



Agenda

Call to Order

National Anthem

1.0 Additions to the Agenda

2.0 Adoption of Agenda

3.0 Corrections or Amendments:

- | | | |
|------|-------------------------------------------------------------|-------|
| 3.1. | October 17, 2018, Regular Meeting of Council Minutes | 3-10 |
| 3.2. | October 17, 2018, Organizational Meeting of Council Minutes | 11-13 |
| 3.3. | October 31, 2018, Special Meeting of Council Minutes | 14-15 |

4.0 Adoption of:

- | | |
|------|-------------------------------------------------------------|
| 4.1. | October 17, 2018, Regular Meeting of Council Minutes |
| 4.2. | October 17, 2018, Organizational Meeting of Council Minutes |
| 4.3. | October 31, 2018, Special Meeting of Council Minutes |

5.0 Delegations / Administrative Updates

- | | | |
|------|------------------------------------------------------------------------------|-------|
| 5.1. | <u>North Saskatchewan Watershed Alliance – MaryEllen Shain, Diana Staley</u> | 16-37 |
|------|------------------------------------------------------------------------------|-------|

6.0 Decision Items Pages 38-91

- | | | |
|------|---------------------------------------------------------------------------------------------------|-------|
| 6.1. | Board and Committee Appointments | |
| | • Mayor's Advisory Committee | 38-56 |
| | • Subdivision and Development Appeal Board - Extension of Terms
for Appointed Board Members | 57-68 |
| 6.2. | Drayton Valley Minor Hockey – Letter of Support | 69-71 |
| 6.3. | Eagle Point-Blue Rapids Parks Council – Letter of Support | 72-74 |
| 6.4. | Common Services Mobile Equipment – Variance Request | 75-76 |
| 6.5. | Attendance of the Canadian Hemp Trade Alliance National Convention | 77-78 |
| 6.6. | Appointment of Returning Officer | 79-82 |
| 6.7. | Advance Vote for the 2018 Municipal By-election | 83-84 |
| 6.8. | Special Ballots – 2018 Municipal By-election | 85-87 |
| 6.9. | Incapacitated Elector at Home Voting for the 2018 Town of Drayton
Valley Municipal By-election | 88-91 |

7.0 Department Reports

- | | | |
|------|--------------------------------------------------------------------------|----------------------------------------|
| 7.1. | Engineering and Development
CAO/Administration/Capital Project Update | Sonya Wrigglesworth
Winston Rossouw |
| 7.2. | Community Services and FCSS | Annette Driessen |
| 7.3. | Emergency Services | Tom Thomson |
| 7.4. | Corporate Services | Winston Rossouw |

**Regular Meeting of Council
November 7, 2018
Page 2 of 2**

8.0	Council Reports	
8.1.	Councillor Peebles	
8.2.	Councillor Dodds	
8.3.	Councillor Gammara	
8.4.	Councillor Wheeler	
8.5.	Deputy Mayor Ballas	
8.6.	Mayor Doerksen	
9.0	Information Items	Pages 92-103
9.1.	Aquatic Facility Fund Development Strategy Committee Meeting Minutes – August 7, 2018	93-94
9.2.	Childcare Operational Board Meeting Minutes – August 31, 2018	95-97
9.3.	Homelessness and Poverty Reduction Committee Meeting Notes – September 9, 2018	98-100
9.4.	Sustainability Committee Meeting Notes – September 11, 2018	101-102
9.5.	STAR Catholic Board Meeting Highlights – October 2018	103
10.0	Adjournment	



Meeting Minutes

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
Sonya Wigglesworth, Acting Director of Engineering and Development
Tom Thomson, Fire Chief

Kevin McMillan, Senior Financial Officer
S/Sgt. Malcolm Callihoo
Jennifer Martin, Planning and Development Officer
Sabine Landmark, Administrative Assistant
Vishal Sharma, Network and Systems Administrator
Doug Whistance-Smith, Library Director
Mark Smith, MLA Drayton Valley-Devon
Cathy Weetman, Western Review
Members of the Public

ABSENT:

CALL TO ORDER

Mayor Doerksen called the meeting to order at 9:03 a.m.

1.0 Additions to the Agenda

There were no additions or deletions to the October 17, 2018, Regular Meeting of Council Agenda.

2.0 Adoption of Agenda

RESOLUTION #208/18

Councillor Gammana moved to adopt the Agenda for the October 17, 2018, Regular Meeting of Council, as presented.

CARRIED

3.0 Corrections or Amendments:

3.1. September 19, 2018, Regular Meeting of Council Minutes

There were no corrections or amendments to the September 19, 2018, Regular Meeting of Council Minutes.

3.2. September 19, 2018, Public Hearing Minutes Bylaw 2018/09/D

There were no corrections or amendments to the September 19, 2018, Public Hearing Minutes Bylaw 2018/09/D.

3.3. September 19, 2018, Public Hearing Minutes Bylaw 2018/10/D

There were no corrections or amendments to the September 19, 2018, Public Hearing Minutes Bylaw 2018/10/D.

**Regular Meeting of Council
Minutes of October 17, 2018
Page 2 of 8**

- 3.4. September 19, 2018, Public Hearing Minutes Bylaw 2018/11/D
There were no corrections or amendments to the September 19, 2018, Public Hearing Minutes Bylaw 2018/11/D.
- 3.5. September 19, 2018, Public Hearing Minutes Bylaw 2018/12/D
There were no corrections or amendments to the September 19, 2018, Public Hearing Minutes Bylaw 2018/12/D.
- 3.6. October 3, 2018, Special Meeting of Council Minutes
There were no corrections or amendments to the October 3, 2018, Special Meeting of Council Minutes.

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

RESOLUTION #209/18

Councillor Dodds moved to adopt the Minutes of the September 19, 2018, Regular Meeting of Council; September 19, 2018, Public Hearing Minutes Bylaw 2018/09/D; September 19, 2018, Public Hearing Minutes Bylaw 2018/10/D; September 19, 2018, Public Hearing Minutes Bylaw 2018/11/D; September 19, 2018, Public Hearing Minutes Bylaw 2018/12/D; and October 3, 2018, Special Meeting of Council, as presented.

CARRIED

5.0 Proclamations

- 5.1. Waste Reduction Week – October 15-21, 2018
Mayor Doerksen proclaimed the week of October 15-21, 2018, as Waste Reduction Week in the Town of Drayton Valley.

Councillor Butz entered the meeting at 9:07 a.m.

6.0 Delegations / Administrative Updates

- 6.1. Mr. Mark Smith, MLA, Drayton Valley – Devon – Update to the Community
Mr. Mark Smith provided a quarterly update to Council, including updates on the hemp industry, cannabis legislation, and crime in rural communities. He offered to advocate to the Province regarding the cannabis revenue sharing deal under the Municipal Cannabis Transition Program.
- 6.2. S/Sgt. Malcolm Callihoo – Drayton Valley RCMP Stats – September 2018
S/Sgt. Callihoo presented detailed information to Council regarding the RCMP statistics for September 2018 and highlighted the new e-ticketing program.

