Annette Driessen  
 Title: Director of Community Services

Report Approved By:



Name: Winston Rossouw  
 Title: CAO

Report Routed to Council By:







## TOWN OF DRAYTON VALLEY

### COMMUNITY EVENT GRANT CHECKLIST

**OFFICE USE ONLY**

Name of Applicant: DV Dance Society

Name of Event: DV Nutcracker - December 14 & 15, 2018

<b>CRITERIA</b>	
<b>Policy Requirements:</b>	<b>Notes:</b>
application (complete, signed and accompanied by supporting documents) received by deadline	Yes
benefit the community as a whole or a specific major group within the community	Benefits community as a whole
not duplicate past or present local services (unless a need can be demonstrated)	Does not duplicate present local service
provide equal access to the service without discrimination	Provides equal access
not already be receiving direct or indirect support from the Town for the stated service	No other support from the Town
address an identified need in the community or contribute to the common good of the community	Common good of the community Focus on need to promote cultural arts
recognize the Town's contribution to the event or service sponsored	Social media and event day announcement
other revenue sources have been sought or obtained	Several sources identified Application sent to Brazeau County

<b>Additional Information</b>	<b>Notes:</b>
Has the Town directly sponsored this event before?	No
Does the organization work to achieve some of the community goals set out in statutory plans (Social Development Plan, Community Sustainability Plan, etc.)?	Supported by goals and strategies in Social Development Plan and Community Sustainability Plan.

**Comments:**

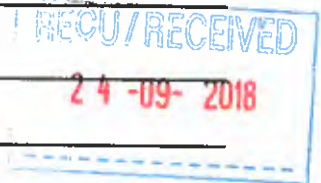
Requesting \$5,000 to support budget expenses of \$64,651 with \$44,355 revenues

**Recommendation to Council:**

For consideration by Council



## TOWN OF DRAYTON VALLEY COMMUNITY EVENT GRANT APPLICATION FORM

Date: September 20, 2018Event Date: December 14&15, 2018Organization Name: DV Dance Society (DV Nutcracker)Mailing Address: 3812 55B ave, Drayton Valley AB, T7A 1L6Contact Name: Benita HarrisonTitle: Vice PresidentEmail: dv.nutcracker@gmail.comTelephone: (780) 514-9458

### ORGANIZATION MANDATE

Description of the organization's mandate:

DV Dance Society is a group of like-minded individuals who came together to create a community to foster and support dance as an art form. DV Dance Society aims to enhance opportunities for dancers in Drayton Valley. We will facilitate an annual dance production with open auditions, encouraging dancers from all studios in our area to participate. We will provide an opportunity for dancers to perform various roles and variations locally that they may never have a chance to do professionally. We aim to provide high quality public dance performances in our community while also fostering critical connections to promote and encourage local innovation and creativity in the area of performing arts.

### STATED SERVICE

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

Local school and adult choirs will be the opening acts to the this two-act ballet featuring over 65 cast members from the region. There will be 3 performances held at Eleanor Pickup Arts Centre on Dec 14&15. Planning began in February. Two open auditions were held in June and July. There was a 2 week dance intensive in August to learn choreography. Dancers will rehearse twice per month in Sept, Oct and Nov as well as every Sunday in Dec. The Board has spent many hours applying for incorporation, planning choreography, costumes and props as well as approaching corporate and government agencies to fundraise. Cobblestone Cafe will be hosting a 5-course meals Dec 14&15.

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

We have 3 sold out shows (663 seats), over 65 cast members in the ballet, many singers in the choirs & over 30 committed volunteers. There is local economic benefits to businesses, hotels & restaurants including a local sound company, a local lighting company and a collaboration with a local restaurant who is preparing a special 5 course Nutcracker themed meal both evenings. The Eleanor Pickup Arts Centre will also benefit as they are hosting the bar at the event as their fundraiser. Also, for many ticket holders this will be their first time attending a performance at this location thus bringing a new demographic to support their facility.

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

This event gives our rural residents access to a ballet experience that usually means driving to larger urban centers to see. This brings community members of all ages out; families, seniors and students alike. It creates awareness of the performing arts and it's importance in enhancing quality of life for residents. Giving local talent the opportunity to come together, outside of their studios, to showcase their accomplishments as a dance community. Most dancers in our community would never have a chance to participate in an open audition or a full onstage production. There are also economic benefits to local hotels & restaurants. It's a new opportunity for corporate and local organizations to support the arts.

**SPONSORSHIP REQUEST**

**Reason for request from the Town:**

Staging this high caliber performance locally involves collaboration and funding from all levels. The success of this planned annual event will bring a new holiday tradition to our community, enhancing the residents' quality of life. Normally access to this type of event would require travelling to larger urban centres at high costs not affordable to many of the audience who have purchased tickets to our three sold out shows.  
This event supports arts in our community and brings together residents of all ages and demographics.

**Nature of the request and/or amount requested:**

This is a funding request in support of arts, community and recreation is in line with both the Town of Drayton Valley Community Sustainability Plan and the Social Development Plan.  
DV Dance Society kindly requests a \$5000 contribution to this initiative

**Please attach:**

- a budget or business plan (showing anticipated revenue sources and expenditures) for the specific service/function requiring sponsorship
- a list of other organizations that have been or will be approached for sponsorship

**How will sponsoring organizations be recognized?**

Supporters of DV Dance Society are recognized using Social media on our Facebook and Instagram pages. These posts are also shared by many of our community. We will also recognize your organization at our event in our program

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

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

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

Applicant's Signature: \_\_\_\_\_

Date: September 24, 2018

**MAIL TO:**

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

**DELIVER TO:**

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

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) STATEMENT**

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



## DV Dance Society

### List of Directors:

President – Mindy Kallay

Vice president – Benita Harrison

Secretary - Nicole Nadeau

Treasurer – Jen Sinclair

Director – Eleni Arvanitis

<b>BUDGET</b>
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**ESTIMATED EXPENDITURES**

<b>ESTIMATED EXPENDITURES</b>	<b>TOTAL ANNUAL EXPENSES</b>
Production Costs	\$ 54,250
Professional Fees	\$ 1800
Advertising and Promotion	\$ 3000
Cost of Revenue (2 comp tickets per dancer)	\$ 5511
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL EXPENDITURES</b>	<b>\$ 64,561</b>

**ESTIMATED REVENUE (list all sources separately)****GRANTS: (please specify)**

Tourism Authority	\$ 5000.00
_____	\$ _____
_____	\$ _____
_____	\$ _____
<b>TOTAL GRANT REVENUE</b>	<b>\$ 5000</b>

**DONATIONS (including in-kind) OR FUNDRAISING:**

Various Corporate Sponsorship (rec'd)	\$ 5500.00
Ticket Sales	\$ 19,890.00
Cast Fees	\$ 9,965.00
In-Kind contributions	\$ 4,000.00
<b>TOTAL DONATION AND FUNDRAISING REVENUE</b>	<b>\$ 44,355.00</b>

<b>TOTAL AMOUNT REQUESTED (must match application)</b>	<b>\$ 5000.00</b>
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**Donors Committed to Sponsorship:**

Hayduk Picker Service Ltd.  
United Truck & Machine  
Fountain Tire  
Mojo Trucking  
Edmonton Kenworth  
Edmonton Trailers  
Carlson Roberts Seely  
Duncain Craig LLP  
Valley Fleet  
Drayton Valley Hospitality & Tourism Authority  
Signarama  
Prism Storage  
Freeman AV

**Donors Approached & Grants Applied For:**

Drayton Valley Community Foundation  
Nelson Bros  
Lubers Express Oil Change Ltd  
Wellhouse Rentals  
306 Energy  
Pile Base  
Miktye Trucking  
Last Chance Trucking  
Can-Vac Oilfield Services  
All Choice Rentals  
Pembina Pipeline Corporation  
Vermilion Energy Inc  
Weyerhaeuser  
Brazeau County - Community Event Grant  
100 Women Who Care DV  
RBC Royal Bank  
ATB Financial  
TD Canada Trust  
Scotia Bank  
Reid Law Office  
Feddema & Co Chartered Accountants  
Sabine & Webb LLP



## TOWN OF DRAYTON VALLEY

### COMMUNITY EVENT GRANT CHECKLIST

**OFFICE USE ONLY**

Name of Applicant: Fun with Funds - Montreal Canadiens Alumni Hockey Game Committee

Name of Event: Montreal Canadiens Alumni Hockey Game - March 16, 2019

<b>CRITERIA</b>	
<b>Policy Requirements:</b>	<b>Notes:</b>
application (complete, signed and accompanied by supporting documents) received by deadline	Yes
benefit the community as a whole or a specific major group within the community	Benefits community as a whole
not duplicate past or present local services (unless a need can be demonstrated)	Similar event in 2018
provide equal access to the service without discrimination	Yes
not already be receiving direct or indirect support from the Town for the stated service	No other direct support
address an identified need in the community or contribute to the common good of the community	Contributes to the good of the community
recognize the Town's contribution to the event or service sponsored	Logos on posters/newspaper ads/promotional items. Also at event
other revenue sources have been sought or obtained	Yes - several targeted, but no funds confirmed Brazeau County will review the application in 2019

<b>Additional Information</b>	<b>Notes:</b>
Has the Town directly sponsored this event before?	2017 - \$1,356      2018 - \$1,500 (Toronto Maple Leafs Alumni)
Does the organization work to achieve some of the community goals set out in statutory plans (Social Development Plan, Community Sustainability Plan, etc.)?	Broadly meets goals of the Community Sustainability Plan for recreation events and services

Comments:

Requesting up to \$12,000 to support expenses

Recommendation to Council:

For consideration by Council.





# TOWN OF DRAYTON VALLEY COMMUNITY EVENT GRANT APPLICATION FORM

Date: September 18, 2018 Event Date: March 16, 2019

Organization Name: Montreal Canadiens Alumni Hockey Game Committee

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

Contact Name: Brian Noad Title: Committee Chair

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

### ORGANIZATION MANDATE

Description of the organization's mandate:

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

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

### STATED SERVICE

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

March 16, 2019; 5:00 pm @ Drayton Valley Omniplex 1 & 7:00 @ CETC.  
Hockey players from the Montreal Canadiens alumni are coming to Drayton Valley to play against 17 community members. Two people have also be selected to play with the former Canadiens. Autograph sessions will occur between periods at the arena and during a dinner reception at the Clean Energy Technology Centre where participants can casually meet the players and even bid to have a player dine at their table. A silent auction will also be on site, as well as a cash bar.

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

Proceeds will be directed by six major sponsors to go towards a local charity or organization. Thus far, the Drayton Valley Community Foundation, Drayton Valley Thunder and Drayton Valley Cancer Centre have been identified by sponsors. Volunteer groups, such as the newly-formed FMHS Blue & Gold Society will also volunteer and benefit. Local Grade 6 students will be involved in a logo design, and various minor hockey teams will compete via ticket sales to scrimmage against the Canadiens after the first period of the main game, which itself is a family-friendly event for the whole community.

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

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

**SPONSORSHIP REQUEST**

**Reason for request from the Town:**

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

**Nature of the request and/or amount requested:**

The costs associated with bringing-in the alumni players is significant, and expected to be nearly \$24,000. Therefore we are hoping to partner with the Town on sharing this cost, and kindly request a contribution of up to \$12,000 to support these expenses.

**Please attach:**

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

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

**How will sponsoring organizations be recognized?**

The 6 major sponsors will have their logos included on poster and newspaper advertisements, as well as promotional items sold at the event. Anyone can advertise in the game program and all sponsors and volunteer businesses and organizations will be recognized at the game as well as at the dinner reception afterwards via signs, banners, slide show and announcements. As a follow-up, all sponsors will be further acknowledged in the Drayton Valley Western Review. A local Grade 6 student who wins a contest to design our logo, will drop the puck for the ceremonial face-off.

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

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

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

Applicant's Signature:

Date: 18 / 09 / 2018

( Glen Saunders for Brian Noad )

**MAIL TO:**

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

**DELIVER TO:**

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

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) STATEMENT**

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

SUMMARY	BUDGET
Total Income	\$ 95,950.00
Total Expenses	\$ 44,510.00
Difference	\$ 51,440.00

REVENUE		BUDGET
<b>Sponsorship</b>		
Major Sponsors	6 @ \$5,000	\$ 30,000.00
Jersey & Sock Sponsor		\$ 3,500.00
Program Sponsors		\$ 2,000.00
Hotel Sponsor		\$ 2,000.00
Towel Sponsor		\$ 2,000.00
Event Sponsors	5x \$1,000	\$ 5,000.00
Players - with Canadiens	2 @ \$1,000	\$ 2,000.00
Players - vs. Canadiens	11 @ \$600	\$ 6,600.00
Game only tickets	250 @ \$20	\$ 5,000.00
Dinner reception	150 @ \$60	\$ 9,000.00
Game and dinner tickets	100 @ 75	\$ 7,500.00
Bar		\$ 5,000.00
Live / Silect Auction		\$ 4,000.00
50/50 Draw	\$10 each / 3 for \$20	\$ 2,000.00
Jersey Draw	100 @ \$25	\$ 1,250.00
Towels	150 @ \$10	\$ 1,500.00
Program sales	300 @ \$2	\$ 600.00
Program ads	\$600/\$350/\$200 ads; \$2,000	\$ 5,000.00
Hotel Sponsor		\$ 2,000.00
<b>TOTAL</b>		<b>\$ 95,950.00</b>

EXPENSES		BUDGET
Alumni Players		\$ 23,625.00
Hotel		\$ 1,500.00
Ice Arena		\$ 800.00
Hall / Arena		\$ 1,600.00
Reception Food	250 @ \$20	\$ 5,000.00
Sign from Fine Line		\$ 175.00
Programs		\$ 2,000.00
Posters and tickets		\$ 1,000.00
Bartenders		\$ 600.00
Facebook advertising		\$ 300.00
Garda Sign by sekura		\$ 250.00
General advertising		\$ 2,000.00
Bar		\$ 2,000.00
Jerseys / Socks		\$ 1,000.00
Videographer		\$ 500.00
Canadiens Jerseys		\$ 420.00
Drive Home		\$ 500.00
Alumni picture (raffle)		\$ 200.00
Insurance/Licenses		\$ 600.00
Flower Farm Red Carpet		\$ 40.00
Newspaper thank you		\$ 400.00
<b>TOTAL</b>		<b>\$ 44,510.00</b>



**Montreal Canadiens Alumni Hockey Game Committee**

**Brian Noad, Chair**

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

**Mae Chow**

**Mardi Dancey**

**Moe Hamdon**

**Glen Saunders**

**Corissa Schierman**

**Clayton Seely**

**Cindy Waronek**

**Organizations that have been or will be approached**

**Sponsors and donations:**

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

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

- Total Oilfield
- Trestle Creek
- Valley Concrete
- Value Drug Mart
- Vermillion Energy
- Westbrick Energy
- Western Solutions
- Weyerhaeuser
- Willows Construction
- Witten LLP
- Zelman Enterprises
- Zinger Rentals

**Possible Volunteers:**

- Cause For Critters
- Drayton Valley Community Bus Association
- Drayton Valley Community Foundation
- Drayton Valley Riggers Rugby Club
- Drayton Valley Thunder
- FMHS Blue and Gold Society

**Dinner reception possible Food Vendors:**

- Khal's Steakhouse and Lounge
- The White Bull Cafe
- Three Knights Steakhouse and Pizza



## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Proposed Rezoning Bylaw 2018/15/D Presented for 1<sup>st</sup> Reading Lot 2, Plan 762 2449</b>
<b>MEETING DATE:</b>	October 17, 2018
<b>SUBMITTED BY:</b>	Jennifer Martin, Planning and Development Officer

### **PROPOSAL AND BACKGROUND:**

Administration has received an application to rezone the lands legally described as Lot 2, Plan 762 2449 and municipally described as 2251-50 Street (Attachment 1). The proposed rezoning would change the land use from the current AG-Agriculture District (Attachment 2) to RMP-Manufactured Housing Park District (Attachment 3).

The manufactured home park was originally located within Parkland County until Brazeau County became incorporated in 1988. In both municipalities, manufactured home parks were presumably permitted under the Agriculture District. In 2001 the lands including the manufactured home park were annexed into the Town of Drayton Valley. The annexation agreement included a provision that allowed the annexed lands to continue to follow the Brazeau County Land Use Bylaw (LUB) for ten (10) years. In 2007, the Town of Drayton Valley's LUB 2007/24/D was adopted without including an Agriculture District as any agricultural lands were following Brazeau County LUB. However, following the 2011 annexation from Brazeau County, the Town undertook zonings that were part of the Brazeau County's LUB and incorporated them into the Town's LUB 2007/24/D as there were more Agricultural and Country Residential lands (Amending Bylaw 2012/20/D).

Within Land Use Bylaw 2007/24/D, AG-Agriculture District, manufactured homes are considered a discretionary use, which means that all manufactured homes require Council approval prior to relocation into the park. In order to conform to the Town of Drayton Valley's Land Use Bylaw 2007/24/D, Municipal Development Plan (Attachment 4), 50<sup>th</sup> Street East Area Structure Plan (Attachment 5), and to enable to continued streamlining applications in a timely manner, rezoning of the lands from AG-Agriculture District to RMP-Manufactured Housing Park District is required.

Therefore, Rezoning Bylaw 2018/15/D is hereby presented to Council for First Reading. Should Council give First Reading, advertising will occur, as required under Section 606 of the *Municipal Government Act* and the Town of Drayton Valley Development Notices to the Public Policy PD-04-08 (Attachment 6).



**OPTIONS AND ALTERNATIVES, WITH ANALYSIS:**

1. Council give First Reading to proposed Bylaw 2018/15/D for rezoning of Lot 2, Plan 762 2449 as presented. This will allow Administration to commence the public consultation process and schedule the Public Hearing for the proposed Bylaw.
2. Council table First Reading to Bylaw 2018/15/D. As the lands are not in conformance with the Land Use Bylaw, 50<sup>th</sup> Street East Area Structure Plan or the Municipal Development Plan, any permit applications received for the Manufactured Home Park will be brought forward to Council for decision as manufactured homes are considered a discretionary use in the AG-Agriculture District.

**BUDGET / RESOURCE IMPLICATIONS:**

There are no budget implications regarding this application.

**RECOMMENDATION:**

Administration recommends giving First Reading to Bylaw 2018/15/D for the rezoning of Lot 2, Plan 762 2449.

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

- Town of Drayton Valley Land Use Bylaw 2007/24/D
- Municipal Development Plan 2012/27/D
- 50th Street East Area Structure Plan

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

Should Council give First Reading to Bylaw 2018/15/D today, a Public Hearing will be scheduled. As part of the referral process set out in Development Notices to the Public Policy PD-04-08 (Attachment 6), adjacent landowners within a 300 metre radius of the rezoning area will be provided notice of the proposed rezoning application and will be given an opportunity to provide their comments over the span of two (2) consecutive weeks.


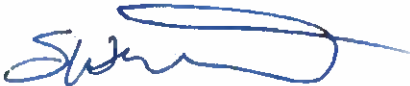
The *Municipal Government Act* requires that Public Hearings be advertised for two (2) consecutive weeks with five (5) clear days between the notice of publication and the date of the Public Hearing.

**POTENTIAL MOTIONS:**

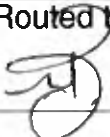
- A. Council give First Reading to proposed Bylaw 2018/15/D for the rezoning of Lot 2, Plan 762 2449 from AG-Agriculture to RMP-Manufactured Housing Park District.
- B. Council Table First Reading to proposed Bylaw 2018/15/D for the rezoning of Lot 2, Plan 762 2449 from AG-Agriculture to RMP-Manufactured Housing Park District.

**ATTACHMENTS:**

- Attachment 1: Map of subject property
- Attachment 2: AG-Agriculture District
- Attachment 3: RMP-Manufactured Housing Park District
- Attachment 4: Municipal Development Plan
- Attachment 5: 50<sup>th</sup> Street East Area Structure Plan
- Attachment 6: Development Notices to the Public Policy PD-04-08

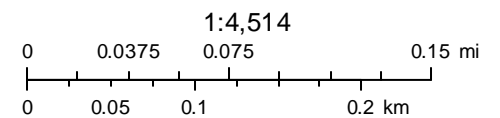
Report Prepared By:		Report Reviewed By:	
			
Name:	Jennifer Martin	Name:	Sonya Wigglesworth
Title:	Planning and Development Officer	Title:	Acting Director Engineering and Development

Report Routed to Council By:



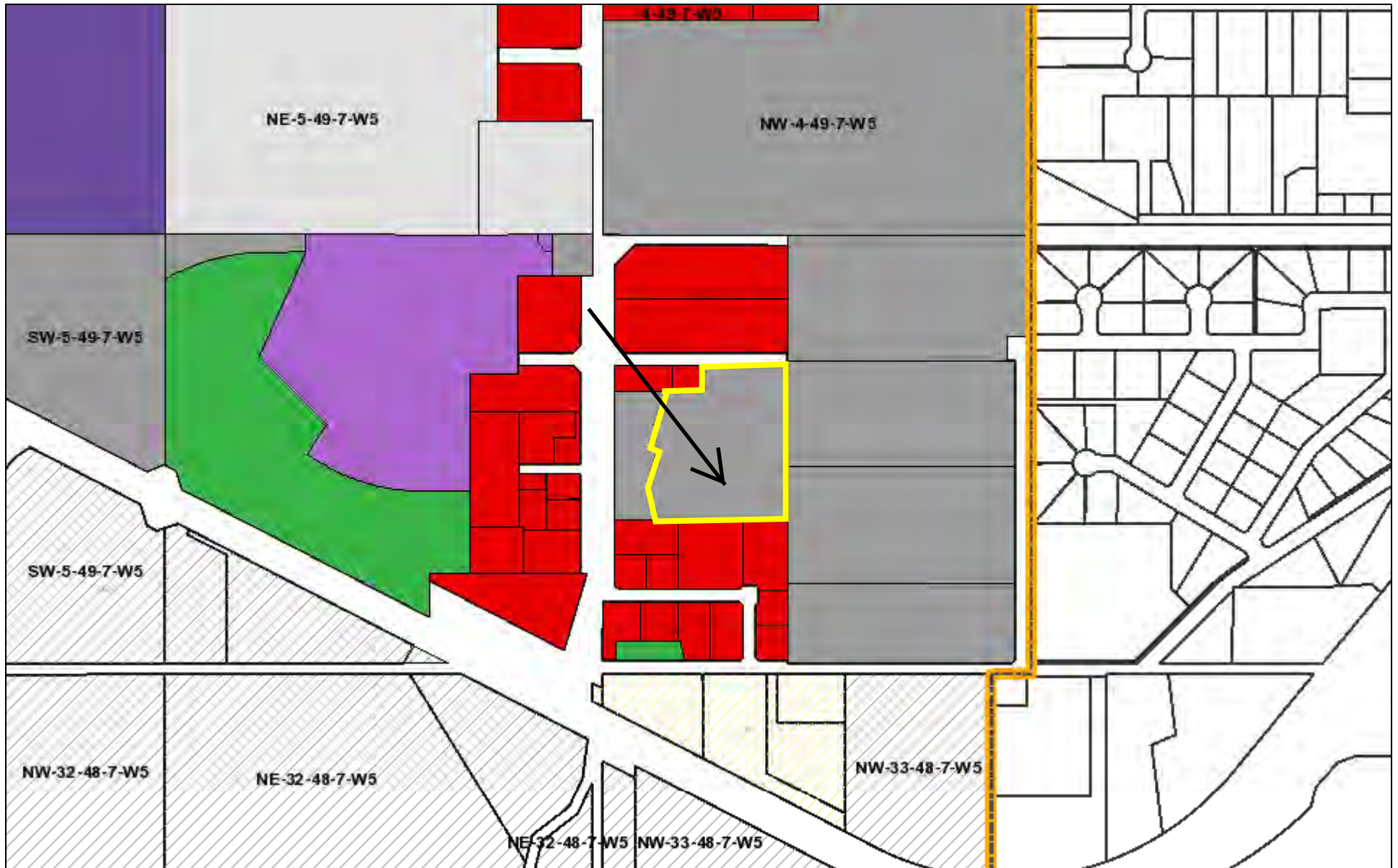


October 9, 2018




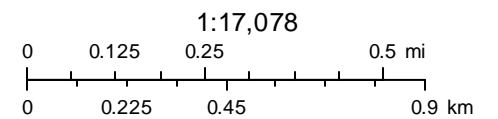
Town of Drayton Valley  
Map data © OpenStreetMap contributors, CC-BY-SA





October 9, 2018

 Town Boundary - Current



## Attachment 2

### **B21 AG AGRICULTURAL DISTRICT**[added by Bylaw 2012/20/D]

#### 21.1 Purpose

The purpose of establishing an agricultural land use within the boundaries of the Town is to allow for the compatible use of agricultural holdings within the community with existing or proposed commercial and residential subdivisions.

#### 21.2 Permitted Uses

The following uses are permitted:

- new site built detached houses
- modular home
- home offices
- agriculture, retail
- agriculture, specialty
- minor day care facilities
- agriculture support service
- family care unit
- bed and breakfast establishments
- temporary outdoor storage facility (only one permitted per calendar year)
- public and quasi-public use
- public utility facility
- buildings and uses accessory to the above.

#### 21.3 Discretionary Uses

The following uses may be allowed at the discretion of Town Council:

- secondary suite
- communication tower
- animal care/service facilities
- manufactured home
- land farm
- recreational uses
- major home occupation
- recreation service, outdoor
- social care facility
- project accommodation
- guest ranch
- social care facility
- kennel
- auction mart
- intensive agriculture
- place of worship
- resort cottage
- buildings and uses accessory to the above.

#### 21.4 Uses Not Allowed

The following uses are not allowed:

- cemetery
- confined feeding operations
- the use of a motor home, recreational vehicle or travel trailer as a dwelling unit

#### 21.5 Number of Dwellings on a Lot

No more than two (2) dwelling units shall be permitted on a parcel of land zoned as Agriculture, provided that setbacks and Alberta Building Code requirements are met. If more than one (1) dwelling unit exists on such a parcel no secondary suite or family care facility shall be permitted.

#### 21.6 Lot Size Requirements

##### *Parcel area:*

- i) a minimum of 0.40 hectares (1 acre) and a maximum of 1.6 hectares (4 acres) for a residential parcel;
- ii) a minimum of 1.20 hectares (2 acres) and a maximum of 6.1 hectares (15 acres) for an existing farmstead parcel;
- iii) a minimum of 4.0 hectares (10 acres) for an agricultural parcel (no maximum).

##### *Parcel width:*

30.5 metres (100 feet) minimum.

#### 21.7 Building Sizes

21.7.1 A dwelling shall have a finished floor area of at least 92 square metres above ground level, excluding attached garages.

21.7.2 A building shall not exceed two and a half storeys above ground level unless it is set back at least 10 metres from the side property line, in which case it may have three storeys above ground level.

21.7.3 No accessory building shall have a wall height greater than that of the principal building.

#### 21.8 Yards and Setbacks: Main and Accessory Buildings

##### *Front yard:*

- i) 40 metres (131 feet) where abutting public road where road widening has not been dedicated;
- ii) 25 metres (82 feet) where abutting a public road where road widening has been dedicated;
- iii) 10 metres (33 feet) where abutting an internal road;
- iv) 40 metres where abutting a highway;
- v) setback at the discretion of the Development Authority for pan handle/flag lots.

##### *Rear yard:*

- i) 8 metres (26 feet)
- ii) 40 metres (131 feet) where abutting a public road where road widening has not been dedicated
- iii) 25 metres (82 feet) where abutting a public road where road widening has been dedicated;
- iv) 10 metres (33 feet) where abutting an internal road;
- v) 40 metres (131 feet) where abutting a highway;
- vi) setback at the discretion of the Development Authority for pan handle/flag lots.

##### *Side yard:*

- i) 6 metres (20 feet)
- ii) 40 metres (131 feet) where abutting public road where road widening has not been dedicated;
- iii) 25 metres (82 feet) where abutting a public road where road widening has been dedicated;
- iv) 10 metres (33 feet) where abutting an internal road;



- v) 40 metres (131 feet) where abutting a highway;
- vi) setback at the discretion of the Development Authority for pan handle/flag lots.

21.9 Distances Between Buildings

All buildings shall be separated by at least 3 metres from all other buildings on the same lot, or such greater distance as may be required by the Alberta Building Code.

21.10 Density

Four (4) parcels per quarter section, including fragmented parcels and the remainder, but not including parcels for public, quasi-public and utility facilities (battery sites, well sites or other oil facilities taken under Certificate of Title or plan will not be considered a utility facility).

21.11 Other controls

The requirements of Schedule A apply in this district.

## Attachment 3

**B10 RMP MANUFACTURED HOUSING PARK DISTRICT****10.1 Purpose**

The purpose of the RMP district is to provide land where manufactured homes can be set on rented sites which do not have individual title.

**10.2 Permitted Uses**

- o manufactured homes
- o home offices
- o minor day care operations
- o parks and recreation areas
- o buildings and uses accessory to the above.

**10.3 Discretionary Uses**

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

- o day care facilities
- o home businesses
- o utility installations
- o buildings and uses accessory to the above.

**10.4 Uses Not Allowed**

The following uses are not allowed:

- o The use of a motor home, recreational vehicle, or travel trailer as a dwelling unit.

Note that site-built houses are neither a permitted nor a discretionary use.

**10.5 Overall development plan required**

Before a development permit is issued for a new manufactured housing park, or for the expansion of an existing manufactured housing park, the developer must provide an overall plan, acceptable to the Municipal Planning Commission, showing

- Road layout, with widths, cross-sections, and radius of turn of all internal roads,
- The drainage system,
- Stall sizes,
- Locations of underground and overhead utilities,
- Parking for at a rate of 2 parking stalls per resident, one of which may be centrally located,
- Parks and play areas, amounting to at least 5% of the area of the park
- Landscaping and buffering separating the residential areas from public roads,
- Garbage storage and collection areas,
- Any communal facilities such as laundromats,
- The locations of signs

The overall plan must be compatible with the Land Use Planning Recommendations for Manufactured Housing in Alberta, published by the Manufactured Housing Association of Alberta and Saskatchewan, or its successor, but where that document conflicts with this bylaw, the bylaw governs.

**10.6 Stalls**

The corners of every rental stall shall be marked.



No minimum or maximum size of stall is mandated, but all stalls must be large enough to provide the building setbacks and site coverage limits required below.

10.7 Stall Development Standards

Every stall shall have a hard-surfaced, durable base on which homes and accessory buildings can be safely placed.

All homes and buildings shall be securely attached to the ground.

Undercarriages and hitches shall be hidden by skirting complementary to the manufactured home.

Accessory structures such as steps, patios, porches, additions, and storage buildings shall be factory prefabricated or equivalent quality to complement the main building on the stall.

10.8 Building setbacks

All buildings, including moveable and temporary buildings, must be located within a stall so that they are at least

3.0 metres from any internal (unregistered) road,  
4.5 metres from any public road which is registered, or which is maintained by the municipality  
3.0 metres from the rear of the stall,  
1.2 metres from the side of the stall, and  
main buildings must be at least 4.5 metres from the main building on another stall.

10.9 Site coverage

No more than 50% of the area of a stall shall be covered by buildings.

10.10 Permission for Development

A manufactured home shall not be brought into a park until a development permit has been issued.

The application for a development permit shall record the CSA number or other unique identifier of every manufactured home in the park.

10.11 Other Controls

The requirements of Schedule A apply in this district.



**DRAYTON VALLEY**

*'Pulling Together'*

**BYLAW NO. 2012/27/D**

**Municipal Development Plan**

**WHEREAS** and pursuant to Part 17, Section 632 of the *Municipal Government Act 2000*, being Chapter M.26.1 of the Revised Statutes of Alberta, the Council of a municipality with a population of 3500 or more must by bylaw adopt a municipal development plan;

**AND WHEREAS** Section 632 of the *Municipal Government Act*, being Chapter M.26.1 of the Revised Statutes of Alberta, requires the Council of a municipality to hold a Public Hearing and advertise such a bylaw in accordance with Sections 230 and Section 606 of the *Act* respectively;

**AND WHEREAS** Council deems it appropriate to adopt a new Municipal Development Plan at this time;

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

1. **THAT** Schedule "A" attached hereto and forming part of this Bylaw shall be referred to as the "Municipal Development Plan".
2. **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 12<sup>TH</sup> DAY OF DECEMBER, 2012, A. D.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
TOWN MANAGER

PUBLIC HEARING HELD THIS 20<sup>TH</sup> DAY OF FEBRUARY, 2013, A. D.

READ A SECOND TIME THIS 20<sup>TH</sup> DAY OF FEBRUARY, 2013, A. D.

---

MAYOR

---

TOWN MANAGER

READ A THIRD AND FINAL TIME THIS 20<sup>TH</sup> DAY OF FEBRUARY, 2013, A. D.

---

MAYOR

---

TOWN MANAGER

# Municipal Development Plan



## Bylaw 2012/27/D



5120—52 Street, Box 6837

Drayton Valley, Alberta

T7A 1A1

Ph: 780-514-2200

Fx: 780-542-5753

[www.draytonvalley.ca](http://www.draytonvalley.ca)

## **PART ONE: BACKGROUND**

### **1.1 Introduction**

In 2003, Gerald Hodge wrote:

Community planning is an activity with many facets. It comprises several types of plans and a variety of processes, but it is not a random set of plans and processes. It has a coherence that is provided by the comprehensive community plan. Like the keystone in an archway, the community plan ...is the fundamental component of community planning. It is the component that provides both the context and the *raison d'être* for detailed plans and regulations. It is the criterion for judging private development proposals and public investment decisions, and for making regulations with regard to land use. Indeed, the latter, which include zoning by-laws and capital budgets, are often referred to as "tools" for implementing the community plan, thus indicating their dependence on the overall plan.

Seen in this light, the community plan is more than a design for improvement of the physical environment, more than a statement of what the community wants to become. The community plan plays a distinctive role in governing a community.

Drayton Valley's commitment to the community and its growth requires the development of long range planning documents, such as this Municipal Development Plan (referred to above as a "community plan"), which support, critique and guide our planning decisions.

The challenge of the Drayton Valley Municipal Development Plan (MDP) is to aid in the creation of a community which will impact the future forever – a piece of architecture, a character, an image, that everyone is proud of.

This MDP will be a guide for the management of the land uses within the Town and how we develop those lands with future-focused thinking. The reader of this MDP will find policies regarding future land use, the manner and proposals for future development, provisions for transportation systems and the provision of municipal services and facilities and the coordination of land use and infrastructure with the adjacent Brazeau County. Pursuant to section 632 of the *Municipal Government Act*, this MDP must also contain policies with regard to sour oil and gas facilities, as well as municipal and school reserve lands.

More than an administrative handbook, the Drayton Valley Municipal Development Plan is intended to be a document that both reflects on our strengths and inspires us to a new vision. It should act as a means of prompting thoughtful development and careful consideration of patterns of development. It will also act as the community's guide and provide a vision for our collective future.

### **1.2 Regional Setting**

Drayton Valley is located about 140 km southwest of Edmonton. The town is situated in the heart of Brazeau County, atop a high plateau between the North Saskatchewan River and the Pembina River. This is shown on Map 1.

The town is sited where the agricultural land of the east meets the forested foothills of the west. As the largest community within Brazeau County, with a population of 7,045 in 2011, Drayton Valley continues to be the prime focal point of the region because of its many services and attractions.

Drayton Valley functions as a regional government / economic centre to communities within a 50 to 75 kilometre radius, including Breton, Entwistle, and many other rural communities.

The highway network around Drayton Valley is very convenient for travel to Edmonton, Red Deer, Calgary, Grande Prairie and the mountain parks. Highways 22 and 39 connect comfortably with Highways 2, 16 and 43, the three major road linkages in northwest Alberta. The provincial plan for the replacement of the local North Saskatchewan River bridge, now under construction, will aid in creating the safe, comfortable travel one can expect of the area.

Drayton Valley is also accessible by Secondary Highway 620 (Sunchild Road) which travels to Lodgepole and Brazeau Dam and is being upgraded through the support of the provincial government.

The Drayton Valley Airport serves both the recreational and business needs of the area. It is larger than most rural airports. It is open 24 hours a day, and has all-weather facilities and a 5,066 foot runway that can accommodate every type of private aircraft including business jet traffic, up to a 737 and a Dash-8. The airport is 7 km from downtown Drayton Valley and is easily accessible from Highway 22.

### **1.3 History**

Settlement in the Drayton Valley area began at the turn of the 19th century. The first settlers of Drayton Valley made their living as either lumbermen or trappers. In 1930, the Anglican Church established a mission in the hamlet of Drayton Valley, providing it with a nurse to care for the medical needs of the small community. 1936 saw the construction of the Anglican Church in Drayton Valley.

The economic base in Drayton Valley's infancy was largely the lumber industry, which employed 300 to 400 bush workers in 1930. Until the discovery of oil in 1953, the forestry industry, along with the growing agricultural operations in the area, remained the mainstays of the community.

Just before the discovery of oil, only about 75 residents permanently lived in Drayton Valley. The development was then concentrated around the intersection of what is known today as 50<sup>th</sup> Street and 50<sup>th</sup> Avenue. Two churches, a post office and a two-classroom school were the focus of the community. After the oil boom, the community facilities were outgrown overnight.

Rapid expansion created the usual growing pains and in 1954 the community came under the jurisdiction of the Town and Rural Planning Branch of Alberta Municipal Affairs. The department laid out the new expanded town site on a modified grid pattern. The commercial core was to be near the older existing portions of the hamlet, while industrial development would be to the west and residential to the east.



During the first few years, the main direction of growth for industry was westward along 50<sup>th</sup> Avenue with later expansion extending northwards along Industrial Road. Residential growth progressed east and then south.

In the 1960s, the population began to decline as automation in the oil industry reduced the number of jobs in the Drayton Valley area. The industry stabilized in the 1970s and kept the town growing at a modest rate throughout the decade. During this period, the residential population continued to grow and develop to the south, although plans were being made to extend residential land uses to the east and north.

The 1980s and 90s saw a major shift in the layout of the town with the construction of what is today the Weyerhaeuser sawmill and OSB plant. The direction of residential growth was adjusted and the town became less reliant on a single industry and thus became far more stable. The community also continued to become more of a regional centre, housing the offices of some provincial services, as well as becoming the seat of the new Municipal District of Brazeau, which was formed in 1988.

The planning changes brought about by the industrial growth have included a residential shift to the north and east, an expansion of commercial development and a greater focus on the importance of Highway 22. Drayton Valley will expand yet more on all of these land uses as its position as a regional centre is reinforced.

Drayton Valley has always been technologically inclined. The Town of Drayton Valley was the first rural town with local dial-up access to the Internet. In the summer of 2003, Drayton Valley became one of the first rural towns connected to the Supernet fibre service constructed by the Alberta Government. The ensuing wireless partnership has made high-speed service readily available to residents and businesses.

## **1.4 Demographics**

Over the past ten years, Drayton Valley has grown from 6,090 to 7,049 people, an increase of about 100 people or 1.5% a year. This compares with annual growth of 2.0% for Alberta as a whole. If the town continues to grow at 1.5% annually, it will reach 10,000 (and gain city status) by 2034. At an annual growth rate of 2.0% the town will reach that milestone by 2030.

The average household size in Drayton Valley has 2.6 people, so one hundred new residents a year will require about 38 new houses or apartment suites a year, plus replacements for older homes which are demolished. The actual number will of course vary from year to year, depending largely on the state of the economy, but the Town needs to ensure that there is sufficient serviced land available to meet all reasonable needs.

The 2011 census showed that Alberta has one of the youngest populations in Canada. Young adults make up a higher proportion of the population in Drayton Valley than in Alberta as a whole. Drayton Valley also has a higher proportion of children than Alberta as a whole. In 2011 there were 1,465 children aged 5 to 19 in Drayton Valley. In 2016 there will likely be 1,525. Unlike many places, Drayton Valley needs to plan for more schools.

Drayton Valley has a smaller proportion of over-60s than Alberta as a whole, but that will change rapidly: in 2011 there were only 235 people aged 60 to 64, but 385 aged 55 to 59, and 450 aged 50 to 54. If all these people choose to stay in Drayton Valley when they retire, there could be a boom in buildings for seniors.

Population history, growth projections, and age structure are shown in Figure 1.

## 1.5 People and Social Needs

The priority of the Municipal Development Plan is, of course, land use - the physical attributes of a municipality's design. However, no development plan is without the influence of the citizens of the community.

The placement of roads, buildings, and industrial developments matter because they lie within our neighbourhoods, school zones and places of work. It is the goal of Drayton Valley to ensure that the town is more than a series of structures; the locations of parks, creation of zones specific to industry, design of neighbourhoods and enhancements to business areas all contribute to a greater sense of pride and satisfaction within residents.

This plan is aimed not only with creating a practical and feasible plan for growth. This plan is also concerned with creating an area in which individuals and families feel a sense of comfort and have continued opportunities for quality leisure and recreational opportunities, irrespective of age, gender or economic standing. Municipal Development Plans in themselves are merely guidelines – the development of the community is the ultimate goal.

This plan tries to look at the result of our physical development and address what that translation means to the social life of the community. The plan will try to develop goals based on the social needs of the community.

The social needs which this MDP seeks to address include:

- Integration and accessibility of natural spaces and parks.
- Variety, reflected in a mix of housing densities, variation among neighbourhood designs, and an enthusiasm for developing buildings of varying heights.
- Equality of opportunity, reflected in opportunities for seniors, children, the economically disadvantaged, through broad access to services, and in the rejuvenation of older portions of town.
- Image-building to be a component of Town operations, reflected in both architectural freedoms and encouragement of re-development.
- Environmental consciousness, reflected in the preservation of natural areas, the enthusiasm for active outdoor life and programs to encourage pedestrian activity and presenting the community as being clean and green.
- Locally produced foods accessible to all residents in the community, through community and commercial gardens.



- Safety and security, reflected in the policies aimed at the creation of defensible space and emergency access
- Recreation service, reflected in reserve policies and facilities expansions, and
- community identity, reflected in legible urban patterns and consistent municipal design qualities.

## 1.6 Recent Accomplishments

It is useful to list some of Drayton Valley's accomplishments in the twelve years since the previous Municipal Development plan was written.

***The Early Childhood Development Centre*** (ECDC), which is one of only four municipally run child care centres in the province, was opened in March 2008. The numbers of children and families served by this facility reflect that it has filled a significant need within Drayton Valley and the surrounding area. Intended not only to provide for the day-to-day care and development of the community's children, the ECDC provides an integrated service delivery facility where the whole community is working together to ensure the health and well-being of our children and families. The ECDC also serves as the region's Day Home Agency, providing another quality child-care program for residents of Town and County.

***The Mackenzie Conference Centre*** opened its doors in December 2008 and offers the community a state-of-the-art facility designed to provide space for 416 people in a dining setting and 522 people in a lecture setting. Combined with the banquet space available in the connected curling lounge, the capacity and functionality of the conference centre is unmatched. The Mackenzie Conference Centre is expected to contribute significantly to Drayton Valley's economy, as well as providing a fantastic venue for any group function.

***The Affordable Housing Initiative*** is another example of the community pulling together to care for its citizens. Having obtained 18 units for affordable and transitional housing, Drayton Valley has given to its citizens the dignity of safe, healthy and affordable living conditions and the advantage of financial training to plan a better future for themselves and their families. The Town's initiative does not stop at the purchase of these 18 units, as the Town has also constructed an additional 8 units of housing that are intended to meet more of the diverse necessities of our residents.

***The Humans Helping Humans group***, a non-governmental organization, has constructed a duplex which now houses two families in need of a "hand up, not a hand out".

***The Rotary Children's Library*** (next to the Mackenzie Conference Centre) provides a second library location near Holy Trinity Academy and the main recreation grounds.

***The Eleanor Pickup Centre for the Performing Arts*** opened in 2006 in the former Cardium Theatre.

**The Seniors' Wellness Program** provides several hundred seniors with access to existing wellness programs in Drayton Valley and area, as well as FCS programming that encourages participation, provides education, and reduces isolation.

**Cause for Critters**, another non-government initiative, provides a temporary home for a local animal rescue organization.

**Holy Trinity Academy**, a brand new building in West Valley Park, is the Catholic Board's first stand-alone high school in Drayton Valley.

**H. W. Pickup Junior High School**, having outgrown its old building, now has a new building in a new location.

**The National Award for Sustainability** was presented to Drayton Valley by the Federation of Canadian Municipalities in 2012 in recognition of the progress the Town has made in achieving its sustainability goals.

**Eagle Points Provincial Park and Blue Rapids Provincial Recreation Area**, located just outside Drayton Valley, provide a variety of motorized and non-motorized recreation opportunities for residents of central Alberta.

## 1.7 A Vision for the Future

Now, having accomplished so much to meet the social needs of our citizenry, the Town is turning its attention to the evolution and advancement of our economy. We are striving to bring new and vital industry to Alberta and particularly, to Drayton Valley. We believe that the creation of a new Bio-Mile will not only bring new business, but also new energy and renewed enthusiasm, to the community.

The Plan's vision for Drayton Valley includes:

- A sustainable community: the principles laid out in the Town's 2009 Sustainability Plan have been incorporated into this MDP.
- A thriving, pedestrian-friendly downtown core, recognizable as the heart of our community
- The revitalization and densification of mature neighbourhoods
- Consistent and familiar patterns in our respective residential neighbourhoods
- Ecological respect, pride in appearance, and usefulness of park systems
- Building on the amenities that the Town already has, by building a new aquatic centre, an agriplex, a skateboard park, and off-leash dog park.
- Recognition of our policy strengths and weaknesses and action to correct and highlight each, respectively, and
- Building on existing industrial land uses, relying on value-added operations, to become a bio-industry centre for the province.

## **PART TWO: THE PLAN**

### **2.1 Land Base**

In 2011 and 2012 the Town, with the consent of Brazeau County, annexed approximately 4,566 acres, all or part of 32 quarter sections. The Town now contains approximately 7,788 acres. In the formal Settlement Agreement, the Town agreed that this provides sufficient land for fifty years of growth, and it will not seek any further annexation unless the population exceeds 19,362, or the owner of land now in the County requests to have it annexed. Map 2 shows recent annexations.

A municipal development plan is usually updated every ten years, so the Town boundary is assumed to remain unchanged for the life of this document.

### **2.2 Environmental Constraints on Development**

Natural and man-made constraints will limit development in some parts of Drayton Valley. Some of these are shown on Map 3:

- steep or unstable slopes
- major fire hazards, especially those caused by concentrations of flammable materials
- active and abandoned oil and gas wells
- lease sites and pipelines
- areas close to sewer lagoons and landfills
- land under airport runway approaches

Other constraints, not shown on Map 3, include

- areas prone to flooding
- areas at risk from sour gas leaks
- storage sites for farm chemicals, anhydrous ammonia storage, welding gases, etc
- contaminated land, including old gas stations, whether or not they are registered under the Alberta Government's MUST program.

Policy statements:

2.2.1 The Town will map environmental hazards, including unregistered pipelines and abandoned oil and gas wells, and will make these maps available to landowners and developers.

2.2.2 The Town will make it clear to landowners and developers that there may be additional, unknown hazards, and landowners and developers must take due diligence and satisfy themselves that sites are safe.

2.2.3 The Town will co-operate with provincial agencies to set safe separation distances from hazard areas.

- 2.2.4 The Town's standard Development Permit may be amended to bring these points to the attention of landowners and developers.

## 2.3 Servicing

The Town and County recently commissioned a firm of engineering consultants to determine how the land in and around Drayton Valley could be serviced with water and sanitary sewer. Associated Engineering did not examine the land south and west of Highway 22 in sections 31, 32, and 33 in township 48-7-5, as that area will probably not be developed for many years, but they showed that all areas likely to be developed in the foreseeable future can be serviced by municipal systems.

Sanitary sewer service is expensive, and it will be even more expensive on the far side of North Creek and in some areas west of Highway 22 because of the need to construct lift stations and/or force mains. Faced with these costs, landowners may ask if they can use self-contained sewer systems. This has an immediate benefit, but in the long term it can cause major problems as private sewer systems fail.

### *Policy statements:*

- 2.3.1 All new development in Drayton Valley must connect to the municipal sewer system.
- 2.3.2 The Town may nevertheless allow development before sewer service is available if certain strict conditions are met:
- All new inhabited buildings must be constructed with a sewer line to the road, with a holding tank installed along the line inside the property. Until the municipal system is operational, the sewer line will be closed off at the road. The tank will be pumped out as needed, and the effluent hauled away for treatment.
  - Once the municipal system is operational, the holding tank must be abandoned, and the sewage will flow directly to the gathering system in the road.
  - The owner must pay the full cost of connection, including the off-site costs incurred by the Town.
  - The requirement to abandon and connect to the municipal system and to pay for all necessary work will be enforced through an agreement registered on and running with the land title.
- 2.3.3 All new development which requires water must connect to the municipal water system.
- 2.3.4 Where there is no municipal water line in the adjacent road, the Town may allow the use of wells or water hauling, but in that case, the Town will register a development agreement on the title to the land, in which the owner agrees that
- the private water system will be abandoned as soon as municipal service is available, and

- the owner will pay the full cost of connection, including the off-site costs incurred by the Town.

2.3.5 The Town recognizes that some types of industrial development do not require water and sewer service. An area structure plan for an industrial development may therefore waive the requirement for piped services (see section 2.16.3).

2.3.6 The Town encourages developers to use "green" storm water management, which minimizes snow melt and storm water runoff. One proven technique is to trap this water in permeable basins where it is absorbed into the soil. In order to improve the economics of this for developers, the Town may reduce its drainage off-site levies where runoff is reduced.

## 2.4 Overall land use plan

Map 4 is a generalized map of the expected future land uses in Drayton Valley. It is based on two sources:

- *An Examination of the Long Term Growth Requirement of the Drayton Valley Urban Community*, prepared as an internal background paper for the proposed annexation (Mackenzie, 2009), and
- *The Intermunicipal Development Plan* adopted by the Town and Brazeau County in 2012, and specifically the Future Land Use Concept presented on Figure 6 of that document (Lovatt, 2012).

In some areas, the uses shown on Map 4 conflict with existing Town documents. These discrepancies must be addressed so that the Town's planning documents are mutually consistent.

### *Policy statements:*

2.4.1 Map 4 expresses the Town's current thinking about the direction of growth.

2.4.2 Where the land uses shown on Map 4 conflict with existing Area Structure Plans (ASPs) or other planning and design documents, Map 4 will govern.

2.4.3 Any ASP which conflicts with Map 4 will be amended or repealed. Map 5 shows existing ASPs, and which ones need to be changed.

- The Spruce Meadows and 50th Street East ASPs designate these areas for large, unserviced residential lots. This sort of development is inappropriate in an urban municipality: see Policies 2.3.1, 2.3.3, and 2.4.3. New ASPs will designate the land for fully serviced lots.
- The Power Centre ASP provides for residential lots. This is inappropriate because there are no parks or schools on that side of Highway 22. The residential component will be deleted from the ASP.

- The Celebrity Estates ASP shows only a single road access to 50 Street. A second access is required to comply with Policies 2.7.10 and 2.13.4.

2.4.3 Consistent with section 2.3 of this document, all new development inside the Town boundaries must be serviced by municipal water and sewer. Proposals for unserviced development will be directed to the County.

## 2.5 The Downtown Core

Ideally, downtown is a focal point, a gathering place, an activity centre, and an example to the rest of the community.

In the 1960s, Drayton Valley's downtown commercial area fulfilled that role because it was within walking distance of most homes. Dodson Plaza, Main Street Plaza, Commercial Village, and the Power Centre now provide alternatives to the traditional downtown, although they still cannot match the number and variety of goods and services available downtown.

### *Policy statements:*

- 2.5.1 The Town believes that a dynamic and prosperous downtown is vital to Drayton Valley, and will work with landowners, developers, residents, and business owners to achieve this.
- 2.5.2 In order to make downtown more attractive, the Town will use the work of Dr Avi Friedman and EDA Architects as a guide to redevelopment.
- 2.5.3 A mixture of commercial, institutional, and residential land uses will be encouraged as a way of bringing more people downtown.
- 2.5.4 The Land Use Bylaw will allow the commercial use of existing single family dwellings in the downtown area.
- 2.5.5 Multi-floor development is encouraged in the downtown area, and the heights of buildings will be limited only by the fire department's ability to work in tall buildings.
- 2.5.6 Without seriously obstructing pedestrian traffic, restaurants are encouraged to develop patios, and businesses are encouraged to use street level space for activities such as sidewalk sales, to create a vibrant and interesting outdoor environment.

## 2.6 Mature Residential Areas

Much of the housing stock in Drayton Valley dates from the late 1950s and early 1960s. More than 700 houses were built before 1971, and they make up over 25% of the town's housing stock. In these older areas, residential lots are typically 50 by 120 feet. In most cases they are still occupied by the original 800 - 1,200 square foot bungalows.

Most of these houses are in good condition, and have many years of life remaining if their owners continue to maintain them. However, some are reaching the end of their useful life. The Town recently adopted a Residential Renewal Study (Bylaw 2010/08/D) which encourages redevelopment. Most of the older residential areas have been rezoned R2, in which duplexes are a permitted use, and single detached houses can be built on 33 foot lots.

*Policy statements:*

- 2.6.1 The Town supports the renewal and redevelopment of older residential areas.
- 2.6.2 Redevelopment of older areas will normally increase the density of population. Two storey construction is encouraged, and narrower lots may be created through re-subdivision.
- 2.6.3 Redevelopment provides an opportunity to create high quality secondary suites. To encourage this, the Town will amend the Land Use Bylaw to make secondary suites a permitted use in all new single detached houses. Architecturally compatible garden suites may also be allowed as a discretionary (appealable) use on large lots provided they have adequate access.
- 2.6.4 Row houses, fourplexes, and apartments may be appropriate forms of redevelopment along major roads (50 Street and 50 Avenue) and adjacent to schools, recreation areas, and non-residential uses. High density along main roads will improve the economics of a possible future bus service.
- 2.6.4 Any increase in density must take into account the need for additional off-street parking.
- 2.6.5 If existing municipal infrastructure needs to be upgraded to support a higher density of development, the cost must be borne by the developer.
- 2.6.6 New buildings, fences, and other structures in older residential areas must be compatible in style and character with the existing buildings.
- 2.6.7 As far as practical, redevelopment in older residential areas should use "green" construction methods, infrastructure, and landscaping. Storm water runoff should be minimized through the use of semi-permeable parking surfaces.
- 2.6.8 Boulevard trees should be retained, and where that is impractical, they should be replaced.
- 2.6.9 Town staff will provide technical and design assistance to the owners of large lots who wish to subdivide their land to normal urban densities.
- 2.6.10 Town staff may further investigate increased density within older areas and present recommendations to Council regarding how that might be accomplished.



## 2.7 New Residential Areas

New residential areas usually have large houses on large lots, because that is what the market wants. And because they are on the outskirts of town, they are car-oriented. More recently, developers in Drayton Valley have started to build more modest houses in new areas as the supply of starter houses in existing areas is too small to meet the demand. Affordable housing is one of the Town's priorities.

The general direction of residential expansion is shown on Map 4. As noted in Policy 2.4.2, new residential subdivisions are not shown west of Highway 22 because that part of town lacks schools, parks, and recreation areas.

### *Policy statements:*

- 2.7.1 The Town will not insist that one subdivision be built out before another is approved. It is better to have several competing developers offering lots at the same time.
- 2.7.2 Developers are encouraged to propose a variety of lot sizes and housing types in their Area Structure Plans, but the Town will not set quotas or demand that some percentage of housing be "affordable".
- 2.7.3 The Town recognizes the value of architectural guidelines in new subdivisions, and may impose them in if developers are not willing to do so. This will be negotiated with developers on a case-by-case basis.
- 2.7.4 The Town encourages developers to propose housing on narrow lots to reduce servicing costs. A mixture of lot sizes and zoning is expected in each subdivision.
- 2.7.5 If the present zoning classes do not allow what a developer wishes to build, he is encouraged to propose a new zoning class for adoption into the Land Use Bylaw.
- 2.7.6 Subject to public input, the Town will amend the Land Use Bylaw to make secondary suites a permitted use in all *new* single detached residences. (At present they are a discretionary use, which invites appeals.)
- 2.7.7 As part of the Land Use Bylaw review process, the Town will open up the possibility of allowing garden suites in the rear of residential lots in new subdivisions.
- 2.7.8 There is a need for a subdivision where people can buy a lot for a manufactured home (formerly known as mobile homes), and the Town encourages developers to propose at least one such subdivision. The Land Use Bylaw already has a suitable zoning class. Because there may be opposition from the owners of existing homes, the subdivision should be in a new area.
- 2.7.9 There is also a need for another manufactured housing park (formerly known as mobile home park) where people can rent a stall for a manufactured home, and the Town encourages developers to propose a site. Again, such a development should be in a new area. Standards for lot maintenance and servicing (fire



hydrants, sidewalks, etc) must be established prior to approval of such a development.

- 2.7.10 New residential subdivisions must be laid out so that emergency vehicles have more than one access to most lots. Cul-de-sacs will normally be limited to 75 metres in length, with adequate turnarounds and fire hydrant placement.
- 2.7.11 Developers may elect not to create lanes behind single detached houses with front garages.
- 2.7.12 All new residential subdivisions except those zoned Residential Estate must have sidewalks on both sides of all roads. The sidewalk system must be continuous so that pedestrians can easily reach schools and parks.
- 2.7.13 The Town encourages the creation of off-street walking trails to provide access to schools and parks. Pipeline rights-of-way may be used, but will not be calculated as part of the required municipal reserve dedication.
- 2.7.14 Main roads within a residential subdivision should have grassed boulevards, planted with trees. Ravines, watercourses, and wetlands must remain in their natural state.
- 2.7.15 Developers are encouraged to reduce the area required for storm water ponds by maximizing the area of permeable surfaces within the subdivision.
- 2.7.16 Home businesses will continue to be a part of residential areas.
- 2.7.17 Area Structure Plans should show areas for retail, service, and professional businesses serving the immediate neighbourhood. These might be on the ground floor of apartment buildings. Gasoline sales will not normally be allowed in these neighbourhood commercial areas.
- 2.7.18 The Town will be reluctant to rezone additional land to Estate Residential. This form of low density, semi-serviced housing is better suited to rural areas.
- 2.7.19 Because it is vital to have a supply of cost-effective serviced lots for residential development, the Town may purchase raw land and develop it if the private sector is unable or unwilling to do so.

## **2.8 Commercial and Light industrial Areas**

The lines between commercial and minor industrial operations can often be blurred, but the two activities are so often complementary in Drayton Valley as to be one entity. It can also be argued that most of the commercial activity which occurs in the community is a function of industry, and many commercial enterprises might be better described as “industrial support”.

Planning for such a mix can be a balancing act. For the most part, the restaurants, hotels, professional services and other commercial activities coexist happily beside the auto repair, storage yards and car washes of the industrial sector. The negative impact that one activity might have on another is mitigated by their interdependence. Drayton

Valley's C2 zoning allows both commercial and light industrial uses in the old industrial area north west of downtown; along 50 street north and south; along highway frontage; and along the western portion of 50 Avenue. The mix has been successful in the past in developing commercial areas. It will be continued, and expanded into new areas.

One shortcoming of C2 zoning is a lack of architectural controls. This is a concern because the highway, 50 Street and 50 Avenue are the gateways to Drayton Valley, and should give visitors a good first impression while avoiding onerous restrictions on development.

*Policy statements:*

- 2.8.1 The Land Use Bylaw will continue to accommodate both commercial and light industrial land uses in a single land use district.
- 2.8.2 At the request of landowners, C2 zoning may be extended south along 50 Street to Highway 22, and along Highway 22 in newly annexed areas: see Map 4. Rezoning will follow the adoption of an Area Structure Plan, which may be prepared by a landowner, a developer, or the Town.
- 2.8.3 With input from the business community, the Town will create guidelines governing the appearance of buildings along the highway, 50 Street, and 50 Avenue. The guidelines will also cover landscaping, and the fencing and screening of storage areas.
- 2.8.4 No relaxation of parking, loading, or access requirements will be granted, and all developments must provide for the safe movement of large trucks.
- 2.8.5 Parks may not be appropriate in commercial and light industrial districts, although buffer strips and walking trails may be justified in some areas (see the 1999 *Integrated Planning Area Infrastructure Requirements and Coordination Report* by ISL and KPMG). Instead of taking municipal reserves as land, the Town may take money to the same value, and use it to purchase recreational land in other locations.
- 2.8.6 Commercial and light industrial developments will be required to adhere to landscaping standards in accordance with the *Master Tree Planting Plan* (EDA Collaborative, 1997) where feasible.
- 2.8.9 Because it is vital to have a supply of serviced lots available for commercial and industrial use, the Town may purchase raw land and develop it if the private sector is unwilling to do so. Specifically, the Town will purchase and develop land for the Bio-mile development.

## **2.9 Major Industrial Areas**

Major industrial uses are defined as those which

- require large areas of land, and/or
- generate large volumes of truck traffic, and/or
- may be incompatible with other land uses because of noise, dust, smell, fire risk, or 24 hour operation.

These issues can be dealt with by appropriate land use policies.

*Policy statements:*

- 2.9.1 The Town will continue to welcome large scale industry and will make every effort to ensure that suitable land is available.
- 2.9.2 Major industry will continue to be focused in the southwest part of Drayton Valley, both east and west of Highway 22: see Map 4.
- 2.9.3 In conjunction with the existing industrial operations, the Town will continue to promote a Bio-Mile, where the waste products of forestry and agriculture will become the feedstock for new industries.
- 2.9.4 Direct Highway 22 access will be established in cooperation with Alberta Transportation and in keeping with the Town's engineering standards.
- 2.9.5 Area Structure Plans for the heavy industrial area will incorporate suitable buffers and appropriate land use transitions.
- 2.9.6 The Town will ensure that the industrial district is protected from infringement by non-compatible uses by limiting the number of allowable uses within major industrial districts, except where those activities are related to the heavy industrial operations.
- 2.9.7 Environmental reserve lands will be taken in industrial subdivisions. The Town will protect West Creek and other environmentally sensitive lands through the use of environmental reserves. Public recreational uses may also be provided along creeks and environmental reserve areas.
- 2.9.8 Municipal reserves may be taken to buffer environmental reserves or to allow separation or screening between differing land uses.
- 2.9.9 During any major development or reorganization of sites, industrial operators will be required to develop and/or maintain fire and emergency protection programs with the Town of Drayton Valley Emergency Services Department and such programs will accord with any Disaster Services programs of the Town.

## **2.10 Schools**

Map 6 shows the locations of existing schools in Drayton Valley. There are elementary schools within walking distance of most existing residential areas. Holy Trinity Academy in West Valley Park, and the new public junior high in Shire Estates, are in less convenient locations, but all residential areas except Pleasantview are within 2,400 metres of schools. Beyond that distance the school boards are required to provide transportation.

At present both the public and separate board have a small surplus capacity, but this could change as the population continues to grow.

*Policy statements:*

- 2.10.1 The Town will work with the school boards to identify suitable locations for future schools, and will ensure that these sites are incorporated into Area Structure Plans.
- 2.10.2 In its role as subdivision authority, and as required by the Municipal Government Act, the Town will ensure that school sites in new residential areas are dedicated as School Reserve or Municipal and School Reserve. Where no school is required, the Town will take reserves as Municipal Reserve.
- 2.10.3 The Town may negotiate with the school boards for an equitable division of money taken in place of reserves.
- 2.10.4 The Town may consider locating recreational and cultural facilities and other compatible uses on or adjacent to school sites. Where this is done, the Town will negotiate joint use and cost sharing.
- 2.10.5 Area Structure Plans must show schools connected to walking and cycling trails.

## **2.11 Other Institutional Land Uses**

Other institutional land uses include the hospital and health unit, churches, day cares, and municipal and other government buildings. Recreational buildings such as the Omniplex are dealt with in the section on Parks and Recreation.

*Policy statements:*

- 2.11.1 Major institutions will continue to have their own zoning, but smaller day cares and group homes will remain permitted or discretionary land uses in residential areas, and the Town may consider amending the Land Use Bylaw to allow them in commercial areas.
- 2.11.2 Major institutions should normally be located on main roads, and must have enough on-site parking that they do not create a traffic hazard.
- 2.11.3 The Town encourages medical clinics, private laboratories, and other health-related uses to locate close to the hospital, and will be open to rezoning requests.
- 2.11.4 The Town will protect the hospital air ambulance pad by limiting the height of nearby buildings and restricting incompatible land uses. In case of doubt, Town staff will consult Transport Canada and STARS Air Ambulance for advice.
- 2.11.5 Because the size of churches (and their parking requirements) is increasing, they may no longer appropriate in residential areas, and new ones must normally be located on major roads.

## 2.12 Parks and Recreation

One of the great benefits of living in an urban community is the wide variety of recreational services.

When land is subdivided, the owner must dedicate up to ten per cent of the developable area for use as parks, schools, and buffer strips. This is known as Municipal Reserve (MR) or School Reserve (SR). Where land is not required for these uses, legislation allows the municipality to take cash to the same value, but this cash must be used to buy or develop park land. Additionally, the municipality may take any undevelopable land as Environmental Reserve. ER must either be kept in its natural state, or used as a public park.

In almost all cases, previous councils in Drayton Valley have chosen to take reserves in the form of land. The effect of these decisions can be seen on Map 7, which shows the extent of municipal and school land. Two things stand out: the large area of land available for recreation, and number of connecting links. Many of these links are pipeline rights-of-way, a useful inheritance from Drayton Valley's oil and gas history.

The Omniplex is a key part of Drayton Valley's community recreation and socialization, with its two arenas (operating as ice surfaces in fall and winter, and as agricultural venues in spring and summer), curling rink (with lounge and banquet facility), and fitness centre (including squash courts and indoor walking track). Nearby outdoor facilities include West Valley RV Park, ball diamonds, scenic walking trails, and playground and picnic facilities. The recent addition of the MacKenzie Conference Centre and the Rotary Branch Library, operating in conjunction with the St. Thomas Aquinas School Board and the newly constructed Holy Trinity Academy, offer an even wider variety of recreational experiences for the community.

People's recreational choices change with age. Children use tot lots; teens use skateboard parks; young adults use athletic facilities; older people use scenic walking trails. Drayton Valley's parks and recreation facilities must meet all these needs.

### *Policy statements:*

- 2.12.1 When land is subdivided, the Town will normally take reserves in the form of land. Exceptions may be made in industrial areas, in which case cash-in-lieu may be taken, and used where there is more need for green space.
- 2.12.2 Area Structure Plans must show all undevelopable land dedicated as environmental reserve, and (except as provided in the previous policy) a full 10% of the developable area dedicated as municipal or school reserve.
- 2.12.3 The Town encourages the creation of a continuous trail system linking all parts of Drayton Valley. Area Structure Plans must therefore show pedestrian trails and other links to parks, schools, and existing residential areas. Pipeline rights-of-way should normally be used for trails
- 2.12.4 The Town will not accept well sites and right-of-ways as municipal reserves. They may, however, be titled as public utility lots. Where feasible, municipal reserves may be dedicated beside such areas in order to increase the overall green area and safety buffer.

- 2.12.5 Storm drainage ponds must be titled as public utility lots. Municipal reserves and environmental reserves may be used to buffer these ponds. Public views and access to the ponds must be considered within Area Structure Plans.
- 2.12.6 Developers will be required to perform a basic level of park preparation when municipal reserves are dedicated within residential subdivisions.
- 2.12.7 It is important to match greenery to the surrounding landscape in public areas. To this end, the Town will be guided by the *Master Tree Planting Plan* (EDA Collaborative, 1997) where feasible.
- 2.12.8 The Town will attempt to make parks accessible to people of all ages and physical ability. Wheelchair accessibility will be considered in the design of parks and trails.
- 2.12.9 Under-used tot lots and parts of larger parks may be made available for community gardens.
- 2.12.10 The Town is willing to negotiate with the school boards regarding the joint use and joint funding of recreation facilities on school grounds.
- 2.12.11 New or expanded recreational facilities should be considered as additions to the Omniplex when feasible. Such projects may include an aquatic facility, indoor soccer facilities, and an agriplex.
- 2.12.12 Signage to recreational sites and facilities must be consistent, clear and illuminated for night-time visibility.

## **2.13 Transportation**

Map 8 shows Drayton Valley's road system. It is taken from the Town's Transportation Master Plan, and divides roads into four categories:

- Highway 22, which carries between 6,000 and 8,000 vehicles per day: more at the north end of town, less at the south. Until recently the highway marked the municipal boundary on the south and west side of town.
- Arterial roads: These are (or will be) four lane roads, usually with limited access. At present the main arterials are 50 Street, 50 Avenue, and the Ring Road; the Transportation Plan calls for construction of 26 Avenue from the Ring Road, across 50 Street to Highway 22 at the intersection with Highway 620.
- Collector roads: These are roads with two travel lanes, designed to carry local traffic quickly and easily to the arterials. Some alignments have not been finalized; this will be done as part of Area Structure Plans.
- Local roads: All other roads, designed for lower speeds and traffic volumes.



*Policy statements:*

- 2.13.1 All Area Structure Plans must be compatible with the road system set out in the Town's Transportation Study, although detailed alignments may be changed.
- 2.13.2 The Transportation Study will be updated to include newly annexed areas.
- 2.13.3 The road standards set out in the Transportation Study will determine road geometry, including curvatures, right-of-way widths, use of service roads, and types of intersections shown in Area Structure Plans.
- 2.13.4 Area Structure Plans must show at least two entrances into any subdivision so as to allow better access for emergency vehicles.
- 2.13.5 The Town will make it a priority to construct a second access into those subdivisions which at present have only a single access. As far as legally possible, the Town will require developers to build these connecting roads as part of the subdivision of adjacent lands.
- 2.13.6 Vehicle access to Highway 22 will be limited to that approved by Alberta Transportation.
- 2.13.7 The main highway entrances to Drayton Valley (50 Street north and south, and 50 Avenue west) will be improved so that they are both efficient and attractive.
- 2.13.8 Subject to the consent of Brazeau County and Alberta Transportation, the Town will investigate placing entrance features on Highway 22 north and east of the municipal boundary.
- 2.13.9 The Town will work with landowners, the County, and Alberta Transportation to devise a landscaping plan for lots and service roads adjacent to Highway 22.
- 2.13.10 The Town will work with the County to match right-of-way widths and road construction standards at the municipal boundary.
- 2.13.11 The Town may install traffic calming measures (such as curb bulbs, speed bumps, planted islands, or road closures) where traffic speeds and/or volumes become inappropriate in residential areas.
- 2.13.12 Pedestrian and vehicular traffic will be given equal consideration as parts of an integrated transportation system, and the Town will work on designing a comprehensive trail system.
- 2.13.13 Downtown traffic patterns, access, egress, traffic control, development and landscaping must be in accordance with the 50<sup>th</sup> Street Streetscaping Plan.
- 2.13.14 Although roads are the main means of transportation in and to Drayton Valley, the Town will not neglect other modes. The airport will be upgraded, and will be protected by appropriate land use controls, especially under the runway approaches. The Town will also investigate the possibility of a rail link north to the main CN line which parallels the Yellowhead Highway.

## 2.14 Agriculture

Much of the land recently annexed from Brazeau County has agricultural zoning and will be farmed for many years. The Town must adopt policies to deal with what is, to it, a new land use.

### *Policy statements:*

- 2.14.1 Existing farming operations on recently annexed land may continue for as long as the landowner wishes.
- 2.14.2 Land zoned Agricultural at the time of annexation will not be rezoned without the consent of the owners.
- 2.14.3 The Town will provide weed control on the annexed lands to the same standard as provided by the County. The annexation agreement requires this for only five years, but the Town will continue the service as long as necessary.
- 2.14.4 The Town will oppose the establishment of new intensive livestock operations on the annexed land because of the problems which may arise from manure disposal.
- 2.14.5 Town will consider the effect on agriculture in the County when it decides on land uses near the municipal boundary.
- 2.14.6 This plan defers to any Intermunicipal Development Plan with respect to the preservation of agricultural lands.

## 2.15 Intermunicipal Planning

The recent annexation of land from Brazeau County has given Drayton Valley enough land for many years of growth. The settlement agreement signed by the Town and County in 2010 says that the Town will not ask to annex more land until 2061, or until its population reaches 19,362.

Now that the municipal boundary has been settled, the Town and County have signed an Intermunicipal Development Plan (IDP) which sets out expected land uses in that part of the County adjacent to the Town.

Because the Town now has ample room to grow, land use, servicing, and development standards in the fringe area can now be addressed on their own merits, free from concerns about future taxes and costs.

As a result, the two municipalities will probably have less need for detailed consultation on land use planning in the near future. Nevertheless, it is useful to set out some policy guidance.

### *Policy statements:*

- 2.15.1 The Town is willing to extend water and sewer service to land in Brazeau County on a cost-recovery basis. This will be negotiated with the County.

- 2.15.2 As agreed in the IDP, the Town will ask the County to comment and make recommendations on Area Structure Plans, rezoning, subdivision, and other land use matters on land adjacent to the municipal boundary. The IDP sets the referral area as all land within 100 metres of the Town boundary, but the Town will take this as a minimum, and will refer any proposal that might affect the County or its landowners.
- 2.15.3 Also as agreed in the IDP, the Town will receive referrals from the County dealing with land use in the "referral area" shown on Figure 1 of the IDP, and will reply within 21 days with its comments and recommendations.
- 2.15.4 In making its comments and recommendations, the Town will be guided by the pattern of land uses set out in the IDP.
- 2.15.5 The Town welcomes the opportunity to work with the County to review the IDP after five years.

## **2.16 Implementation**

A Municipal Development Plan is part of a hierarchy of plans, and section 638 of the *Municipal Government Act* requires that all plans be mutually consistent. This MDP requires that Area Structure Plans (ASPs) be adopted before new areas are opened up for development. We have noted some areas where this document conflicts with existing Area Structure Plans.

### *Policy statements:*

- 2.16.1 In consultation with landowners, the Town will immediately review all Area Structure Plans, including those inherited from the County under section 135(1)(d) of the *Municipal Government Act*, and make any necessary changes to bring them into compliance with the MDP.
- 2.16.2 The Town invites the owners of other land to prepare ASPs consistent with the policies laid out in this MDP.
- 2.16.3 If an ASP adopted by bylaw after this MDP contains a site-specific policy contrary to this MDP, the ASP prevails.
- 2.16.4 Many of the policies set out in this MDP require the Town to spend money. As laid out in section 637 of the *Municipal Government Act*, this spending is at council's discretion.

## Appendix 1: Extracts from the Municipal Government Act

The Municipal Government Act says that

### 632(3) A municipal development plan

- (a) *must address*
  - (i) *the future land use within the municipality,*
  - (ii) *the manner and the proposals for future development in the municipality,*
  - (iii) *the co-ordination of land use, future growth patterns, and other infrastructure with adjacent municipalities if there is no intermunicipal development plan with respect to those matters in those municipalities,*
  - (iv) *the provision of the required transportation systems either generally or specifically within the municipality and in relation to adjacent municipalities, and*
  - (v) *the provision of municipal services and facilities either generally or specifically,*
- (b) *may address*
  - (i) *proposals for the financing and programming of municipal infrastructure,*
  - (ii) *the co-ordination of municipal programs relating to the physical, social, and economic development of the municipality,*
  - (iii) *environmental matters within the municipality,*
  - (iv) *the financial resources of the municipality,*
  - (v) *the economic development of the municipality, and*
  - (vi) *any other matter relating to the physical, social, or economic development of the municipality,*
- (c) *may contain statements regarding the municipality's development constraints, including the results of any development studies and impact analysis, and goals, objectives, targets, planning policies, and corporate strategies,*
- (d) *must contain policies compatible with the [provincial] subdivision and development regulations to provide guidance on the type and location of land uses adjacent to sour gas facilities,*

- (e) *must contain policies respecting the provision of municipal, school, or municipal and school reserves, including but not limited to the need for, and amount of and allocation of those reserves and the identification of school requirements in consultation with affected school authorities, and*
- (f) *must contain policies respecting the protection of agricultural operations.*

Once adopted by bylaw, an MDP becomes a "statutory plan", and the Act goes on to say that

- 654(1) *A subdivision authority must not approve an application for subdivision approval unless*
- (b) *the proposed subdivision conforms to the provisions of any statutory plan...*

## Appendix 2: Senior government control of development

Although land use is a municipal responsibility, the Town is restricted by the Subdivision and Development Regulation, AR 43/2002, as regards the following:

- Sour oil and gas:** A proposal to build a residence or other overnight accommodation within 1,500 metres of any sour gas well or pipeline must be referred to the ERCB for comments. The ERCB will tell the municipality what setback is required, and that setback is binding on the municipality.
- Other oil and gas:** Residences or other overnight accommodation are not allowed within 100 metres of a sweet oil or gas well, or within the right-of-way of a sweet oil or gas pipeline. Setbacks are also required from compressor sites.
- Sewer lagoons:** Residences, schools, hospitals, and food preparation facilities must be at least 300 metres away from sewer lagoons.
- Waste disposal sites:** Residences must be at least 300 metres away from a waste disposal site. The Public Health Regulations impose a further restriction: no wells for human consumption must be drilled within 450 metres of such a site.
- Proximity to highways:** A municipality must not approve a subdivision within 800 metres of a provincial highway where the speed limit is 80 km/h or more, without the prior approval of Alberta Transportation. There are some exceptions for agricultural parcels.

In addition to the provincial Subdivision and Development Regulation, senior governments have some controls over:

- Abandoned wells:** It is sometimes necessary to bring a service rig to an abandoned well site. To accommodate this, the ERCB requires that there be a clear area, ten metres square, around the well, with a minimum six metre access right of way. There are abandoned wells in Drayton Valley, and it will be the responsibility of developers to identify them from ERCB records and to provide for future access when they submit an Area Structure Plan.
- Historic sites:** The Alberta Government's Historical Resources Management Branch has the right to require an historical or archaeological assessment of land which is to be developed. The normal procedure is for the developer to consult the Historical Resources Management Branch when he prepares an Area Structure Plan.
- Airports:** Drayton Valley airport is immediately north of the new municipal boundary, and the take-off and approach path passes over land which this MDP designates for future

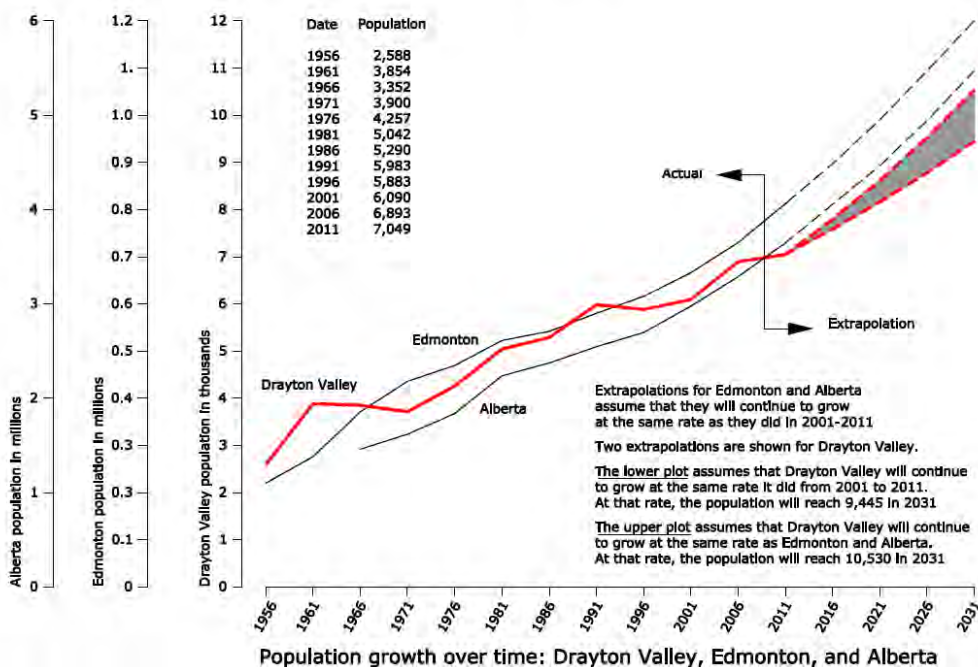


residential use. Jurisdiction is complicated by the fact that Canada regulates aeronautics while Alberta regulates land use. This issue will have to be resolved when an Area Structure Plan is prepared for NE 21 and NW 22.

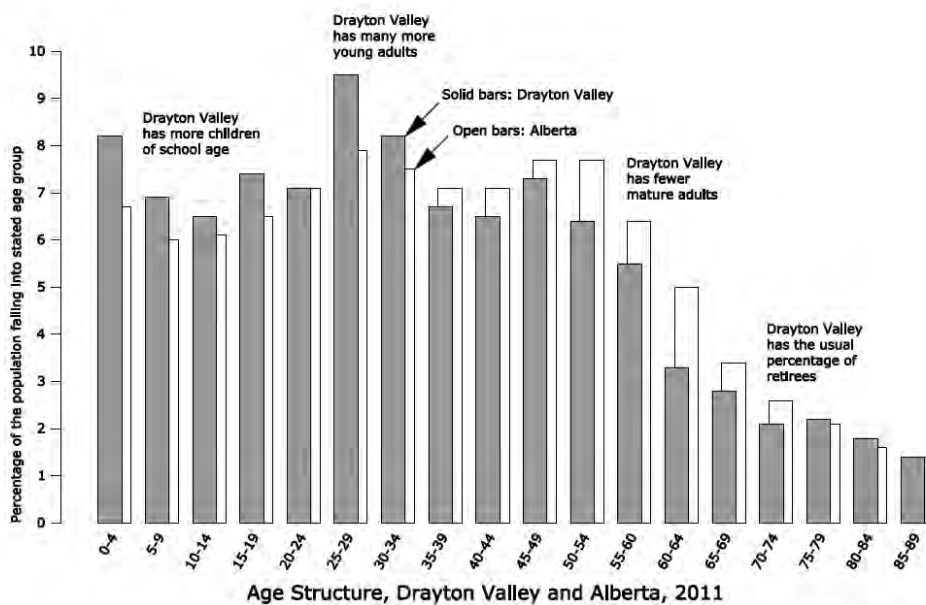
Livestock operations:

The Agricultural Operations Practices Act does not allow confined feeding operations (CFOs) close to residences. The minimum separation distance (MDS) depends on the type of operation and its size. There do not appear to be any CFOs close enough to Drayton Valley for this to be an issue.