7.0 Decision Items

7.1. Eldorado Playground Committee – Request for Funding

RESOLUTION #210/18

Councillor Butz moved that Council approve an allocation of \$50,000.00 in the 2019 Capital Project 285 Budget allocation for the Eldorado Playground project.

DEFEATED

RESOLUTION #211/18

Councillor Wheeler moved that Council deny the request for funding from the Eldorado Playground Committee; however, direct Administration to provide a letter of support from the municipality for future and upcoming grant applications that they may be pursuing.

CARRIED

7.2. Community Grants, Fourth Quarter Allocation

RESOLUTION #212/18

Councillor Gammama moved to allocate \$2,000.00 to the Fun with Funds for the Montreal Canadiens Alumni Hockey Game and \$2,500.00 to the Dance Society for the DV Nutcracker.

Councillor Wheeler proposed a friendly amendment to award the Dance Society for the DV Nutcracker \$3,000.00 and Fun with Funds for the Montreal Canadiens Alumni Hockey Game \$1,500.00. Councillor Gammama accepted the friendly amendment.

CARRIED AS AMENDED

7.3. Proposed Rezoning Bylaw 2018/15/D, Presented for First Reading, Lot 2, Plan 762 2449

RESOLUTION #213/18

Councillor Wheeler moved that Council give First Reading to proposed Bylaw 2018/15/D for the rezoning of Lot 2, Plan 762 2449, as presented, from AG-Agriculture to RMP-Manufactured Housing Park District.

CARRIED

7.4. Proposed Cannabis-Free Public Places Bylaw 2018/12/P, Presented for Second and Third Reading

RESOLUTION #214/18

Councillor Dodds moved that Council give Second Reading to proposed Cannabis-Free Public Places Bylaw 2018/12/P, as presented.

CARRIED

RESOLUTION #215/18

Councillor Ballas moved that Council give Third Reading to proposed Cannabis-Free Public Places Bylaw 2018/12/P, as presented.

CARRIED

7.5. Proposed Signage Amending (Cannabis) Bylaw 2018/11/D, Presented for Third Reading

RESOLUTION #216/18

Councillor Wheeler moved that Council rescind Resolution #191/18, giving Third Reading to proposed Signage Amending (Cannabis Retail) Bylaw 2018/10/D.

CARRIED

RESOLUTION #217/18

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

CARRIED

Mayor Doerksen called a break at 10:11 a.m.

Mayor Doerksen reconvened the meeting at 10:25 a.m.

- 7.6. Proposed Subdivision and Development Appeal Board Bylaw 2018/03/D,
Presented for First, Second and Third Readings

RESOLUTION #218/18

Councillor Gammana moved that Council give First Reading to Subdivision and Development Appeal Board Bylaw 2018/03/D, as presented.

CARRIED

RESOLUTION #219/18

Councillor Dodds moved that Council give Second Reading to Subdivision and Development Appeal Board Bylaw 2018/03/D, as presented.

CARRIED

RESOLUTION #220/18

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

CARRIED UNANIMOUSLY

RESOLUTION #221/18

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

CARRIED

- 7.7. Drayton Valley Municipal Library Board Bylaw DVLB-2018-01

RESOLUTION #222/18

Councillor Wheeler moved 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.

CARRIED

- 7.8. Board and Committee Appointments

• **Brazeau Foundation**

RESOLUTION #223/18

Councillor Gammana moved that Council reappoint Mrs. Jeannette Vatter as the 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.

CARRIED

• **Drayton Valley Municipal Library Board**

RESOLUTION #224/18

Councillor Dodds moved 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.

CARRIED

- **Early Childhood Development Centre Board**

RESOLUTION #225/18

Councillor Ballas moved that Council re-appoint Ms. 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.

CARRIED

- **Drayton Valley and District Family and Community Support Services (FCSS) Board**

RESOLUTION #226/18

Councillor Dodds moved 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.

CARRIED

7.9. Draft Town of Drayton Valley 2019-2021 Strategic Plan

RESOLUTION #227/18

Councillor Peebles moved that Council accept the Draft Town of Drayton Valley 2019-2021 Strategic Plan as information, with the amendments as discussed.

CARRIED

7.10. 2018 Service Level Document

RESOLUTION #228/18

Councillor Wheeler moved that Council accept the attached 2018 Service Level Report and spreadsheet as information.

CARRIED

7.11. Fortis Franchise Fee

RESOLUTION #229/18

Councillor Ballas moved that Council accept this as information only.

Councillor Peebles made a friendly amendment to add "And direct Administration to obtain additional information for Council to bring back for discussion on October 31." Councillor Ballas accepted the friendly amendment.

CARRIED AS AMENDED

8.0 Department Reports

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

Mr. Rossouw and Ms. Wrigglesworth introduced Mr. Jeff Hughes as Public Works Superintendent.

Mr. Rossouw advised Council that Mr. Matt Ellis was hired as addition to the Engineering and Development Department. He further mentioned that budget discussion are ongoing.

Ms. Wrigglesworth provided an update on the activities of the Engineering Department and Public Works Department.

8.2. Community Services and FCSS

Ms. Driessen provided an update on the activities of the Community Services Department.

**Regular Meeting of Council
Minutes of October 17, 2018
Page 6 of 8**

8.3. Emergency Services

Chief Thomson provided an update for Emergency Services and shared detailed information on the Fire Stats for September 2018 and an update on the Fire Prevention month.

8.4. Corporate Services

Mr. Rossouw provided an update to Council from the IT Department.

Mayor Doerksen called a break at 11:44 a.m.

Mayor Doerksen reconvened the meeting at 12:49 p.m.

9.0 Council Reports

9.1. Councillor Ballas

- September 19 – Regular Meeting of Council and Governance and Priorities Committee Meeting
- September 21 – Capital Budget Discussions
- September 24 – Whitecourt Visit
- September 25-28 – 2018 AUMA Convention & AMSC Trade Show
- October 1 – Joint Exploratory Recreation and Culture Ad-Hoc Committee
- October 4 – Budget Discussions
- October 4 – Weyerhaeuser Manufacturing Day
- October 9 – Economic Development Strategic Plan
- October 12 – Aquatic Facility Committee Meeting
- October 15 – Budget Discussions
- Drayton Valley Community Foundation Meeting

9.2. Councillor Peebles

- Budget Discussions
- September 24 – Whitecourt Visit
- September 25 – Agri-Foods Canada Meeting
- September 26-28 – 2018 AUMA Convention & AMSC Trade Show
- October 4 – Weyerhaeuser Manufacturing Day
- October 9 – Economic Development Strategic Plan
- October 11- Alberta Hemp Alliance Meeting
- October 12 – Conference call with representatives from Edmonton International Airport

9.3. Councillor Dodds

- September 21 – Capital Budget Discussions
- September 21 – Mayor's Gala and Community Recognition Awards
- September 24 – Whitecourt Visit
- September 26-28 – 2018 AUMA Convention & AMSC Trade Show
- October 3 – Special Meeting of Council
- October 3 – Budget Discussions
- October 4 – Budget Discussions
- October 9 – Economic Development Strategic Plan
- October 10 – Budget Discussions
- October 12 – Aquatic Facility Committee Meeting

- October 15 – Budget Discussions
- October 16 – Sustainability Committee Meeting Strategic Plan