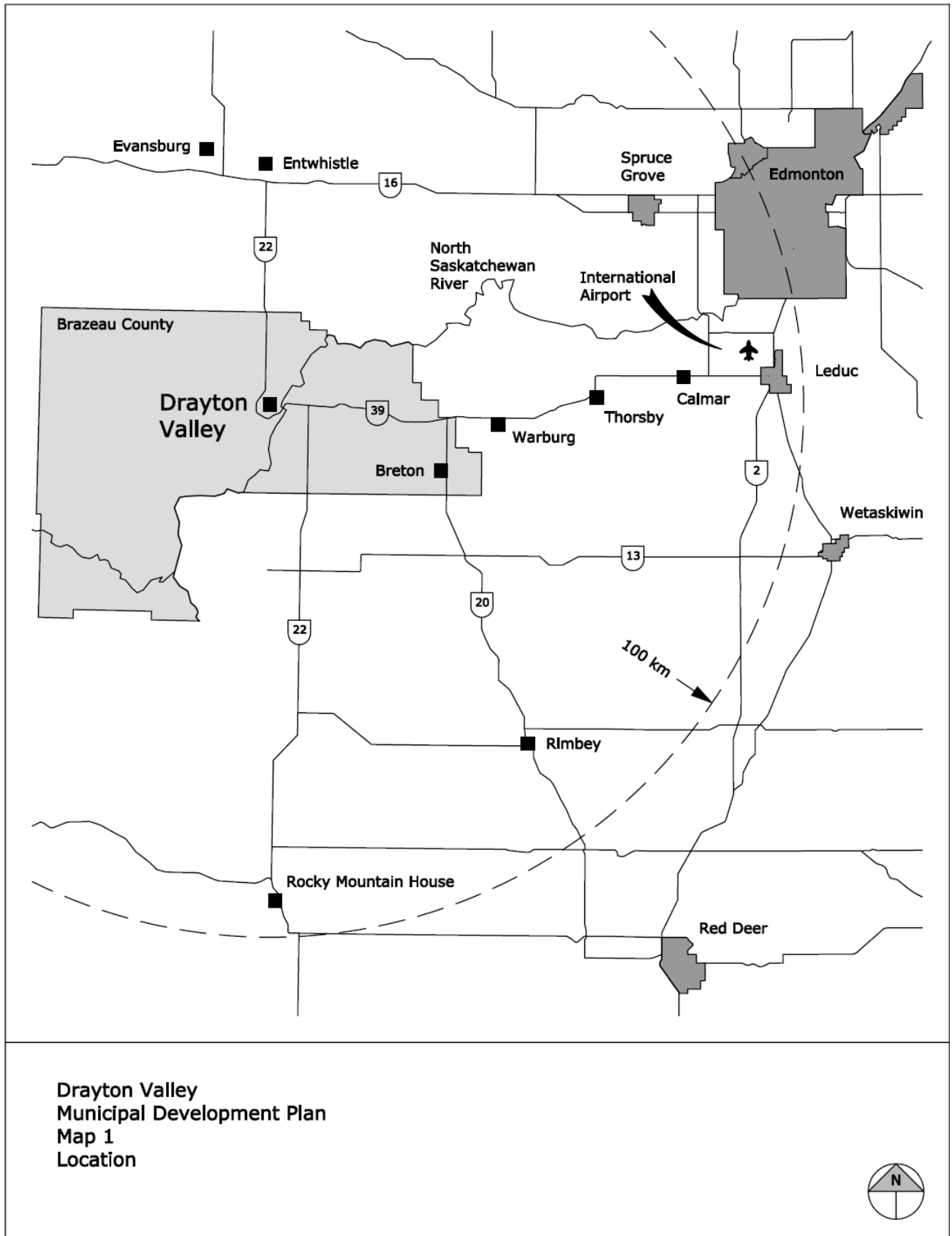
Figure 1: The Population of Drayton Valley

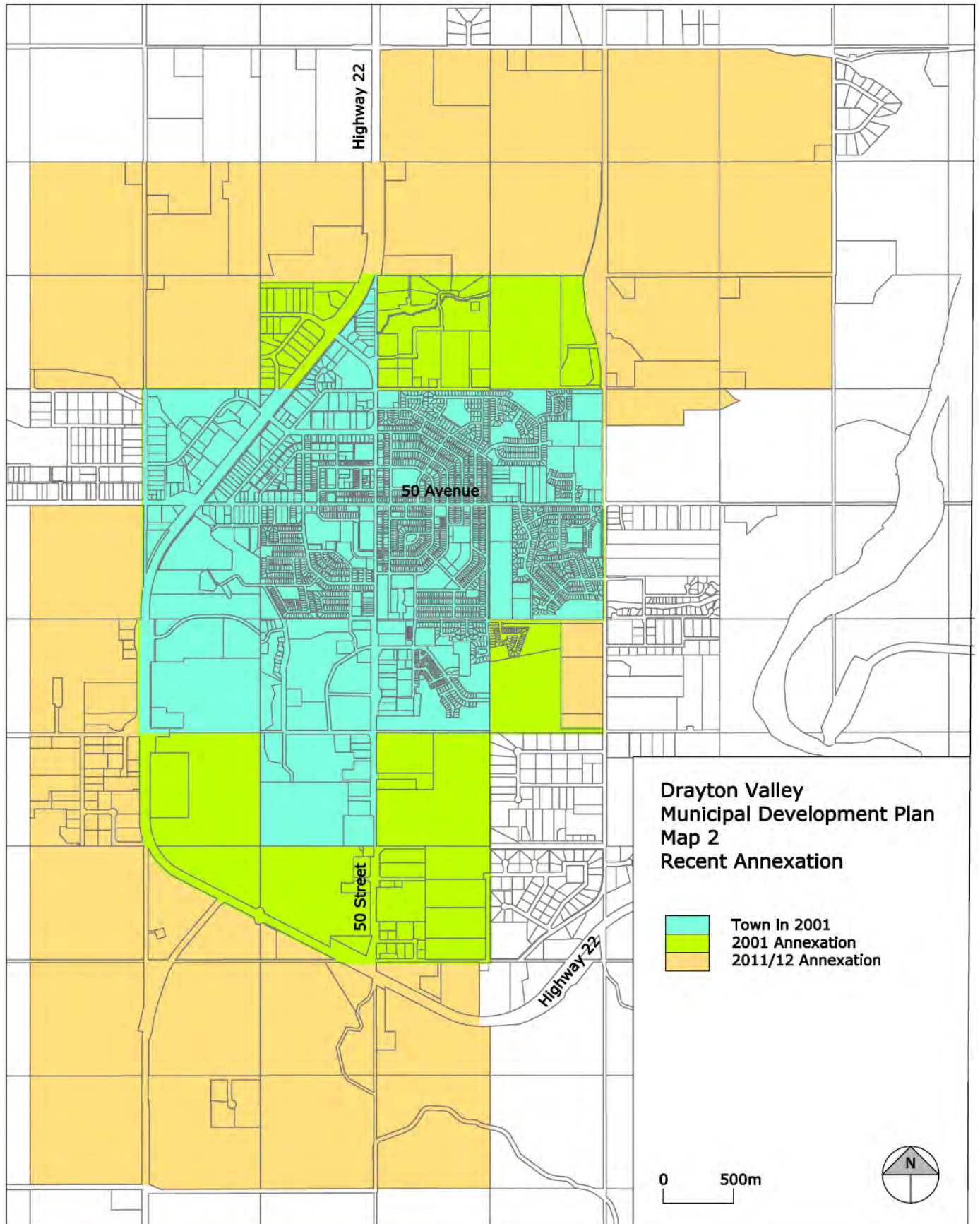


Population growth over time: Drayton Valley, Edmonton, and Alberta

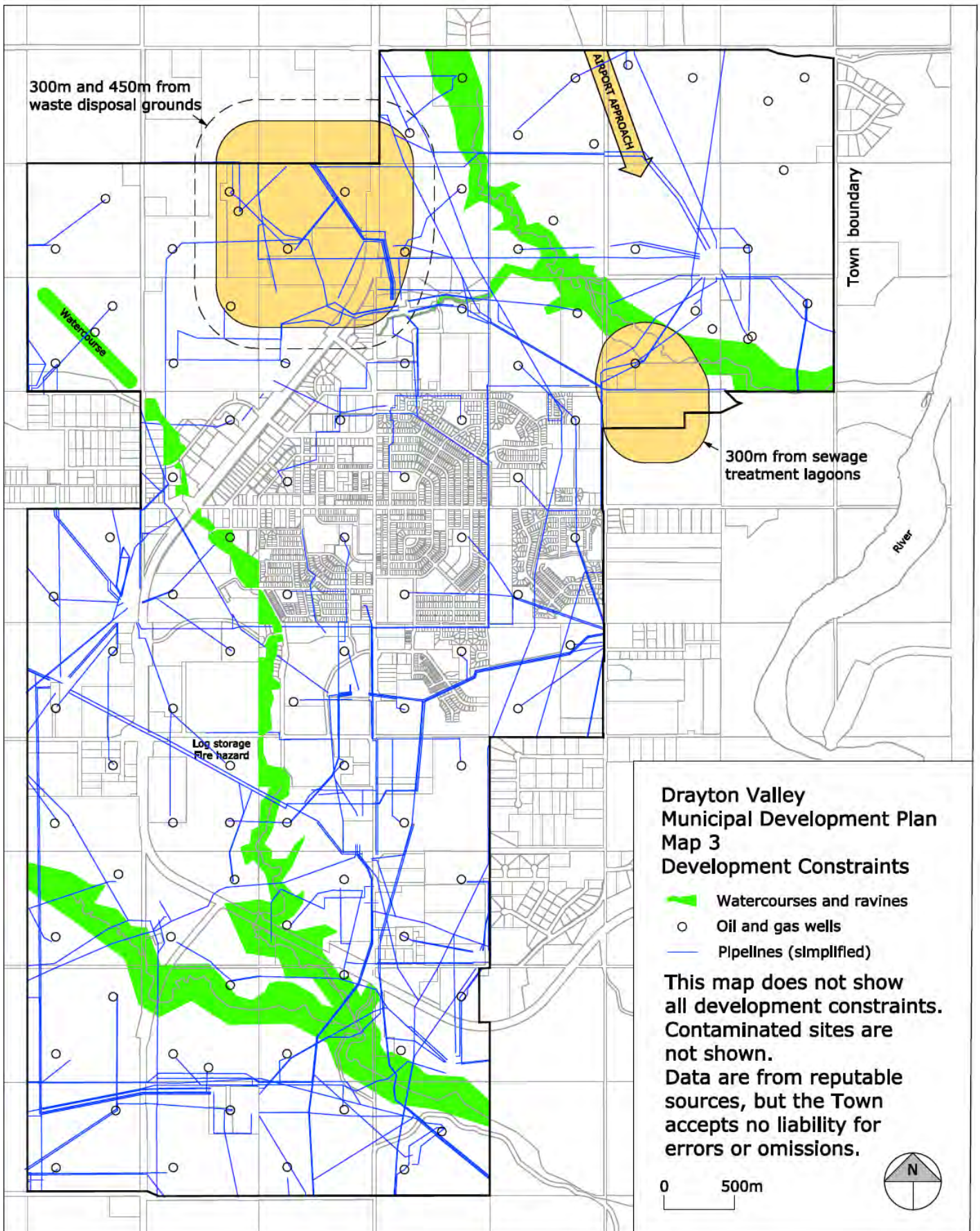


All figures from the Census of Canada  
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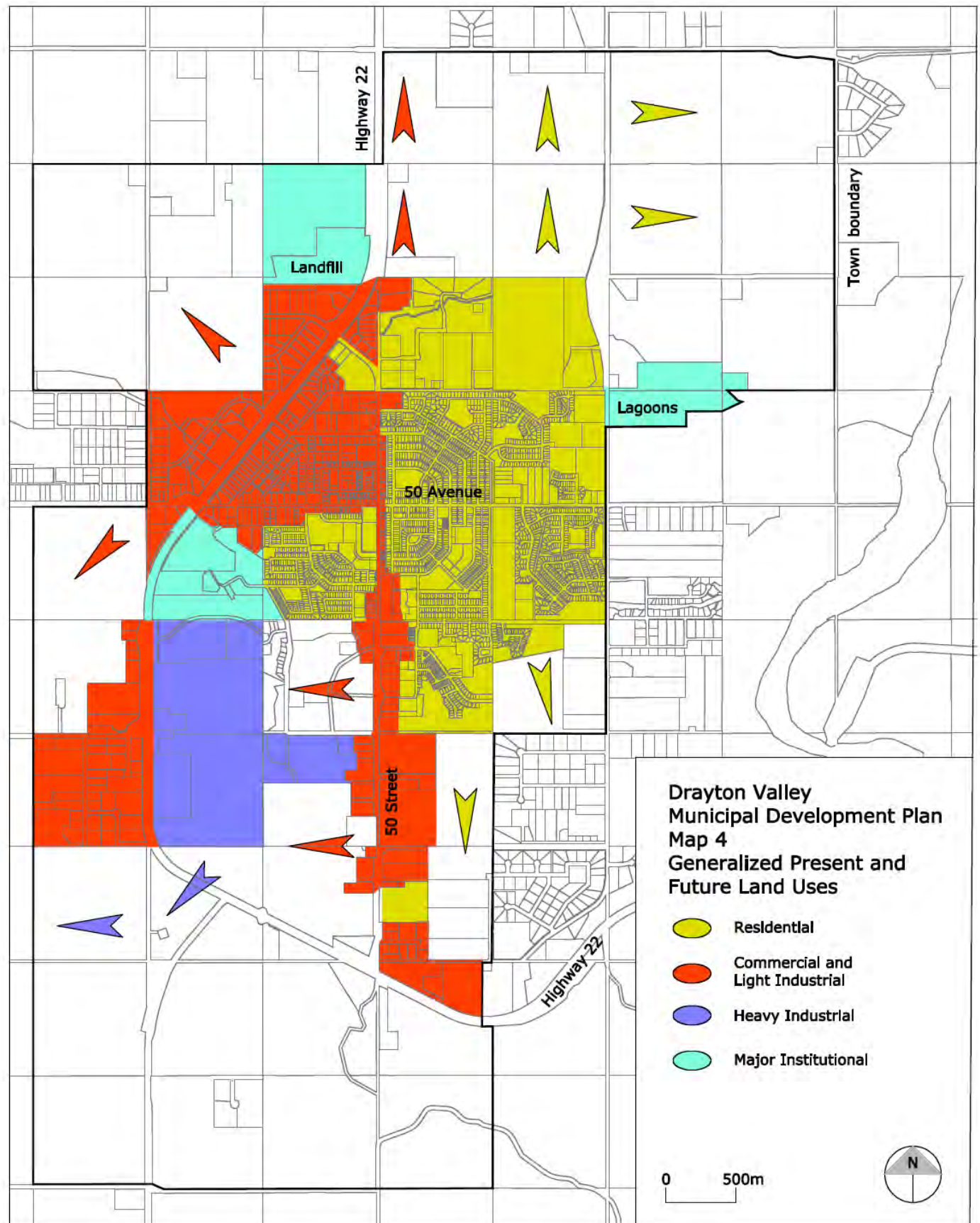




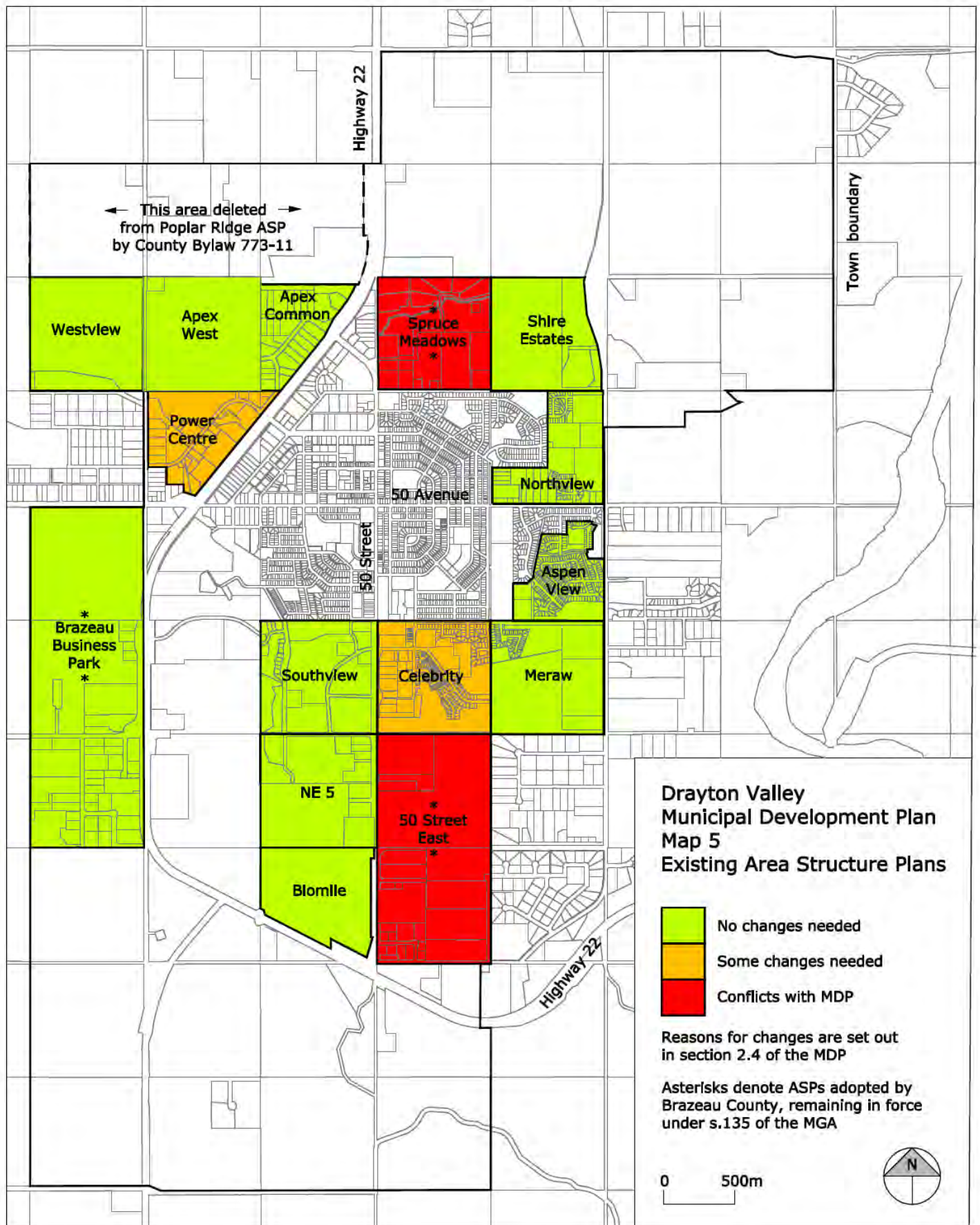


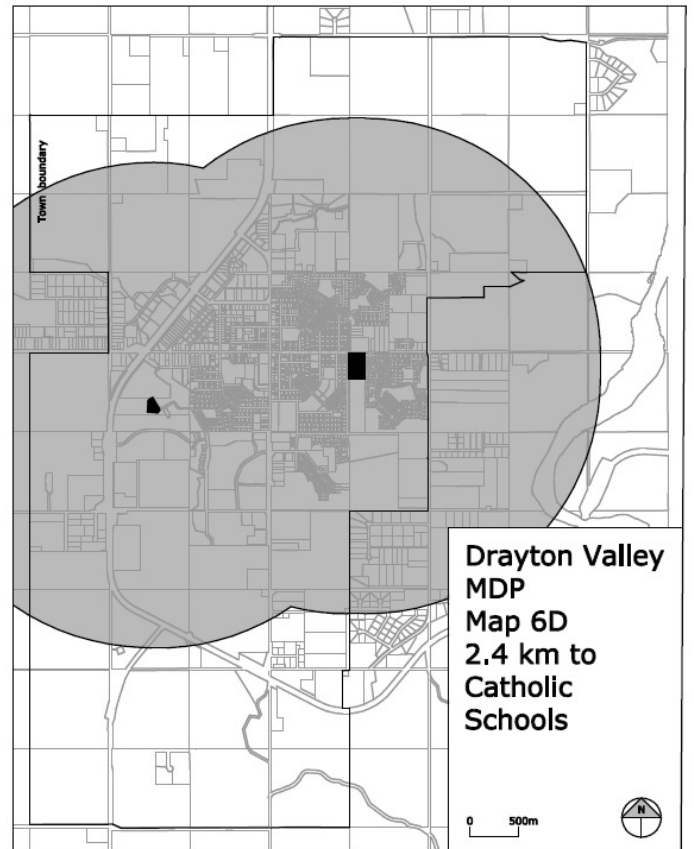
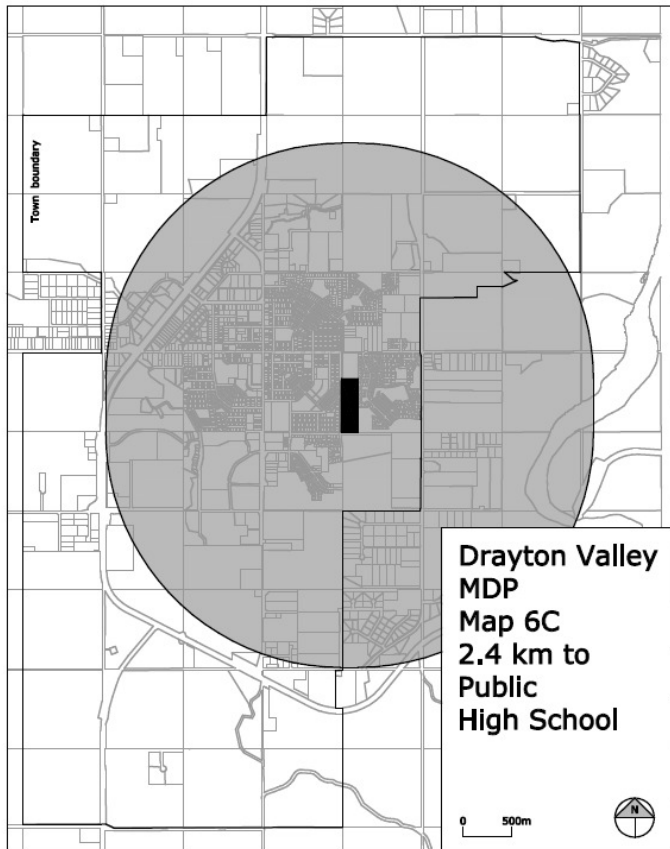
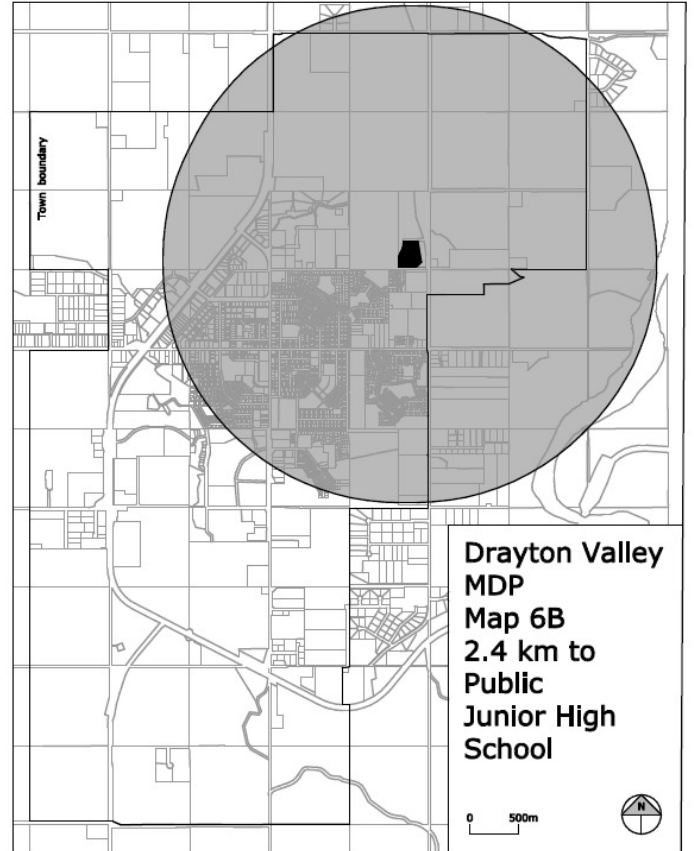
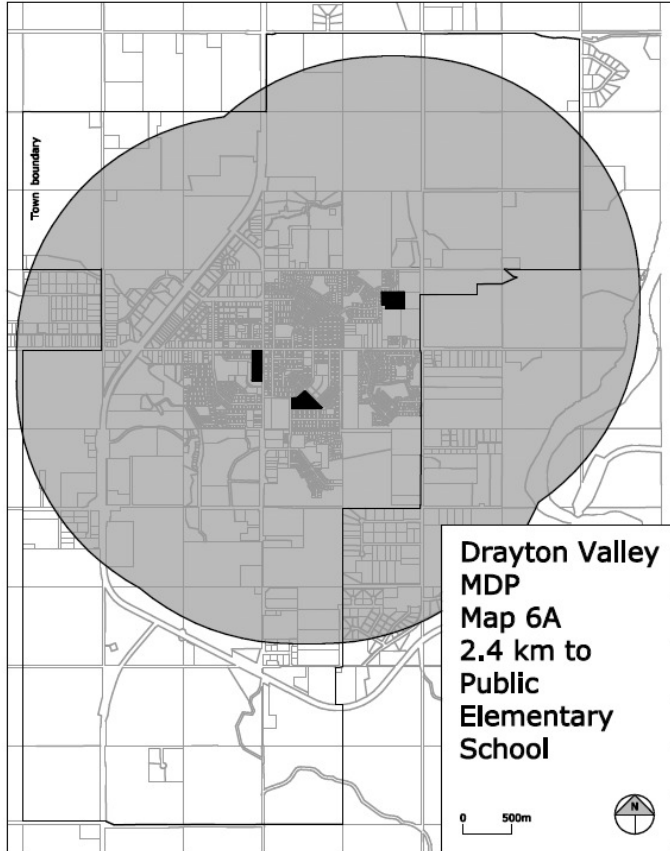




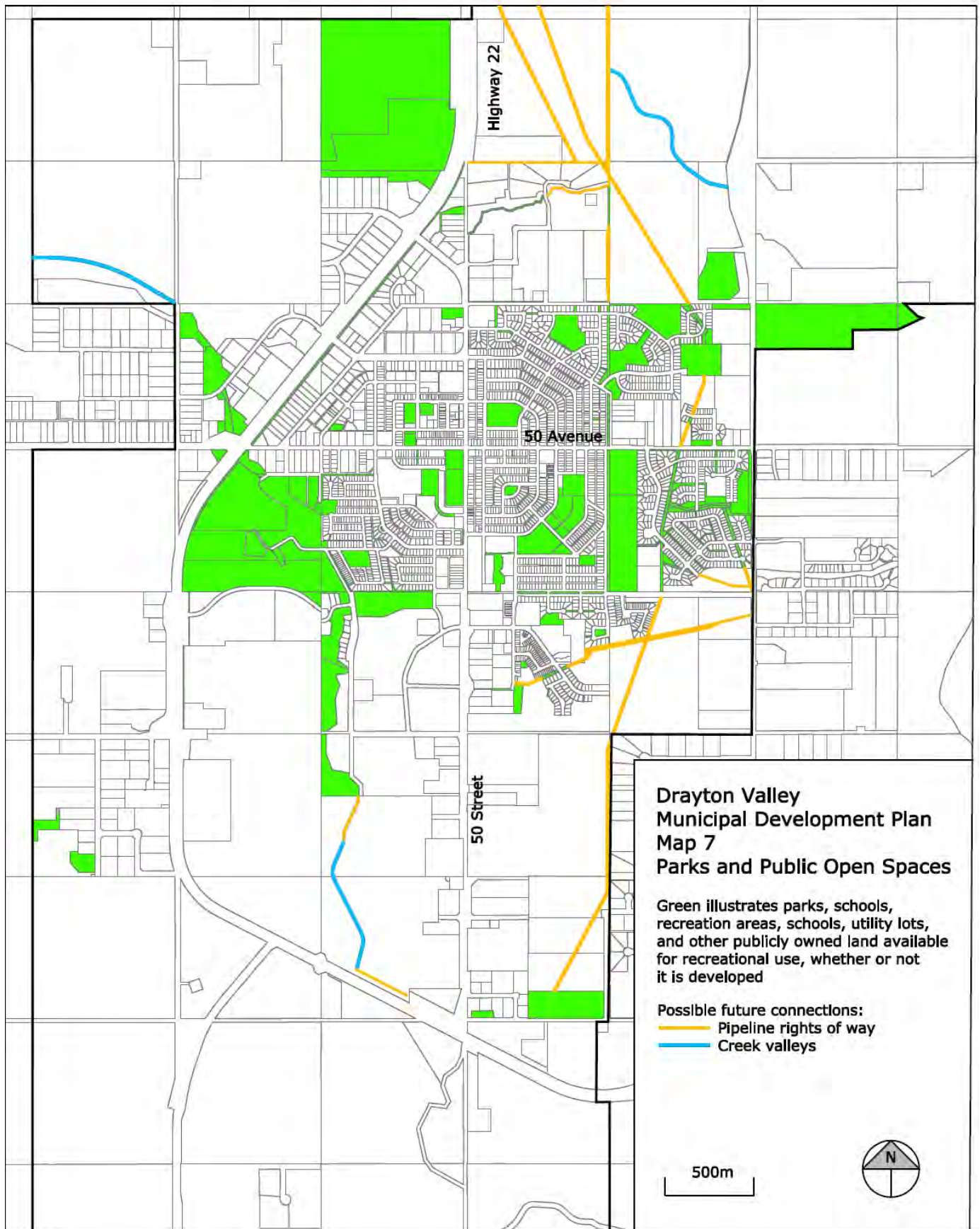


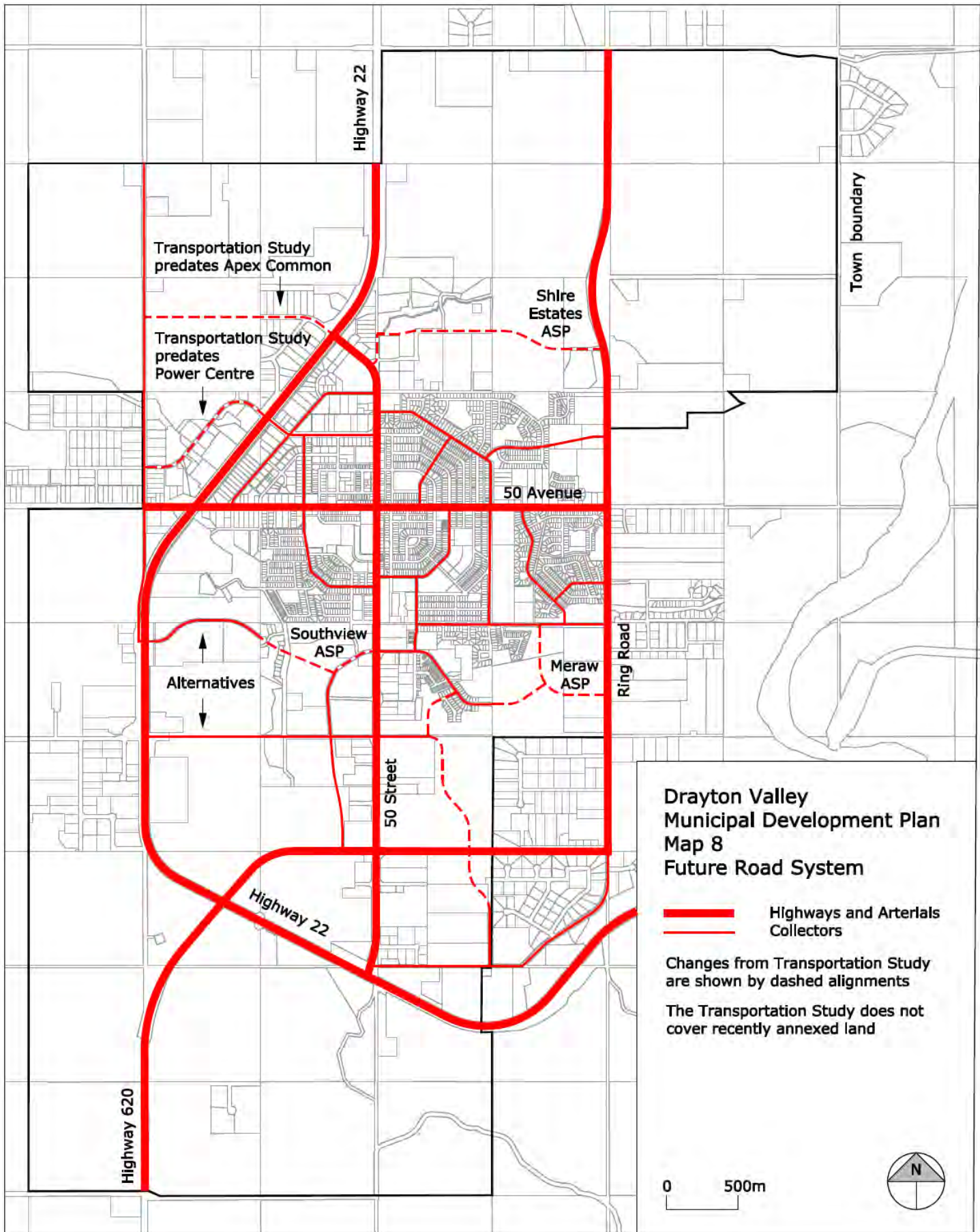














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## 50TH STREET EAST AREA STRUCTURE PLAN



Prepared for: The Town of Drayton Valley  
Presented by: Select Engineering Consultants Ltd.  
Date: July 12, 2017  
RPT-1-118-15024-8.5-50StEastASP-160705.docx

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# 1.0 Introduction

## 1.1 Purpose

The 50<sup>th</sup> Street East Area Structure Plan (ASP) is a statutory document prepared in accordance with Section 633 of the *Municipal Government Act (R.S.A.2000, c. M-26)* that provides:

- a future development framework that describes land uses and population density;
- development staging to support orderly land use districting and subdivision;
- direction for logical and sustainable development; and,
- the general location of major transportation routes and public utilities.

This ASP conforms to the direction provided by the Town of Drayton Valley's Municipal Development Plan and other guiding documents. Although this ASP is intended as a long term plan, it will be reviewed periodically and be updated, as needed, to ensure it remains relevant to existing conditions and community needs.

## 1.2 Background

This ASP replaces the repealed 50<sup>th</sup> Street East ASP that was originally adopted by Brazeau County prior to these lands being annexed by the Town of Drayton Valley in 2001. The need to replace the existing County ASP was identified in the Town's 2012 Municipal Development Plan as it conflicted due to its provision for "large, unserviced residential lots". The Town's MDP currently identifies the ASP lands for residential and commercial development, with the commercial uses being on the west along 50<sup>th</sup> Street and on the south along Highway 22.

Alberta Transportation has identified that the existing south area access to 50<sup>th</sup> Street at Township Road 490 is too close to Highway 22, and that it should be adjusted with any further subdivision in the area.

## 1.3 Location and Land Area

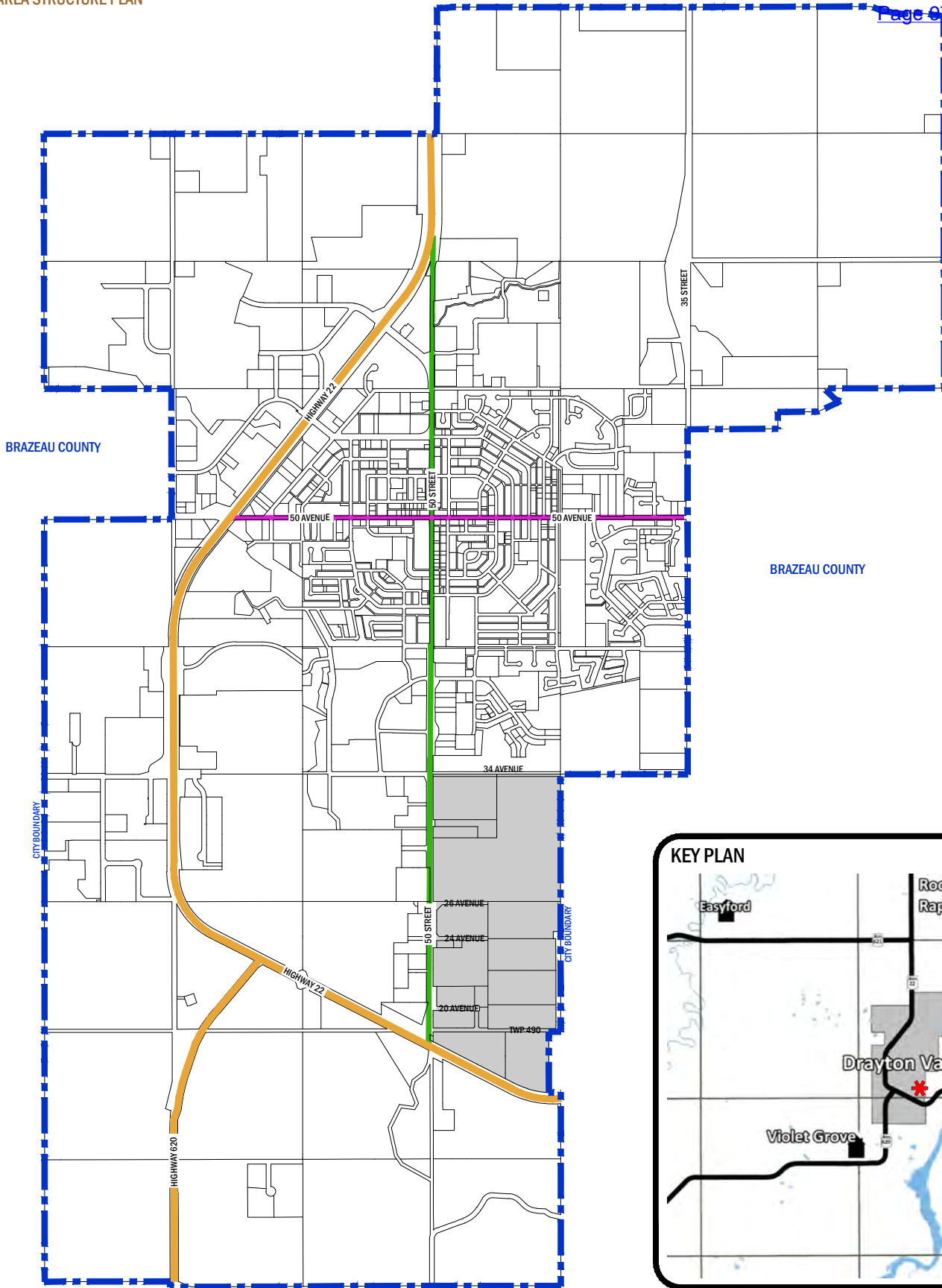
This 50<sup>th</sup> Street East ASP is located in southern Drayton Valley, with its southwest boundary at the intersection of Highway 22 and 50<sup>th</sup> Street. From this corner point the ASP area extends north to 34<sup>th</sup> Avenue, and eastward approximately 800 metres to the Town's boundary with Brazeau County (**See Figure 1**).

The ASP's total land area is approximately 145 hectares (358 acres), and is legally described as generally being within the W 4-49-7-W5M and NW 33-48-7-W5M.

## 1.4 Land Ownership

The ASP's plan area is partially developed, which is reflected in the lands being held under multiple certificates of title. The larger landowner holdings are identified on **Figure 2**.

The Town of Drayton Valley has interest in three properties, which includes a large municipal reserve parcel dedicated by past subdivision in SW 4-49-7-W5M.



### LOCATION PLAN

N.T.S.

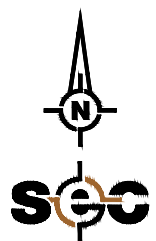
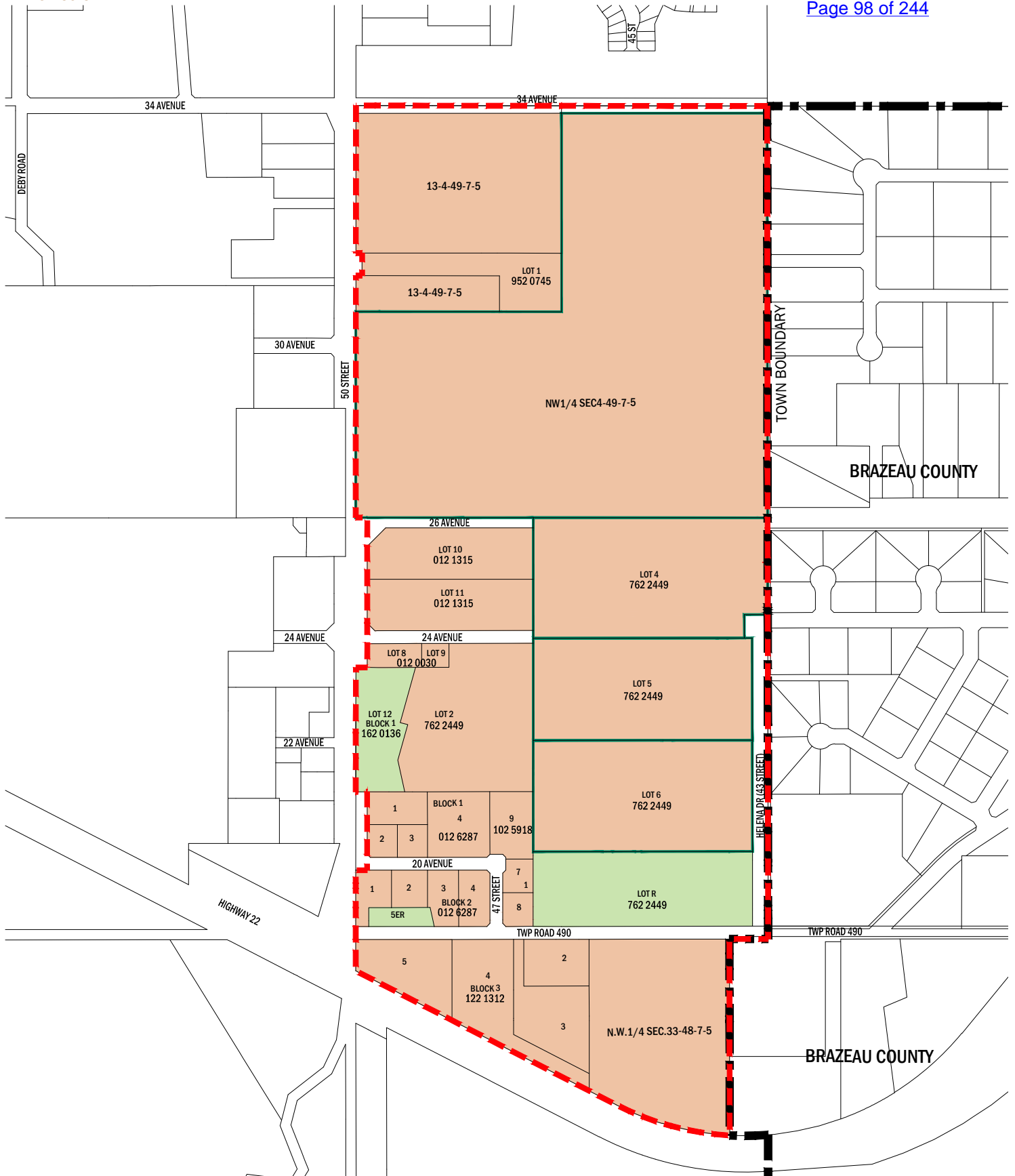
### LEGEND

- ASP Area
- Town Boundary
- Highway
- 50 Street
- 50 Avenue

50 STREET EAST  
TOWN OF DRAYTON VALLEY

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Rlshuk May 24, 2017

## FIGURE 1



**LAND OWNERSHIP**

0 100 200 m scale 1:10,000

**LEGEND**

- ASP Boundary
- Town Boundary
- Municipal Lands
- Private Lands

50 STREET EAST  
TOWN OF DRAYTON VALLEY

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**FIGURE 2**



## 2.0 Existing Conditions

The existing conditions within the ASP area provide context for the Plan by identifying considerations relating to surrounding uses, on-site development, and the site's physical conditions. These considerations are reviewed below and shown on **Figure 3**.

### 2.1 Surrounding Development

Development surrounding the ASP area includes the Sekura Area Structure Plan to the north, which is under active development for low to high density residential, commercial, and light industrial land uses. To the east are country residential uses in Brazeau County (i.e. Riverview ASP), and to the south across Highway 22 are large rural/agricultural properties. Development abutting the ASP to the west of 50<sup>th</sup> Street includes a mixture of business/light industrial uses, which includes the Bio-Mile Business Park ASP.

### 2.2 Existing Land Use and Development

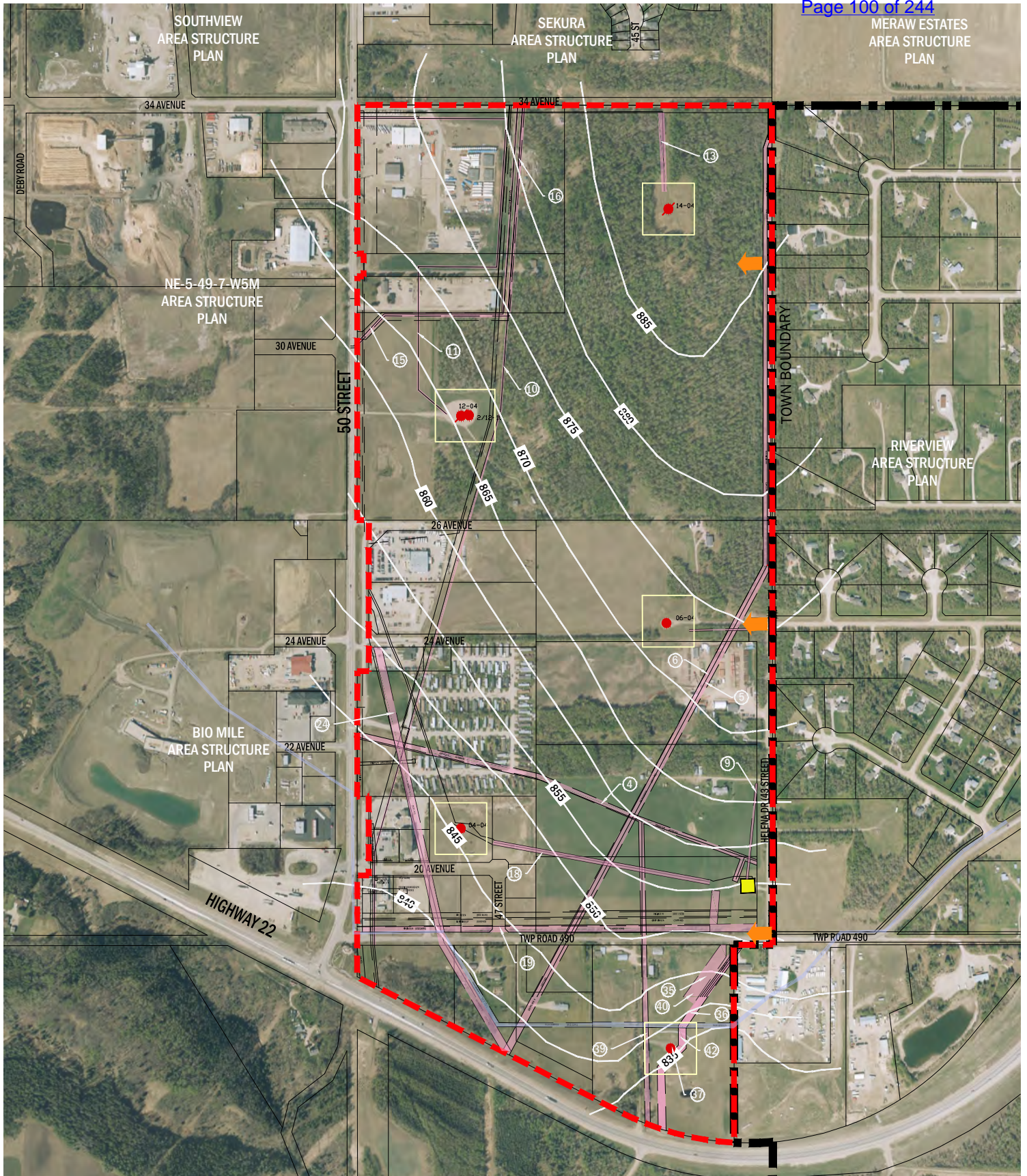
The existing development within the ASP are summarized below and shown on **Figure 3**:

The north ASP lands (NW 4-49-7-W5M) are developed in the northwest corner near 50<sup>th</sup> Street and 24<sup>th</sup> Avenue with the Sekura Auction site, a residence/business, and a commercial/light industrial site with residence. A majority of the remaining south and west lands remain forested except along 50<sup>th</sup> Street where some pasture exists. In the south-central area is a residence accessed from an oil well lease road. These lands have two well sites, with one lease located in the area's southwest and the other in its northeast corner.

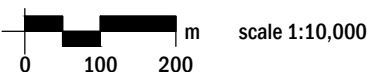
The ASP's central land area (SW 4-49-7-W5M) is the most subdivided and developed part of the plan area. Development here includes an auto dealership (50<sup>th</sup> Street south of 26<sup>th</sup> Avenue), a car care business (50<sup>th</sup> Street at 24<sup>th</sup> Avenue), and the 10.4 hectare Pleasantview Manufactured Home Park. Additionally, in the area's southwest corner (20<sup>th</sup> Avenue and 50<sup>th</sup> Street) is a nine parcel commercial subdivision where a hotel, gas station, and drive-through restaurant are currently built. On the area's east half, accessed from Helena Drive, are three 10.0 hectare parcels, each with a single residence, and an undeveloped 5.2 hectare municipal reserve parcel (southeast corner) with an oil and gas facility. The middle 10.0 hectare parcel also includes a significant commercial business. There are two oil wells in this quarter-section with one being located in the southwest and other in the northwest.

The south plan area located north of Highway 22 (in NW 33-48-7-W5M) consists of five larger parcels that are accessed from Township Road 490. These parcels include three country residential houses, several larger out-buildings, and an oil well pump in its southeast corner.





**EXISTING CONDITIONS**



**LEGEND**

- ASP Boundary
- Town Boundary
- Operating Pipeline Reference
- Contours
- Wellsite
- Battery Site
- Brazeau County Access
- Existing Pipeline Corridor
- Existing Trunk Sewer Line

**50 STREET EAST**  
TOWN OF DRAYTON VALLEY

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Rlashuk May 24, 2017

**FIGURE 3**



## 2.3 Roads and Access

The ASP's west boundary is adjacent to 50<sup>th</sup> Street, which includes several existing site accesses and services roads, and it provides future opportunities for additional westward access. Currently Township Road 490 allows southern area access and an eastward connection to Brazeau County. Helena Drive extending north from Township Road 490 gives access to the four large parcels on the east half of SW 4-49-7-W5M and some country residential lands in Brazeau County. All existing area roads are shown on **Figure 3**.

A future east-west arterial roadway (the Ring Road) connecting between 35<sup>th</sup> Street and 50<sup>th</sup> Street is planned through the centre of the ASP area, and a 40 metre road right-of-way currently exists in Brazeau County for this purpose. The existing south area access from Township Road 490 is a T-intersection with 50<sup>th</sup> Street, and this intersection has been identified by Alberta Transportation as being too close to the Highway 22 and 50<sup>th</sup> Street interchange for safely accommodating any additional development without correction.

## 2.4 Utilities

Area municipal water exists from a 300 millimetre water main stub located in proximity of the ASP's northwest corner near the intersection of the future 34<sup>th</sup> Avenue and 50<sup>th</sup> Street.

The Town's existing sanitary sewer system has a 600 millimetre south trunk line through the south part of the ASP area, and this trunk conveys sewage north to the sewage lagoon and treatment system east of the Town. The manufactured mobile home park and abutting commercial area are served by connections into the existing south trunk line.

Stormwater management approved to date for area development has been accommodated by private on-site retention solutions that release overland into the 50<sup>th</sup> Street ditch system.

## 2.5 Natural Resource Facilities and Pipelines

The ASP area is crossed by numerous pipeline right-of-ways, and also contains five natural resource well lease sites and a battery site. The west and south ASP areas in particular are impacted by pipeline right-of-ways that need to be accommodated in future subdivision and development. These facilities are shown on **Figure 3** and cataloged in **Table 1: Oil Facilities and Pipelines** shown in Appendix 'B'.

Oil facilities and related pipelines may be abandoned over time as the resources are depleted; however, in the interim they can be incorporated into development by respecting provincial setback requirements and right-of-ways. These facilities are potentially environmentally hazardous and should be mitigated through careful neighbourhood design that maintains minimum Alberta Energy Regulator (AER) setbacks from active and suspended wells and battery sites. All setbacks are measured from the proposed development's property line to the well head or battery equipment. Subdivision design in proximity to operating facilities shall accommodate operation and maintenance needs of the oil and gas company, while minimizing the impact on adjacent development (i.e. temporary berming and landscaping as a condition of subdivision).

In the case where development is to incorporate an abandoned well site, a minimum 10 metre by 15 metre working area shall be provided around the well head with an 8 metre access corridor for service vehicles, and the abandoned well head shall maintain a minimum 5 metre setback from the edge of the work area. These abandoned well areas shall be designed to be accommodated in land use categories that have access for immediate emergency maintenance if ever required. The preferred land uses for accommodating a well site maintenance area are roadways and parks that allow all time access and additional open space for the maneuvering of repair equipment. Additionally, as an appropriate public safety measure all abandoned pipeline infrastructure should be removed within parks and school sites at the subdivision stage.

It is often the case that high-pressure transmission pipelines (i.e. Atco Gas) not associated with resource extraction may be required to stay in place, and these are typically incorporated into the long-term development plan.

No sour gas pipeline or wells, defined as containing poisonous Hydrogen Sulfide (H<sub>2</sub>S) in amounts greater than 10.0 mol/kmol, have been identified in the ASP area.

## 2.6 Existing Site Conditions

The site's existing conditions are shown in **Figure 3**, and described in the following sections.

### Topography and Drainage

The Plan's topography is dominated by a large hill in its northeast corner with an upper elevation of approximately 890 metres above sea level (ASL). All remaining lands generally slope southwesterly from this feature, and then start to trend southward at the very south to a low point at approximately 835 metres ASL near Highway 22. The generalized land slope is approximately 4.5 percent, and contours in 5 metre intervals are shown on **Figure 3**.

### Soils and Hydrology

Understanding of the area's existing soils and water table conditions are important for assessing their suitability for accommodating the intended residential / commercial uses and supporting roads and infrastructure. As this important information is not currently available it should be confirmed by geotechnical study to the satisfaction of the Town of Drayton Valley in conjunction with the future Outline Plan work to confirm the lands suitability for construction of roads, underground infrastructure, and the intended land uses.

### Ecology and Water Resources

A detailed understanding of existing wetlands, overland drainage patterns, and natural wildlife and vegetation resources is not available for the ASP lands. The study required to assess these important existing environmental considerations is typically referred to as a Biophysical Assessment. This assessment should be undertaken to support the development of an Outline Plan, as required in ASP Section 10.0 Implementation, prior to redistricting and subdivision.

## Environmental Site Assessment

Environmental Site Assessments (ESA) review and document any existing areas of potential environmental concern, and are useful for confirming that lands are suitable for intended land uses prior to municipal redistricting and subdivision approvals. Any environmental concern identified by an ESA(s) would be required to be remediated (i.e. documented as being cleaned up) prior to the Town granting planning approvals. As development is anticipated over many years ESA updates may be warranted depending on the timing and staging of development.

## Historical Resources

A *Historical Resources Act* review for the entire 50<sup>th</sup> Street East ASP was undertaken in 2015 by Alberta Culture and Tourism (AC&T), Project File: 4835-15-0128-001, in preparation of this ASP.

The results of the review indicated that the area has a high potential to contain historical period resources (structures) particularly in the NW 33-48-7-W5M and the SW 4-49-7-W5M. Given this finding, future development could result in impact to undisturbed, significant historic resource sites. Therefore, future development proposals are requested to be referred to the Historical Resources Management Branch for review by AC&T. Proposed development in the area will require an application for *Historical Resources Act* approval.

## 3.0 Planning Context and Direction

### 3.1 Municipal Government Act (R.S.A. 2000, c M-26)

Alberta's *Municipal Government Act* grants a municipality authority in Section 633 to adopt Area Structure Plans to provide a framework for the subdivision and development of land within its boundary. As a statutory plan, the ASP must provide the following information:

- type, density, location of land uses;
- location of major transportation routes within the lands and how these relate to the existing transportation network;
- conceptual plan for public utilities for servicing the lands; and
- sequence of development and implementation.

The ASP may also consider any other matters that Council determines necessary.

### 3.2 Municipal Development Plan (Bylaw #2012/27/D)

Town of Drayton Valley's Municipal Development Plan (MDP) Bylaw 2012/27/D provide key policies to direct and guide the municipality's orderly growth and development into the future. It presents a land use and development vision that supports long-term social, economic, and environmental sustainability. The 50<sup>th</sup> Street East ASP area is designated in the MDP for future growth for residential, commercial, and light industrial land uses. This ASP supports the MDP's intent by defining development that uses land and infrastructure efficiently, while providing a neighbourhood framework that addresses a diverse range of lifestyles adaptable to changing needs of residents.

This ASP observes and is designed to address applicable MDP policies as noted below.

#### Residential Policies

The following MDP residential policies shall be observed by this ASP:

- 2.6.4** "Row houses, fourplexes, and apartments may be appropriate forms of redevelopment along major roads (50<sup>th</sup> Street and 50<sup>th</sup> Avenue) and adjacent to schools, recreation areas, and non-residential uses. High density along main roads will improve the economics of a possible future bus service.
- 2.7.2** Developers are encouraged to propose a variety of lot sizes and housing types in their Area Structure Plans, but the Town will not set quotas or demand that some percentage of housing be "affordable".
- 2.7.4** The Town encourages developers to propose housing on narrow lots to reduce servicing costs. A mixture of lot sizes and zoning is expected in each subdivision.



- 2.7.12** All new residential subdivisions except those zoned Residential Estate must have sidewalks on both sides of all roads. The sidewalk system must be continuous so that pedestrians can easily reach schools and parks.
- 2.7.13** The Town encourages the creation of off-street walking trails to provide access to schools and parks. Pipeline rights-of-way may be used, but will not be calculated as part of the required municipal reserve dedication.
- 2.7.15** Developers are encouraged to reduce the area required for storm water ponds by maximizing the area of permeable surfaces within the subdivision."

## Commercial Polices

Commercial MDP polices to be addressed by the ASP include:

- 2.8.2** "At the request of landowners, C2 zoning may be extended south along 50<sup>th</sup> Street to Highway 22, and along Highway 22 in newly annexed areas: see Map 4. Rezoning will follow the adoption of an Area Structure Plan, which may be prepared by a landowner, a developer, or the Town.
- 2.8.5** Parks may not be appropriate in commercial and light industrial districts, although buffer strips and walking trails may be justified in some areas (see the 1999 Integrated Planning Area Infrastructure Requirements and Coordination Report by ISL and KPMG). Instead of taking municipal reserves as land, the Town may take money to the same value, and use it to purchase recreational land in other locations."

## Parks and Recreation Policies

The following MDP parks and recreation polices shall be addressed by the ASP:

- 2.12.1** "When land is subdivided, the Town will normally take reserves in the form of land. Exceptions may be made in industrial areas, in which case cash-in-lieu may be taken, and used where there is more need for green space.
- 2.12.2** Area Structure Plans must show all undevelopable land dedicated as environmental reserve, and (except as provided in the previous policy) a full 10% of the developable area dedicated as municipal or school reserve.
- 2.12.3** The Town encourages the creation of a continuous trail system linking all parts of Drayton Valley. Area Structure Plans must therefore show pedestrian trails and other links to parks, schools, and existing residential areas. Pipeline rights-of-way should normally be used for trails
- 2.12.4** The Town will not accept well sites and right-of-ways as municipal reserves. They may, however, be titled as public utility lots. Where feasible, municipal reserves may be dedicated beside such areas in order to increase the overall green area and safety buffer.
- 2.12.5** Storm drainage ponds must be titled as public utility lots. Municipal reserves and environmental reserves may be used to buffer these ponds. Public views and access to the ponds must be considered within Area Structure Plans.

- 2.12.6** Developers will be required to perform a basic level of park preparation when municipal reserves are dedicated within residential subdivisions.”

## Servicing Policies

The following MDP policies on land servicing shall be addressed by the ASP:

- 2.3.1** “All new development in Drayton Valley must connect to the municipal sewer system.
- 2.3.3** All new development which requires water must connect to the municipal water system.
- 2.3.6** The Town encourages developers to use "green" storm water management, which minimizes snow melt and storm water runoff. One proven technique is to trap this water in permeable basins where it is absorbed into the soil. In order to improve the economics of this for developers, the Town may reduce its drainage off-site levies where runoff is reduced.”

## Transportation Policies

The following MDP transportation policies shall be addressed by the ASP:

- 2.13.1** “All Area Structure Plans must be compatible with the road system set out in the Town’s Transportation Study, although detailed alignments may be changed.
- 2.13.3** The road standards set out in the Transportation Study will determine road geometry, including curvatures, right-of-way widths, use of service roads, and types of intersections shown in Area Structure Plans.
- 2.13.4** Area Structure Plans must show at least two entrances into any subdivision so as to allow better access for emergency vehicles.
- 2.13.6** Vehicle access to Highway 22 will be limited to that approved by Alberta Transportation.
- 2.13.7** The main highway entrances to Drayton Valley (50<sup>th</sup> Street north and south, and 50<sup>th</sup> Avenue west) will be improved so that they are both efficient and attractive.
- 2.13.10** The Town will work with the County to match right-of-way widths and road construction standards at the municipal boundary.
- 2.13.12** Pedestrian and vehicular traffic will be given equal consideration as parts of an integrated transportation system, and the Town will work on designing a comprehensive trail system.”

### 3.3 Intermunicipal Development Plan (Bylaw #2011/17/D)

The Town and Brazeau County have an Intermunicipal Development Plan (IDP) that sets out expected land uses and development policies in the County areas adjacent to the Town.

As agreed in the IDP, the Town will ask the County to comment and make recommendations on Area Structure Plans, rezoning, subdivision, and other land use matters on land adjacent to the municipal boundary. The IDP sets the referral area as all land within 100 metres of the Town boundary, but the Town will take this as a minimum, and will refer any proposal that might affect the County or its landowners.

## 4.0 Achieving Sustainability and ASP Vision

### 4.1 Community Sustainability Plan 2015 - 2019

Sustainability is a key component of this ASP. The Drayton Valley Community Sustainability Plan 2015-2019 (CSP) considers an integrated approach to current and future community planning by addressing all components of the community network. These networks are: health and social; arts/culture/heritage; governance and partnerships; sustainable economic development; built environment; and the natural environment. The CSP provides common understanding of the community's main systems, the manner in which they operate, and prioritizing the need to coordinate activities to ensure all parties are working toward the same set of goals.

#### Sustainability Vision

The Town of Drayton Valley's sustainability vision states:

"Drayton Valley places people first through its initiatives to encourage an active, creative, and engaged community. By building partnerships and connecting people, Drayton Valley ensures an enduring economy as it moves towards a sustainable future. The spirit of our heritage and entrepreneurship shows in our community's leadership in innovation and is demonstrated in our progressive actions in creating opportunities."

#### Strategies

The following strategies are observed in the 50<sup>th</sup> Street East ASP area to contribute to the Town's vision of being a sustainable and resilient community:

- Provide a mix of affordable, diverse and accessible housing options.
- Increase residential density in defined areas through policy changes.
- Establish green building standards and management systems for all commercial buildings.

## 4.2 Area Structure Plan Vision

The 50<sup>th</sup> Street East development strives to be a complete neighbourhood that offers diverse residential housing, ample open spaces and recreation opportunities for all ages, and an attractive commercial area that reflects its function as a primary vehicle corridor and important community entrance.

## 4.3 Area Structure Plan Objectives

This ASP is guided by the following development objectives that support attainment of the Plan's vision, and to ensure the area's Development Concept is implemented in an orderly and efficient manner conforming to the Town's applicable statutory plans and sustainability priorities. The objectives to be achieved by this ASP include:

- Encourage health and wellness by supporting integrated and accessible systems of natural spaces and parks that encourages physical activity.
- Encourage efficient development patterns that minimize municipal infrastructure.
- Ensure that sustainable architecture, the environment, and urban design become key components of neighbourhood design.
- Provide all community residents a place to live in affordable, diverse and accessible homes.
- Maintain many, good quality open space amenities and walking and cycling paths that provide linkages between neighbourhoods for encouraging healthy alternatives to driving.
- Encourage alternative residential designs that complement and enhance adjacent areas.
- Design infrastructure that allows for social inclusion and/or interactions.
- Identify and conserve natural habitat and green spaces.
- Enable effective transportation patterns.



## 5.0 Development Concept

### 5.1 Concept Overview

The Development Concept for the 50<sup>th</sup> Street East ASP, as shown on **Figure 4**, defines a plan that integrates the existing area conditions, the Town's planning policies, and the vision for this area to create a desirable and livable neighbourhood.

The ASP's two primary land uses are commercial, along 50<sup>th</sup> Street and Highway 22, which transition into residential uses moving east toward Brazeau County's country residential development. Area commercial uses respect the existing commercial land use pattern along 50<sup>th</sup> Street, and the residential lands will provide a desirable neighbourhood addressing a variety of lifestyles, income levels, and age groups.

This ASP incorporates the major roadways required to achieve the long-term intermunicipal transportation system that includes an arterial 'ring road' connecting 50<sup>th</sup> Street to 35<sup>th</sup> Street, and maintaining the operating integrity of both Highway 22 and 50<sup>th</sup> Street. It also considers the area's existing natural resource facilities, particularly well sites and a battery site, to ensure that these are integrated into the Concept. Additionally, it promotes compatible transitions between the adjacent commercial/business light industrial uses proposed to the west, and a 'swing' site category is provided to allow future flexibility to choose certain small areas as either commercial or residential at a date closer to the time of development. Finally, the ASP also recognizes the existing land ownership pattern so that landowners may develop their properties relatively independent of each other.

Land use, circulation, utility patterns, and statistics proposed in the Development Concept are described more specifically in the following sections.

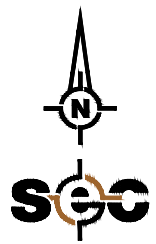
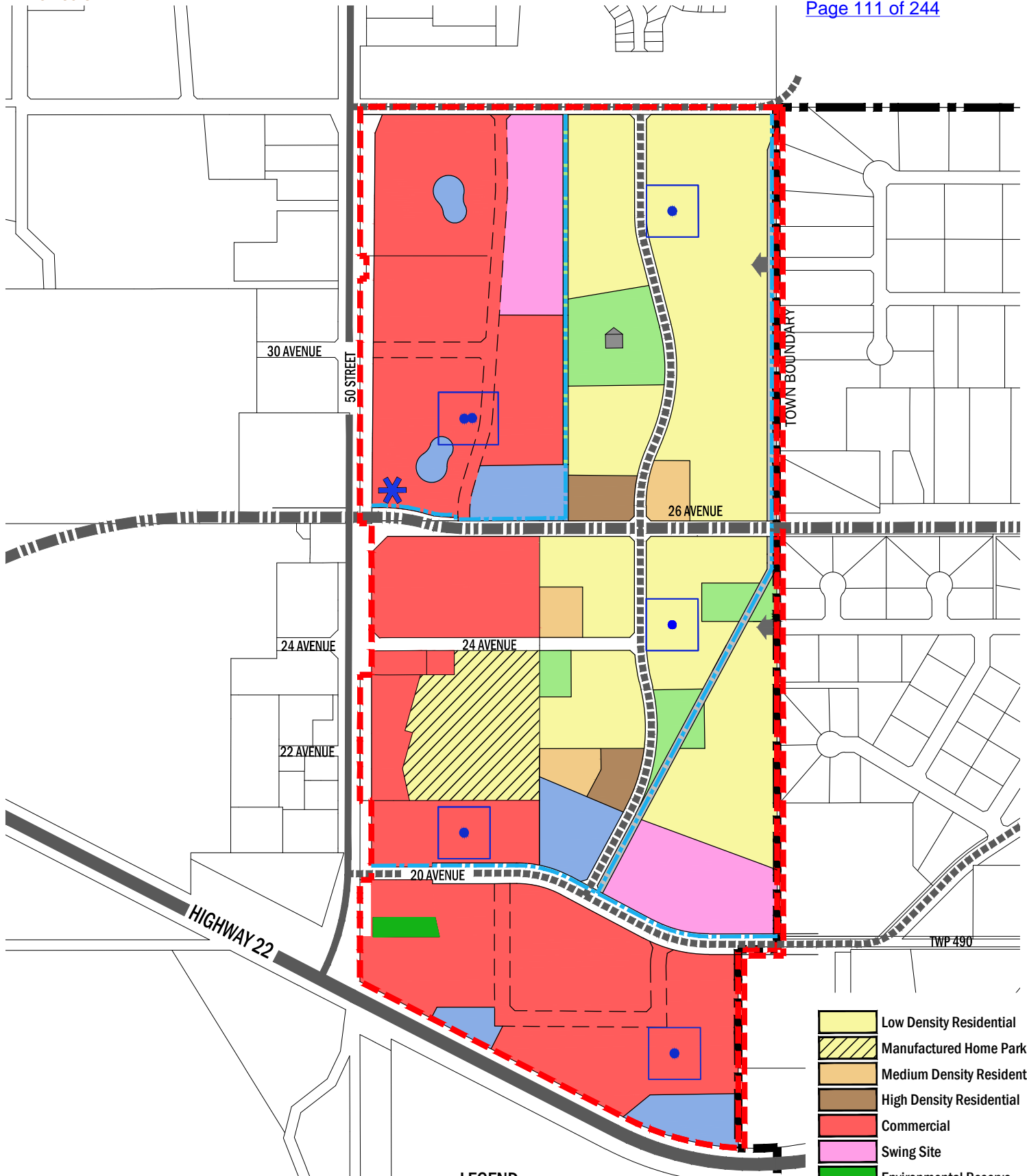
### 5.2 Land Use Distribution

A summary of the ASP development statistics, describing land use areas and anticipated residential units and population distribution, is shown in **Appendix 'A'**.

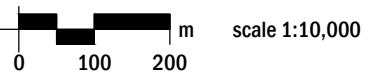
The ASP's gross developable area has approximately 28.2% residential land use, 40.0% commercial use, and 6.8% in two 'swing' sites that may be developed as either residential or commercial. The remainder of the land is comprised of roads, stormwater management facilities, and parks.

This neighbourhood is expected to accommodate approximately 859 dwelling units and 2,602 people where the defined 'swing sites' are both developed for commercial use. In the case where both 'swing' sites were to develop as low density residential uses, the expected dwellings would increase to 999 units and population would increase to total approximately 3,086 persons.

To the extent possible this Development Concept facilitates future subdivision by respecting land ownership boundaries, and the area's existing and proposed land uses.



**DEVELOPMENT CONCEPT**



**LEGEND**

- ASP Boundary
- Town Boundary
- Wellsite
- School Site
- Existing Road
- Arterial Road
- Collector Road
- Trails
- Low Density Residential
- Manufactured Home Park
- Medium Density Residential
- High Density Residential
- Commercial
- Swing Site
- Environmental Reserve
- Park
- Public Utility (URW)
- Stormwater Management
- Mixed Use

50 STREET EAST  
TOWN OF DRAYTON VALLEY

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Rlashuk May 24, 2017

**FIGURE 4**

## 6.0 Residential Uses

### 6.1 Intent and Policies

The eastern ASP area provides for residential uses that include a range of housing types integrated within a highly livable neighbourhood accommodating a variety of lifestyles, income levels, and age groups. Character and design of these residential areas will be realized through thoughtfully designed Outline Plans providing a desirable mixture of housing, open spaces, and multimodal transportation options. The ratio of low density residential units (including semi-detached and manufactured homes) to medium and high density residential units is approximately 63% to 37%, respectively.

Policies for residential areas are:

- i) Provide a mixture and variety of lot sizes and housing types for Town residents.
- ii) Row houses, fourplexes, and apartments may be appropriate housing forms in areas along major roads and adjacent to schools, recreation areas, and non-residential uses.
- iii) Ensure that high density uses be situated along main roads to improve the economics of future transit service.
- iv) Encourage establishment and use of development guidelines to support consistent and attractive building architecture and site standards to enhance area character.
- v) Mixed land uses will be encouraged at key intersections. This will provide iconic building at the intersection and accessibility.
- vi) Encourage participation in initiatives and programs that support sustainable buildings and neighbourhood design in the Town of Drayton Valley.



## 6.2 Low Density

Low density residential is the predominant land use intended in the ASP's residential areas, and it encompasses approximately 27.3 hectares. Single-detached and semi-detached dwellings are the permitted housing forms, and the parcels to be subdivided for these units are intended in a variety of different sizes to achieve an overall residential density of approximately 22 units per net residential hectare. The neighbourhood will not include any estate residential parcels; however, as a land use transition where residential lands abut Brazeau County's country residential developments some larger residential parcels may be permitted.

The subdivisions for low-density residential may take the form of laned or non-laned streets that will emphasize safe, attractive, and pedestrian friendly streetscapes. Local road patterns established in subdivision design will take advantage of views and vistas from parks, open spaces, and sloping landforms as confirmed in more detailed Outline Plans.

## 6.3 Low Density Manufactured Housing

Pleasantview Manufactured Home Park provides serviced rental stalls that accommodate detached manufactured housing units. This housing form provides diversity to the housing choices available within the community, and is compatible with the intended adjacent future development. The existing 6.7 hectare site has approximately 100 units, which provides an overall site density of approximately 15 units/hectare.

## 6.4 Medium Density

An area for Medium Density Residential has been located in proximity to parks and open space amenities to provide a land use transition between residential uses and good access to major transportation routes. Medium Density Residential building types may consist of triplexes, fourplexes, and townhouse housing types. This area will accommodate a range of potential housing forms in unit sizes and tenure that provide options to meet the varied needs and economic capabilities of different household types.

These housing forms represent approximately 117 dwellings, or 13.6% of area's available units, and may be developed as either individual lots by condominium.

## 6.5 High Density

High Density Residential uses provide about 23.3% of the ASP's total units, or 200 dwellings units, and will add to community housing diversity and help address affordability. The High Density uses are located near major roads, parks and/or open spaces to address traffic, amenity, and land use transition considerations. This ASP Development Concept also allows for the possibility of vertical mixed use development (i.e. apartment residential over first floor commercial uses) at the intersection of 50<sup>th</sup> Street and 26<sup>th</sup> Avenue.

Housing forms shall consist of primarily of apartments; however, other higher density housing forms as may be allowed in the Land Use Bylaw may occur where they address the housing needs as determined by the Town of Drayton Valley.

## 7.0 Commercial / Swing Site Uses

### 7.1 Intent and Policies

The west half of the plan area adjacent to 50<sup>th</sup> Street and on its south boundary along Highway 22 is intended to accommodate a mix of commercial and business light industrial uses that are compatible with adjacent residential uses. These commercial areas are located at an important community gateway and developments here shall meet high aesthetic and functional standards that contribute to creation of a positive impression of the community.

There are two land use areas identified as 'swing' sites where either commercial or residential uses may be implemented.

Development policies for commercial areas are:

- i) Extend commercial areas southward along 50<sup>th</sup> Street to Highway 22, and along Highway 22.
- ii) Commercial uses shall provide land for larger lot retail and service businesses that benefit from exposure to passing traffic or developments that generate large volumes of traffic.
- iii) Encourage vertical mixed use development, first floor commercial and residential units above, near the intersection of 50<sup>th</sup> Street and 26th Avenue.
- iv) Encourage the establishment and use of development guidelines to provide consistent and attractive building architecture and site standards for creating visually welcoming and accessible commercial areas consistent with the requirements of the *Town of Drayton Valley's Urban Design Guidelines*.





## 7.2 Commercial

Area commercial development will include retail and service businesses that require larger parcels of land, and may include some low impact quasi industrial businesses (e.g. C2 District). Community retail commercial uses will likely concentrate adjacent to 50<sup>th</sup> Street and Highway 22 in response to the high visibility and access provided by 50<sup>th</sup> Street. The service commercial / light industrial type developments are more appropriately situated further away from 50<sup>th</sup> Street and Highway 22. Vertical mixed use development, with first floor commercial and residential units above, is encouraged on commercial lands near the intersection of 50<sup>th</sup> Street and 26<sup>th</sup> Avenue.

The Town will require per *Urban Design Guidelines Policy PD-01-14* that the appearance of buildings landscaping, fencing, and screening along Highway 22 and 50<sup>th</sup> Street be considered upon development.



## 7.3 Swing Sites

The Development Concept provides a 'swing' site designation to allow for either commercial or residential development land use that would be determined at a future date. There is no ASP amendment required to implement either land use, but once identified in an accepted Outline Plan the 'swing' site would be developed for that chosen use type.

A northern 'swing' site is identified in the ASP's northwest corner, being the east part of Sekura Auction site (NW 4-49-7-W5M). This site has potential for commercial expansion, but it may also be beneficially developed for additional residential land uses. As a commercial site a minimum 10 metre wide Municipal Reserve walkway shall be provided from the commercial lands as a land use buffer. As residential use, the area would be separated from commercial uses by provision of a pedestrian corridor using the existing pipeline right-of-way and be connected on its south by municipal reserves to the School site. Residential uses here could be low to medium density residential types.

A second southern 'swing' site is provided near the ASP's southeast corner, which includes part of a Town of Drayton Valley's municipal reserve parcel (Lot R, Plan 762 2449) and a wedge of land in Lot 6, Plan 762 2449. This area could also be desirable as either commercial or residential land use, and therefore depending on future market needs the actual land use would be defined in the required Outline Plan nearer to the time of development.



## 8.0 Parks and Open Spaces

### 8.1 Intent and Policies

Integration and accessibility of natural spaces and parks are key components of this ASP. A system of parks and other open spaces are provided to support a variety in passive and active recreational opportunities to meet the varied needs of area residents.

Development policies for parks and open space are:

- i) Encourage conservation of significant natural features and/or local areas that provide wildlife habitat or habitat connections to the extent possible.
- ii) Ensure a full 10% of subdivided lands be dedicated as municipal or school reserve.
- iii) Ensure the Town takes municipal reserves in the form of land at subdivision, except in commercial/industrial areas where cash-in-lieu may be taken.
- iv) Provide for the use of municipal reserves to add amenity value to stormwater management facilities where practical, and that public views and access to these facilities are considered.
- v) Recognize that parks may not be appropriate in commercial/industrial districts excepting that buffer strips and walking trails may be justified.
- vi) Ensure that new development lands have *Historical Resources Act* approval.
- vii) Encourage off-street walking trails that provide access to schools and parks.
- viii) Provide a continuous pedestrian trail system for Drayton Valley linking parks, schools, existing residential areas, and where possible, connect to the existing trial system.
- ix) Integrate pipeline right-of-ways for trail use where feasible and recognize that municipal reserves may be utilized beside these areas to increase overall green area and safety. Right-of-ways shall not be accepted as municipal reserve dedication.



## 8.2 Parks, Schools, and Natural Areas

### 8.2.1 Parks and Municipal Reserves

Parks and a combined school/park site are equitably dispersed throughout the residential lands to provide accessible recreation and to enhance the area's overall aesthetic quality. The parks are intended to be connected by sidewalks within the local road network, pedestrian walkways (i.e. pipeline corridor), and provide linkages to the area's other open space amenities including stormwater management facilities. All identified parks will be refined as to their exact size, location and function by the required Outline Plan process to ensure the right mixture of active (e.g. sports fields) and passive recreational spaces. Additional park space may be added where a 'swing' site is used for residential use.

In NW 4-49-7-W5M, the identified joint park/school site of approximately 3.2 hectares will be provided by municipal reserve dedication from the residential lands. Additionally, an approximate 10 metre wide linear parkway (i.e. walkway corridor/land use transition) will be provided from municipal reserves contributed by the area's commercial/business light industrial lands. Any municipal reserves remaining from commercial / light industrial lands for this quarter-section's 10% owing shall be dedicated in the form of cash in lieu of land.

In SW 4-49-7-W5M, all municipal reserve dedications were provided prior to annexation by the provision of Lot R, Plan 762 2449. As the area's intended land use has now changed, the Town shall remove the land's municipal reserve designation following the requirements of the Municipal Government Act. The focus of this disposition shall be to sell or swap these lands to accumulate municipal reserves for parks reflective of the ASP's Development Concept as confirmed during the Outline Plan for this area.

Municipal reserves for the commercial lands in NW 33-48-7-5 and Plan 122 1312, where owing, shall be provided as cash in lieu of land at the time of subdivision.



## 8.2.2 Schools

A joint school/park is located on a collector roadway providing convenient access for pedestrians, automobiles, and future public transit. This school site is approximately 3.2 hectares; however, based on future Outline Plan consultation with St. Thomas Aquinas Roman Catholic Separate Regional Division #38, the Wild Rose School Division #66, and the Town of Drayton Valley its size and configuration may be adjusted to better address community needs.

## 8.2.3 Natural Areas and Historical Resources

The conservation of significant natural features and/or areas of local wildlife habitat can positively contribute to community sustainability and quality of life. A significant forested area exists in the Plan's northeast, and it may be desirable to conserve any important habitat and/or wildlife connections to the extent possible. A biophysical assessment through the Outline Plan process will help define what natural areas may be desirable for conservation by the Town of Drayton Valley. The conservation of natural areas must be balanced with their long-term viability and functioning as part of the ASP Development Concept, and whether these features would be dedicated as parkland (municipal reserve) or as environmental reserve.

An Environmental Reserve parcel (Lot 5ER, Block 2, Plan 012 6287) exists in the ASP's southwest corner, and it is being partially used as a stormwater management facility. This lot shall be reviewed for its environmental/park significance, and be considered for changes by bylaw as to its use (i.e. stormwater management facility or perhaps commercial lease) or boundary. This determination should be happen with the development of the Outline Plan for this area.

Historical resources provide an important link to past generations and support local culture. It is important to review, preserve, and incorporate these resources into the area if possible.

## 8.3 Open Spaces and Pedestrian Connectivity

Neighbourhood walkways provide a pleasant amenity and convenient links from residential areas to the area's school/park site, dispersed park sites and open spaces, and commercial areas. The Development Concept intends a pedestrian circulation system that includes both pedestrian friendly multi-use trails, sidewalks with public roadways, and within public utility lots. The envisioned hierarchical trail system includes a major pedestrian system consisting of multi-use trails within the open spaces and the arterial/collector road systems, and a supportive minor pedestrian system of sidewalks and connecting walkways in local roads and public utility lots as shown in **Figure 4**.

Neighbourhood open space systems and pedestrian connectivity can be enhanced by the use and coordination of stormwater management facilities, pipelines corridors, and other public utility lot connections required to facilitate development.

Stormwater management facilities require large areas, and these should be utilized where possible to create an amenity or provide a transition between lands uses. To utilize these facilities effectively as part of the open space system they shall be designed to have minimum of 25% of road frontage, be located in high visibility areas, be of a shape that provides visual interest, and be either a constructed wetland or wet pond. Incorporation of these facilities into the open space system may be supported by the use of municipal reserve credit for any areas



above the facilities 1 in 100 year storm retention level where these areas are used for trails and/or parklike amenities that enhance the open space system.

Natural gas pipeline utility corridors can provide an excellent opportunity for enhancing pedestrians and bicycle movement to, from, and within the neighbourhood. The ATCO Pipelines Utility right-of-way is identified as being a linear open space element that could serve as a desirable pedestrian linkage within in the ASP's residential areas. The type and level of physical improvements available within utility corridors will be confirmed in consultation with the Town of Drayton Valley and the controlling utility companies.

Oil facilities and pipelines are present throughout the ASP area, and it is expected that over time that many of these facilities may be abandoned. Where area development proceeds prior to any actual abandonment, the existing and non-abandoned resource facilities will be integrated into the pattern of future urban development as confirmed by a corresponding Outline Plan. The integration of existing pipeline right-of-ways as multi-use corridors and linkages is encouraged having regard for safety and the continued operation of these facilities.



## 9.0 Municipal Infrastructure

### 9.1 Intent and Policies

The municipal infrastructure concepts for the 50<sup>th</sup> Street ASP are described in the following sections, and these are supported by the following policies for transportation and utilities:

- i) Ensure area roads are compatible with road systems in the Town's Transportation Study.
- ii) Provide at least two entrances to subdivisions for better emergency vehicle access.
- iii) Ensure vehicle access to Highway 22 is limited to those approved by Alberta Transportation.
- iv) Ensure the Highway 22 entrance to Drayton Valley at 50<sup>th</sup> Street south is efficient and attractive.
- v) Promote the matching of right-of-way widths and construction standards for roads which connect at municipal boundaries.
- vi) Ensure that pedestrian and vehicular traffic are given equal consideration as part of an integrated transportation system that includes a comprehensive trail system.
- vii) Ensure new developments connect to municipal water and sanitary sewer systems.
- viii) Encourage "green" storm water management minimizing snow melt and stormwater runoff (e.g. rain gardens, bio-swales, etc.).

### 9.2 Transportation

The ASP's west boundary is formed by 50<sup>th</sup> Street, which is one of the Town's primary arterial roadways, and it connects northward to Town centre and southward to Highway 22 providing the area excellent access for both commercial and future residential lands uses. The ASP's Transportation Concept is shown on **Figure 5**.

Area roads are significantly influenced by 50<sup>th</sup> Street and the required system of intersections with this roadway for achieving the community-wide road pattern as defined in the Town's Transportation Master Plan (TMP). The integrity of high traffic flows intended for 50<sup>th</sup> Street is ensured by limiting all-directional intersections to a minimum 200 metres spacing, taking into consideration existing or planned roads to the west and all future east-west roads defined in the TMP (i.e. 34<sup>th</sup>, 26<sup>th</sup>, and 20<sup>th</sup> Avenues), and requiring service roads for commercial frontages.

There are three major east-west roadways that intersect with the north-south travelling 50<sup>th</sup> Street that strongly influence the area's design including:

- 34<sup>th</sup> Avenue - a major collector roadway, 30 metres (98 feet) right-of-way, that provides westward access for the Sekura ASP (north) and Meraw ASP (northeast). The existing north side development has residential parcels backing this road, and this pattern will be continued on the south excepting some commercial uses near 50<sup>th</sup> Street;

- 26<sup>th</sup> Avenue – a major arterial roadway, 40 metre (130 feet) right-of-way, that connects the Town’s northern residential lands and Brazeau County’s residential lands between 50<sup>th</sup> Street and 35<sup>th</sup> Street and forms a downtown bypass route (Ring Road); and,
- 20<sup>th</sup> Avenue – a collector roadway, 30 metre (98 feet) right-of-way, serves the ASP’s southern lands and Brazeau County’s residential areas. This road replaces Township Road 490 to improve 50<sup>th</sup> Street’s intersection spacing from Highway 22. Alberta Transportation has advised they support this road replacement, and that they do not support maintaining a ‘right-in, right-out’ access in the current location of Township Road 490.