9.4. Councillor Gammana

- September 20 – Visit with Dutch Delegation at the CETC
- September 24 – Whitecourt Visit
- September 25-28 – 2018 AUMA Convention & AMSC Trade Show
- October 1 – Homelessness and Poverty Reduction Strategy Committee Meeting
- October 3 – Budget Discussions
- October 4 – Budget Discussions
- October 5 – Humans Helping Humans Foundation Ribbon Cutting
- October 9 – Economic Development Strategic Plan
- October 10 – Budget Discussions
- October 11- Alberta Hemp Alliance Meeting

9.5. Councillor Wheeler

- AUMA Conference
- Elected as AUMA Town's West Director
- FCM Advisory Committee Meeting in Montreal
- Women in Business Conference

9.6. Deputy Mayor Butz

- 2018 AUMA Convention & AMSC Trade Show
- Budget Discussions
- Town and User Groups Meeting

9.7. Mayor Doerksen

- September 20 – Visit with Dutch Delegation at the CETC
- September 20 – Meeting with NorQuest College CAO
- September 21 – Mayor's Gala and Community Recognition Awards
- September 24 – Whitecourt Visit
- September 25 – Agri-Foods Canada Meeting
- September 26-28 – 2018 AUMA Convention & AMSC Trade Show
- October 4 – Weyerhaeuser Manufacturing Day
- October 11 – Alberta Hemp Alliance Meeting
- October 12 – Northern Alberta Mayors' and Reeves' Caucus
- October 16 – Aurora Elementary School Grade 4 Visit

10.0 Information Items

10.1. Brazeau Foundation Board Minutes – July 27, 2018

10.2. Childcare Operational Board Minutes – April 26, 2018

10.3. STAR Catholic Board Meeting Highlights – September 2018

10.4. Sustainability Committee Meeting Notes – August 3, 2018

10.5. Drayton Valley / Brazeau County Fire Services Stats – September 2018

10.6. Drayton Valley RCMP Stats – September 2018

**Regular Meeting of Council
Minutes of October 17, 2018
Page 8 of 8**

RESOLUTION #230/18

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

CARRIED

11.0 Adjournment

Mayor Doerksen adjourned the meeting at 1:09 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Meeting Minutes

THOSE PRESENT:

Mayor Doerksen
Councillor Ballas
Deputy Mayor Butz
Councillor Dodds
Councillor Gammana
Councillor Peebles
Councillor Wheeler

Winston Rossouw, Chief Administrative Officer

Sabine Landmark, Administrative Assistant
Vishal Sharma, Network and Systems Administrator

Cathy Weetman, Western Review

ABSENT:

CALL TO ORDER

Mayor Doerksen called the meeting to order at 1:09 a.m.

1.0 Additions to the Agenda

There were no additions or deletions to the October 17, 2018, Organizational Meeting of Council Agenda.

2.0 Adoption of Agenda

RESOLUTION #231/18

Councillor Wheeler moved to adopt the Agenda for the October 17, 2018, Organizational Meeting of Council, as presented.

CARRIED

3.0 2019 Meeting Schedule

RESOLUTION #232/18

Councillor Peebles moved that Council approve the proposed 2019 Meeting Schedule for Council/Committee meetings as presented.

Councillor Gammana proposed a friendly amendment to add Governance and Priorities Committee Meetings on June 26 and July 31. Councillor Peebles accepted the friendly amendment.

CARRIED AS AMENDED

4.0 Council Committee Appointments

4.1. Drayton Valley Multicultural Association

RESOLUTION #233/18

Councillor Wheeler moved that Council remove Resolution #074/18 off of the table.

CARRIED

RESOLUTION #074/18 from the Regular Meeting of Council on May 16, 2018

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

CARRIED

RESOLUTION #234/18

Councillor Butz moved that Council appoint Councillor Nancy Dodds as the alternate to the Drayton Valley Multicultural Association Board.

CARRIED

4.2. Drayton Valley Hospitality and Tourism Authority

RESOLUTION #235/18

Councillor Gammana moved that Council appoint Councillor Corey Peebles as a Corporate Nominee with the Drayton Valley Hospitality and Tourism Authority for a one (1) year period, expiring on October 17, 2019 AND That Council acknowledges that this appointment would be shared with the Administrative Corporate Nominee, the Director of Community Services and as such the voting would be shared as well.

RESCINDED AS PER RESOLUTION #236/18

RESOLUTION #236/18

Councillor Gammana moved to rescind his Resolution #234/18 as stated above.

CARRIED

RESOLUTION #237/18

Councillor Gammana moved that Council appoint Councillor Corey Peebles as a Corporate Nominee with the Drayton Valley Hospitality and Tourism Authority for a two (2) year period, expiring October 31, 2020, AND that Council acknowledges that this appointment would be shared with the Administrative Corporate Nominee, the Director of Community Services and as such the voting would be shared as well.

Councillor Butz proposed a friendly amendment to state that "the voting is shared but that the Councillor in attendance has first priority on the voting." Councillor Gammana accepted the friendly amendment.

CARRIED AS AMENDED

RESOLUTION #238/18

Councillor Gammana moved that Council appoint Councillor Bill Ballas as the alternate for the Drayton Valley Hospitality and Tourism Authority.

CARRIED

4.3. External Council Committee Appointments

RESOLUTION #239/18

Councillor Peebles moved that Council remove Eagle Point-Blue Rapids (EPBR) Parks Council from the external committee list.

CARRIED

RESOLUTION #240/18

Councillor Peebles moved that Council remove Pembina Physician Recruitment and Retention Committee from the external committee appointments.

DEFEATED

RESOLUTION #241/18

Councillor Ballas moved that Council accept the committee appointments as amended.

CARRIED

**Regular Meeting of Council
Minutes of October 17, 2018
Page 3 of 3**

4.4. Other Council Committee Appointments

RESOLUTION #242/18

Councillor Wheeler moved that Council rescind Resolution #193/14 which established the Terms of Reference for the Traffic Advisory Committee.

CARRIED

RESOLUTION #243/18

Councillor Gammana moved that Council appoint Councillor Fayrell Wheeler and Councillor Nancy Dodds to the Sustainability Committee.

CARRIED

RESOLUTION #244/18

Councillor Wheeler moved that Council rescind Resolutions #236/17 and #057/18 which established the Terms of Reference for the Budget and Asset Management Committee.

CARRIED

RESOLUTION #245/18

Councillor Dodds moved that Council direct Administration to develop proposals for Committees, including potential Terms of Reference or Bylaw(s), regarding Fire Services, Policing/Security, and Airport Development/Management, bringing the proposals back to a Regular Meeting of Council.

CARRIED

RESOLUTION #246/18

Councillor Ballas moved that Council continue with the Economic Development Committee as in the past year.

CARRIED

5.0 Adjournment

Mayor Doerksen adjourned the meeting at 2:12 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Meeting Minutes

THOSE PRESENT:

Mayor Doerksen
Councillor Ballas
Councillor Dodds
Councillor Gammana
Councillor Peebles
Winston Rossouw, CAO

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

ABSENT:

Councillor Wheeler

1.0 CALL TO ORDER

Mayor Doerksen called the meeting to order at 2:00 p.m.