Commercial land uses along 50<sup>th</sup> Street are required to dedicate a 22.25 metre wide road right-of-way for a service road sized to accommodate ditches on both sides and the extension of major water and sewer trunks to service the west half of the subject ASP area. In the northern commercial lands an internal road way connecting west from 30<sup>th</sup> Avenue and north-south between 26<sup>th</sup> Avenue and 34<sup>th</sup> Avenue is possible if required to accommodate commercial development and subject to ensuring safe and appropriate intersection spacing.

The ASP’s residential traffic is to be accommodated by a north-south collector roadway, 30 metres (98 feet) right-of-way, located more or less through the area’s centre. In this location it allows convenient opportunities for a system of connecting local roads utilizing 20 metre (66 feet) right-of-ways. As the central residential collector road renders Helena Drive unnecessary it will be closed as development progresses subject to its being repurposed for uses as defined on the ASP’s land use concept. The existing north access to Brazeau County’s residential lands to the east, as currently provided by Helena Drive, will be replaced by a local road connection through the ASP lands.

### 9.3 Water Servicing

The water system adjacent to the ASP and the proposed water system within the ASP are illustrated in **Figure 6**.

The existing Water and Wastewater Master Plan Updates, 2010 report indicates that the existing 300 millimetres diameter watermain be extended south along 43<sup>rd</sup> Street with loop around 34<sup>th</sup> Avenue, tying in to the existing 300 millimetres main on 50<sup>th</sup> Street. At a connection point on 34<sup>th</sup> Avenue to this proposed 300 millimetres watermain, it will downsize to a proposed 250 millimetres watermain that will run south into the ASP area. This central watermain will have connections at 24<sup>th</sup> Avenue and 20<sup>th</sup> Avenue that will loop it to the west for tying into the existing 300 millimetres watermain located on 50<sup>th</sup> Street. The onsite water distribution system will consist of mains varying in size from 200 millimetres to 300 millimetres, to meet the minimum recommended pipe size based on a commercial/industrial and residential land use developments.

All pipe sizes will be confirmed with a Water Hydraulic Network Analysis, based on the development staging and water consumption rate and fire flow protection guidelines outlined in Alberta Environment and Sustainable Resource Development and the Town’s Water and Wastewater Master Plan Update, as may be amended.

The proposed water system within the ASP is in compliance with the Water and Wastewater Master Plan Update, completed by ISL Engineering, as approved by the Town of Drayton Valley.



## 9.4 Sanitary Servicing

The proposed sanitary system within the ASP study area will be serviced by its own gravity sanitary sewer system draining into the existing sanitary system located to the west on 50<sup>th</sup> Street. **Figure 7** illustrates the proposed sanitary sewer system servicing 50<sup>th</sup> Street East ASP.

There are existing sanitary sewer stubs at three locations within the southwest part of the development. These stubs are located on 26<sup>th</sup>, 24<sup>th</sup> and 20<sup>th</sup> Avenues, east of 50<sup>th</sup> Street, and are servicing the existing businesses at these locations. These stubs will be extended to service the entire ASP area.

It is noted that the Water and Wastewater Master Plan Update (Figure 5.2), April 2010 report recommends that the existing 600 millimetres diameter sanitary trunk (South Trunk), located in the ASP's south, is to be twinned with a proposed 750 millimetres sanitary trunk to meet the existing system demands. This Plan Update (Figure 5.3) also recommends the twinning of the existing 250 millimetres diameter sanitary sewer located on 50<sup>th</sup> Street and north of 20<sup>th</sup> Avenue within a 10 year time horizon. The proposed sanitary system within this ASP is in compliance with the Water and Wastewater Master Plan Update as completed by ISL Engineering and approved by the Town of Drayton Valley.

Actual flow generation rates and pipe sizes will be finalized at the detailed design stage. The detailed design will be undertaken in accordance with the Town of Drayton Valley engineering standards the Water and Wastewater Master Plan (as may be amended), and Alberta Environment and Sustainable Resource Development.

## 9.5 Stormwater Management

The stormwater for the Plan area will be managed through surface grading and integrated stormwater management facilities in general locations as outlined in **Figure 8**.

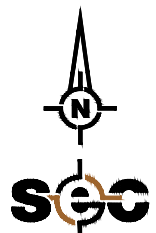
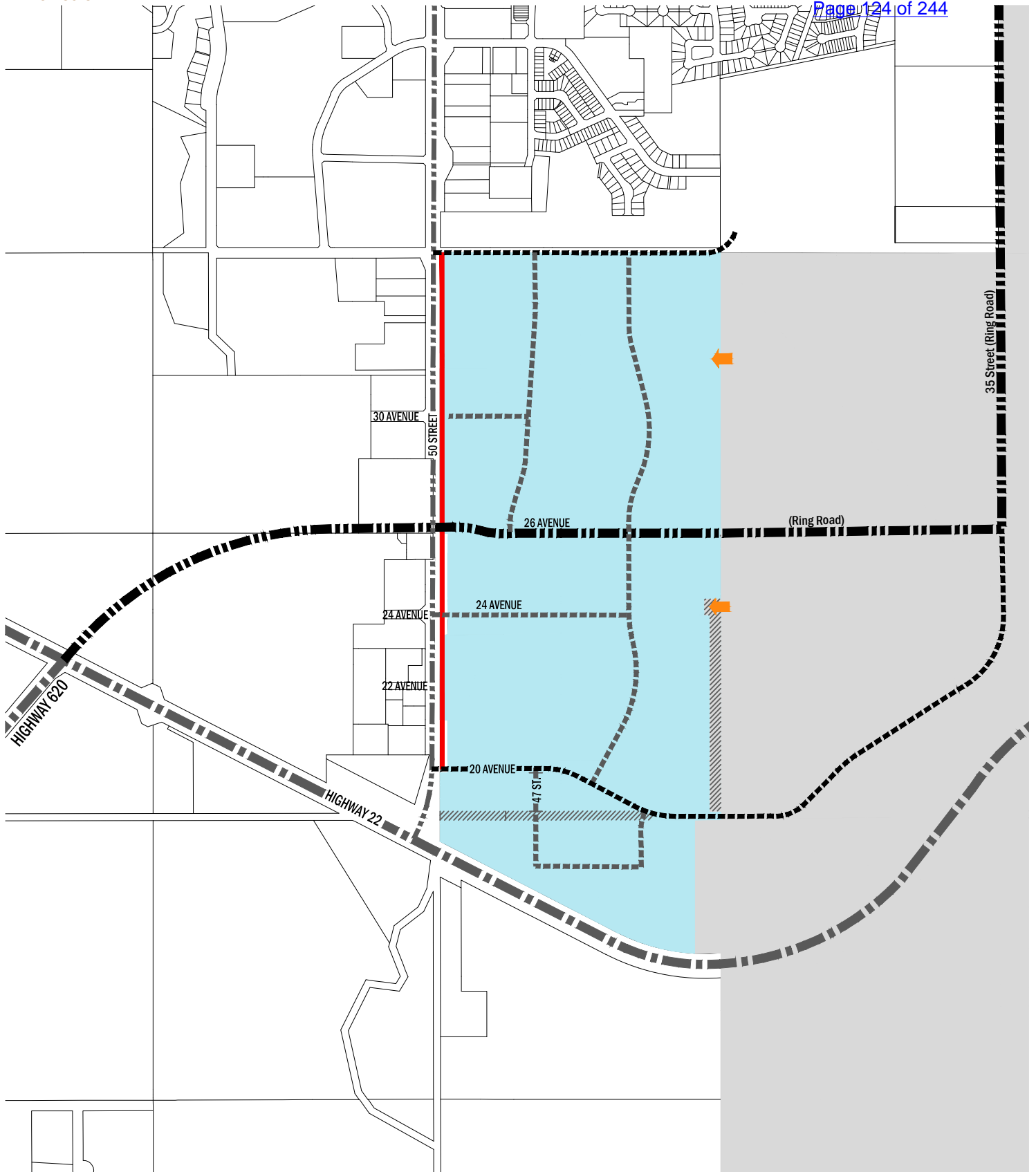
Area topography is characterized by a prominent ridge along the ASP's eastern boundary, and the lands generally slope downward to the west from this feature. Based on the existing topography, the study area will be serviced by more than one stormwater facility. The intent is to capture high peak run-off flow rates of storm water, store it for 1:100 storm return period and release it at a controlled flow rate to the downstream stormwater drainage system. Access roads will be required to the stormwater management facilities to allow for maintenance.

The proposed stormwater management system will consist of a major overland system of paved roadways with curbs and gutters, based on the Town's typical standard urban road cross section. The storm facilities will be design in accordance with Alberta Environment Standards and Guidelines and as approved by the Town of Drayton Valley. The major system will convey flows from the storm runoff from 1:100 year return period. This proposed stormwater management system is in compliance with the Stormwater Management Study (ISL Engineering) and the Town of Drayton Valley's minimum engineering standards.

The existing commercial areas have been largely accommodated to date utilizing on-site stormwater management storage or direct discharge into local ditches without treatment. All future development subject to this ASP will have their stormwater needs incorporated into an integrated stormwater management system as designed to serve all development as confirmed at the Outline Plan stage.










## 9.6 Shallow Utilities

Existing service providers will provide gas, power, and telephone services by the extension of these utilities that are currently located in proximity to the Plan Area. The utility providers should be consulted at the Outline subdivision and development stage to determine servicing requirements.



**TRANSPORTATION**  
 0 150 300 m scale 1:15,000

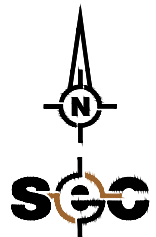
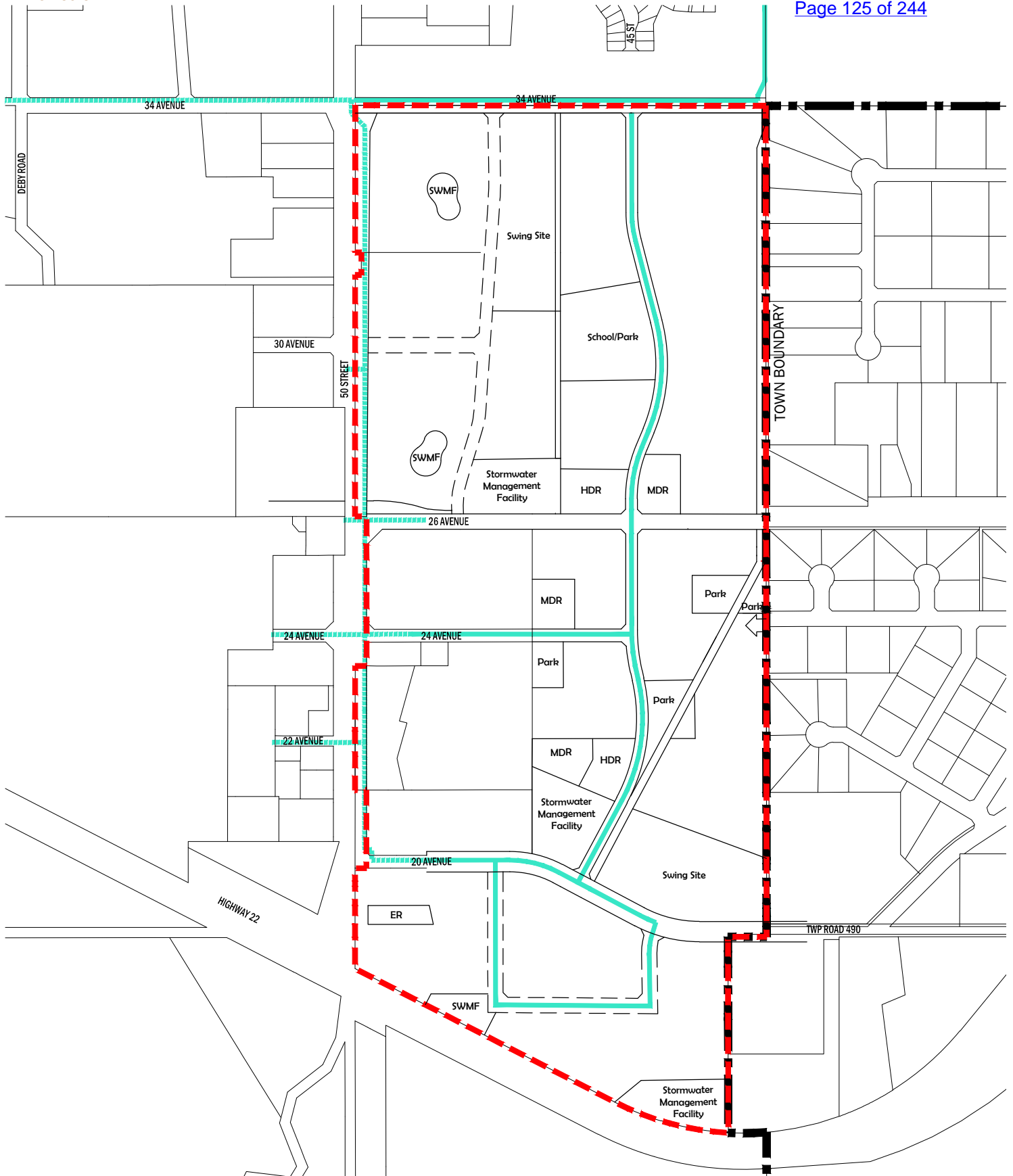
**LEGEND**

- |   |                |  |                   |   |   |
|---|----------------|--|-------------------|---|---|
|  | ASP Area       |  | Highway           |  | Collector Road                            |
|  | Brazeau County |  | Existing Arterial |  | Service Road                              |
|  | Road Closure   |  | Arterial Road     |  | Existing County Road ROW/Potential Access |

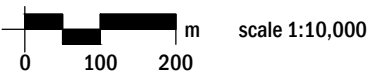
50 STREET EAST  
 TOWN OF DRAYTON VALLEY

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 Rlashuk May 24, 2017

**FIGURE 5**



### WATER SERVICING



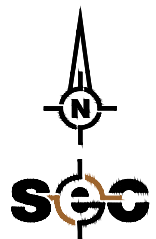
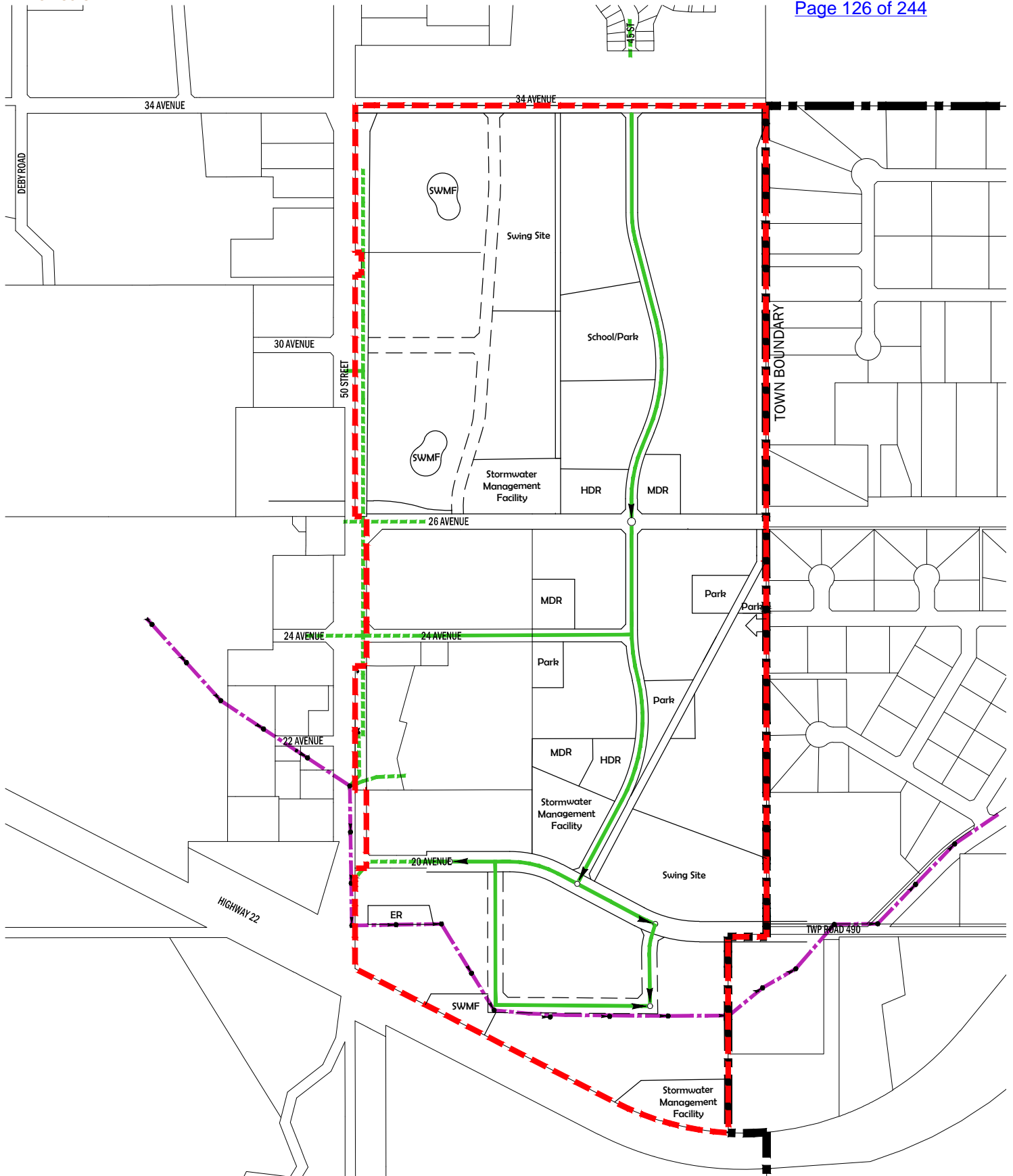
#### LEGEND

- - - ASP Boundary
- - - Existing Watermain
- Town Boundary
- Proposed Watermain

50 STREET EAST  
TOWN OF DRAYTON VALLEY

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**FIGURE 6**



### SANITARY SERVICING

0 100 200 m scale 1:10,000

#### LEGEND

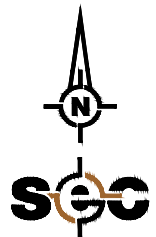
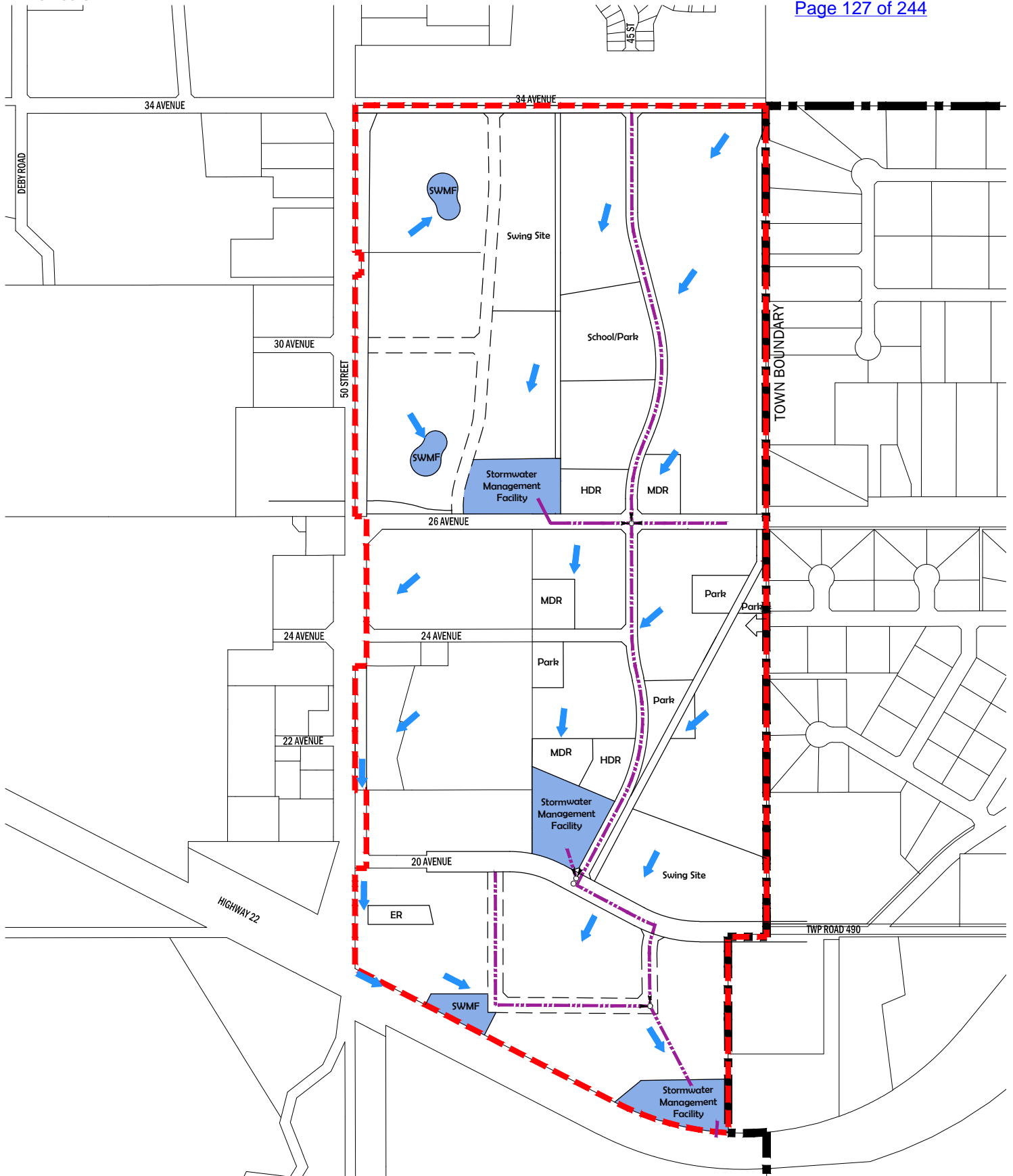
- - - ASP Boundary
- - - Existing Sewer System
- - - Trunk Main
- - - Town Boundary
- Proposed Sewer System

50 STREET EAST  
TOWN OF DRAYTON VALLEY

118-15024\_03\_PR007.DWG  
Rlashuk May 24, 2017

**FIGURE 7**





# STORMWATER SERVICING

0 100 200 m scale 1:10,000

### LEGEND

- - - ASP Boundary
- - - Proposed Storm System
- Town Boundary
- ➔ Drainage Direction

50 STREET EAST  
TOWN OF DRAYTON VALLEY

118-15024\_03\_PR008.DWG  
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## FIGURE 8

## 10.0 Implementation

### 10.1 Development Staging

Generally, development will occur based on market conditions and the logical extension of services as illustrated in **Figure 9**. Development will tend to move from west to the east; however, deviation from the staging plan will not require an ASP amendment.

### 10.2 Outline Plans

The implementation of this ASP requires for the development of Outline Plans in recognition of its large area, variable development staging, and that some important background and preliminary engineering design support is still required. Outline Plan shall be consistent with the ASP polices and land use concept, and be fully supported by studies and preliminary engineering necessary for the Town of Drayton Valley to confirm its conformance and function. An Outline Plans shall be brought to Town Council for support by Council resolution, at the recommendation of the Town of Drayton Valley's Engineering and Planning Department, prior to redistricting and subdivision.

An Outline Plan shall address matters deemed appropriate by the Town of Drayton Valley that may include, but not be limited by, the following:

- land use, density and lot and unit-type configurations;
- tentative local road alignments and transportation impact analysis;
- geotechnical, hydrological, historical, and environmental review and clearance;
- confirmation of Municipal Reserve and Environmental Reserve dedications;
- an engineering design brief confirming the plan of municipal servicing (water, sanitary, stormwater management facilities, etc.) to support the roads and land uses;
- phasing of development; and
- other relevant information as required by the Town.

Outline Plans shall be provided for areas that represent logical planning units, including:

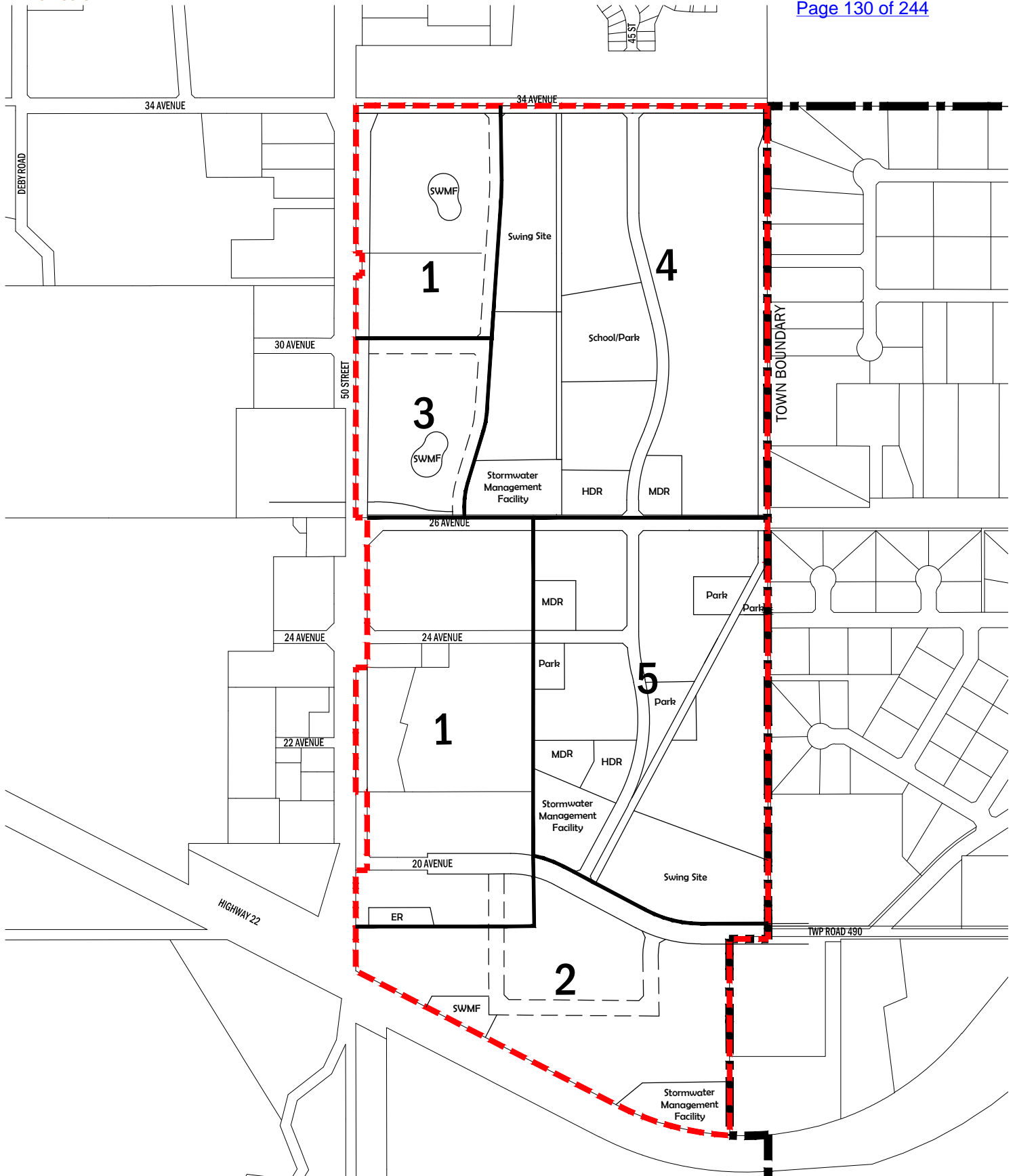
- NW 4-49-7-W5M located between 34<sup>th</sup> and 26<sup>th</sup> Avenues; and
- All parcels within SW 4-49-7-W5M and NW 33-48-7-5 located between 26<sup>th</sup> Avenue and ASP's south boundary.

The Town may, at its discretion accept separate, smaller Outline Plans where these plans are sufficiently integrated with one another to the Town's satisfaction.

## 10.3 Land Use Bylaw

Town of Drayton Valley Land Use Bylaw 2007/24/D provides the land use districts that will be utilized to implement the 50<sup>th</sup> Street East ASP development concept. These standard land use districts have unique subdivision and development regulations that will be selected from to best complement the land use form and policies intended by this Area Structure Plan.

The ASP will be implemented by use of a range of available low density residential (e.g. R1A, R1B, R1N, RMP, R2) and multiple residential districts (e.g. R3, R4) available in the Land Use Bylaw. These intended districts may also include future standard residential districts adopted by Council over time where they are consistent with the ASP's identified density and use. Commercial lands will be implemented by the C2 General Commercial District that anticipates businesses on major transportation routes and/or generating large volumes of traffic.



**LEGEND**

- - - ASP Boundary
- Staging Boundary
- Town Boundary



**STAGING PLAN**

0 100 200 m scale 1:10,000

50 STREET EAST  
TOWN OF DRAYTON VALLEY

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**FIGURE 9**

## APPENDIX A

### Land Use Distribution

#### Appendix 'A' - Land Use Distribution

Land Use	Hectares	%	Units	%	Population	%
<b>Gross Area</b>	<b>145.38</b>					
Environmental Reserve	0.46					
50 <sup>th</sup> Street Road Widening	2.79					
26 <sup>th</sup> Avenue Road Widening	2.68					
Pipeline ROWs	2.50					
Subtotal	8.43					
<b>Gross Developable Area</b>	<b>136.95</b>					
Parks/Municipal Reserve*	6.38	4.7%				
Stormwater Facilities/PULs	7.27	5.3%				
Roads	20.58	15.0%				
Commercial	54.78	40.0%				
Swing Site Commercial (Potential Low Density Residential)	9.35	6.8%	(140)		(484)	
<b>Subtotal – Other Uses</b>	<b>98.36</b>	<b>71.8%</b>				
<b>Residential</b>						
Low Density – Single-Detached	20.45	14.9%	306	35.6%	1,058	40.7%
Low Density – Semi-Detached	6.82	5.0%	136	15.8%	470	18.1%
Low Density Manufactured Home Park	6.73	4.9%	100	11.6%	320	12.3%
Medium Density - Townhousing	2.60	1.9%	117	13.6%	374	14.4%
High Density - Apartments	2.00	1.5%	200	23.3%	380	14.6%
<b>Total Non-Residential Area</b>	<b>38.59</b>	<b>28.2%</b>	<b>859</b>	<b>100.0%</b>	<b>2,602</b>	<b>100.0%</b>
		<b>100%</b>				

Low Density – Single Detached	15 units per hectare	3.46 persons per unit
Low Density – Semi-Detached	20 units per hectare	3.46 persons per unit
Low Density Manufactured Home Park	15 units per hectare	3.20 persons per unit
Medium Density - Townhousing	45 units per hectare	3.20 persons per unit
High Density - Apartments	100 units per hectare	1.90 persons per unit

\* Note: Municipal Reserves are by cash in lieu of land for most commercial and swing site lands.

## APPENDIX B

### Oil Facilities and Pipelines

#### Appendix 'B' - Oil Facilities and Pipelines

Ref. No.	Identification No.	Licensee	Substance	H2S	Status
1.	02/12-10-49-07-W5M	ARC Resources Ltd.	CR-Oil	Not Available	Pump
2.	00/06-04-49-7-W5M	ARC Resources Ltd.	Water	No Analysis	Injection
3.	00/14-04-49-7-W5M	ARC Resources Ltd.	CR-Oil	No Analysis	Pump
4.	30-90	ARC Resources Ltd.	Natural Gas	0.03 mol/kmol	Operating
5.	2876-3	ATCO Gas and Pipelines	Natural Gas (HP)	0 mol/kmol	Operating
6.	2876-11	ATCO Gas and Pipelines	Natural Gas (HP)	0 mol/kmol	Operating
7.	2877-6	ARC Resources Ltd.	Oil Well Effluent	0.1 mol/kmol	Discontinued
8.	5234-3	ARC Resources Ltd.	Fuel Gas	0 mol/kmol	Abandoned
9.	6625-1	ARC Resources Ltd.	Salt Water (HP)	0 mol/kmol	Operating
10.	2877-32	ARC Resources Ltd.	Oil Well Effluent	0.1 mol/kmol	Operating
11.	16405-20	ARC Resources Ltd.	Oil Well Effluent (HP)	0 mol/kmol	Operating
12.	5234-1	ARC Resources Ltd.	Fuel Gas	0 mol/kmol	Abandoned
13.	16405-8	ARC Resources Ltd.	Oil Well Effluent	0 mol/kmol	Discontinued
14.	1783-1	ARC Resources Ltd.	Fuel Gas	0 mol/kmol	Abandoned
15.	30-78	ARC Resources Ltd.	Natural Gas	0.03 mol/kmol	Operating
16.	2852-36	ARC Resources Ltd.	Salt Water (HP)	0 mol/kmol	Operating
17.	586-4	Pembina Pipelines Corp.	HVP	0 mol/kmol	Abandoned
18.	16407-15	ARC Resources Ltd.	Oil Well Effluent (HP)	0 mol/kmol	Operating
19.	3337-13	ARC Resources Ltd.	Salt Water (HP)	0 mol/kmol	Operating
20.	1288-1	Pembina Pipelines Corp.	Crude Oil	0 mol/kmol	Abandoned
21.	2878-6	ARC Resources Ltd.	Oil Well Effluent	0 mol/kmol	Abandoned
22.	00/04-04-49-7-W5M	ARC Resources Ltd.	CR-Oil	No Analysis	Pump
23.	00/12-04-49-7-W5M	ARC Resources Ltd.	CR-Oil	No Analysis	Pump
24.	103-29	ATCO Gas and Pipelines	Natural Gas (HP)	0 mol/kmol	Operating
25.	5234-2	ARC Resources Ltd.	Fuel Gas	0 mol/kmol	Abandoned
26.	3337-9	ARC Resources Ltd.	Salt Water (HP)	0 mol/kmol	Operating
27.	3337-8	ARC Resources Ltd.	Salt Water	0 mol/kmol	Abandoned
28.	2852-12	ARC Resources Ltd.	Salt Water	0 mol/kmol	Abandoned
29.	25632-1	Town of Drayton Valley	Crude Oil	0 mol/kmol	Abandoned
30.	25633-1	Town of Drayton Valley	HVP	0 mol/kmol	Abandoned
31.	2877-32	ARC Resources Ltd.	Oil Well Effluent	0.1 mol/kmol	Operating
32.	2877-6	ARC Resources Ltd.	Oil Well Effluent	0.1 mol/kmol	Discontinued
33.	380-2	Pembina Pipelines Corp.	Crude Oil	0 mol/kmol	Abandoned
34.	586-4	Pembina Pipelines Corp.	HVP	0 mol/kmol	Abandoned
35.	16407-16	ARC Resources Ltd.	Salt Water	0 mol/kmol	Operating
36.	16407-18	ARC Resources Ltd.	Salt Water	0 mol/kmol	Discontinued
37.	16407-19	ARC Resources Ltd.	Salt Water	0 mol/kmol	Operating
38.	16407-21	ARC Resources Ltd.	Salt Water	0 mol/kmol	Abandoned
39.	16407-24	ARC Resources Ltd.	Salt Water	0 mol/kmol	Operating
40.	3063-2	ARC Resources Ltd.	Salt Water	0 mol/kmol	Operating
41.	3337-3	ARC Resources Ltd.	Salt Water	0 mol/kmol	Abandoned
42.	3337-7	ARC Resources Ltd.	Salt Water	0 mol/kmol	Operating
43.	00/14-33-49-7-W5M	ARC Resources Ltd.	CR-Oil	No Analysis	Pump

Notes: 1) The symbol "(HP)" indicates a high pressure line where maximum operating pressure exceeds 3,475 kPa.

2) Sour gas facilities have Hydrogen Sulfide (H2S) content greater than 10.0 mol/kmol. None were identified.





## TOWN OF DRAYTON VALLEY

Department:	Planning & Development	Policy #:	PD-04-08
Subject:	Development Notices to the Public		
Approval Date:	April 2, 2008	Review Date:	June 27, 2012 March 12, 2014

## POLICY

Pursuant to section 606 of the *Municipal Government Act*, the Administration of the Town of Drayton Valley is required to advertise notices of any bylaw, resolution, meeting, public hearings or other thing as follows:

- “(2) (a) published at least once a week for two (2) consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or
- (b) mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is held.”

1. This policy is hereby established to define the “residence in the area” for notification by mail or delivery, as follows:

Area Structure Plan Applications

all residences or businesses located within a five hundred (500) metre radius from the boundary of the quarter section subject to the proposed Area Structure Plan, or the portion of the Area Structure Plan to be amended.

Direct Control and Discretionary Use Development Permit Applications (at the discretion of Administration or Council)

all residences and businesses located within a one hundred (100) metre radius surrounding the parcel of land which is subject to the development application.

Rezoning Applications

all residences and businesses located within a three hundred (300) metre radius surrounding the parcel of land to be rezoned.

Subdivision Applications

all residences and businesses located within a three hundred (300) metre radius surrounding the parcel of land to be subdivided.

2. Each notice shall include a date for response in which those who receive a copy of the referral must contact the Development Department. Specifically, if there is to be a Public Hearing, any comments or objections are required in advance of the Hearing date, or may be presented in person at the Public Hearing. In the case of an Open House, the persons in receipt of the notice may appear in person, or provide their comments in advance of the Open House date. When no public meeting is required (either by way of Public Hearing or Open House), the Development Department shall provide a set date by which objections to a proposed development or land use must be received.
3. Responses received by the Development Department shall be presented to Council at the time of Public Hearing and read into the minutes of same. In the case of an Open House, the Development Department shall present the comments for consideration by those present. All comments, concerns and objections shall be taken into consideration by Council, the Development Department and other involved organizations or bodies.
4. The Town, as is practicable, shall make a conscientious effort to address concerns and questions raised as a result of the responses received from notice recipients.
5. It is recognized that some of the above-noted applications may be of a minor nature (eg. one lot containing a duplex being subdivided into two lots – one for each side of a duplex) and have little or no impact on surrounding lands. In situations such as this, Administration shall have discretion in determining the appropriate referral area, but shall not reduce the referral area to less than 60 metres of the subject lands.

  
\_\_\_\_\_  
Town Manager

## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Proposed Cannabis Bylaw for the Town of Drayton Valley</b> <ul style="list-style-type: none"> <li>• <b>Cannabis-Free Public Places Bylaw 2018/12/P</b></li> </ul> <b>Presented for Second and Third Reading</b>
<b>MEETING DATE:</b>	October 17, 2018
<b>SUBMITTED BY:</b>	Jenn Martin, Planning & Development Officer

### PROPOSAL AND BACKGROUND:

Pursuant to the direction received from Council at the Special Meeting of Council held on June 28, 2018, Administration prepared the Cannabis-Free Public Places Bylaw 2018/12/P (Attachment 1) which would restrict consumption of cannabis in any public location, including sidewalks, trails and parks. The need for this Bylaw is perpetuated by the anticipated legalization of cannabis by the Federal Government on October 17, 2018. The purpose of this Bylaw is to establish regulations with respect to the smoking, vaping, and public consumption of cannabis products within the Town of Drayton Valley.

First Reading of Cannabis-Free Public Places Bylaw 2018/12/P was given at the August 8, 2018, Regular Meeting of Council.

A Public Hearing was held on September 19, 2018, to allow residents to provide their comments regarding the proposed Cannabis-Free Public Places Bylaw 2018/12/P. Notice of the Public Hearing was placed on the Town's website, advertised on social media, and through the local newspaper pursuant to the Municipal Government Act requirements. No written comments were received and any additional comments were provided to Council during the Public Hearing.

In reviewing the attached bylaw, Legal recommended making changes to the wording with regards to the penalties associated with not being able to provide medical documentation. Administration has amended "Schedule A, section 6 reflecting legal recommendation.

Cannabis-Free Public Places Bylaw 2018/12/P is hereby presented to Council for Second and Third Readings with amendments to Section 7 of the attached Bylaw, siting the "*Tobacco and Smoking Reduction Act, Statutes of Alberta, 2005, Chapter T-3.8*" in place of the "Smoking Bylaw 2018/13/P" which was tabled during the August 8, 2018, Regular Meeting of Council.



**OPTIONS AND ALTERNATIVES, WITH ANALYSIS:**

1. Give Second and Third Readings to the attached Bylaw, as presented. By giving both Readings, the Bylaw will come into effect.
2. Give Second Reading and make amendments to the attached Bylaw prior to giving Third Reading. This will allow Administration to make additional amendments prior to Third Reading.
3. Table Second and Third Reading and direct Administration to undertake additional work or amendments to the attached Bylaw, with direction to bring the Bylaw back for Second and Third Reading by a specific date. This will delay implementation of the attached Bylaw in consideration of the proposed legalization of cannabis on October 17, 2018.

**BUDGET / RESOURCE IMPLICATIONS:**

There are no budgetary implications associated with giving Second and Third Reading to the proposed Bylaw.

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

By giving Second and Third Reading, Council establishes regulations with respect to the smoking, vaping, and public consumption of cannabis products within the Town of Drayton Valley in public places.

**POTENTIAL MOTIONS:**

- Option 1: That Council give Second Reading to proposed Cannabis-Free Public Places Bylaw 2018/12/P, as presented.
- That Council give Third Reading to proposed Cannabis-Free Public Places Bylaw 2018/12/P, as presented.
- Option 2: That Council give Second Reading to Cannabis-Free Public Places Bylaw 2018/12/P, with amendments to \_\_\_\_\_.
- That Council give Third Reading to proposed Cannabis-Free Public Places Bylaw 2018/12/P, as amended.
- Option 3: That Council table proposed Cannabis-Free Public Places Bylaw 2018/12/P, with direction to Administration as to next steps: \_\_\_\_\_.