2.0 Adoption of Agenda

RESOLUTION #247/18

Councillor Gammana moved to adopt the Agenda for the October 31, 2018, Special Meeting of Council, as presented.

CARRIED

3.0 Decision Items

3.1 Resignation of Councillor

RESOLUTION #248/18

Councillor Dodds moved that the Special Meeting of Council move to a Closed Session at 2:00 p.m. per the Special Meeting of Council Agenda, pursuant to *Freedom of Information and Protection of Privacy Act* section 17(1)e).

CARRIED

Mr. Winston Rossouw was present to provide advice to Council.

Ms. Jenn. Stone entered the Closed Session at 2:16 p.m. to provide advice regarding communications.

RESOLUTION #249/18

Councillor Dodds moved that the Special Meeting of Council move out of Closed Session at 2:27 p.m.

CARRIED

RESOLUTION #250/18

Councillor Ballas moved that Council accept the resignation of Mr. Eric Butz as Councillor for the Town of Drayton Valley effective October 31, 2018.

CARRIED

3.2 Request for By-Election Extension

RESOLUTION #251/18

Councillor Peebles moved that Council call a By-Election to fill the vacancy created by Councillor Butz's resignation with Nomination Day being on November 16, 2018, with the Election Day being on December 14, 2018.

CARRIED

3.3 Town Council Vacancy – Joint Exploratory Recreation and Culture Ad Hoc Committee

RESOLUTION #252/18

Councillor Ballas moved that Council appoint Councillor Peebles to the Joint Exploratory Recreation and Culture Ad Hoc Committee, effective immediately.

CARRIED

3.4 Appointment of Deputy Mayor

RESOLUTION #253/18

Councillor Gammana moved that Council approve the appointment of Councillor Ballas as the Deputy Mayor for the period October 31, 2018 – June 30, 2019.

CARRIED

4.0 Adjournment

Mayor Doerksen adjourned the meeting at 2:58 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Town of Drayton Valley Traffic Advisory Committee Delegation Request Form

Name(s): Maryellen Shain & Diana Staley
 Organization: North Saskatchewan Watershed Alliance & Alberta Innotech
 Contact Number: 587-525-6828 Contact E-mail: Maryellen.Shain@nswa.ab.ca
 Mailing Address: 9440 - 49 St, Suite 202, Edmonton, AB T6B 2M9

* Request must be received a minimum of TWO WEEKS prior to the meeting
 being requested for;

Please refer to the Meeting Schedule for dates

Reason for Requesting Delegation:

(information only, request for funding, concern, etc)

For information only regarding a project update
from the Headwaters Alliance, committee of the
NSWA. As well, introduction of a new project
(Natural Infrastructure Study) in partnership with Alberta
Innotech.

Additional Information Provided

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

- Draft Powerpoint presentation.
- Project Briefing Note (2)

This committee is advisory to Council, and does not make decisions or changes to existing programs or policies.

Please submit your request by:

Fax: 780.542.5753

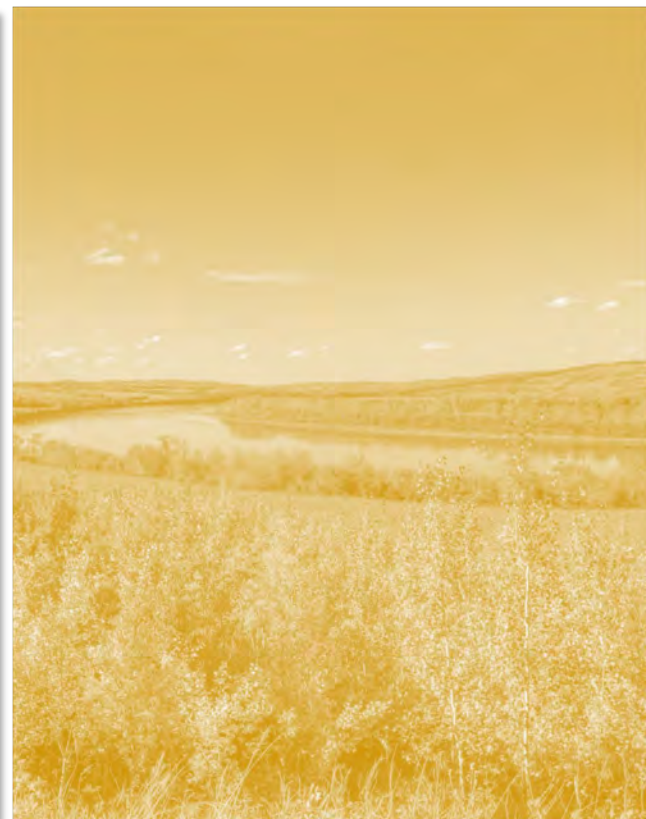
E-mail:

trafficadvisorycommittee@draytonvalley.ca **In person:** 5120-52 ST

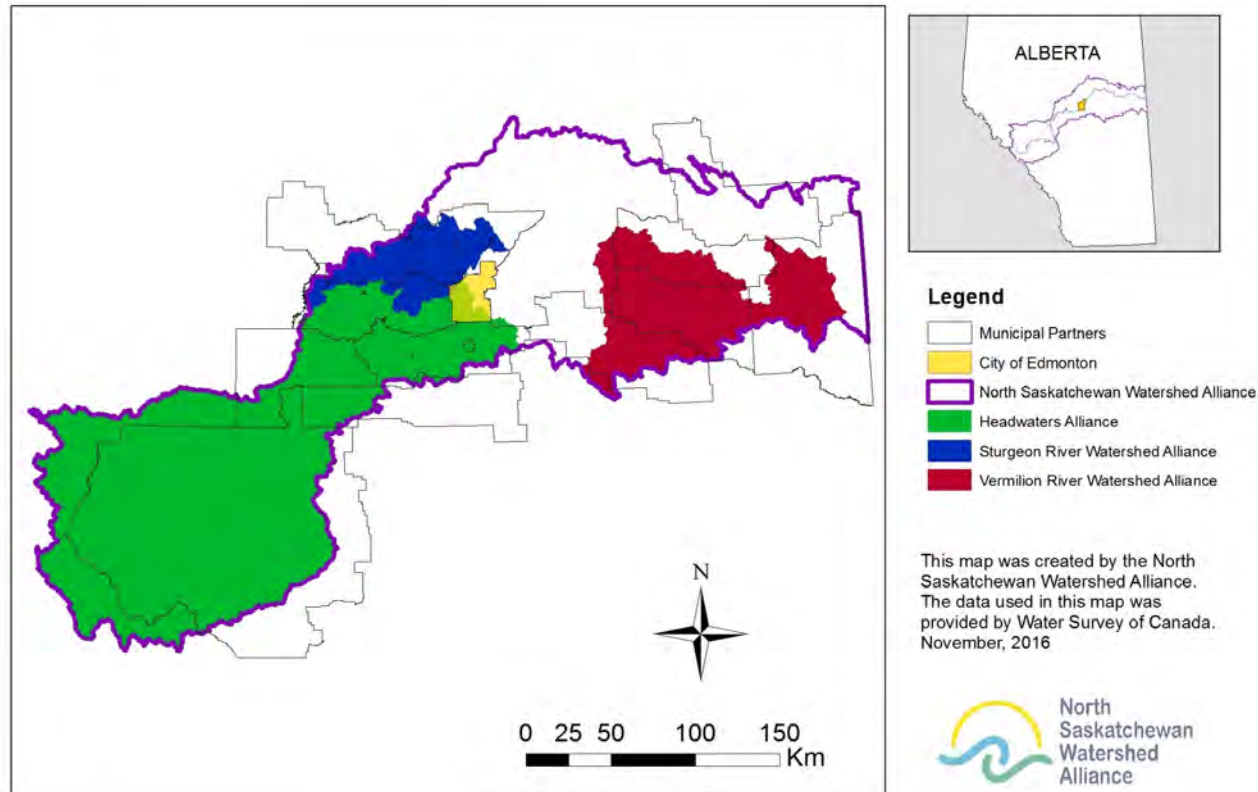
Headwaters Alliance

Background and Update on the Work
of the Headwaters Alliance

Presentation by: Mary Ellen Shain



NSWA Sub-Watershed Alliances



Headwaters Alliance



- Clearwater County
- Brazeau County
- Parkland County
- Leduc County
- Wetaskiwin County

- Rocky Mountain House
- Drayton Valley
- Devon

- O'Chiese First Nation

- Est. 2014
- Platform for communities to collaborate their efforts to achieve a healthy watershed



Indicators of Watershed Health



Metrics chosen for the State of the North Saskatchewan Watershed Report.

Indicator Category	Metric
Land Use	Riparian health
	Linear development (roads, seismic, pipelines, etc.)
	Land use inventory
	Livestock density
	Wetland inventory
Water Quality	Surface water quality index (AENV model)
	<i>E. coli</i>
	Phosphorus (TP, SRP)
	Pesticides
	Water allocations by sector
Water Quantity	Groundwater extraction
	Aquatic macrophytes
Biological Indicator	Fish (population estimates)
	Vegetation types (Alberta Vegetation Inventory)
	Benthic invertebrates



Riparian Health in the IWMP



Integrated Watershed Management Plan for the North Saskatchewan River in Alberta

Watershed Management Direction 3.3: Maintain and restore riparian areas

Actions:

3.3.1

Complete an inventory and assess the condition of riparian areas in the NSR watershed.

3.3.2

Municipalities, in consultation with landowners groups and other stakeholders, are encouraged to develop riparian set-back guidelines which exceed provincial regulations.

3.3.3

Develop incentive and support programs (financial and expertise) to enable and assist landowners to retain naturally-occurring riparian areas, restore damaged riparian areas and replant riparian vegetation on their own land.



Riparian Health Unknown in NSR

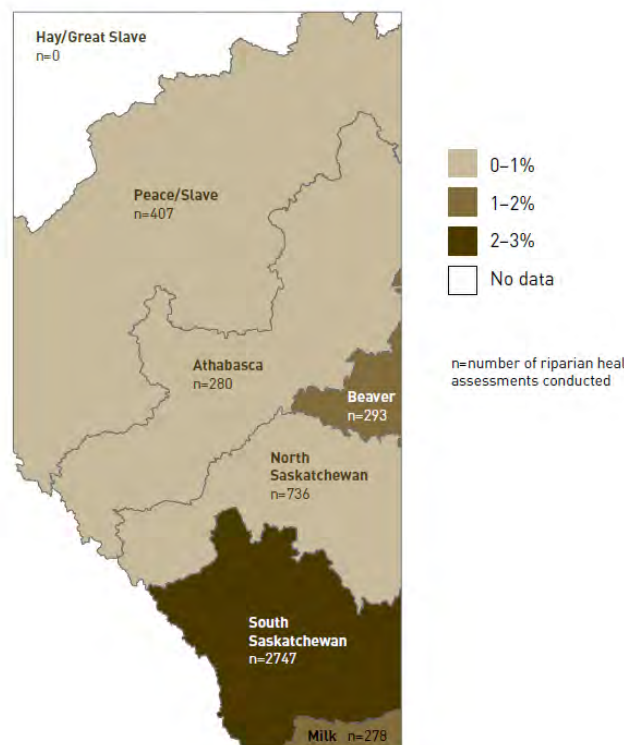


Table 3.1. Physical characteristics of the seven major river basins of Alberta as derived from provincial hydrography layer (Alberta Base Features, Hydrography Polygons and Simplified Linear Stream Network). Small stream and large river lengths are based on Strahler stream orders 1-5 and 6-10, respectively.

Watershed	Area (km ²)	Lake shoreline length (km)	Small stream length (km)	Large river length (km)	Total shoreline length (lentic & lotic) (km)	Shoreline density (Total length/area) (km/km ²)
Athabasca River	144,406	29,855	125,484	5,364	160,703	1.11
Beaver River	17,775	7,075	10,963	355	18,392	1.03
Hay/Great Slave	65,245	33,090	65,789	3,091	101,970	1.56
Milk	11,885	3,097	13,922	433	17,452	1.47
North Saskatchewan	92,799	41,123	70,757	2,926	114,805	1.24
Peace/Slave River	214,070	95,644	178,925	9,798	284,368	1.33
South Saskatchewan	116,781	26,636	104,618	4,944	136,199	1.17
Provincial total	662,961	236,520	570,457	26,911	833,889	1.26