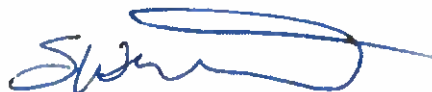
**ATTACHMENTS:**

Attachment 1: Proposed Cannabis-Free Public Places Bylaw 2018/12/P

Report Prepared By:



Report Reviewed By:



Name: Jennifer Martin

Title: Planning & Development Officer

Name: Sonya Wrigglesworth

Title: Acting Director of Engineering & Development

Report Routed to Council By:





Attachment 1

**BYLAW NO. 2018/12/P**

**Name of Bylaw: Cannabis-Free Public Places Bylaw**

**WHEREAS** the House of Commons has given three readings to the *Cannabis Act* (Bill C-45, *An Act respecting cannabis and to amend the Controlled Drugs and Substances Act, the Criminal Code and other Acts*, 1<sup>st</sup> Sess, 42<sup>nd</sup> Parl, 2017) which will permit persons to possess cannabis if purchased from an authorized person;

**AND WHEREAS** it is anticipated that the *Cannabis Act* will come into force in October, 2018 or shortly thereafter;

**AND WHEREAS** the Province of Alberta has enacted *An Act to Control and Regulate Cannabis*, S.A. 2017, c. 21 which will place restrictions on the smoking or vaping of cannabis in public places;

**AND WHEREAS** pursuant to section 7 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, Council may pass bylaws respecting:

- (a) the safety, health and welfare of people and the protection of people and property;
- (b) people activities and things in, on or near a public place or place that is open to the public; and
- (c) the enforcement of bylaws made under the *Municipal Government Act* or any other enactment;

**AND WHEREAS** Council deems it necessary to impose additional restrictions on the smoking, vaping, and other forms of consumption of cannabis in public places to prevent behaviours and conduct that may have a negative impact on the enjoyment of public places;

**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 “Cannabis-Free Public Places Bylaw” of the Town of Drayton Valley.

**PURPOSE**

2. The purpose of this Bylaw is to establish regulations with respect to the smoking, vaping and public consumption of cannabis products within the Town of Drayton Valley.



## **DEFINITIONS**

3. In this Bylaw, including this section, unless the context otherwise requires:
- 3.1 *cannabis*:
- a. means any part of the cannabis plant, fresh cannabis, dried cannabis, cannabis oil and cannabis plant seeds, and any other substance defined as cannabis in the *Cannabis Act* (Canada) and its regulations, as amended from time to time;
  - b. including edible products that contain cannabis in any of its forms;
  - c. means the phytocannabinoids produced by, or found in, such a plant, regardless of whether that part has been processed or not;
  - d. includes any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained;
  - e. but does not mean:
    - i. a non-viable seed of a cannabis plant;
    - ii. a mature stalk, without any leaf flower, seed or branch, of such a plant;
    - iii. fibre derived from a stalk; or
    - iv. the root or any part of the root of such a plant;
- 3.2 *consume* where used as a verb in respect of cannabis, includes smoke, vape, apply, inhale or ingest;
- 3.3 *Council* means the Municipal Council of the Town of Drayton Valley;
- 3.4 *Peace Officer* means a person appointed as a Peace Officer pursuant to section 7 of the *Peace Officer Act*, S.A. 2006, chapter P-35, and also includes but is not limited to a Police Officer, Royal Canadian Mounted Police Officer, Special Constable, Bylaw Enforcement Officer, Safety Codes Officer, or a person designated by Council to enforce the provisions of this Bylaw;
- 3.5 *person* means a corporation, partnership, or individual, and the heirs, executors, personal representatives or other legal representative of an individual, joint venture, proprietorship, association, or society;
- 3.6 *public parks and recreation areas* means land owned or managed by a government or municipality and used by the public for athletics, recreation and entertainment;
- 3.7 *public place* means any highway, parkland, public bridge, road, lane, footway, sidewalk, boulevard, walkway, trail, square, court, alley or passage, whether a thoroughfare or not, and includes any open space or

indoor area to which the public may have or are permitted to have access, express or implied, whether on pavement, enclosed, covered by a roof, or otherwise, that is owned by the Town of Drayton Valley;

- 3.8 *smoke or smoking* means to hold or otherwise have control over:
- a. a lit cannabis product or accessory;
  - b. an electronic cigarette or e-cigarette containing a cannabis product; and/or
  - c. a vaporizer or inhalant-type device containing a cannabis product;
- 3.9 *Town* means the Town of Drayton Valley, in the Province of Alberta;
- 3.10 *use* with respect to electronic cigarettes, means to inhale or exhale vapour from an electronic cigarette or hold an activated electronic cigarette;
- 3.11 *Violation Tag* means a tag or similar document issued by the Town for the purpose of notifying a person that an offence has been committed for which a prosecution may follow;
- 3.12 *Violation Ticket* means a ticket issued pursuant to Part 2 of the *Provincial Offences Procedure Act*,

## **PROHIBITION**

4. A person must not smoke, vape, use, or consume cannabis in any public place, public park or recreation area.

## **MEDICAL CANNABIS**

5. A person who is entitled to possess cannabis pursuant to a medical document issued pursuant to the *Access to Cannabis for Medical Purposes Regulations*, SOR/2016-230 is not subject to this Bylaw.
6. A person referred to in Section 5 must, on demand of a Peace Officer, produce a copy of the person's medical document. A person who cannot produce such a document upon demand by a Peace Officer is guilty of an offence under this Bylaw.
7. A person referred to in Section 5 is subject to the *Tobacco and Smoking Reduction Act, Statutes of Alberta, 2005, Chapter T-3.8*.

## **ENFORCEMENT**

8. Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable to:
  - 8.1 payment of the penalty as set out in Schedule “A” hereto; or
  - 8.2 in default of payment of any penalty, to imprisonment for up to six (6) months.
  
9. A Peace Officer who has reasonable and probable grounds to believe that any person has contravened any provision of this Bylaw, may issue and serve:
  - 9.1 a Violation Tag allowing payment of the specified penalty to the Town, which payment will be accepted by the Town in lieu of prosecution for the offence; or
  - 9.2 a summons under the Provincial Offences Procedures Act, R.S.A. 2000, c. P-34 as amended, by means of a Violation Ticket; or
  - 9.3 a Violation Ticket, allowing a voluntary payment of the specified penalty to the Provincial Court, or, requiring a person to appear in Court without the alternative of making a voluntary payment; and
  - 9.4 the recording of the payment of a specified penalty made to the Town pursuant to a Municipal Tag or the Provincial Court of Alberta pursuant to a Violation Ticket shall constitute an acceptance of a guilty plea and conviction of the offence.
  
10. Service of a Violation Tag shall be sufficient if it is:
  - 10.1 personally served;
  - 10.2 left with the person on the premises who has the appearance of being at least eighteen (18) years of age; or
  - 10.3 sent and served by regular mail to the person or corporation’s last known mailing address.

11. A Violation Tag shall be in a form approved by the Chief Administrative Officer, and shall state:
  - 11.1 the name of the person to whom the violation tag is issued;
  - 11.2 a description of the property upon which the offence has been committed, particularly a civic address or legal description, if applicable;
  - 11.3 the appropriate penalty for the offence as specified in Schedule "A" of this Bylaw;
  - 11.4 that the penalty shall be paid within thirty (30) days of the issuance of the Violation Tag in order to avoid prosecution; and
  - 11.5 any other information as may be required by the Chief Administrative Officer.
12. Where a Violation Tag has been issued pursuant to this section, the person to whom the Violation Tag has been issued may, in lieu of being prosecuted for the offence, pay to the Town Office, the penalty specified on the Violation Tag.
13. In the event that a Violation Tag has been issued and the penalty specified on the Violation Tag has not been paid within the prescribed time, a Peace Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to Part 2 of the *Provincial Offences Procedure Act* to the person to whom the Violation Tag was issued.
14. Notwithstanding the foregoing, a Peace Officer is hereby authorized and empowered to immediately issue a Violation Ticket to any person to whom the Peace Officer has reasonable grounds to believe has contravened any provision of this Bylaw.
15. A Violation Ticket issued with respect to a violation of this Bylaw may be served upon the person responsible for the contravention in accordance with the *Provincial Offences Procedure Act*.
16. The person to whom the Violation Ticket has been issued may plead guilty by making a voluntary payment in respect for of the summons by delivering to the Provincial Court, on or before the initial appearance date, the Violation Ticket together with an amount equal to the specified penalty for the offence as provided by this Bylaw.

17. Where a Clerk of the Court records in the Court records the receipt of a voluntary payment pursuant to this Bylaw and the *Provincial Offenses Procedure Act*, the act of recording constitutes acceptance of the guilty plea and also constitutes a conviction and imposition of a fine in the amount of the specified penalty.
18. The Town is not required to enforce this Bylaw. In deciding whether to enforce this Bylaw, the Town may take into account any practical concerns regarding enforcement including the funds available under the municipal budget and available personnel resources.

### **INTERPRETATION**

19. Words used in the singular include the plural and vice-versa.
20. When a word is used in the masculine or feminine it will refer to either gender.
21. Words used in the present tense include the other tenses and derivative forms.

### **SEVERABILITY**

22. 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.
23. This Bylaw does not override any existing provincial and federal legislation .

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

Read a first time this 8<sup>th</sup> day of August, 2018, A. D.

Public Hearing held this 19<sup>th</sup> day of September, 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

**SCHEDULE "A"**  
**FINES AND PENALTIES**

Section	Violation	Penalty		
		First Offence	Second Offence	Third Offence
4.	Smoke, vape or consume cannabis in any public place, public park or recreation area	\$150.00	\$300.00	\$600.00
6.	Smoke, vape or consume cannabis in any public place, public park or recreation area when in possession of a medical document issued pursuant to the <i>Access to Cannabis for Medical Purposes Regulations</i> , SOR/2016-230 but unable to produce same	\$50.00	\$100.00	\$150.00

DRAFT



## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Proposed Cannabis Bylaw for the Town of Drayton Valley</b> <ul style="list-style-type: none"> <li>• <b>Signage Amending (Cannabis) Bylaw 2018/11/D</b></li> </ul> <b>Presented for Third Reading</b>
<b>MEETING DATE:</b>	October 17, 2018
<b>SUBMITTED BY:</b>	Jenn Martin, Planning & Development Officer

### PROPOSAL AND BACKGROUND:

During the September 19, 2018, Regular Meeting of Council, Bylaw 2018/11/D was presented for Public Hearing, Second Reading, as well as Third and Final Reading. Following the meeting, an Administrative error was found in the Resolution where the title of the Bylaw and number were misspoken. In order to address the matter the Resolution noted below is required to be rescinded. Following which Third and Final Reading may be given to Signage Amending (Cannabis) Bylaw 2018/11/D.

#### **RESOLUTION #191/18**

Councillor Wheeler moved that Council give Third Reading to proposed Signage Amending (Cannabis Retail) Bylaw 2018/10/D, as presented.

#### **CARRIED**

In order for this Bylaw to come into effect, Third Reading must be given. Therefore, Signage Amending (Cannabis) Bylaw 2018/11/D is hereby presented to Council for Third and Final Reading.

### OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

1. Give Third Reading to of the attached Bylaw, as presented. This will allow the Bylaw to come into effect.
2. Delay giving Third Reading and direct Administration to undertake additional work or amendments to the attached Bylaw, with direction to bring the Bylaw back for Third Reading. This will result in a delay in installation of signage once a cannabis retail store is operational.

**BUDGET / RESOURCE IMPLICATIONS:**

There are no budgetary implications associated with giving Third Reading to the proposed Bylaws.

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

By giving Third Reading, Council allows for the implementation of Cannabis Retail Store signage within the Town of Drayton Valley effective October 17, 2018.

**REQUIRED MOTIONS:**

Motion 1: That Council rescind Resolution #191/18, giving Third Reading to proposed Signage Amending (Cannabis Retail) Bylaw 2018/10/D.

Motion 2:



Option 1: That Council give Third Reading to proposed Signage Amending (Cannabis) Bylaw 2018/11/D, as presented.

Option 2: That Council give Third Reading to proposed Signage Amending (Cannabis) Bylaw 2018/11/D, with amendments to \_\_\_\_\_.

Option 3: That Council table proposed Signage Amending (Cannabis) Bylaw 2018/11/D, with direction to Administration as to next steps: \_\_\_\_\_.

**ATTACHMENTS:**

Attachment 1: Signage Amending (Cannabis) Bylaw 2018/11/D

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

Report Routed to Council By:





Attachment 1

**BYLAW NO. 2018/11/D**

**Name of Bylaw: Signage Amending (Cannabis) Bylaw**

**WHEREAS** the House of Commons has given three readings to the *Cannabis Act* (Bill C-45, *An Act respecting cannabis and to amend the Controlled Drugs and Substances Act, the Criminal Code and other Acts*, 1<sup>st</sup> Sess, 42<sup>nd</sup> Parl, 2017) which will permit persons to possess cannabis if purchased from an authorized person;

**AND WHEREAS** it is anticipated that the *Cannabis Act* will come into force in October, 2018 or shortly thereafter;

**AND WHEREAS** the Province of Alberta has enacted *An Act to Control and Regulate Cannabis*, S.A. 2017, c. 21 which will place restrictions on the sale of cannabis in Alberta and will grant certain powers to municipalities to further restrict sales;

**AND WHEREAS** Council deems it necessary to impose additional restrictions on the sale of cannabis in Drayton Valley;

**AND WHEREAS** the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta 2000 and amendments thereto, authorizes the Council to pass, repeal or amend a Bylaw;

**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 "Signage Amending (Cannabis) Bylaw" of the Town of Drayton Valley.

**PURPOSE**

2. The purpose of this Bylaw is to amend Town of Drayton Valley Signage Bylaw 2012/16/D to include provisions for the use of signage in the retail sale of cannabis and cannabis products within the Town.

3. The following shall be added, in alphabetical order, to Section 2 Definitions of Signage Bylaw 2012/16/D:
- a. *cannabis*:
    - i. means any part of the cannabis plant, fresh cannabis, dried cannabis, cannabis oil and cannabis plant seeds, and any other substance defined as cannabis in the *Cannabis Act* (Canada) and its regulations, as amended from time to time;
    - ii. including edible products that contain cannabis in any of its forms;
    - iii. means the phytocannabinoids produced by, or found in, such a plant, regardless of whether that part has been processed or not;
    - iv. includes any substance that is identical to any phytocannabinoid produced by, or found in, such a plant, regardless of how the substance was obtained;
    - v. but does not mean:
      - a) a non-viable seed of a cannabis plant;
      - b) a mature stalk, without any leaf flower, seed or branch, of such a plant;
      - c) fibre derived from a stalk; or
      - d) the root or any part of the root of such a plant;
  - b. *cannabis accessory(ies)* means, as defined in the *Cannabis Act* (Canada) and its regulations, as amended from time to time:
    - i. a thing, including rolling papers or wraps, holders, pipes, water pipes, bongs and vaporizers, that is represented to be used in the consumption of cannabis or a thing that is represented to be used in the production of cannabis; or
    - ii. a thing that is deemed under subsection (3) to be represented to be used in the consumption or production of cannabis;
  - c. *cannabis counselling* means a use:
    - i. where counselling on cannabis is provided by persons who are not medical professionals;
    - ii. where consumption of cannabis is not permitted;
    - iii. where the sale of cannabis is not permitted; and
    - iv. that may include the ancillary retail sale or rental of cannabis accessories;
  - d. *cannabis retail store(s)* means a retail store licensed by the Province of Alberta where cannabis and cannabis accessories are sold to individuals who attend at the premises, but does not include a cannabis production and distribution facility, a medical marijuana dispensary or a business which allows the consumption of cannabis, such as a cannabis lounge;

- e. *Peace Officer* means a person appointed as a Peace Officer pursuant to section 7 of the *Peace Officer Act*, S.A. 2006, chapter P-35, and also includes but is not limited to a Police Officer, Royal Canadian Mounted Police Officer, Special Constable, Bylaw Enforcement Officer, Safety Codes Officer, or a person designated by Council to enforce the provisions of this Bylaw;
4. Signage Bylaw 2012/16/D is amended by adding
- “15A. SIGNAGE FOR CANNABIS BUSINESSES**
- 15A.1 Notwithstanding the foregoing, exterior, permanent and affixed signage, as well as sandwich board signs for cannabis retail stores, stores selling cannabis accessories, and cannabis counselling businesses are restricted as follows:
- 15A.1.1 any advertising or sign that is visible from the outside of the premises may contain only alpha-numeric characters and the business name; and
  - 15A.1.2 reference to “Drayton Valley”, “Drayton”, “Valley” or “DV” is prohibited.”
- 15A.2 Advertising and goods inside the premises shall not be visible from the outside.
- 15A.3 Use of banner signs and inflatable signs or structures is prohibited.

### **INTERPRETATION**

- 5. Words used in the singular include the plural and vice-versa.
- 6. When a word is used in the masculine or feminine it will refer to either gender.
- 7. Words used in the present tense include the other tenses and derivative forms.

### **SEVERABILITY**

- 8. 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 8<sup>th</sup> day of August, 2018, A. D.

Public Hearing held this 19<sup>th</sup> day of September, 2018, A. D.

Read a second time this 19<sup>th</sup> day of September, 2018, A. D.

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

\_\_\_\_\_  
MAYOR

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

DRAFT



## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Proposed Subdivision and Development Appeal Board Bylaw 2018/03/D Presented for First, Second, and Third Readings</b>
<b>MEETING DATE:</b>	October 17, 2018
<b>SUBMITTED BY:</b>	Jenn Martin, Planning & Development Officer

### PROPOSAL AND BACKGROUND:

Town of Drayton Valley Subdivision and Development Appeal Board (SDAB) Bylaw 99-04 (Attachment 1) establishes the requirements of appointing a Board and lists the duties and responsibilities as set out in the *Municipal Government Act* (MGA). Since the adoption of the existing Bylaw, the MGA has been amended with changes surrounding the SDAB.

Administration has reviewed Bylaw 99-04 to reflect the legislative changes. Therefore, Administration is presenting proposed SDAB Bylaw 2018/03/D to Council for consideration. This proposed Bylaw will repeal SDAB Bylaw 99-04 when Third and Final Reading is given. Administration is recommending that all three (3) Readings be given at once.

### OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

1. That Council provides all three Readings in one sitting. This allows for the Bylaw to come into effect sooner and before any current members' term expires
2. That Council separates the Readings between multiple meetings of Council. This would allow for an opportunity to engage the community and provide education regarding the SDAB Bylaw

### BUDGET / RESOURCE IMPLICATIONS:

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

### POTENTIAL MOTIONS:

1. That Council give First Reading to Subdivision and Development Appeal Board Bylaw 2018/03/D, as presented.

**Motion 2**

That Council give Second Reading to Subdivision and Development Appeal Board Bylaw 2018/03/D, as presented.

**Motion 3**

That Council consider giving Third and Final Reading to Subdivision and Development Appeal Board Bylaw 2018/03/D, as presented.

**Motion 4**

That Council give Third and Final Reading to Subdivision and Development Appeal Board Bylaw 2018/03/D, as presented.

2. That Council give First Reading to Subdivision and Development Appeal Board Bylaw 2018/03/D, as with amendments to \_\_\_\_\_.

**Motion 2**

That Council give Second Reading to Subdivision and Development Appeal Board Bylaw 2018/03/D, as amended.

**Motion 3**

That Council consider giving Third and Final Reading to Subdivision and Development Appeal Board Bylaw 2018/03/D, as amended.


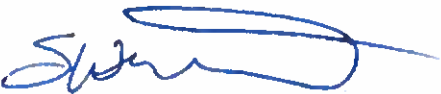
**Motion 4**

That Council give Third and Final Reading to Subdivision and Development Appeal Board Bylaw 2018/03/D, as amended.

**ATTACHMENTS:**

Attachment 1: Subdivision and Development Appeal Board Bylaw 99-04

Attachment 2: Proposed Subdivision and Development Appeal Board Bylaw 2018/03/D

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

Report Routed to Council By:



**Attachment 1**

**TOWN OF DRAYTON VALLEY**

**BYLAW NO. 99-04**

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

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

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

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

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

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

**1. INTERPRETATION**

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

**2. PURPOSE OF THE BOARD**

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

**3. COMPOSITION OF THE BOARD**

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



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

#### **4. SECRETARY**

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

##### Functions of the Secretary:

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

## 5. NOTIFICATION

### Notice of Appeal to the Board

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

### Notice of Appeal Having Been Filed

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

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



## Notice of Decision

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

**6. FUNCTIONS AND DUTIES OF THE BOARD**

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

## Conduct

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

## Special Meetings and Adjournments

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



Decisions

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

7. COURT OF APPEAL

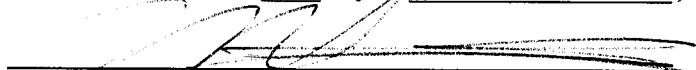
The Secretary shall keep on file all notices of application made for leave to appeal to the Court of Appeal or appeals made to the Municipal Government Board pursuant to the Municipal Government Act.

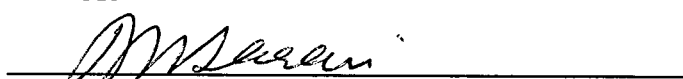
8. REPEAL OF BYLAW

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

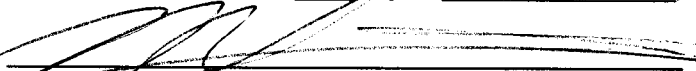
This Bylaw shall come into force and have effect from and after the date of third reading thereof.


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

  
MAYOR

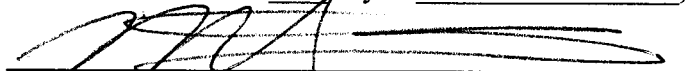
  
TOWN MANAGER  
ACTING


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

  
MAYOR

  
TOWN MANAGER  
ACTING

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

  
MAYOR

  
TOWN MANAGER  
ACTING



## Attachment 2

### **BYLAW NO. 2018/03/D**

#### **Name of Bylaw: Subdivision and Development Appeal Board Bylaw**

Being a Bylaw of the Town of Drayton Valley in the Province of Alberta to establish a Subdivision and Development Appeal Board pursuant to Section 627(1) of the *Municipal Government Act*, R.S.A 2000 and amendments thereto;

**WHEREAS** Section 627(1), *Municipal Government Act*, R.S.A 2000, c. M-26 requires Council to establish a Subdivision and Development Appeal Board by bylaw;

**AND WHEREAS** this Bylaw is to establish the duties and functions of the appeal board;

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

#### **TITLE**

1. This Bylaw 2018/03/D may be cited as the "Subdivision and Development Appeal Board."

#### **DEFINITIONS**

2. In this Bylaw, including this section, unless the context otherwise requires:
  - a. "Act" means the *Municipal Government Act*, RSA 2000, c. M-26, being an act under which all Alberta municipalities are empowered and governed in their actions, as amended or replaced from time to time.
  - b. "Appellant" means the party appealing a decision to a higher body.
  - c. "Board" means the Subdivision and Development Appeal Board of the Town of Drayton Valley established pursuant to this Bylaw.
  - d. "Council" means the assembly of those members elected to sit on the Council of the Town of Drayton Valley.
  - e. "Development Authority" means the Chief Administrative Officer or designate who may be referred to as the Development Officer or the Municipal Planning Commission, pursuant to the Town of Drayton Valley Land Use Bylaw.
  - f. "Members" means the members and alternates of the Subdivision and Development Appeal Board duly appointed pursuant to this Bylaw.
  - g. "Municipality" means the Town of Drayton Valley.

- h. "Regulation" means the Subdivision and Development Regulation, 2002, TSA as amended or replaced from time to time.
- i. "Subdivision Authority" means the Municipal Planning Commission as established by the Subdivision Approving Authority Bylaw 95-14.

All other terms used in this Bylaw shall have the meaning assigned to them by the Act to the extent that said meaning differs from the ordinary meaning of such terms.

### **PURPOSE**

- 3. The purpose of this Bylaw is to establish an appeal board to address planning related matters falling under Part 17 of the *Municipal Government Act*, RSA 2000 on behalf of the Town of Drayton Valley as a result of an order, decision or development permit rendered by the Development or Subdivision Authority.

### **COMPOSITION OF THE BOARD**

- 4.
  - a. The Board shall consist of five (5) members of the public. Council shall appoint all members by resolution for a term of up to three (3) years concurrent with their training certification.
  - b. All members shall be residents of the municipality.
  - c. Board members shall not be:
    - i. currently employed by an adjacent municipality.
    - ii. an employee of the municipality.
    - iii. a person who carries out subdivision or development powers, duties and functions on behalf of the municipality.
    - iv. a member of the municipal planning commission.
  - d. Board members shall be selected on the basis of an active interest in matters pertaining to Planning and Development.
  - e. If any member of the Board is absent from three (3) consecutive meetings, Council may, upon recommendation of the Board, declare the position vacant and fill the position in accordance with this Bylaw.
  - f. The Council may revoke the appointment of any member(s) prior to the expiration of their term for just cause.
  - g. A Chairperson and Vice-Chairperson shall be elected from among the number of Board memberships at the first meeting of each year.
  - h. The Chairperson is responsible to chair all meetings of the Board, and to govern the conduct of the meeting.

- i. The Vice-Chairperson shall fulfil the duties of the Chairperson in the absence of the Chairperson.
- j. In the absence of a Chairperson or Vice-Chairperson at a meeting of the Board, the Board may elect a Chairman from among their members.
- k. The members of the Subdivision and Development Appeal Board are not personally liable for anything done or omitted to be done in good faith in the exercise or purported exercise of a power, duty or function under Section 628.1 of the Act.
- l. No member of a subdivision and development appeal board is liable for costs by reason of or in respect of an application for permission to appeal or an appeal under Section 628.1 of the Act.

### **CLERK**

- 5. a. The Council of the Town of Drayton Valley shall appoint a Clerk to the Board who shall be an employee of the Town, but is not a member of the appeal board and shall not play an active role in the decision making to be carried out by the members of the Board.
- b. A Clerk appointed under this section must be a designated officer and may be a person who holds an appointment as clerk for the Assessment Review Board.
- c. No subdivision authority or development authority is eligible for appointment under this Bylaw.
- d. The Clerk shall perform such functions as set out in the *Municipal Government Act* and this Bylaw, including:
  - i. Notify all members of the Board of the arrangements for the holding of each hearing and other meetings of the Board; and
  - ii. Shall make available for public inspection before the commencement of a hearing, copies of all relevant documents and materials respecting the appeal.
  - iii. Keep records of minutes of all meetings and hearings, applications, notices of hearings and decisions.

### **TRAINING**

- 6. a. The Clerk, before being appointed, must successfully complete a training program set or approved by the Minister, and every three (3) years successfully complete a refresher training program set or approved by the Minister.

- b. Before participating in any hearing as a member of the panel of the Board, a member must successfully complete a training program set or approved by the Minister, and every three (3) years successfully complete a refresher training program set or approved by the Minister.

**CONDUCT AND PROCEDURES**

- 7. a. The Subdivision and Development Appeal Board will conduct itself in accordance with the *Municipal Government Act*, and Town Bylaws, policies and procedures.
- b. A quorum for meetings of the Board shall not be less than three (3) members. In the event of a tie vote regarding an appeal, the appeal shall be lost.
- c. The Board may open a meeting where the Board does not have sufficient meeting quorum for the purpose of making a decision to adjourn the meeting to a different date and time.
- d. Board hearings shall be heard during business hours of 8:30 am to 4:30 pm Monday thru Friday, and at a place the Board considers appropriate.

Upon this bylaw coming into effect, Bylaw 99-04 and all contents therein are hereby repealed;

**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.

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>Drayton Valley Library Board Bylaw DVLB-2018-01, repealing Drayton Valley Library Board Bylaw 99-02</b>
<b>MEETING DATE:</b>	October 17, 2018
<b>SUBMITTED BY:</b>	Douglas Whistance-Smith, Library Director

### PROPOSAL AND BACKGROUND:

The Drayton Valley Library Board (Library Board) has reviewed Bylaw 99-02 and its Schedules, determining that an update is required. The updates are in line with the evolutions in provincial legislation, system library-lending agreements, Board policies, procedures and Plan of Service.

Revised Schedules B through E were approved on May 31, 2018, by the Library Board to come into effect on June 1, 2018. Revised Schedule A (Hours of Service) was approved on May 31, 2018, by the Library Board to come into effect on September 1, 2018. The updated Bylaw DVLB-2018-01 passed three readings through the Library Board and was adopted by unanimous vote of the Library Board on August 23, 2018:

**MOTION 2018-068** Fayrell Wheeler moved to approve the first reading of the Bylaws. **CARRIED**

**MOTION 2018-069** Donna Gawalko moved to approve the second reading of the Bylaws. **UNANIMOUSLY CARRIED**

**MOTION 2018-070** Fayrell Wheeler moved to proceed to the third reading. **UNANIMOUSLY CARRIED**

**MOTION 2018-071** Pat Adamson moved to approve the third reading of the Bylaws. **UNANIMOUSLY CARRIED**

**Section 37(1) of the Alberta Libraries Act states:**

**37(1)** A Municipal Library Board, on passing a bylaw under section 36, shall forthwith forward a copy of the bylaw to the council of the municipality.

RSA 2000 cL-11 s37; 2006 c5 s13

The Library Board, in compliance with the *Libraries Act*, has forwarded a copy of the Bylaw with appended schedules to the Councils for the Town of Drayton Valley and Brazeau County. Brazeau County Council accepted the information during its September 18, 2018, Regular Meeting of Council.



Furthermore, **Section 38** of the **Alberta Libraries Act** states:

**38** The Council of a municipality may *disallow* a bylaw passed by a municipal board it has appointed.

1983 cL-12.1 s40

The Drayton Valley Library Board requests that Town Council *allow* DVLB 2018-01 Bylaw and Schedules (A, B, C, D, and E) to stand as presented.

#### OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

Town Council may raise questions or concerns regarding the content of the Bylaw DVLB-2018-01 or the Schedules and may elect to *disallow* the Bylaw DVLB-2018-01 until the questions or concerns are addressed. A letter addressed to the Library Board would be required if the Council elected to *disallow* Bylaw DVLB-2018-01 or any of its Schedules A, B, C, D, and E outlining the deficiency and offering suggestions for corrective wording.

#### BUDGET / RESOURCE IMPLICATIONS:

**Schedule A: Hours of Service** represents an extension of current public access offerings:

- Opening at 9:00 am at the **Main Library Branch** on weekdays for an additional 5 hours in public access to Library Services per week. This extension of service has had no impact to the 2018 budget and is not expected to have any impact on the 2019 budget;
- Remaining open till 4:30 pm at the **Rotary Children's Library Branch** on weekdays for an additional 2.5 hours in public access to Library Services per week. The impact on Library payroll has been managed within the 2018 budget.

**Schedule D: Penalty Provisions** is intended to protect the Library from costs incurred due to lost/ stolen or damaged properties by truant patrons. The schedule clearly defines the application of fines for truant borrowers and the procedure for notifying borrowers of overdue/ lost/ damaged materials prior to submitting unreconciled accounts collection agency.

**Schedule E: Fees for Service and Resource Lending** represents an expansion of service offerings at a fair market rate including some new service options:

- Fax Service fees added (incoming and outgoing)
- Exam Invigilation fees added

The Library Board recognizes the implications to the budget with the extended hours and believes that the additional costs can be managed within the existing 2018 budget portfolio in addition to the anticipated revenue increase with the modifications to penalty provision, as well as, fees for service and resource lending.

#### RECOMMENDATION:

The Library Board recommends that Council allow the Library Board Bylaw DVLB-2018-01 and its Schedules A, B, C, D, and E to stand as presented.

#### IMPLICATIONS OF RECOMMENDATION:

Once confirmation of the allowance has been received, Town Administration will advise the Library Board in writing. The Library Board is then required to forward copies of the documents

to the Minister of Municipal Affairs.

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

Drayton Valley Libraries **Plan of Service 2016-2020**.

Town of Drayton Valley **Bylaw 99-15** establishing the Drayton Valley Library Board.

Town of Drayton Valley / Brazeau County **Social Development Plan 2015-2019**:

- Preferred future for our community – elements of *Our Community is...* “Responsible, Responsive and Resilient” (p 4), “Caring and Inclusive” (p 4), “Enriched with Innovation and Learning” (p 5), “Thriving in Health and Wellness” (p 5) and “Creative, Rich in Heritage and Unique in Identity” (p 5).

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

The Library Board assumes the responsibility of conveying the *DVLB 2018-01* Bylaw and Schedules to the Minister of Municipal Affairs as well as Yellowhead Regional Library and Brazeau County Council. Bylaws the *DVLB 2018-01* Bylaw and Schedules will be posted on the Drayton Valley Libraries website as a PDF document on the About Us page. The Library will also post the *DVLB 2018-01* Bylaw and Schedules, in whole or in part, in the facilities as posters, in brochures, fliers, newsletters or other PR and Marketing pieces.

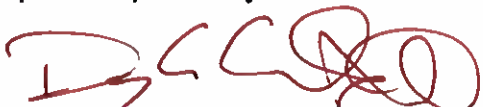

#### POTENTIAL MOTIONS:

**Option #1:** That Council allow, thereby accepting, the Drayton Valley Library Board Bylaw DVLB-2018-01 including all appended Schedules A, B, C, D and E as presented.

**Option #2:** That Council disallow the Drayton Valley Library Board Bylaw DVLB-2018-01 including the appended Schedules A, B, C, D and E in whole or in part.

#### ATTACHMENTS:

Attachment 1: Drayton Valley Library Board Bylaw DVLB-2018-01 and its Schedules A, B, C, D, and E

Report Prepared By:		Report Reviewed By:	
			
Name:	Douglas Whistance-Smith	Name:	Winston Rossouw
Title:	Library Director	Title:	CAO

Report Routed to Council By:



# Town of Drayton Valley Library Board

## Bylaw

**DVLB-2018-01**

Revised & Adopted by

**The Town of Drayton Valley Library Board**, August 23<sup>th</sup>, 2018

Reviewed & Accepted by

**Town of Drayton Valley Council**, **October 17<sup>th</sup>, 2018**

**Brazeau County Council**, September 18<sup>th</sup>, 2018



# Bylaw in Effect as of **August 23<sup>rd</sup>, 2018**

## 1. Preamble

The Town of Drayton Valley Library Board enacts the following Bylaw pursuant to the *Province of Alberta Libraries Act, R.S.A.2000, chapter L-11, section 36* current as of October 4, 2007:

**36(1)** A board may pass Bylaws for the safety and use of the Library, including

- a) the terms and conditions under which:
  - i. the public may be admitted to the building
  - ii. public Library property may be used or borrowed by members of the public  
AND
  - iii. borrowing privileges may be suspended or forfeited;
- b) notwithstanding subsection (3), fees to be paid by members of the public for:
  - i. the issuance of Library borrowing cards, and
  - ii. the use of those parts of the building not used for the purposes of the public Library
  - iii. photocopying
  - iv. receiving information in a printed, electronic, magnetic, or other format,  
AND
  - v. receiving, on request, a Library service not normally provided by the public Library.
- c) Penalties to be paid by members of the public for abuse of borrowing privileges.

(2) The *Regulations Act* does not apply to Bylaws passed under subsection (1).

(3) A Bylaw or part of a Bylaw that requires a member of the public to pay a fee or charge for any of the following is invalid:

- a) admittance to any portion of the building used for public Library purposes;
- b) using Library resources on Library premises;
- c) borrowing Library resources, in any format normally lent by the Library;
- d) acquiring Library resources through inter-Library loan;
- e) consultation with members of the Library staff;
- f) receiving basic information services.

## 2. Interpreting the Bylaw

2.1. The Town of Drayton Valley Library Board is a corporation as defined by the *Interpretation Act, R.S.A. 2000, c. I-8*.

2.2. The Board may, from time to time, change the specifics set out in the accompanying schedules.

2.3 **Definitions** in this Bylaw shall mean:

- 2.3.1 **Act:** shall refer to the Libraries Act, R.S.A., Chapter L-11, 2000.
- 2.3.2 **Applicant:** in the case of 8.0 below, a person who makes a request for access to a record under 8(1) of the *Freedom of Information and Protection of Privacy (FOIPP) Act*; elsewhere in the Bylaw means a person applying for a Library card.
- 2.3.3 **Board:** the Town of Drayton Valley Library Board.
- 2.3.4 **Cardholder:** the registered user of a current Library Borrowing Card.
- 2.3.5 **Cardholder Categories** shall include the following (see Schedule B):
- 2.3.5.1 **Standard Adult Card:** issued to any one person 18 years and older.
  - 2.3.5.2 **Standard Juvenile Card:** issued to any one person up to and including 17 years of age.
  - 2.3.5.3 **Associated Parent Card:** issued to any one person 18 years and older with at least one Associated Juvenile Card linked via patron records.
  - 2.3.5.4 **Associated Juvenile Card:** issued to any one person up to and including 17 years of age with at least one Associated (primary) Adult Card linked via patron records.
  - 2.3.5.5 **Family Card:** issued as a single Borrowing Card to be used for multiple users in one household that shares a common mailing address. Only one responsible adult (the individual signing the registration card) must assume financial accountability for all borrowing on the Family Card. Additional adults in the household will be issued as separate Standard Adult Card to respect and prevent FOIPP related issues.
  - 2.3.5.6 **Institution / Teacher Card:** issued as a single Borrowing Card to be used for multiple users in an organization such as a classroom or business that shares a common mailing address. One responsible adult (the individual signing the registration card) must assume financial accountability for all borrowing on the Institution / Teacher Card.
  - 2.3.5.7 **Special Services Card:** issued to any one person of any age that has visual or other impairment or requires specialized services or conditions on borrowing such as extended item loan periods.
- 2.3.6 **Drayton Valley Libraries:** includes Drayton Valley Municipal Library and the Drayton Valley Rotary Children's Library.
- 2.3.7 **Good Standing:** a cardholder with no outstanding overdue items or charges.
- 2.3.8 **Integrated Library System (ILS):** a database used by libraries to record and recall information on collection materials and registered Library users: Drayton Valley Libraries use Polaris ILS provided through Yellowhead Regional Library.
- 2.3.9 **Librarian:** may refer to any paid member of Drayton Valley Libraries staff above the level of Student Page, including the Library Director.
- 2.3.10 **Library Director:** the person charged by the Board with operation of Drayton Valley Libraries.



- 2.3.11 **Library Resources:** any virtual or physical properties that have been expensed by the Town of Drayton Valley Library Board and may be accessed by the public. Virtual properties include non-tangible assets such as database licenses, performance licenses, electronic files, etc. Physical properties include tangible assets in the Library's collections that may be lent out to the public such as books, magazines, audio-visual materials, micro-materials, kits, toys, games etc.
- 2.3.12 **Loan Period:** the prescribed length of time that a cardholder may borrow Library Resources, including any renewal periods beyond the original loan period. Loan Periods are defined in Schedule C of this Bylaw.
- 2.3.13 **ME Library:** A Province-wide data-sharing program that allows a Cardholder from another Library system to register for borrowing privileges from Drayton Valley Libraries. User registration information is shared electronically between Integrated Library Systems only if the Cardholder's home library account is in "Good Standing".
- 2.3.14 **Non-Resident:** any person who resides in a community that does not pay property or business taxes to a municipality that contributes to the operation of Drayton Valley Libraries OR Yellowhead Regional Library System OR does not otherwise satisfy the terms defining "Resident".
- 2.3.15 **Resident:** any person residing within Brazeau County borders, the Town of Drayton Valley or other community where household taxes are paid to a municipality that meets any of the following criteria:
- 2.3.15.1 A municipality that is party to the Town of Drayton Valley Library Board.
  - 2.3.15.2 A municipality that is party to the Yellowhead Regional Library System.
  - 2.3.15.3 An individual student who is a resident of outside of Brazeau County or other district, but who attends classes in Drayton Valley or area.
- 2.3.16 **TAL (the Alberta Library) Borrowing:** the Alberta Library allows a TRAC cardholder limited borrowing privileges from any Library, including academic libraries, participating in The Alberta Library (TAL) program.
- 2.3.17 **TRAC (the Regional Automation Consortium) card:** a card issued by any Library participating in the TRAC agreement. Registration information is shared between TRAC Libraries via a common ILS (Polaris) to track patrons, borrowing and fines. TRAC cardholders whose accounts are in good standing may borrow materials from any Library participating in the TRAC agreement.
- 2.4 In this Bylaw, unless the contrary intention appears in the context
- 2.4.1 Words in the singular include the plural and words in the plural include the singular.
  - 2.4.2 Where a word is defined, variations and tense in the word have corresponding meaning.
  - 2.4.3 When a period of time from a given day, act or event is prescribed or allowed, the time shall be reckoned exclusively of said day.
  - 2.4.4 When a prescribed time limit is established and the limiting date falls on a day when the Library is closed to the public, the time limit will be extended to the first day thereafter when the Library is open to the public.



### **3 Concerning Admittance to/ Conduct in the Building**

3.1 The portion of the building used for public Library purposes is to be open to any member of the public free of charge during posted operational hours as per Schedule A.

3.2 No person using the Library building shall:

3.2.1 Create any unnecessary disturbance for other Library users and/or contravene Library Board Policy.

3.2.2 Smoke any type of material or consume any product, medicinal or otherwise that may be considered a drug anywhere on the premises up to 10 meters from building entranceways.

3.2.3 Take away any Library item from the building unless the item has been properly checked out in agreement with the procedures established for the circulation of Library materials or has been sold through a book or property sale transaction.

3.2.4 Go into or stay in the building except during those time periods chosen for public use unless otherwise arranged and agreed to by Library Administration, and supervised by at least one Library staff member.

3.2.5 Solicit other Library users and staff for personal, commercial, religious, or political reasons.

3.3 Except with the permission of the Library Director, or unless otherwise defined in policy, no person shall:

3.3.1 Consume food in the Library outside of designated lounge areas.

3.3.2 Bring a wheeled vehicle or conveyance, other than a wheelchair, walker, stroller or baby carriage into the building.

3.3.3 Leave a child unaccompanied to attend programs; the Library will not be responsible for incidents or injury resulting from unaccompanied children.

3.4 Persons who do not act in accordance with 3.2 and 3.3 shall be asked to put an end to their actions. If the action continues or the seriousness of the action justifies it, Library staff will direct the person to leave the building and/or Library staff may ask for outside assistance.

3.5 All persons using the Library shall comply with applicable public health regulations.

3.6 No member of the public is to be left in the Library building for any purpose without a staff person or member of the Board present at all times. Town of Drayton Valley employees have after-hours access to the building in responding to facility concerns.