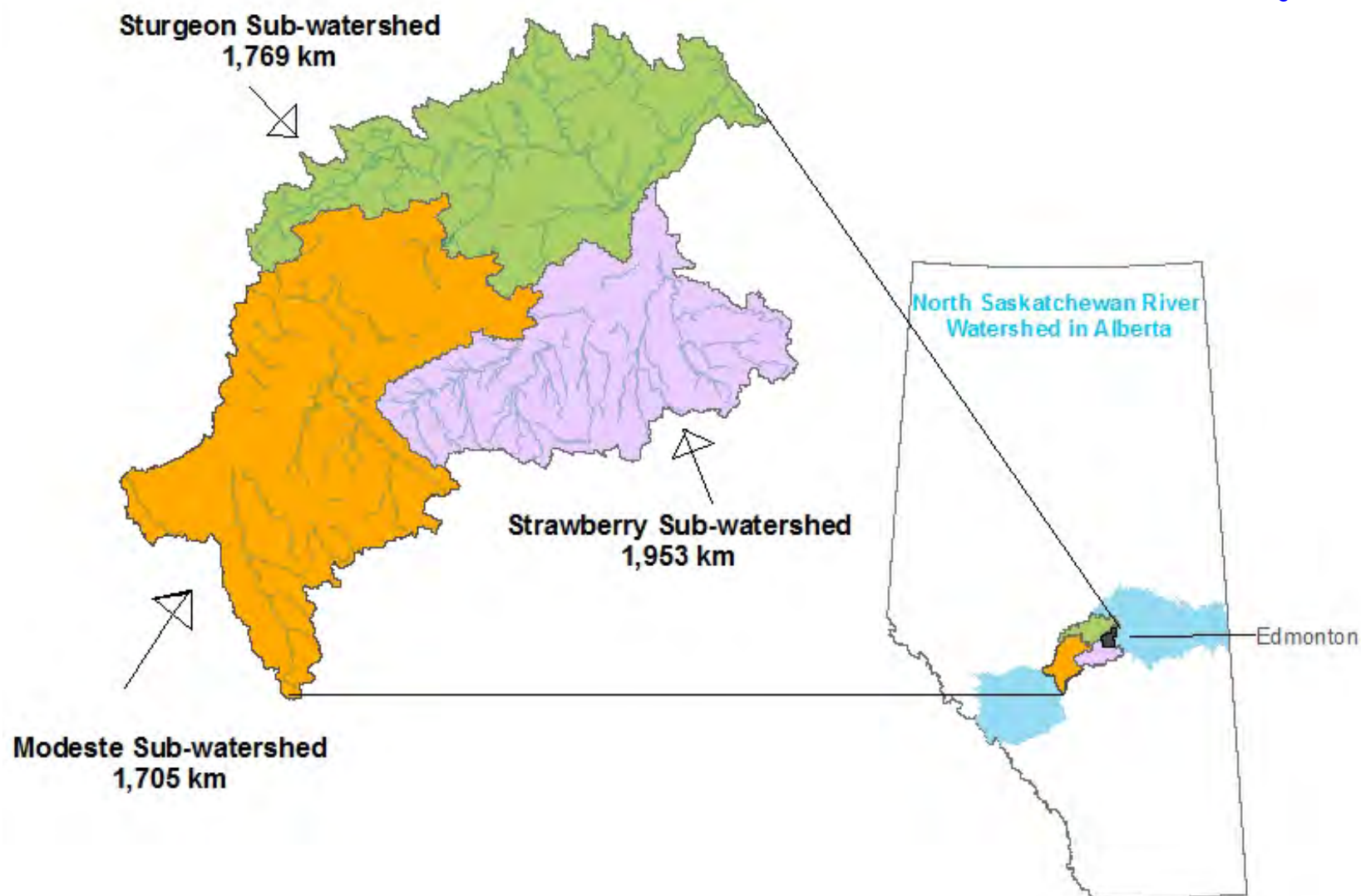


Project Funders



- Watershed Resiliency & Restoration Program
- Alberta Community Partnership Grant
- Many municipal partners of the NSWA
- EPCOR





Overall Project Results

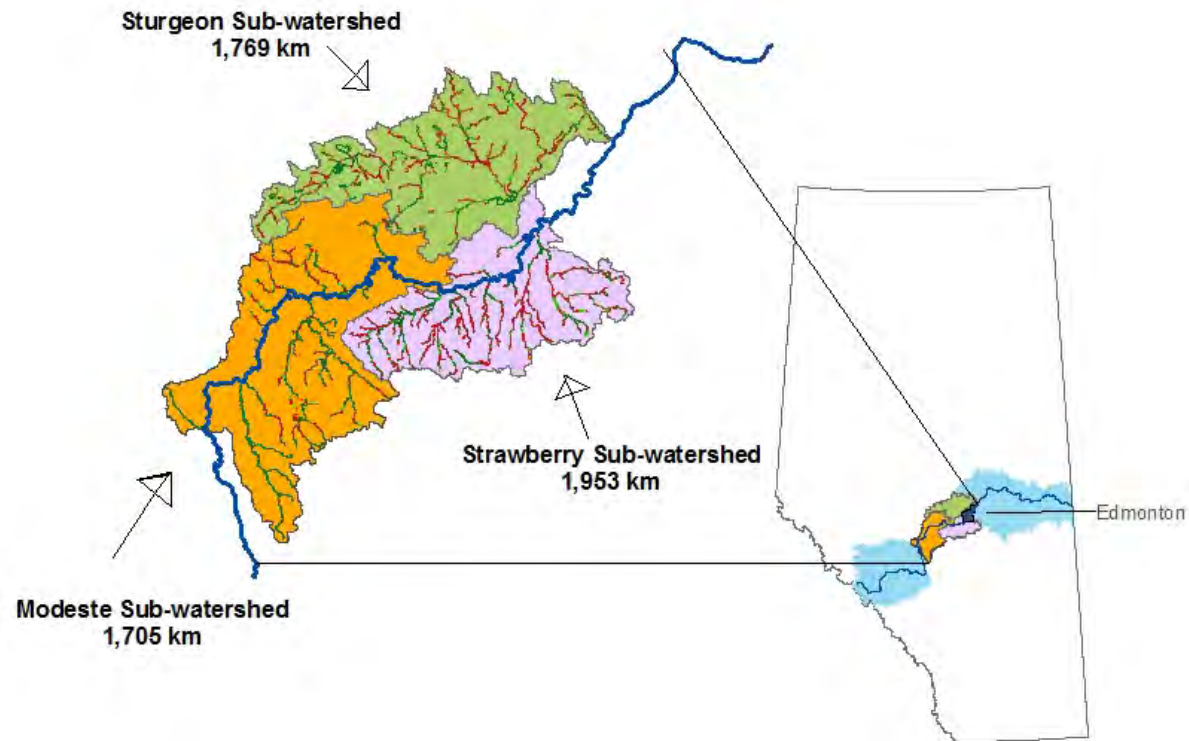
- Total ~5,400 km assessed
- Creeks and Lakes
- Overall Score:

52% Highly Intact

14% Moderate

11% Low Intact

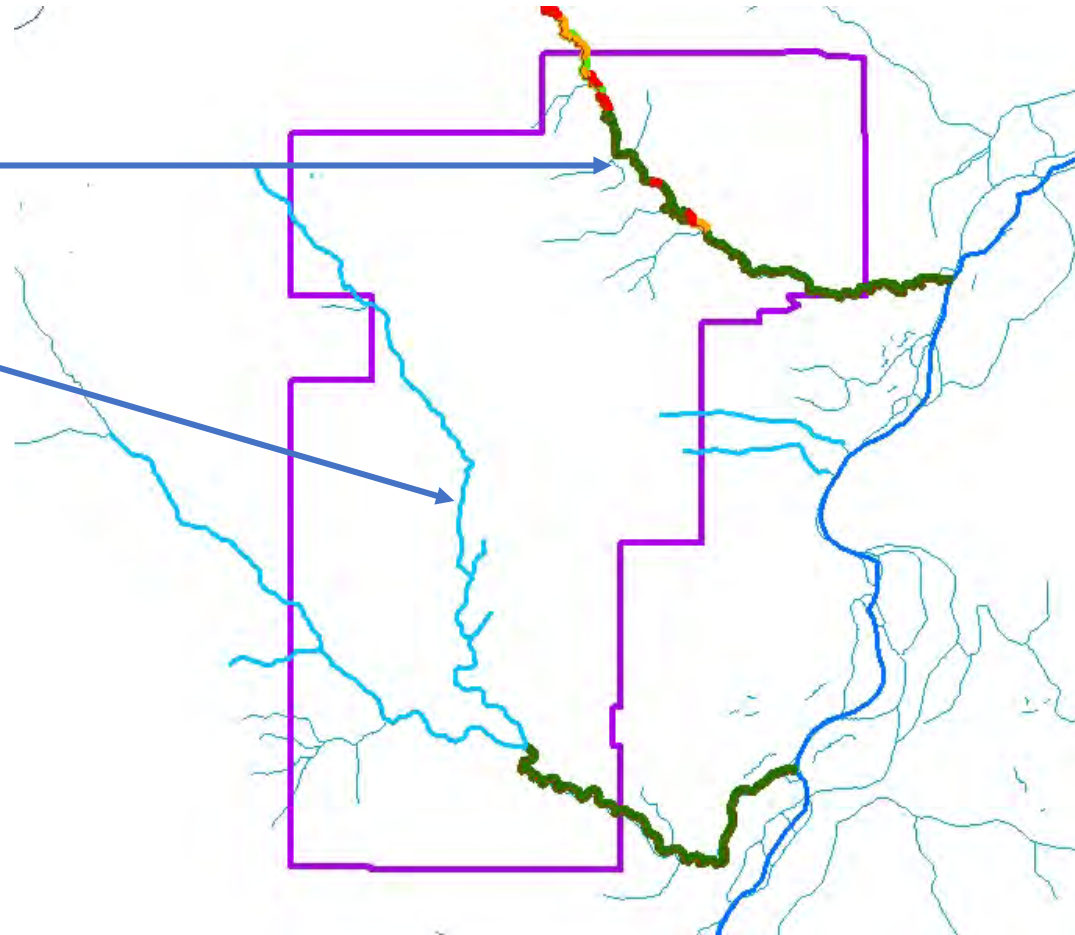
23% Very Low Intact



Results for Drayton Valley

- So far ~22 km assessed
- Another 18 km to go...

...Results not fully complete



Results for BrazEAU County

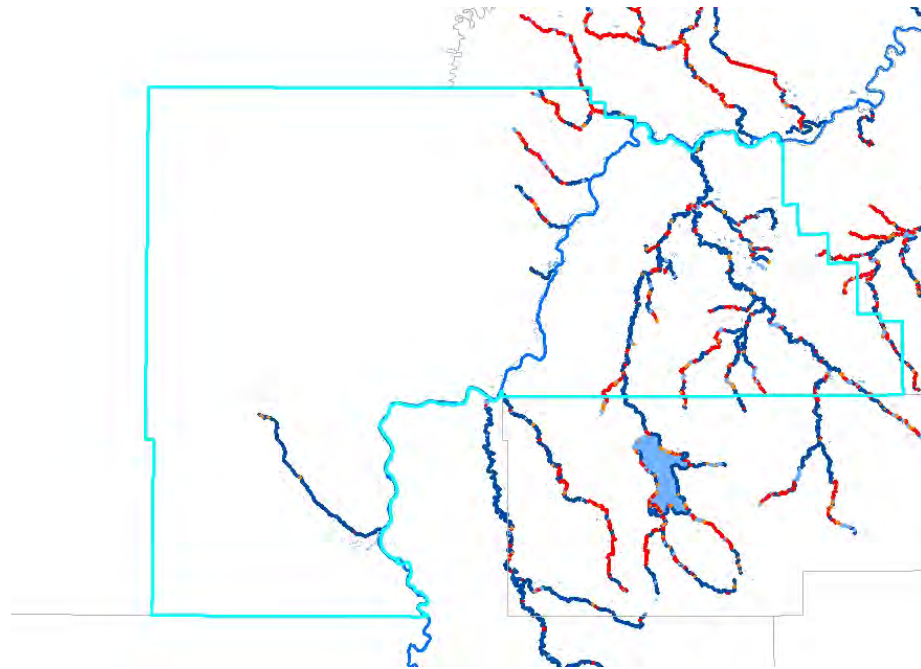
- Total ~653 km assessed
- Overall Score:

74% Highly Intact

11% Moderate

5% Low Intact

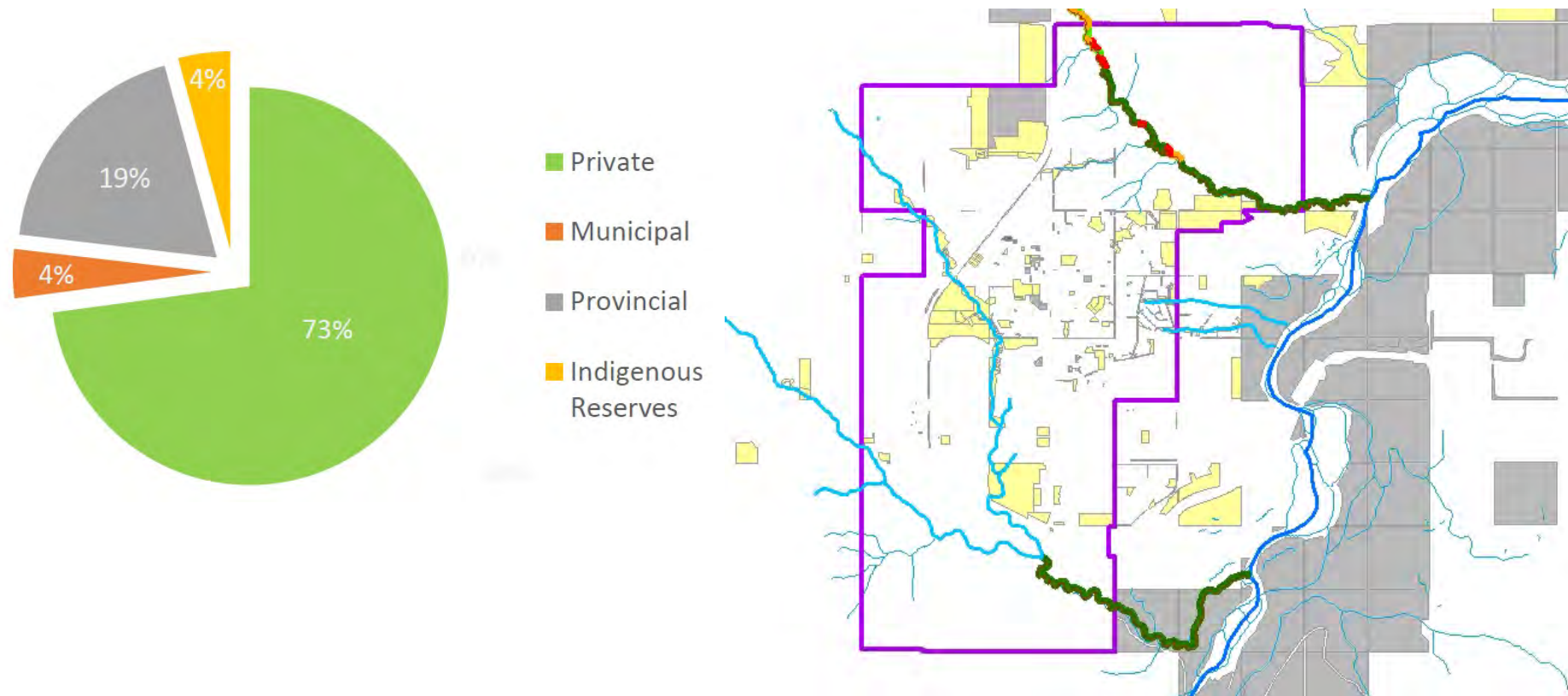
10% Very Low Intact



BrazEAU County



Land Ownership Type



Riparian Health Agencies



What can we do with this information?