### **4 Concerning Procedures for Acquiring a Library Card**

4.1 Any resident or non-resident is eligible to apply for a Library card. A Library card is issued upon:

4.1.1 Completion of an official Drayton Valley Libraries card application form.

4.1.1.1 Forms will be hand written by the Librarian with all pertinent fields completed.

4.1.1.2 Forms must be dated and signed by the applicant, parent, or legal guardian.

- 4.1.2 Presentation of one piece of photo identification bearing the applicant's permanent address if a young adult or an adult is applying for a card. If a child or student is applying for a card, a parent or legal guardian must present photo identification bearing his/her permanent address.
- 4.1.3 In the absence of photo identification, the applicant must present a recent item received through Canada Post within the past month as well as one other piece of identification.
- 4.1.4 Payment of applicable fees as outlined in Schedule B.
- 4.1.5 Presentation of photo identification is mandatory in the case of a TAL cardholder.

4.2 Applicants will receive a Library card which:

- 4.2.1 Is valid from the date of issue to the date of expiry, unless revoked by the Head Librarian under 7.4.
- 4.2.2 Remains the property of the Drayton Valley Libraries.
- 4.2.3 Is not valid unless the card is signed by the cardholder. The card may be signed by the cardholder's parent/legal guardian in the case of a Child or under special circumstances.
- 4.2.4 May only be used by the person to whom it is issued, by an immediate family member identified either on the card application form or a specific form filed by the card-holder giving permission for others to sign items out in proxy, except at the Librarian's discretion.

4.3 Applicants may receive a TAL card:

- 4.3.1 If the applicant is a cardholder in good standing with their home Library.

## **5 Concerning Responsibilities of a Cardholder**

- 5.1 The cardholder named on a Library card will be the only person that may use the card. The cardholder may designate alternate people to access his/her Library records.
- 5.2 Loss or theft of a current Library card must be reported immediately to the Library. Cardholders are responsible for all Library resources borrowed and all charges attributable before the loss or theft of the card is reported. Cardholders may be assessed a minimal charge as outlined in Schedule B for a replacement card.
- 5.3 Cardholders must notify the Library of any change of address or telephone number as soon as possible.
- 5.4 A cardholder is responsible for all Library items borrowed on their card and will compensate the Library for all Library items damaged or lost while borrowed on their card. In the case of Family cardholders, the cardholder of the master membership is responsible for all Library items borrowed on all Family cards and will compensate the Library for all Library items damaged or lost while borrowed on their card or those of the associated family members.
- 5.5 A cardholder is responsible for returning or renewing any Library item on or before the due date as provided in Schedule C.

## 6 Concerning Loan of Library Resources

- 6.1 There is no charge for using Library resources on Library premises or borrowing Library resources normally lent by the Library, consultation with members of the Library staff or receiving basic information service.
- 6.2 Loan periods for Library resources are set out in Schedule C.
- 6.3 Library resources may be reserved and/or renewed in accordance with policies established by the Library Board and instituted in procedure by the Library Director.

## 7 Concerning Penalty Provisions

- 7.1 The fines for the late return of materials are as set out in Schedule D.
- 7.2 The fines for damaged or lost materials are as set out in Schedule D.
- 7.3 The procedures for demanding the return of materials are set out in Schedule D.
- 7.4 A Library card may be denied, suspended or revoked if the cardholder fails to satisfy the conditions prescribed in 6 or has previously shown that he/she can not be trusted with Library resources by repeated damage to or loss of Library materials, non-payment of overdue fines, and/or loss or damage assessments.
- 7.5 A person who has had borrowing privileges revoked pursuant to 7.4 may, within thirty (30) days of revocation, submit a written appeal to the Town of Drayton Valley Library Board. The Board's ruling regarding appeals is final and not subject to further appeal.
- 7.6 In cases of serious dereliction, the Board may prosecute an offence under the *Libraries Act, s.41*. Such an offense is punishable under the *Libraries Act, s. 41*. The range of penalties applying on conviction for such an offense is set out in Schedule D.
- 7.7 Any fine or penalty imposed pursuant to an offence under 7.6 inures to the benefit of the Town of Drayton Valley Library Board in accordance with the *Libraries Act, s. 42*.

## 8 Concerning Freedom of Information and Protection of Privacy

- 8.1 In accordance with s.95 of the *Freedom of Information and Protection of Privacy Act, RSA 2000, c. F-25*, the Library Manager is designated as Coordinator responsible for the purposes of the *Freedom of Information and Protection of Privacy Act*.
- 8.2 Where an applicant is required to pay a fee for services, the fee payable is in accordance with the *Freedom of Information and Protection of Privacy Regulation, A R 200/95*, as set out in Schedule E and as amended from time to time or any successor regulation that sets fees for requests from the Board.

## 9 Concerning Service and Equipment Rental Fees

- 9.1 Refer to schedule E for service and equipment fees.

Town of Drayton Valley Library Board **Bylaw DVLB-2018-01** & Schedules

**Library Board Bylaw 99-02** is hereby repealed.

**2018 Revision**

Read a first time on this \_\_\_\_\_ day of \_\_\_\_\_, 2018

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Lyndara Cowper-Smith  
Chairperson

Read a second time on this \_\_\_\_\_ day of \_\_\_\_\_, 2018

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Lyndara Cowper-Smith  
Chairperson

Read a third time on this \_\_\_\_\_ day of \_\_\_\_\_, 2018

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Lyndara Cowper-Smith  
Chairperson

**SCHEDULE A – OPERATIONAL HOURS*****Drayton Valley Municipal Library (ADV)*****Regular Operating Hours**

Effective from September 1<sup>st</sup> through to June 30<sup>th</sup> of each year the Drayton Valley Municipal Library will be open to the public as follows:

Monday, Tuesday, Wednesday and Thursday:	<b>9:00 am to 8:00 pm</b>
Friday:	<b>9:00 am to 5:00 pm</b>
Saturday:	<b>12:00 noon to 4:00 pm</b>
Sunday:	<b>Closed</b>

**Summer Operating Hours**

Effective from July 1<sup>st</sup> through to August 31<sup>st</sup> of each year the Drayton Valley Municipal Library will be open to the public as follows:

Monday, Tuesday, Wednesday and Thursday:	<b>9:00 am to 8:00 pm</b>
Friday:	<b>9:00 am to 5:00 pm</b>
Saturday:	<b>Closed</b>
Sunday:	<b>Closed</b>

**Optional Operating Hours**

The Director may elect to open the Drayton Valley Municipal Library to the public on a trial basis to determine user access outside of the Regular or Summer Operating Hour schedule following consultation with, and approval from, the Library Board.

***Drayton Valley Rotary Children's Library (ADVR)***

Effective from January 1<sup>st</sup> through to December 31<sup>st</sup> of each year the Drayton Valley Rotary Children's Library will be open to the public as follows:

Monday through Friday:	<b>10:00 am to 4:30 pm</b>
Saturday and Sunday:	<b>Closed</b>

***Library Closures***

1. Drayton Valley Libraries (ADV and ADVR) will be closed on all statutory and civic holidays unless otherwise approved by the Board. The Board will review statutory and civic holidays and decide on Library closures no later than November of the preceding calendar year.

Annual recurring dates to be considered for Library closures include the following:

<b>**New Year's Day</b>	<i>January 1**</i>
<b>Family Day</b>	3 <sup>rd</sup> Monday in February
<b>Good Friday</b>	Friday immediately before Easter Sunday
<b>Easter Monday</b>	Monday immediately following Easter Sunday
<b>Victoria Day</b>	Monday before May 25
<b>**Canada Day</b>	<i>July 1**</i>
<b>Heritage Day</b>	1 <sup>st</sup> Monday in August

<b>Labour Day</b>	1 <sup>st</sup> Monday in September
<b>Thanksgiving Day</b>	2 <sup>nd</sup> Monday in October
<b>**Remembrance Day</b>	<i>November 11**</i>
<b>**Christmas Day</b>	<i>December 25**</i>
<b>**Boxing Day</b>	<i>December 26**</i>

*\*\*Identifies statutory or civic holidays that may or may not coincide with a weekend\*\*. In these cases the Board will decide in advance regarding Library closures according to the following:*

- If the *\*\*holiday\*\** falls on a weekday when both Libraries would otherwise be open then the Libraries will be closed to the public on the designated date.
  - If the *\*\* holiday\*\** falls on a weekend when the Libraries would otherwise be closed then the Board will decide, for either or both of the libraries, whether to close for the entire weekend (including Saturday), and/ or to include modified or shortened public hours on either the Friday preceding or the Monday following the statutory holiday.
2. **Scheduled Closures:** All scheduled closures will be publicly advertised in the appropriate media for broadcasting to the public such as newspapers, newsletters, website, social media platforms, signage in plain view of the public, etc.
  3. **Unscheduled Closures:** The Libraries may be required to close on short notice in response to staff shortage due to illness, severe weather events, prolonged power outage (>30 minutes), safety or other environmental hazards within the facility, or any other unforeseen event or situation that poses a risk to the public.
    - Decision regarding unscheduled closure of the Libraries is the responsibility of the Director and/ or Library Operations Administrator.
    - The Board Chair must be notified as soon as possible following any interruption of Library services due to unscheduled closures with an explanation of circumstances. All trustees will be notified no later than the next scheduled Board meeting.



## **SCHEDULE B – FEES FOR THE ISSUANCE OF LIBRARY BORROWING CARDS**

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All Library Card fees are based on an annual rate unless otherwise indicated.

### **Resident Card Fees**

Standard Adult (Individual) Card	Free
Standard Juvenile (Individual) Card	Free
Associated Parent Card	Free
Associated Juvenile Card	Free
Family Card (Single Card - Multiple Users)	Free
Institution / Teacher Card (Primary Cardholder with Multiple Users)	Free
Seniors OR Special Services Card (visual or other impairment)	Free
Replacement Card	\$2.00

### **Non-Resident Card Fees**

Standard Adult (Individual) Card	\$30.00/ year
Standard Juvenile (Individual) Card	\$10.00/ year
Associated Parent (Family) Card	\$30.00/ year
Associated Juvenile (Family) Card	\$5.00 / year
Family Card (Single Card - Multiple Users)	\$40.00/ year
Institution / Teacher Card (Primary Cardholder with Multiple Users)	\$40.00/ year
Seniors OR Special Services Card (visual or other impairment)	\$20.00/ year
Replacement Card	\$2.00

### **NOTES: Non-Resident Card Fees are non-refundable.**

**Non-Resident Card borrowing is restricted to a maximum of five (5) items at any one time.**

1. Applicants registering for a Library Borrowing Card will be required to show government issued picture identification (Passport, Driver's License, or current Student ID or other institution card), or produce a bill or other piece of mail with a residential address stamped by Canada Post.
  - 1.a) The Librarian will note the type of ID used for registration on the application card as well as the Polaris ILS Patron Record as a statistical code.
  - 1.b) Applicants that do not provide a piece of government issued ID, mail or those with no fixed address (motel address, campsite, etc.) may be issued a Non-Resident Card with restrictions on borrowing privileges that limits borrowing to a **maximum of three (3) items at any one time.**
2. Any person registering for a Library Borrowing Card, in addition to providing a current mailing address, will be required to provide phone contact and/ or email address:
  - 2.a) Applicants that do not provide phone and/ or email address contact information at the time of registration will have borrowing privileges restricted to **five (5) items at any one time.**
3. Phone and email contacts will be checked within two business days to ensure they are "in-service" and/ or active: borrowing privileges will be suspended immediately until correct contact information is provided.

**Schedule B Effective as of June 1, 2018**

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## **SCHEDULE D – PENALTY PROVISIONS**

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### **1. Penalty Fines for Late Return of Library Materials**

Materials owned by Drayton Valley Libraries that are returned late will be applied to patron accounts as follows based on TRAC guidelines:

<b>Item Type</b>	<b>Penalty</b>	<b>Maximum Penalty</b>
a. Print Items (Book, Periodical)	\$0.25/ day	\$10.00
b. Audio Items (Music CDs, Audio Books)	\$0.25/ day	\$10.00
c. AV Items (DVD, Blu-Ray)	\$1.00/ day	\$10.00
d. Other Equipment (Kits, Special Items)	as per <b>Schedule F</b>	cost of replacement

1.1. Fines for materials owned by other Libraries within the TRAC system that are returned late will be applied at the same rate as listed above for print, audio, and audio-visual Items.

1.2. Fines for materials owned by other Libraries outside the TRAC system that are returned late will be applied based on the owning Library's fee schedule.

### **2. Procedures for Overdue Materials**

- 2.1. Drayton Valley Library patrons have 24 hour access to personal account information through the Library Website and TRACpac (online public access catalogue) including items currently on loan, item due date, overdue items, and fines assessed.
- Fines will accumulate at a daily rate for each overdue item based on the above-listed schedule.
  - Cardholders who have reached a maximum item fine limit of \$10.00 will not be allowed to borrow resources until their account is reconciled.
  - Accounts may be paid in installments without loss of borrowing privileges with approval from the Library Director or Library Operations Administrator.
  - Accounts may be reduced or waived by the Librarian for Late Fines only; Lost or Damaged Item Replacement Fines may only be reduced or waived with approval from the Library Director or Library Operations Administrator.
- 2.2. Patrons of Drayton Valley Libraries will receive automated notification when borrowed items are past the return date. Automated notices are delivered automatically by the ILS via email, telephone or text depending on the patron's preferred mode of contact.
- First overdue notification will be automatically generated on the seventh (7<sup>th</sup>) day following the due date.
  - Second overdue notification will be automatically generated on the twenty first (21<sup>st</sup>) day following the due date.
  - Billing notification will be automatically generated on the thirty fifth (35<sup>th</sup>) day following the due date.
  - Automated notification failures will be assessed on a weekly basis; patrons whose automated notifications have failed will be contacted by the Librarian by phone within one week of the failed notice.

### **3. Penalty Fines for Lost or Damaged Materials**

Patrons are responsible for fines attributed to loss or damage of Library materials borrowed on their account.

- 3.1. The original purchase cost, if it is available, shall be charged. If this is not available a fee for the type of item lost or damaged shall be charged according to Yellowhead Regional Library's schedule for item pricing. This charge may be waived if an exact replacement copy in new or pristine condition is provided by the cardholder.
- 3.2. When a cardholder pays the full amount for the replacement of a damaged item they will be given the option of keeping the damaged item. Severely damaged items will not be kept by the Library beyond one month.
- 3.3. An additional processing Fine of \$5.00 may be charged on any lost or damaged item at the discretion of the Librarian.
- 3.4. When a lost item is found and returned in good condition within six months of fine payment, and proof of payment is produced, all but the \$5.00 processing fee will be credited to the patron's account.

#### **4. Suspension of Library Card Privileges**

- 4.1. A cardholder's Library privileges may be suspended for non-payment of Library fines or for repeated incidents of Lost or Damaged materials.
- 4.2. Grounds for suspension of Library Borrower Card privileges
  - a) The total accumulated cost of overdue, lost, or damaged Library materials exceeds \$100.00.
  - b) The Library Director will provide the Library Board with a written statement outlining the transactions for the delinquent card-holder, including notifications for billing.
  - c) The Library Director will notify the patron whose account is delinquent through written communication that suspension of their Library Borrower Card privileges will be discussed by the Library Board. The notification letter must clearly outline the details of account delinquency and provide the date and time when the Library Board will meet to discuss the matter.
  - d) The Library Board will consider delinquent accounts at the first available meeting.
  - e) If the Library Board decides to suspend privileges then the person will be notified in writing within 30 days of the Board meeting date.
  - f) The person may appeal the decision in writing within 30 days of the date that the notification of suspension was sent. The Board will consider the appeal at the next scheduled meeting. Suspension of privileges requires 75% majority vote of Trustees in attendance.
  - g) Decisions by the Board are final.

#### **5. Procedure for Prosecution**

- 5.1. If the value of lost or damaged items is in excess of \$250.00 and suspension procedures have failed, then the Library Board may proceed with prosecuting the offender by the following protocol:
  - a) Notify the offending person in writing that prosecution is pending.
  - b) Submit the account claim with Municipal Bylaw Enforcement or collection agency.
  - c) Take the offending person to small claims court and pursue civil action, or
  - d) Lay charges under the *Libraries Act*, s. 41 after legal consultation.

**SCHEDULE E – FEES FOR SERVICE AND RESOURCE LENDING**

The fees set out in this Schedule are the maximum amounts that can be charged to patrons.

**Service Fees:**

<b>Fee Type</b>	<b>Details</b>	<b>Description</b>	<b>Fee</b>
<b>Copying/ Printing</b>	Black & White:	(Supplies)	\$0.25 per page
	Colour:	(Supplies)	\$1.00 per page
<b>Faxing</b>	Outgoing:	(Provider/ Supply)	\$2.00 first page
	Incoming:	(Provider/ Supply)	\$1.00 first page
	Added pages:		\$0.25 per page
<b>After Hours Facility Use</b>		(Staffing)	\$30.00 per hour
<b>Exam Invigilation*</b>	Under 2 hr. booked	(Administrative)	\$25.00 per exam
	Over than 2 hr. booked		\$50.00 per exam

\* Exam bookings must be made at least one full week in advance. Fee must be paid before the student writes the exam unless otherwise agreed to by the Library staff invigilating the exam.

**Equipment Rental Fees for Off-Premises Lending\*\*:**

<b>Item Description</b>	<b>Fee/ Loan Period</b>	<b>Deposit</b>	<b>Replace Cost</b>
DAISY Victor Reader***	No Fee/ <i>Indefinite</i>	\$75.00	\$500.00
Kobo/Sony eReader***	No Fee/ <i>Indefinite</i>	\$50.00	\$200.00
DVD player:	\$5.00 <i>per day</i>	\$20.00	\$100.00

\*\* A waiver form must be used for off-premises borrowing of equipment.

\*\*\* Intended for Long-term loan to patrons with special service needs, alternate reading abilities or senior's lodge residents or those with mobility (library access) restrictions.

**FOIPP Request Fees:**

The fees set out in this Schedule are the maximum amounts that can be charged to applicants.

Initial application fee including GST	\$25.00
For locating and retrieving a record	\$5.00 per ¼ hour
For preparing and handling records for disclosure	\$5.00 per ¼ hour
For supervising the examination of a record	\$5.00 per ¼ hour
Photocopying	\$0.25 per page
For shipping a record or a copy	Actual amount incurred
For copying a record in electronic, audio or video formats	Actual amount incurred

**Waiving Service and Equipment Fees**

1. Equipment rental fees may be waived in whole or in part at the discretion of the Library Director or designate.
2. Fees are not waived for businesses, private functions, or events for which admission is charged.

**Schedule E Effective as of June 1, 2018**

## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Brazeau Foundation Board Appointment – Community Member at Large for the Town of Drayton Valley</b>
<b>MEETING DATE:</b>	October 17, 2018
<b>SUBMITTED BY:</b>	Winston Rossouw, CAO

### PROPOSAL AND BACKGROUND:

Brazeau Foundation is an organization which manages social housing programs in Drayton Valley and surrounding area. Operations for the Foundation are mandated through a Provincial Ministerial Order and governed by a local Board of Directors (Attachment 1). Social housing programs offered include the Shangri-La Lodge; Senior Apartments Projects; Family/Individual Housing Programs; and the Direct to Tenant Rent Supplement Program. These programs all have separate reporting requirements and separate budgets.

The Brazeau Foundation Board of Directors composition, as outlined in the Ministerial Order for the Brazeau Foundation Board and confirmed by their Executive Director, consists of the following membership (comprised of three (3) elected officials and two (2) appointed Members at Large):

- Two (2) members from the Town of Drayton Valley;
- Two (2) members from Brazeau County; and
- One (1) member from the Village of Breton.

The membership for Mrs. Jeannette Vatter, Community Member at Large for the Town of Drayton Valley, expires as of October 31, 2018. The position was advertised in the Drayton Valley Western Review, as well as, on the Town's website and Facebook pages. One (1) application for re-appointment from Mrs. Jeannette Vatter (Attachment 2) has been received and one (1) new application from Mr. Graham Long (Attachment 3).

### OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

- A. Approve the application of \_\_\_\_\_ as the Community Member at Large for the Town of Drayton Valley for a one (1) year term ending October 31, 2019. This allows for the continued operations of the Brazeau Foundation Board.
- B. Direct Administration to re-advertise the position on the Brazeau Foundation Board. The Board will be required to operate with one (1) vacant position.



**BUDGET / RESOURCE IMPLICATIONS:**

There are no additional budgetary implications.

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

The applicant will be notified of Council's decisions and the appointee will commence their term as of November 1, 2018.

**POTENTIAL MOTIONS:**



- A. That Council appoint \_\_\_\_\_ as a Community Member at Large for the Town of Drayton Valley on the Brazeau Foundation Board for a one (1) year term, ending October 31, 2019.
- B. That Council direct Administration to re-advertise the position for the Community Member at Large for the Town of Drayton Valley on the Brazeau Foundation Board.

**ATTACHMENTS:**

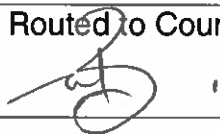
Attachment 1: Excerpt Ministerial Order for the Brazeau Foundation

Attachment 2: Application from Mrs. Jeannette Vatter

Attachment 3: Application from Mr. Graham Long

Report Prepared By:		Report Reviewed By:	
			
Name:	Sabine Landmark	Name:	Winston Rossouw
Title:	Administrative Assistant	Title:	CAO

Report Routed to Council By:



## APPENDIX

### Brazeau Foundation

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



# TOWN OF DRAYTON VALLEY

## Application for Board/Committee Membership

**NAME:** Jeannette Vatter **PHONE:** \_\_\_\_\_  
FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

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

**STREET ADDRESS:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**OCCUPATION:** Retired

I AM INTERESTED IN (SELECT ONE):

1 Year Term     2 Year Term  
 3 Year Term     No Preference

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

**AGE:**     Under 21     21-35     35-55     Over 55

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

**BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)**

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

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

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

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**RELATED EXPERIENCE AND QUALIFICATIONS:**

I have had the privilege to serve on this Board and provide leadership over the years.

With the many changes of members, I feel it is important to provide continuity and stability.

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**BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:**

Again to provide continuity - at this time there are items that are outstanding.

By remaining on the Board, I would be able to provide stability to the organization.

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**OTHER PERTINENT INFORMATION:**

I do have a passion for the seniors in Drayton Valley and area and am known as an advocate.

I take great pride in serving on the Board and ask that you give me the opportunity to represent the Town of Drayton Valley as a Member-at-large.

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

YES  NO

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**PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE.**

FOIP Act; RSA 2000;  
Chapter F-25; section

**SIGNATURE:** 17(1) & (4)

**DATE:** August 27, 2018

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Please return the completed form marked

**ATTENTION: Administration Department**

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

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

## Jeannette Vatter

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**From:** Donna Gawalko  
**Sent:** Monday, August 27, 2018 8:11 AM  
**To:** FOIP Act; RSA 2000;  
**Subject:** BSF Board  
& (4)  
FOIP Act; RSA 2000;  
Chapter F-25; section 17(1)  
& (4)  
FOIP Act; RSA 2000;  
Chapter F-25; section 17(1)  
& (4)

I have known Jeanette for more than 50 years and would recommend her for any Board. She brings along a lot of knowledge and experience. She is well known in our community and serves our aging community well. She also volunteers in our community in many different areas. She is an asset to the BSF Board and our community.  
Donna Gawalko

Sent from my iPad



Sept 7, 2018.

Town of Brayton Valley.

Re: Jeannette Vatter  
Reference for Brayton Senior Board.

I am writing you to consider approval of Jeannette being voted back on the Brayton Senior Board.

Jeannette has always shown exemplary care and consideration for the seniors at the lodge.

She takes time to visit with the seniors and has always considered the outcome for the seniors when making any board decisions.

Jeannette is a true asset to our board as well as an ambassador for seniors.

Thank you for your consideration please call if you have any questions. 780-898-0247.

Yours Truly

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





# TOWN OF DRAYTON VALLEY

## Application for Board/Committee Membership

NAME: Graham Long PHONE: \_\_\_\_\_  
FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)  
FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

MAILING ADDRESS:

STREET ADDRESS:

E-MAIL ADDRESS:

OCCUPATION: WRITER

I AM INTERESTED IN (SELECT ONE):

- 1 Year Term       2 Year Term  
 3 Year Term       No Preference

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

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

MUNICIPALITY OF RESIDENCE:

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

BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)

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

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

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

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**RELATED EXPERIENCE AND QUALIFICATIONS:**

see attached

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**BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:**

see attached

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**OTHER PERTINENT INFORMATION:**

see attached

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

YES     NO

---

**PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE.**

---

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

**DATE:** October 8, 2018

---

Please return the completed form marked

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

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

From: Graham Long

Re: Brazeau Foundation Board

**Related experience**

Four years on Town Council during which time I served on a number of boards and committees.

Member at Large, Drayton Valley and District FCSS, 2002-2009 (Chair, 2007-2009).

Board member, the REACH Foundation.

I've also taken the Board Development Workshop offered by the province of Alberta, which provides a detailed grounding on the roles and responsibilities of a board member.

**Briefly state your reasons for applying for membership**

I'm particularly interested in the Brazeau Foundation for a couple of reasons.

A number of recent studies have shown the importance of a maintaining vibrant population of seniors to enhance both the social and economic health of a community. Seniors not only strengthen their own families. They serve as a repository of knowledge and they have the time and the expertise to support a raft of community organizations.

As a result I feel that it's important to do everything possible to ensure that our local seniors continue to live in this community after their retirement and that they remain active and engaged to the greatest extent possible. I believe that the Brazeau Foundation has an important role in allowing and encouraging that to happen and in enabling our community to fully benefit from everything that our older residents have to offer.





## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Library Board Appointment – Members at Large</b>
<b>MEETING DATE:</b>	October 17, 2018
<b>SUBMITTED BY:</b>	Library Director

### PROPOSAL AND BACKGROUND:

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

*Excerpts from Bylaw 99-15*

#### 4. Interpretation:

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

#### 7. Composition of the Board

- a) The Board shall consist of seven (7) but no less than five (5) members, who shall be appointed by resolution of Council for a three-year term. However, Board members appointed from Council may serve a one-year term. The Board shall be constituted as follows:
  - i) Two (2) members, being (one each) from the Town of Drayton Valley Council and Brazeau County Council
  - ii) Five (5) or a minimum of three (3) members from the community-at-large.

Bylaw Amendment 2009/02/B

Mrs. Rosemarie Mayan, originally appointed to the Board in 2009 has completed three full three-year terms as allowed by section 4 of the Alberta Libraries Act c.L-11.

4(4) A member of the municipal board is eligible to be reappointed for only 2 additional consecutive terms in office, unless at least 2/3 of the whole council passes a resolution stating that the member may be reappointed as a member for more than 3 consecutive terms.

4(5) Subject to subsection (6), appointments to the municipal board shall be for a term of up to 3 years.

The Library has advertised potential vacancies on the Board in newspaper and newsletter publication but has not received any applications from prospective trustees to succeed. Mrs. Mayan has expressed a desire to continue serving on the Library Board for a fourth three (3) year term as a Town Member-at-large.

**OPTIONS AND ALTERNATIVES, WITH ANALYSIS:**

- A. Reappoint Mrs. Rosemarie Mayan as the Town member of the community-at-large for a three (3) year period. Her appointment would then expire on October 31, 2021.
- B. Re-advertise the position on the Drayton Valley Municipal Library Board. The Board will be required to operate with one (1) vacant position.

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



The applicant, and Board, will be notified in writing of Council's decisions. The appointment term will officially commence on November 1, 2018.

**POTENTIAL MOTIONS:**

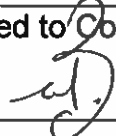
- A. That Council appoint Mrs. **Rosemarie Mayan** as the Town community member-at-large to the Drayton Valley Municipal Library Board for a fourth consecutive three (3) year term commencing November 1, 2018 and ending October 31, 2021.
- B. Direct Administration to re-advertise the position for the Drayton Valley Municipal Library Board.

**ATTACHMENTS:**

- Attachment 1: Library Board Bylaw 99-15 Consolidation
- Attachment 2: Application from Mrs. Rosemarie Mayan

Report Prepared By:		Report Reviewed By:	
			
Name:	Doug Whistance-Smith	Name:	Winston Rossouw
Title:	Library Director	Title:	CAO

Report Routed to Council By:



## IMPORTANT NOTICE

Town of Drayton Valley

### OFFICE CONSOLIDATION

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

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

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

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



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

#### Includes Amending Bylaws:

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



## TOWN OF DRAYTON VALLEY BY-LAW 99-15

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

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

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

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

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

7. Composition of the Board:

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

8. Procedures:

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

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

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

Read a first time this 13<sup>th</sup> day of October, A.D. 1999

Read a second time this 13<sup>th</sup> day of October, A.D. 1999

Read a third time this 13<sup>th</sup> day of October, A.D. 1999

“original signed”  
Mayor

“original signed”  
Town Manager



# TOWN OF DRAYTON VALLEY

## Application for Board/Committee Membership

**NAME:** Rosemarie Mayan **PHONE:** \_\_\_\_\_ FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

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

**STREET ADDRESS:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**OCCUPATION:** retired school teacher

**I AM INTERESTED IN (SELECT ONE):**

1 Year Term       2 Year Term  
 3 Year Term       No Preference

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

**AGE:**       Under 21       21-35       35-55       Over 55

**MUNICIPALITY OF RESIDENCE:**

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

**BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)**

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

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

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**RELATED EXPERIENCE AND QUALIFICATIONS:**

9 years service on the Town of Drayton Valley Library Board (2009-2018) including years as Board Vice Chair

**BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:**

I feel that I can still be a valuable member. The library is so important for our community. Taking part in the organizing and growth of the library & its programs is very exciting.

**OTHER PERTINENT INFORMATION:**

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

YES  NO

**PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE.**

FOIP Act; RSA 2000;  
Chapter F-25; section

**SIGNATURE:** 17(1) & (4)

**DATE:** 08/10/18

Please return the completed form marked

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

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Lyndara Cowper-Smith  
Drayton Valley Municipal Library Board  
5120 - 52 Street  
PO Box 6240  
Drayton Valley  
T7A 1R7  
October 10 2018

Town of Drayton Valley Council  
5120-52 St  
T7A1A1

Dear Town of Drayton Valley Council:

Re: Character Reference for Rose Marie Mayan.

I have worked with Rose on the Library board for nine years. During that time she has worked hard as a Member-at-Large and as Vice Chair. She is valued member of the board, both during regular meetings and as a representative of the board to the public.

Rose has shown she has the ability to handle stressful situations with ease and with a bright positive attitude. Rose has shown integrity and has an unblemished reputation with board trustees, library staff and the public in general.

I have enjoyed working with her during this time and I recommend that she receive the council's approval for another term on the library Board.

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

Lyndara Cowper-Smith  
Chair  
Drayton Valley Municipal Library



## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Early Childhood Development Centre Board (Childcare Operational Board) Member Appointment</b>
<b>MEETING DATE:</b>	October 17, 2018
<b>SUBMITTED BY:</b>	Community Services Director on Behalf of Council

### PROPOSAL AND BACKGROUND:

Town Bylaw 2008/01/C requires that the Drayton Valley Early Childhood Development Centre Board consist of three (3) Community-at-Large members who shall be appointed by Resolution of Town Council for either a two (2) or three (3) year term. There are currently vacancies for two (2) positions on the Board. The vacancies were advertised in the Drayton Valley Western Review and the Town's website and social media. One (1) application was received from Darlene Ferris who is wishing to serve another two (2) year term.

No other applications were received for the two (2) open positions. Administration will continue to advertise any open positions for the Early Childhood Development Centre Board.

The application from Darlene Ferris is being presented to Council for its consideration.

### BUDGET / RESOURCE IMPLICATIONS:

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

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

The Early Childhood Development Centre Board supports goals and strategies within the Social Development Plan and Community Sustainability Plan, specifically:

**GOAL:** Families are able to access high quality child development services

**STRATEGIES:** Encourage, support and educate the community to understand the importance of early interventions.

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

The applicant(s) will be notified of Council's decision and they will begin their term as of November 1, 2018.



**POTENTIAL MOTIONS:****OPTIONS FOR THE APPLICATION FROM DARLENE FERRIS**

1. That Council re-appoint Darlene Ferris as a Community-At-Large Representative for the Early Childhood Development Centre Board for a two (2) year term, expiring October 31, 2020.
2. That Council not re-appoint Darlene Ferris as a Community-At-Large Representative for the Early Childhood Development Centre Board, and direct Administration to re-advertise for the vacant two (2) year position.

**ATTACHMENTS:**

Attachment 1: Early Childhood Development Centre Board Bylaw 2008/01/C  
Office Consolidation

Attachment 2: Application from Mrs. Darlene Ferris

Report Prepared By:		Report Reviewed By:	
			
Name:	Annette Driessen	Name:	Winston Rossouw
Title:	Director of Community Services	Title:	CAO

Report Routed to Council By:



**IMPORTANT NOTICE**  
Town of Drayton Valley

**OFFICE CONSOLIDATION**  
Prepared by the Legislative Services Coordinator  
under the authority of Town Council

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



**Early Childhood Development Centre Board  
Bylaw No. 2008/01/C  
OFFICE CONSOLIDATION**

**Includes Amending Bylaws:**

Bylaw No.	Description	Adopted
2014/21/C	Amending Bylaw to Bylaw 2008/01/C of the Town of Drayton Valley	December 10, 2014
2016/07/C	Early Childhood Development Centre Board Amending Bylaw	October 26, 2016



# DRAYTON VALLEY

*'Pulling Together'*

## **BY-LAW NO. 2008/01/C**

### **ESTABLISHMENT OF THE DRAYTON VALLEY EARLY CHILDHOOD DEVELOPMENT CENTRE BOARD**

Being a By-Law of the Town of Drayton Valley in the Province of Alberta to provide for the establishment of the Drayton Valley Early Childhood Development Centre Board and set forth the duties and responsibilities of that Board.

**WHEREAS** the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000 and amendments thereto, provides for the establishment of any Board considered desirable for the purpose of managing and operating, and advising in the management and operation of, any branch or any department of the Municipality's services, and in the extension and improvement thereof;

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

- There is hereby established, an Early Childhood Development Centre facility and program for the Town of Drayton Valley; and
- There is hereby established an Early Childhood Development Centre Board which shall be known as the Drayton Valley Childcare Board; and
- The By-Law shall be cited as the Drayton Valley Early Childhood Development Centre Board By-Law.

#### **1. Interpretation**

- a. Town – means the Town of Drayton Valley
- b. Board – means the Drayton Valley Childcare Board
- c. Town Council – means the Town of Drayton Valley Council
- d. Members of Community At Large – means citizens of the Town of Drayton Valley or at the discretion of Council.

#### **2. Purpose of the Board**

The Board shall direct the operations of the Early Childhood Development Centre based on the annual budget and policies established by the Town of Drayton Valley.

Specifically, the Board is delegated responsibility for and shall provide support and direction to the Early Childhood Development Centre Executive Director in the following areas.

In accordance with the policies set by Town Council the Board shall:

- a. Formulate the plans, priorities and procedures regarding Childcare Services with a view to the establishment of a comprehensive program.
- b. Formulate the Centre's programs to achieve the desired vision and goals of the Centre.
- c. Make recommendations to Council for the development and approval of the annual operating budget.



**DRAYTON VALLEY**  
*'Pulling Together'*

- d. Direct and support the coordination and administration of Childcare services within approved budgets and policies.
- e. Provide direction on and recommends to Council the policies and procedures that guide the operation of the Centre.
- f. Consult with professional groups, social agencies (public or private) or other groups as it may determine advisable.
- g. Cooperate for joint planning, with related community groups and agencies.
- h. Make recommendations to Council on policy governing grants and implementation of Town Council policy for grants and specific grant applications for the Centre and its operations.
- i. Make recommendations to Council for the level of staffing, and approval of the staff level recruitments within the approved budget.
- j. Oversee implementation of Centre procedures including registration, assessments, collaborative programs, and marketing.

**3. Duties/Terms of Reference**

The Board is a Council Committee and its function shall be governed by the Municipal Government Act being Chapter M-26 of the Revised Statutes of Alberta, 2000 and amendments thereto.

**4. Composition of the Board**

- a. The Board shall consist of four (4) members [amended by Bylaw 2014/21/C], who shall be appointed by resolution of Town Council for a two (2) or three (3) year term.
- b. Board Members shall be appointed for their terms commencing in October of each year [amended by Bylaw 2014/21/C]. The Board shall be composed of as follows:
  - i. [deleted by Bylaw 2016/07/C]
  - ii. Three (3) members of the Community-at-Large.
- c. [deleted by Bylaw 2016/07/C]
- d. Board members shall be selected on the basis of an active interest in Childcare services and community development as a whole. Board members shall have a long-term view of the full development needs of children.
- e. All Board appointments are to be made by Town Council and may be terminated by Town Council.
- f. All members of the Board must live within the boundaries of the Town or at the discretion of Council.
- g. Absenteeism – should a member miss three (3) consecutive meetings their membership will be reviewed by the Childcare Board and a recommendation may be made to Town Council to terminate a particular appointment.





# DRAYTON VALLEY

*'Pulling Together'*

## 5. Board Procedures

- a. Members of the Board will include an elected Chair. Board members will elect the Chair and vice-Chair.
- b. The Chair will be selected at the first meeting of the Board following the Annual Organizational Meeting of Town Council in each year.
- c. Meetings will be held every second month [amended by Bylaw 2014/21/C].
- d. The Chair can schedule additional meetings as necessitated.
- e. A quorum for regular and special meetings of the Board shall consist of a majority of voting Board members. [amended by Bylaw 2014/21/C]
- f. Board members will be reimbursed for expenses incurred on Board related business (e.g. travel, meals, etc.). Reimbursements will follow Town of Drayton Valley guidelines.
- g. The Executive Director for the Early Childhood Development Centre shall be appointed by the Town of Drayton Valley and will provide for all administrative functions of the Early Childhood Development Centre.
- h. The Executive Director shall be directly supervised by the Director of Community Services.
- i. The Recording Secretary, as designated by the Childcare Executive Director, shall prepare an agenda for all upcoming meetings of the Board, containing items submitted by the Chair or other Board members or referred by Town Council, and shall be circulated three (3) days in advance of the meeting.
- j. A minute book shall be kept and minutes of all regular and special meetings shall be recorded therein by the Recording Secretary.
- k. The Chair and all appointed Board members should vote on any question, except where authorization to abstain from voting due to conflict of interest has been obtained. In the event of a tie, the motion shall be lost.
- l. Meeting procedure shall be conducted in accordance with good meeting practices and disputes resolved in accordance with Robert's Rules of Order.

## 6. Committee Procedures

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



**DRAYTON VALLEY**  
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**7. Limitations**

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

**8. Enactment**

- a. This By-Law shall come into force and have effect from and after the date of third reading thereof.
- b. This By-Law may be terminated by resolution of the Town of Drayton Valley.

**READ** a first time this 30<sup>th</sup> day of January, A.D. 2008

**READ** a second time this 30<sup>th</sup> day of January, A.D. 2008

**READ** a third time this 30<sup>th</sup> day of January, A.D. 2008.

“original signed”

\_\_\_\_\_  
**MAYOR**

“original signed”

\_\_\_\_\_  
**TOWN MANAGER**



RECEIVED  
*[Signature]*

### TOWN OF DRAYTON VALLEY

## Application for Board/Committee Membership

NAME: Darlene Ferris PHONE: \_\_\_\_\_ FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

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

STREET ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

OCCUPATION: Director of Wellness WRSD

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

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

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

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

#### BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)

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

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

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**RELATED EXPERIENCE AND QUALIFICATIONS:**

- Have been on the ChildCare Operational Board for the past 3 years
- Early Learning is on my portfolio for the school division
- Taught in faculty of Early Learning @ RDC for 10 years

**BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:**

- Interested in aligning early childhood services offered in Drayton with those offered by school division - especially in eliminating any gaps or potential weaknesses.
- Understand how important early learning is for

early intervention and prevention programs. It's an investment in the future.

**OTHER PERTINENT INFORMATION:**

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

YES     NO

**PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE.**

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

Please return the completed form marked

Submit Form

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

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## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Drayton Valley and District Family and Community Support Services (FCSS) Board Member Appointment</b>
<b>MEETING DATE:</b>	October 17, 2018
<b>SUBMITTED BY:</b>	Annette Driessen, Director of Community Services and Lola Strand, FCSS Program Coordinator

### PROPOSAL AND BACKGROUND:

Town Bylaw 2018/14/B requires that the Drayton Valley and District Family and Community Support Services (FCSS) Board consist of seven (7) members who shall be appointed by Resolution of Town Council for either a one (1), two (2), or three (3) year term.

When vacancies occur, applicants for FCSS Board membership must meet the criteria stated in the FCSS Bylaw 2018/14/B including place of residence and age group category. As per the FCSS Bylaw, Board members are then selected on the basis of an active interest in FCSS activities and community development as a whole.

The membership for Mrs. Ethel Mankow, Brazeau County Community-at-Large Representative, expires as of October 31, 2018. The vacant position was advertised in the Drayton Valley Western Review and through the Town's website and social media and one (1) application was received from Mrs. Ethel Mankow.

### OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

1. Appoint Mrs. Ethel Mankow as the Brazeau County Community-at-Large Representative to the Drayton Valley and District Family and Community Support Services (FCSS) Board. This ensures that the Board maintains its ability to function with a full contingent.
2. Direct Administration to re-advertise for the Brazeau County Community-at-Large position. Bylaw 2018/14/B requires that a minimum of seven (7) members are required in order for the Board to be compliant, however, provided that the quorum of four (4) is maintained, a delay in appointments may not affect the Board's ability to function.

**BUDGET / RESOURCE IMPLICATIONS:**

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

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

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

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

The applicant will be notified of Council's decision.



**POTENTIAL MOTIONS:**Appointment of Brazeau County Community-at-Large Representative:

1. That Council appoint Mrs. Ethel Mankow as the Brazeau County Community-at-Large Representative to the FCSS Board for a term of two (2) years, ending October 31, 2020.
2. That Council direct Administration to re-advertise the position of Brazeau County Community-at-Large Representative for the FCSS Board.

**ATTACHMENTS:**

Attachment 1: Family and Community Support Services Board Bylaw 2018-14-B

Attachment 2: Application from Mrs. Ethel Mankow

Report Prepared By:		Report Reviewed By:	
			
Name:	Lola Strand	Name:	Annette Driessen
Title:	FCSS Program Coordinator	Title:	Director of Community Services

Report Directed to Council By:







Attachment 1

**BYLAW NO. 2018/14/B**

**Name of Bylaw: Family and Community Support Services (FCSS) Board**

**WHEREAS** the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta 2000 and amendments thereto, provides for the establishment of any Board considered desirable for the purpose of managing and operating, and advising in the management and operation of, any branch or department of the municipality's services, and in the extension and improvement thereof;

**AND WHEREAS**, in accordance with the *Family and Community Support Services Act*, being Chapter F-3 of the Revised Statutes of Alberta 2000, and the amendments thereto, provides for the establishment, administration and operation of a Family and Community Support Services program within a municipality;

**AND WHEREAS** pursuant to the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta 2000 and amendments thereto, the Council of the Town of Drayton Valley, in the Province of Alberta, has entered into an agreement with the Minister of Alberta Community Services and Support Services for the establishment, administration and operation of a Family and Community Support Services program in accordance with the *Family and Community Support Services Act* and Regulations passed thereunder;

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

**AND WHEREAS** the Town of Drayton Valley will be acting on behalf of other municipalities for the establishment, administration and operation of a program as agreed to in the Drayton Valley and District Family and Community Support Services Cost Sharing Agreements between the Town of Drayton Valley and Brazeau County;

**AND WHEREAS** the Town will extend the services of the Family and Community Support Services to residents of other municipalities as agreed to in the Cost Sharing Agreement between the Town of Drayton Valley and Parkland County.

**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 "Family and Community Support Services (FCSS) Advisory Board Bylaw" of the Town of Drayton Valley.

## **PURPOSE**

2. The purpose of this Bylaw is to:
  - 2.1 provide for the establishment of the Drayton Valley and District Family and Community Support Services (FCSS) Advisory Board (hereinafter referred to as the “Board”) and set forth the duties and responsibilities of that Board; and
  - 2.2 establish, a Family and Community Support Services program for the Town of Drayton Valley and Brazeau County.

## **DEFINITIONS**

3. In this Bylaw, including this section, unless the context otherwise requires:
  - 3.1 *Board* means the Drayton Valley and District Family and Community Support Services (FCSS) Advisory Board;
  - 3.2 *Brazeau County* means the municipality incorporated within the Province of Alberta as the County of Brazeau;
  - 3.3 *Brazeau County Council* means the municipal Council for Brazeau County;
  - 3.4 *district* means area contained within the boundaries of Brazeau County and Parkland County;
  - 3.5 *FCSS* means Family and Community Support Services;
  - 3.6 *member(s)-at-large* means residents of the Town of Drayton Valley, Brazeau County or Parkland County who are appointed by Town Council to serve on the Board;
  - 3.7 *Parkland County* means the municipality incorporated within the Province of Alberta as the County of Parkland;
  - 3.8 *Parkland County Council* means the municipal Council for Parkland County;
  - 3.9 *senior(s)* means an individual(s) the age of fifty-five (55) years and up;
  - 3.10 *Town* – means the Town of Drayton Valley;

3.11 *Town Council* – means the municipal Council for the Town of Drayton Valley; and

3.12 *youth* means an individual(s) between the ages of eighteen (18) and twenty-five (25) years.

#### **PURPOSE OF THE BOARD**

4. Members of the Board are appointed by Town Council and shall advise on the application and administration of the *Family and Community Support Services Act* and in such advisory capacity shall:

4.1 provide recommendations for programs that will enhance the social well-being of individuals, families, and communities through prevention;

4.2 guide the overall strategic direction of FCSS as identified in the Drayton Valley and District FCSS Strategic Plan;

4.3 make recommendations regarding the allocation of grant funding to community groups based on the local goals and priorities listed in the Drayton Valley and District FCSS Strategic Plan;

4.4 help to identify and raise awareness of community needs, and to encourage partnerships between community members, businesses, and all levels of government to find solutions to address them; and

4.5 promote and encourage volunteerism.

#### **COMPOSITION OF THE BOARD**

5. The Board shall consist of seven (7) members, each of whom shall be appointed for a one (1), two (2) or three (3) year term.

6. Board members shall be appointed for their terms commencing November 1<sup>st</sup>.

7. The Board shall be composed of as follows:

7.1 One (1) member appointed from Town Council;

7.2 One (1) member appointed from Brazeau County Council;

7.3 One (1) member appointed from Alberta Child and Family Services; and

7.4 Four (4) members-at-large representing: Town of Drayton Valley, Brazeau County, seniors and youth. Members representing seniors or youth may

be appointed from the Town, Brazeau County or Parkland County, and shall be appointed by a resolution of Town Council.

8. One (1) member of Town Council and one (1) member of Brazeau County Council shall be appointed for a one (1) year term at the Annual Organizational meeting of their respective Council.
9. Board members shall be selected on the basis of an active interest in FCSS programs and services, and community development as a whole. Board members shall have a long-term view of the community in terms of social infrastructure.
10. When the end of a Board member's term is approaching, the recruitment process will begin. Should the Board member wish to, he/she may reapply to serve the next term.
11. All members of the Board must live within the boundaries of the district.
12. Should a Board member miss three (3) consecutive meetings, their membership will be reviewed by the Board. A recommendation may be made by the Board to Town Council to rescind the appointment of the member and initiate the recruitment process for that position.
13. Should a Board member resign his or her position, the process for recruitment will begin. Once the position is filled, the newly appointed Board member will complete the term that had become vacant.

### **BOARD PROCEDURES**

14. The FCSS Program Manager is an ex officio member of the Board, but is a non-voting member.
15. The Chair will be selected at the first meeting of the Board following the Annual Organizational Meeting of Town Council in each year.
16. Meetings of the Board will be held approximately three (3) to four (4) times per year as called by the FCSS Program Coordinator. Additional meetings may be called if deemed necessary.
17. A quorum for regular meetings of the Board shall consist of a majority of voting members.
18. Board members will be reimbursed for expenses incurred on Board-related business pursuant to Town Policy.

- 19. The FCSS Program Coordinator will prepare the Agendas for meetings of the Board and shall circulate the Agenda no less than five (5) days in advance of the meeting.
- 20. Board members shall vote on all motions, except where authorization to abstain from the voting, due to a conflict of interest, has been obtained from the Chair. In the event of a tie, the motion shall be lost.
- 21. Meeting procedures shall be conducted in accordance with good meeting practices, and disputes resolved in accordance with Robert's Rules of Order.

**LIMITATIONS**

- 22. Neither the Board, nor any member thereof, shall have the power or authority to pledge the credit of the Town in connection with any matter whatsoever, nor shall the said Board or any member thereof have the power to authorize the expenditure to be charged against the Town or any of its agencies, corporations, managers, or other committees of Town Council.

**SEVERABILITY**

- 23. If any provision of this Bylaw is held to 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 repeal Bylaw No. 98-14, and any amending Bylaws thereto, of the Town of Drayton Valley, and shall have force and come into effect from and after the date of third reading thereof.

Read a first time this 19<sup>th</sup> day of September, 2018, A. D.

Read a second time this 19<sup>th</sup> day of September, 2018, A. D.

Read a third and final time this 19<sup>th</sup> day of September, 2018, A. D.

  
\_\_\_\_\_  
MAYOR

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

DRAYTON VALLEY



# TOWN OF DRAYTON VALLEY

## Application for Board/Committee Membership

NAME: Ethel Markow PHONE: \_\_\_\_\_  
FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

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

STREET ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

OCCUPATION: Retired

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

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

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

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

### BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)

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

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

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**RELATED EXPERIENCE AND QUALIFICATIONS:**

*Please see enclosed resume.*

---

**BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:**

*I am presently on the FCSS board and enjoy working on this board. I want to contribute to my community.*

---

**OTHER PERTINENT INFORMATION:**

---

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

YES       NO

---

**PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE.**

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

---

Please return the completed form marked

**Submit Form**

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

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

**Re: Recommendation of Ethel Mankow**

**To Whom It May Concern;**

I have known Ethel Mankow for many years and feel confident in recommending her as a member of your board. During my association with her, I have found her to be an honest and conscientious person. She, also, has computer and financial skills necessary as a member of such a board, and can be of benefit in many ways.

**Sincerely,**

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

**Lilly Mayhew**

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

**Mrs. Verna Sprague**

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

**August 27, 2018**

**To Whom It May Concern:**

I have known Ethel Mankow since 1991. Ethel and I are both active horseback riders and we both belong to the Drayton Valley Horse Club and the Tennessee Walking Horse Association of Western Canada.

Ethel is a hard worker and gives freely of her time to any organization she belongs to. Ethel's commitment and dedication kept the Drayton Valley Horse Club's Cancer Ride alive in Drayton Valley. In 1999 there was no one who wanted to organize the Cancer ride so Ethel stepped up to the plate and organized the ride in 2000 until 2015.

While a member of the Drayton Valley Horse Club I was the ride manager (2 years) for the Endurance Ride held at the Pembina Riverside Trails. Ethel was my ride Secretary; therefore we spent many working hours together. This was a huge undertaking and I was continuously impressed by the knowledge she brought to the table and her dedication to staying on top of the latest in the field. Ethel combines sharp analysis skills with a strong intuition, and I always knew I could rely on her to meet deadlines and exceed our expectations.

Ethel and I also worked together on many activities hosted by the TWHAWC and she was also Treasurer two years for that club. Ethel was always optimistic, engaging, easy to get along with, and executed all of the duties exceptionally well.

With that said I am highly confident that Ethel would be a great fit for the FCSS Board.

**Sincerely,**

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

**verna sprague**

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

## COUNCIL REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>FORTISA Alberta Inc. Franchise Fees</b>
<b>MEETING DATE:</b>	January 17, 2018
<b>SUBMITTED BY:</b>	Winston Rossouw, CAO

### PROPOSAL AND BACKGROUND:

Fortis Electric Distribution System Franchise Agreement Bylaw 2015/11/F outlines a service agreement with FORTISA Alberta Inc. for a period of ten (10) years. This agreement includes the availability to review and establish franchise fee rates annually. The Town of Drayton Valley's franchise fee is currently set at 10%. Council may increase, reduce, or keep the franchise fee the same; however the fee is capped at 20%. Below is a summary of the rates for the communities in Alberta:

	No. of Communities	Percentage
0% Franchise Fee	36	22%
1-5% Franchise Fee	33	20%
5.01-10% Franchise Fee	44	27%
10.01-15% Franchise Fee	31	19%
15.01-19.99% Franchise Fee	7	4%
20% Franchise Fee	14	8%
<b>Total No. of Communities</b>	<b>165</b>	

Attachment 1 provides a comparison of Drayton Valley to a sample of the 160+ communities in which FORTISA Alberta Inc. operates. The sample was pulled based on location, size, comparable communities and economy. Based on the populations in this table, Drayton Valley falls in the mid-range for franchise fees.

### BUDGET / RESOURCE IMPLICATIONS:

Annual revenue from franchise fees from 2016 was \$739,722.26; 2017 was \$785,920.07, and January –June of 2018 is \$403,308.18. Below is a table outlining the impact to revenue for the Town and the average bill to the residents if the franchise fee was to remain as is, decreased, or increased. It is important to note that these numbers are projections based on consumption; should consumption decrease or increase the revenue would be impacted accordingly.

	Impact to revenue		Impact to residential bill (based on consumption)	
	Total Revenue	Deficit/Surplus	Per Month	Annually
<b>Status Quo</b>				
10%	\$828,437	\$21,821	\$0.40	\$4.78
<b>Decrease</b>				
9.50%	\$787,015.00	-\$19,601.00	\$0.08	\$1.03
9%	\$745,593.00	-\$61,023.00	-\$0.24	-\$2.84
8.50%	\$704,172.00	-\$102,445.00	-\$0.55	-\$6.66
8%	\$662,750.00	-\$143,867.00	-\$0.87	-\$10.47
7.50%	\$621,328.00	-\$185,289.00	-\$1.19	-\$14.29
7%	\$579,906.00	-\$226,710.00	-\$1.51	-\$18.10
<b>Increase</b>				
10.50%	\$869,859.00	\$63,243.00	\$0.72	\$8.60
11%	\$911,281.00	\$104,664.00	\$1.03	\$12.41
11.50%	\$952,703.00	\$146,086.00	\$1.35	\$16.23
12%	\$994,125.00	\$187,508.00	\$1.67	\$20.04
12.50%	\$1,035,546.00	\$228,930.00	\$1.99	\$23.85
13%	\$1,076,968.00	\$270,352.00	\$2.31	\$27.67
13.50%	\$1,118,390.00	\$311,774.00	\$2.62	\$31.48
14%	\$1,159,812.00	\$353,196.00	\$2.94	\$35.30
<b>Cap</b>				
20%	\$1,656,874.00	\$850,258.00	\$6.76	\$81.06

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

- Fortis Electric Distribution System Franchise Agreement Bylaw 2015/11/F

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



Should Council determine to change the Franchise Fee for Fortis, it will be advertised for two (2) weeks following which written notice confirming the change and advertising must be sent to Fortis by November 1, 2018.

#### POTENTIAL MOTIONS:


1. That Council determine not to change the franchise fee for the Franchise Agreement with FORTISAlberta Inc.
2. That Council establish a franchise fee of \_\_\_\_\_% for the Franchise Agreement with FORTISAlberta Inc.

#### ATTACHMENTS:

Attachment 1: Comparable Communities

Report Prepared By:		Report Reviewed By:	
			
Name:	Rita Bijeau	Name:	Winston Rossouw
Title:	Executive Assistant	Title:	CAO

Report Routed to Council By:





Attachment 1

<b>Comparables</b>		
<b>Community</b>	<b>Population</b>	<b>Franchise Fee</b>
Seba Beach	169	4.00%
Irma	521	20.00%
Breton	574	20.00%
Warburg	766	10.00%
Thorsby	985	20.00%
Calmar	2,228	20.00%
Rimbey	2,567	15.00%
Gibbons	3,159	10.00%
Westlock	5,101	12.00%
Didsbury	5,267	17.00%
Crowsnest Pass	5,589	16.00%
Wainwright	6,270	7.00%
Devon	6,578	13.00%
Rocky Mountain House	6,635	12.00%
Drayton Valley	7,235	10.00%
Innisfail	7,847	9.00%
Edson	8,414	5.00%
Taber	8,428	20.00%
Blackfalds	9,328	20.00%
Morinville	9,848	20.00%
Hinton	9,882	10.70%
Whitecourt	10,204	2.55%
Wetaskiwin	12,655	12.00%
Lacombe	13,057	6.20%
Stony Plain	17,189	20.00%
Beaumont	18,320	5.00%
Leduc	29,993	16.00%
Spruce Grove	34,066	20.00%
St. Albert	65,589	0.00%

## Information Items

10.0 Information Items

Pages 224-244

10.1. Brazeau Foundation Board Minutes – July 27, 2018	225-228
10.2. Childcare Operational Board Minutes – April 26, 2018	229-231
10.3. STAR Catholic Board Meeting Highlights – September 2018	232
10.4. Sustainability Committee Meeting Notes – August 3, 2018	233-234
10.5. Drayton Valley / Brazeau County Fire Services Stats – September 2018	235-236
10.6. Drayton Valley RCMP Stats – September 2018	237-244

**MOTION:**

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



**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  
July 27, 2018  
10:00 am

**ATTENDANCE:**

**Directors Present:**

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

**Administration Present:**

Stella Keller	Chief Administrative Officer
Laura Delesalle	Finance Manager

**1.0 CALL TO ORDER**

E. Butz called the meeting to order at 10:04 AM.

**2.0 AGENDA**

**2.1 ADDITIONS TO THE AGENDA**

**2.2 APPROVAL OF AGENDA**

**Resolution #18-07-90: Moved by D Wiltse to approve the agenda with no addition.**

**Motion ...Carried Unanimously**

**3.0 APPROVAL OF MINUTES**

**3.1 MINUTES FROM THE JUNE 22 , 2018 REGULAR BOARD MEETING**

**Resolution #18-07-91: Moved by D Gawalko to approve the minutes of the June 22, 2018 Regular Board Meeting as presented.**

**Motion ...Carried Unanimously**

**3.2 BUSIINESS RISING OUT OF THE MINUTES**

*None at this time*

#### 4.0 FINANCIAL

##### 4.1 FINANCIAL REPORTS - Foundation

###### 4.1.1 Foundation Disbursements for June 2018

**Resolution #18-07-92:** Moved by J Vatter to accept the Payable Disbursements as information.

**Motion ...Carried Unanimously**

###### 4.1.1.1 Visa Payable for June 2018

**Resolution #18-07-93:** Moved by J Young to accept the Visa Payable as information.

**Motion ...Carried Unanimously**

###### 4.1.2 Foundation Balance Sheet as of June 30, 2018

**Resolution #18-07-94:** Moved by J Vatter to accept the Foundation Balance Sheet as information.

**Motion ...Carried Unanimously**

###### 4.1.3 Financial Statements to June 30, 2018

###### 4.1.3.1 Central Services / Lodge

###### 4.1.3.2 Provincial Housing Units

**Resolution #18-07-95:** Moved by J Young to accept the Financial Statements as information.

**Motion ...Carried Unanimously**

##### 4.2 FINANCIAL REPORTS – Urban Housing

###### 4.2.1 Urban Housing Disbursements for June 2018

###### 4.2.2 Urban Housing Balance Sheet as of June 30, 2018

###### 4.2.3 Urban Housing Financial Statements as of June 30, 2018

**Resolution #18-07-96:** Moved by D Gawalko to accept the Urban Housing Financial Statements as information.

**Motion ...Carried Unanimously**

##### 4.3 BOARD MEMBER EXPENSE

###### 4.3.1 Board Member Expenses

**Resolution #18-07-97: Moved by J Vatter to approve the Board Member Expenses of \$1168.48 for June 2018.**

**Motion ...Carried Unanimously**

**5.0 OLD BUSINESS**

**5.1 HOME CARE- MEDICATION ASSISTANCE PROGRAM- NO UPDATES**

**5.2 LEVEL 4 CONTINUING CARE – letter to be submitted**

**6.0 NEW BUSINESS**

**7.0 REPORTS**

**7.1 OPERATIONS REPORT**

**7.1.1 Operations Report**

**7.1.2 Vacancy Report**

**Resolution #18-07-98: Moved by J Vatter to accept the vacancy report as information.**

**Motion ...Carried Unanimously**

**Resolution #18-07-99: Moved by J Vatter to approve up to \$1500.00 expense to come from the comfort fund to install more speakers in the west end hallway.**

**Motion ...Carried Unanimously**

**Resolution #18-07-100: Moved by D Gawalko to accept Nordic Maintenance proposal for security cameras and to direct the CAO to decide the final decision on acceptance.**

**Motion ...Carried Unanimously**

**7.1.3 In-Private Session (Personnel/Legal)**

**Resolution #18-07-101: Moved by J Young to go in-private to discuss personnel matters at 11:58 AM.**

**Motion ...Carried Unanimously**

**Resolution #18-07-102: Moved by J Vatter to come out of in-private at 12:44 PM.**

**Motion ...Carried Unanimously**

*Lunch: 12:45 PM  
Resume: 1:00 PM*

**7.2 POLICY REVIEW – DEFER**



**8.0 Correspondence**

**8.1 To: Village of Breton, Brazeau County, Town of Drayton Valley,  
Carlson Roberts Seely, MLA for Drayton Valley - Calmar RE: Board of  
Directors Meeting Minutes (June 6, 2018)**

**Resolution #18-07-103: Moved by J Vatter to accept correspondence as  
information.**

**Motion ...Carried Unanimously**

**9.0 FUTURE MEETING DATES**

**9.1 NEXT BSF REGULAR BOARD MEETING – September 7, 2018 at the  
Shangri-La Lodge @ 10:00am.**

**10.0 ADJOURNMENT**

**Resolution #18-07-104: Moved by E Butz to adjourn the meeting at 1:11 PM.**

**Motion ...Carried Unanimously**

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APPROVED AT THE September 7, 2018 MEETING OF THE BOARD



Chief Administrative Officer



Board Chair





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## Minutes

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**THOSE PRESENT:**

Marilyn Buchan, Community Member  
Sharon MacLellan, Community Member  
Bernice Taylor, Program Manager  
Cora Appleby, Administrative Assistant

1. Call to Order

The meeting was called to order at 10:04am by Chair Marilyn Buchan.

2. Agenda

2.1. Additions or Deletions

There were no additions or deletions made to the agenda.

2.2. Approval of Agenda

**MOTION BY Sharon MacLellan to approve the April 26, 2018 agenda as presented.**

**CARRIED**

3. Minutes from the February 16, 2018 Meeting

3.1. Approval

**MOTION BY Sharon MacLellan to approve the minutes of the February 16, 2018 meeting as presented.**

**CARRIED**

4. Business Arising

4.1. Update Registration Status - ECDC

Bernice Taylor reported on the current registration status, there are currently 76 full time and 20 part time children registered. 35 registrants are subsidized.

Bernice Taylor explained the new waitlist procedure and presented the new waitlist form.

4.2. Sponsorship

Bernice Taylor reported that the following grants and sponsorships we have received:

- Pembina Pipeline is sponsoring \$45,000, \$15,000 a year for 3 years.
- President Choice - \$2,500 and reapplied for \$10,000
- Cenovus - Verbally confirmed they are giving \$1,500
- ELCC Grant Funding - over \$500,000

The Board discussed approaching companies to help with the ECO Park Cleanup and possibly donating summer students to help.

4.3. Financial Statement

Bernice Taylor presented the up to date financial statement.

4.4. Re-Accreditation

Bernice Taylor reported that the visit will happen between April 30<sup>th</sup> and May 9<sup>th</sup>.

The Board discussed the process and the expectations that come with it.

4.5. ELCC Grant Application

Bernice Taylor reported on all of the funding that is received from the federal and provincial government.

Bernice Taylor reported that three staff have to take the Curriculum Framework Training, and all of the staff are required to take training through Mount Royal Pedagogical coaches on Inclusion.

They wanted to ensure that parents as well as the children are being supported and that they are being sent to the right resources within the community.

5. Other Business

5.1. Policies

- ECDC - Missing Child Policy - Attached

Bernice Taylor reported that the RCMP made one change to the policy and it was to not to walk on the path that child has access to, as they may be able to utilize a police dog for tracking.

- Emergency Evacuation Procedure - Attached

- Fire Drill Procedure and Service Plan - Attached

Bernice Taylor reported that because of the sale of the United Church, the muster point has now changed to the Scouts Hall.

**MOTION BY Sharon MacLellan to approve the Missing Child Policy, Emergency Evacuation Procedure Policy and the Fire Drill Procedure and Service Plan Policy as presented.**

**CARRIED**

ELCC Grant

- Child Care Services Agreement - Attached

- Drop-in Care Procedure - ELCC - Attached

- Enrolment Policy - Attached

Bernice Taylor reported that there is no longer an overage charge for 9 hour charge as the ELCC Grant Policies supersede the policy, and because of the sale of the United Church the muster point has been changed to the Scouts Hall.

**MOTION BY Sharon MacLellan to approve the Child Care Services Agreement Policy, Drop-in Care Procedure Policy and the Enrolment Policy as presented.**

**CARRIED**

- Nine Hour Care Policy – Attached  
Tabled to the next meeting.

**~ ACTION ITEM ~ Bernice Taylor will talk to Chandra Dyck on the process of suspending this Policy until after the term of grant as passed.**

- Waitlist Policy - Attached  
Tabled to the next meeting.

**~ ACTION ITEM ~ Bernice Taylor will look into whether or not a waitlist fee of \$50 can still be charged or if the granting guidelines will not allow it.**

5.2. Critical Incident

Bernice Taylor reported that a critical incident took place at the Early Childhood Development Centre and gave details to the Board.

5.3. General Correspondence

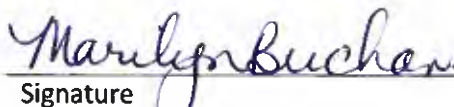
6. Next Meeting Date

The next meeting date will be on June 7<sup>th</sup> at 2:30pm.

7. Adjournment

**MOTION BY Chair Marilyn Buchan to adjourn the meeting.**

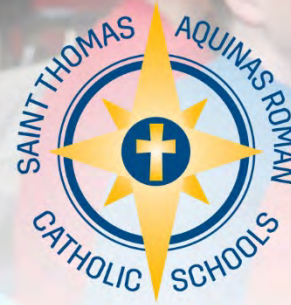
**TIME: 11:29am**



Signature  
Committee Chair



Signature  
Town of Drayton Valley



# Souls Seeking Christ

ON A JOURNEY OF FAITH, LEARNING AND LOVE

## Board Meeting Highlights – September 2018

### **DATES TO REMEMBER**

#### **Next Board Meeting**

**Wednesday,**

**October 17**

**10:30 a.m.**

STAR Central Office

4906 50 Ave., Leduc, AB

*The public is welcome at all Board meetings.*

### **Board of Trustees**

#### **Michelle Lamer**

Chair

Leduc

#### **Henry Effon**

Vice Chair

Wetaskiwin

#### **Sandra Bannard**

Drayton Valley

#### **Shaun Meaden**

Leduc

#### **Liz Taylor-Sirois**

Beaumont

#### **Dan Svitch**

Ponoka

#### **Donna Tugwood**

Lacombe

### **Student Enrolment**

The Board received a preliminary report regarding student enrolment growth for the start of the 2018-2019 school year. Enrolment has increased by 4.57 per cent over this past year.

### **Superintendent Evaluation**

The Board approved facilitator Terry Gunderson to assist with the Superintendent evaluation for the 2018-2019 school year.

### **Board Self-Evaluation**

The Board approved facilitator Terry Gunderson to assist with the Board self-evaluation for the 2018-2019 school year.

### **Alberta School Boards Association**

The Board gave its feedback for the ASBA Fall General Meeting, specifically in regards to the Policy Development Advisory Committee.

### **STAR Light Day**

The Board received an update regarding the plans for STAR Light Day, Oct. 10 and 11, in Leduc. STAR Light Day is two days of faith celebration for students in grades 7 to 12. The event features musician, composer and speaker Steve Angrisano.

### **Father Lacombe Modernization**

The Board received a report on the timeline for a modernization of Father Lacombe Catholic School.

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



*Sustainability Committee Meeting*  
*Friday, August 3, 2018, 09:00 a.m.*  
*Town of Drayton Valley Conference Room #1*

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**Meeting Notes**

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

**1.0 Call to Order**

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

**2.0 Additions or Deletions to Agenda**

Following item was added to the Agenda:

- 5.3 NSWA Report

**3.0 Adoption of Agenda**

Councillor Wheeler moved to approve the agenda as amended.  
Carried

**4.0 Approval of Committee Meeting Notes**

**4.1 Sustainability Committee Meeting Notes, June 25, 2018**

The Sustainability Committee Meeting Notes from June 25, 2018, were approved as presented.

**5.0 Discussion Items**

**5.1 List of Conferences 2018/19**

The Committee reviewed the list of conferences and agreed to review the list again in January 2019.

**5.2 Community Registration Night – Yellow Fish Road™**

The Committee provided feedback regarding the program “Yellow Fish Road™” that is to be promoted at the Community Registration Night.

*Mr. Rossouw exited the meeting at 9:30 a.m.*

*Councillor Dodds called a break at 10:00 a.m.*

*Councillor Dodds reconvened the meeting at 10:06 a.m.*

*Mr. Rossouw entered the meeting at 10:28 a.m.*

*Sustainability Committee Meeting*

*August 3, 2018*

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**5.3 NSWA Report**

Councillor Wheeler shared information from her attendance at the NSW AGM earlier this year.

**6.0 Other Business**

The Committee briefly discussed the Landfill Study that is to be presented at a future Governance & Priorities Committee Meeting as well as the noxious weeds issue.

**7.0 Information Items**

**7.1 Yellow Fish Flash June**

There were no comments made under this item.

**8.0 Items for Next Meeting**

- Yellow Fish Road™
- E-Billing Process
- Community Sustainability Plan – Strategic Plan Date

**9.0 Next Meeting Date**

September 11, 2018, 9:00 a.m., Town of Drayton Valley Conference Room #1

**10.0 Adjournment**

The meeting was adjourned at 10:57 a.m.





## **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

### **September 2018 Stats**

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

Fire Calls- 2

Rubbish and Grass Fires- 1

Motor Vehicle Collisions- 6

Rescue Calls- 1

Alarm Calls- 7

Assist another Agency- 5

Misc Calls- 5

**Total- 27**

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

Fire Calls- 0

Rubbish and Grass Fires- 0

Motor Vehicle Collisions- 1

Rescue Calls- 1

Alarm Calls- 5

Assist another Agency- 1

Misc Calls- 1

**Total- 9**



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

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

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5120-52 Street  
Drayton Valley, Alberta  
T7A-1A1

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

#### **Brazeau County**

Fire Calls- 2

Rubbish and Grass Fire- 1

Motor Vehicle Collisions- 5

Rescue Calls- 0

Alarm Calls- 2

Assist another Agency- 4

Misc Calls- 4

**Total- 18**

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

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

October-09-18

CATEGORY	Trend	2014	2015	2016	2017	2018
Homicides & Offences Related to Death		0	0	0	0	1
Robbery		8	6	1	4	1
Sexual Assaults		5	6	9	13	7
Other Sexual Offences		4	3	8	6	11
Assault		105	83	61	85	108
Kidnapping/Hostage/Abduction		2	1	1	4	2
Extortion		1	0	1	0	1
Criminal Harassment		16	16	9	17	16
Uttering Threats		33	29	26	29	30
Other Persons		0	0	0	0	0
<b>TOTAL PERSONS</b>		<b>174</b>	<b>144</b>	<b>116</b>	<b>158</b>	<b>177</b>
Break & Enter		57	49	71	77	134
Theft of Motor Vehicle		78	46	56	55	86
Theft Over \$5,000		9	8	6	6	18
Theft Under \$5,000		272	195	215	266	368
Possn Stn Goods		43	19	25	38	67
Fraud		42	39	37	65	69
Arson		1	2	0	1	3
Mischief To Property		273	193	144	166	173
<b>TOTAL PROPERTY</b>		<b>775</b>	<b>551</b>	<b>554</b>	<b>674</b>	<b>918</b>
Offensive Weapons		19	15	8	13	17
Disturbing the peace		72	62	35	70	66
<b>OTHER CRIMINAL CODE</b>		<b>178</b>	<b>170</b>	<b>121</b>	<b>144</b>	<b>222</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>269</b>	<b>247</b>	<b>164</b>	<b>227</b>	<b>305</b>
<b>TOTAL CRIMINAL CODE</b>		<b>1,218</b>	<b>942</b>	<b>834</b>	<b>1,059</b>	<b>1,400</b>






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







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

October-09-18

CATEGORY	Trend	2014	2015	2016	2017	2018
Drug Enforcement - Production		0	0	0	1	1
Drug Enforcement - Possession		60	32	27	31	56
Drug Enforcement - Trafficking		13	23	9	10	16
Drug Enforcement - Other		1	0	4	0	0
<b>Total Drugs</b>		<b>74</b>	<b>55</b>	<b>40</b>	<b>42</b>	<b>73</b>
Federal - General		4	7	7	13	24
<b>TOTAL FEDERAL</b>		<b>78</b>	<b>62</b>	<b>47</b>	<b>55</b>	<b>97</b>
Liquor Act		13	9	11	11	15
Other Provincial Stats		64	78	72	67	120
<b>Total Provincial Stats</b>		<b>77</b>	<b>87</b>	<b>83</b>	<b>78</b>	<b>135</b>
Municipal By-laws Traffic		7	8	3	4	1
Municipal By-laws		65	75	78	81	81
<b>Total Municipal</b>		<b>72</b>	<b>83</b>	<b>81</b>	<b>85</b>	<b>82</b>
Fatals		0	0	0	1	0
Injury MVC		4	6	11	5	12
Property Damage MVC (Reportable)		254	193	153	150	128
Property Damage MVC (Non Reportable)		24	31	23	21	19
<b>TOTAL MVC</b>		<b>282</b>	<b>230</b>	<b>187</b>	<b>177</b>	<b>159</b>
<b>Provincial Traffic</b>		<b>388</b>	<b>325</b>	<b>356</b>	<b>262</b>	<b>565</b>
<b>Other Traffic</b>		<b>3</b>	<b>8</b>	<b>11</b>	<b>10</b>	<b>8</b>
<b>Criminal Code Traffic</b>		<b>72</b>	<b>55</b>	<b>48</b>	<b>45</b>	<b>67</b>
<b>Common Police Activities</b>						
False Alarms		238	245	201	188	176
False/Abandoned 911 Call and 911 Act		70	93	80	81	87
Suspicious Person/Vehicle/Property		31	84	56	78	137
Persons Reported Missing		12	5	23	24	18
Spousal Abuse - Survey Code		109	121	108	98	97

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

January to September	Trend	2014	2015	2016	2017	2018
Fatals		0	0	0	1	0
Injury MVC		4	6	11	5	12
Property Damage MVC (Reportable)		254	193	153	150	128
Property Damage MVC (Non Reportable)		24	31	23	21	19
Total MVC		282	230	187	177	159

January to September	Trend	2014	2015	2016	2017	2018
Roadside Suspensions - alcohol related - No charge**		3	8	11	10	8
Occupant Restraint/Seatbelt Violations**		3	6	0	8	88
Speeding Violations**		19	8	100	24	19
Intersection Related Violations**		8	12	12	16	24
Other Non-Moving Violation**		65	68	63	50	242
Other CC Traffic***		7	8	10	12	3

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

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

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

October-09-18

CATEGORY	Trend	2014	2015	2016	2017	2018
Homicides & Offences Related to Death		0	0	0	0	0
Robbery		0	4	0	0	0
Sexual Assaults		0	1	0	2	1
Other Sexual Offences		1	0	0	0	0
Assault		9	7	5	16	6
Kidnapping/Hostage/Abduction		0	0	0	1	1
Extortion		0	0	1	0	0
Criminal Harassment		3	4	2	0	1
Uttering Threats		6	4	3	4	2
Other Persons		0	0	0	0	0
<b>TOTAL PERSONS</b>		<b>19</b>	<b>20</b>	<b>11</b>	<b>23</b>	<b>11</b>
Break & Enter		1	5	6	7	11
Theft of Motor Vehicle		6	3	7	8	8
Theft Over \$5,000		1	0	2	1	2
Theft Under \$5,000		17	23	31	29	35
Possn Stn Goods		3	6	4	8	6
Fraud		6	7	5	10	8
Arson		0	1	0	1	0
Mischief To Property		35	18	20	20	20
<b>TOTAL PROPERTY</b>		<b>69</b>	<b>63</b>	<b>75</b>	<b>84</b>	<b>90</b>
Offensive Weapons		1	4	1	2	4
Disturbing the peace		10	7	5	14	8
<b>OTHER CRIMINAL CODE</b>		<b>22</b>	<b>20</b>	<b>11</b>	<b>20</b>	<b>12</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>33</b>	<b>31</b>	<b>17</b>	<b>36</b>	<b>24</b>
<b>TOTAL CRIMINAL CODE</b>		<b>121</b>	<b>114</b>	<b>103</b>	<b>143</b>	<b>125</b>



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

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

October-09-18

CATEGORY	Trend	2014	2015	2016	2017	2018
Drug Enforcement - Production		0	0	0	0	0
Drug Enforcement - Possession		10	6	3	7	6
Drug Enforcement - Trafficking		3	5	1	1	4
Drug Enforcement - Other		0	0	2	0	0
<b>Total Drugs</b>		<b>13</b>	<b>11</b>	<b>6</b>	<b>8</b>	<b>10</b>
Federal - General		2	2	0	7	6
<b>TOTAL FEDERAL</b>		<b>15</b>	<b>13</b>	<b>6</b>	<b>15</b>	<b>16</b>
Liquor Act		1	0	1	1	2
Other Provincial Stats		3	10	9	12	6
<b>Total Provincial Stats</b>		<b>4</b>	<b>10</b>	<b>10</b>	<b>13</b>	<b>8</b>
Municipal By-laws Traffic		0	0	0	0	1
Municipal By-laws		4	9	12	13	9
<b>Total Municipal</b>		<b>4</b>	<b>9</b>	<b>12</b>	<b>13</b>	<b>10</b>
Fatals		0	0	0	0	0
Injury MVC		0	2	4	1	1
Property Damage MVC (Reportable)		25	21	17	18	4
Property Damage MVC (Non Reportable)		1	6	1	2	4
<b>TOTAL MVC</b>		<b>26</b>	<b>29</b>	<b>22</b>	<b>21</b>	<b>9</b>
<b>Provincial Traffic</b>		<b>29</b>	<b>26</b>	<b>37</b>	<b>24</b>	<b>38</b>
<b>Other Traffic</b>		<b>1</b>	<b>4</b>	<b>0</b>	<b>1</b>	<b>1</b>
<b>Criminal Code Traffic</b>		<b>4</b>	<b>7</b>	<b>2</b>	<b>4</b>	<b>12</b>
<b>Common Police Activities</b>						
False Alarms		20	24	14	24	10
False/Abandoned 911 Call and 911 Act		9	11	14	10	12
Suspicious Person/Vehicle/Property		3	5	6	16	29
Persons Reported Missing		3	0	3	8	1
Spousal Abuse - Survey Code		17	9	5	15	10

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

September	Trend	2014	2015	2016	2017	2018
Fatals		0	0	0	0	0
Injury MVC		0	2	4	1	1
Property Damage MVC (Reportable)		25	21	17	18	4
Property Damage MVC (Non Reportable)		1	6	1	2	4
Total MVC		26	29	22	21	9

September	Trend	2014	2015	2016	2017	2018
Roadside Suspensions - alcohol related - No charge**		0	4	0	1	1
Occupant Restraint/Seatbelt Violations**		0	1	0	1	1
Speeding Violations**		0	0	13	1	0
Intersection Related Violations**		0	3	4	1	1
Other Non-Moving Violation**		0	4	6	7	15
Other CC Traffic***		0	2	0	3	1

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

Drayton Valley Municipal Detachment

January to September: 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>		<b>78</b>	<b>46</b>	<b>56</b>	<b>55</b>	<b>86</b>		<b>64.2</b>	<b>15.2</b>	<b>79.4</b>	<b>Issue</b>	<b>2.5</b>
Auto		3	1	6	2	12		4.8	4.0	8.8	Issue	1.9
Truck/SUV/Van		49	35	39	46	54		44.6	6.8	51.4	Issue	2.1
Motorcycle		5	1	0	0	6		2.4	2.6	5.0	Issue	0.1
Other		13	9	10	6	12		10.0	2.4	12.4	Within Norm	-0.5
Take Auto without Consent		8	0	1	1	2		2.4	2.9	5.3	Within Norm	-1.1
<b>Break and Enter (Total)*</b>		<b>57</b>	<b>49</b>	<b>71</b>	<b>77</b>	<b>134</b>		<b>77.6</b>	<b>29.9</b>	<b>107.5</b>	<b>Issue</b>	<b>18.2</b>
Business		25	25	42	32	58		36.4	12.5	48.9	Issue	7.3
Residence		21	19	21	30	44		27.0	9.3	36.3	Issue	5.7
Cottage or Seasonal Residence		0	0	0	0	0		0.0	0.0	0.0	Within Norm	0
Other		8	4	5	12	25		10.8	7.6	18.4	Issue	4.2
<b>Theft from a motor vehicle</b>		<b>109</b>	<b>54</b>	<b>74</b>	<b>114</b>	<b>186</b>		<b>107.4</b>	<b>45.1</b>	<b>152.5</b>	<b>Issue</b>	<b>21.4</b>
Shoplifting		18	34	33	45	40		34.0	9.1	43.1	Within Norm	5.5
Mail Theft		0	1	0	4	7		2.4	2.7	5.1	Issue	1.7
Theft of bicycle		5	2	9	14	11		8.2	4.3	12.5	Within Norm	2.4
Other Theft		149	112	105	95	143		120.8	21.4	142.2	Issue	-2.9
<b>Mischief To Property</b>		<b>273</b>	<b>193</b>	<b>144</b>	<b>166</b>	<b>173</b>		<b>189.8</b>	<b>44.4</b>	<b>234.2</b>	<b>Within Norm</b>	<b>-22.7</b>
<b>Suspicious Person/ Vehicle/ Property</b>		<b>31</b>	<b>84</b>	<b>56</b>	<b>78</b>	<b>137</b>		<b>77.2</b>	<b>35.2</b>	<b>112.4</b>	<b>Issue</b>	<b>20.6</b>
<b>Fail to Comply/Breach</b>		<b>109</b>	<b>74</b>	<b>64</b>	<b>70</b>	<b>137</b>		<b>90.8</b>	<b>27.9</b>	<b>118.7</b>	<b>Issue</b>	<b>5.2</b>
<b>Person Reported Missing</b>		<b>12</b>	<b>5</b>	<b>23</b>	<b>24</b>	<b>18</b>		<b>16.4</b>	<b>7.1</b>	<b>23.5</b>	<b>Within Norm</b>	<b>3.1</b>
<b>Wellbeing Check</b>		<b>N/A</b>	<b>N/A</b>	<b>23</b>	<b>33</b>	<b>51</b>		<b>35.7</b>	<b>11.6</b>	<b>47.3</b>	<b>Issue</b>	<b>14</b>
<b>Mental Health Act</b>		<b>61</b>	<b>67</b>	<b>52</b>	<b>52</b>	<b>82</b>		<b>62.8</b>	<b>11.2</b>	<b>74.0</b>	<b>Issue</b>	<b>2.7</b>
<b>False Alarms</b>		<b>238</b>	<b>245</b>	<b>201</b>	<b>188</b>	<b>176</b>		<b>209.6</b>	<b>27.3</b>	<b>236.9</b>	<b>Within Norm</b>	<b>-18.1</b>
<b>911 Act</b>		<b>70</b>	<b>93</b>	<b>80</b>	<b>81</b>	<b>87</b>		<b>82.2</b>	<b>7.7</b>	<b>89.9</b>	<b>Within Norm</b>	<b>2.2</b>
<b>K Div - Front Counter Complaints</b>		<b>1,323</b>	<b>407</b>	<b>398</b>	<b>424</b>	<b>341</b>		<b>578.6</b>	<b>373.2</b>	<b>951.8</b>	<b>Within Norm</b>	<b>-194.7</b>

Traffic	Trend	2014	2015	2016	2017	2018		Mean	Std Deviation	Mean + 1 Std Dev	FLAG	Slope
Roadside Suspensions - alcohol related - No grounds to charge**		3	8	11	10	8		8.0	2.8	10.8	Within Norm	1.2
Occupant Restraint/Seatbelt Violations**		3	6	0	8	88		21.0	33.6	54.6	Issue	17.2
Speeding Violations**		19	8	100	24	19		34.0	33.4	67.4	Within Norm	1.6
Intersection Related Violations**		8	12	12	16	24		14.4	5.4	19.8	Issue	3.6
Other Non-Moving Violation**		65	68	63	50	242		97.6	72.5	170.1	Issue	33.6
Other CC Traffic***		7	8	10	12	3		8.0	3.0	11.0	Within Norm	-0.4