- Public Education: make the data publicly accessible
- Voluntary sphere: ALUS, Green Acreages, Land Trust, other conservation groups, priority area for grants
- Regulatory sphere: ER, Conservation reserve, inter-municipal collaboration on decision making



...Upcoming Opportunity

Riparian Health in the NSR Watershed: From Policy to Planting

October 25, 2018
Clymont Community League



Investing in and Quantifying the Benefits of Natural Infrastructure on Agricultural Lands in the Modeste Sub-watershed



Dr. Marian Weber

InnoTech Alberta

Partners

- Partner Organizations: ALUS Leduc-Wetaskiwin, ALUS Parkland, ALUS Brazeau, Parkland County, North Saskatchewan Watershed Alliance, Headwaters Alliance
- Collaborators: University of Guelph, InnoTech Alberta
- Funders: Alberta Environment and Parks (750K), NRCAN (180K), Private Donor

Project Summary

- Modeste watershed as a case study to understand how wetland and riparian restoration and enhancement contributes to flood and drought mitigation, and water quality improvements in rural municipalities
 - Fund and monitor on the ground wetland and riparian restoration and enhancement projects in the Modeste sub-watershed;
 - Develop IMWEBS model to quantify contributions of natural infrastructure for flood and drought mitigation and water quality improvements for municipalities.
 - Cost benefit analysis of grey-natural infrastructure investments

Research Outcomes

- Understand the cost effectiveness of natural versus built infrastructure;
- Demonstrate the scale at which wetland and riparian areas must be restored and enhanced to deliver benefits at a scale which can complement and support, or substitute for grey and built infrastructure;
- Provide guidance for project proponents, stakeholders and decision-makers to incorporate natural infrastructure into their immediate and long-term infrastructure needs under a changing climate; and
- Support the communications, technology transfer and development work of ALUS Canada and regional ALUS partners to create sustainable revenue streams.

What we are looking for

- Historical data on flood and drought
 - Events, costs, other
- Advisory Committee and Broader Engagement
 - Feedback on approach and direction
 - Civil engineers / small municipal water treatment system design options
 - Policy/decision makers and alignment with county initiatives and budgeting processes
- Data/maps/etc.
 - Capital, operating and maintenance costs for engineered alternatives
 - Hydrology and other data inputs for IMWEBS
 - Municipal Expenditures

Thank you for your time!





COUNCIL REQUEST FOR DECISION

SUBJECT:	Mayor's Advisory Committee Appointments
MEETING DATE:	November 7, 2018
SUBMITTED BY:	Administration on behalf of Council

PROPOSAL AND BACKGROUND:

Town Bylaw 2018/04/B requires that the Mayor's Advisory Committee consist of up to eleven (11) members who shall be appointed by Resolution of Town Council for either a two- or three-year term. Committee members include representation from the Town, County, faith-based groups, youth, seniors, as well as the Mayor and Deputy Mayor.

When vacancies occur, applicants for Committee must meet the criteria stated within Bylaw 2018/04/B including place of residence and age group category.

The terms for four (4) community members at large, Mr. Ashraful Alam, Ms. Jay Harris, Mr. Randy Rye, and Mr. Bernie Schell expired on October 31, 2018. The remaining six (6) positions for Community members-at-large that are currently filled are in effect until October 31, 2019.

The vacant positions were advertised in the Drayton Valley Western Review and through the Town's website and social media. The term for the vacant positions is November 1, 2018, to October 31, 2021.

Two (2) applications for the re-appointment of Mrs. Jay Harris and Mr. Randy Rye have been received, as well as two (2) new applications from Ms. Carmen Williams and Mr. Graham Long. The applications are attached for Council's review and consideration.

OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

- A. Appoint members to the Committees as applied and advertise for the remaining vacancies and the vacancy for a youth representative. These appointments, for a three (3) year period, would then expire on October 31, 2021. This allows for the continued operations of the Mayor's Advisory Committee.
- B. Direct Administration to re-advertise all, or some, of the positions on the Mayor's Advisory Committee. As per the Bylaw, quorum of the Committee consists of a majority, a delay in appointments may impact the Committees ability to meet.

BUDGET / RESOURCE IMPLICATIONS:

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

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

Applicants will be notified of Council's decisions and new members will begin their term as of the effective date of appointment

POTENTIAL MOTIONS:

- A. That Council appoint _____, _____, _____, and _____ as community members-at-large to the Mayor's Advisory Committee for a three (3) year term commencing November 1, 2018, and ending October 31, 2021.
- B. Direct Administration to re-advertise one or all of the vacant positions for the Mayor's Advisory Committee.

ATTACHMENTS:



Attachment 1: Mayor's Advisory Committee Bylaw 2018/04/B

Attachment 2: Application from Mr. Randy Rye

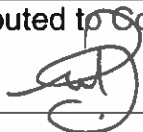
Attachment 3: Application from Mr. Graham Long

Attachment 4: Application from Mrs. Jay Harris

Attachment 5: Application from Ms. Carmen Williams

Report Prepared By:		Report Reviewed By:	
			
Name:	Sabine Landmark	Name:	Winston Rossouw
Title:	Administrative Assistant	Title:	CAO

Report Routed to Council By:



**BYLAW NO. 2018/04/B****Name of Bylaw: Mayor's Advisory Committee Bylaw**

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 and Bylaw;

AND WHEREAS under the provisions of the *Municipal Government Act*, R.S.A. 2000, Section 145 and any amendments thereto, a Council may pass Bylaws in relation to (a) the establishment and functions of Council Committees and other bodies; (b) procedures to be followed by Council, Council Committees and other bodies established by the Council;

AND WHEREAS under the provisions of the *Municipal Government Act*, R.S.A. 2000, Section 146 and any amendments thereto, a Council Committee may consist (b) of a combination of Councillors and other persons;

AND WHEREAS Council deems it in the best interest of the municipality to form a Committee to advise Council on issues relating to the community;

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 "Mayor's Advisory Committee Bylaw" of the Town of Drayton Valley.

PURPOSE

2. The purpose of this Bylaw is to provide the establishment of a Mayor's Advisory Committee and set forth the duties and responsibilities of that Committee.

INTERPRETATION

3. In this Bylaw, including this section, unless the context otherwise requires:
 - 3.1 *Brazeau County* means the municipality incorporated within the Province of Alberta as the County of Brazeau;
 - 3.2 *Committee* means the Mayor's Advisory Committee;

- 3.3 *community* means the area contained within the boundaries of the Town of Drayton Valley and Brazeau County;
 - 3.4 *faith-based groups* mean members of faith based organizations in the community;
 - 3.5 *member(s)-at-large* means citizens of the Town of Drayton Valley or Brazeau County who are appointed by Town Council to serve on the Committee;
 - 3.6 *senior(s)* means an individual(s) the age of fifty-five (55) years and up.
 - 3.7 *Town* means the Town of Drayton Valley;
 - 3.8 *Town Council* means the municipal Council for the Town of Drayton Valley; and
 - 3.9 *youth* means an individual(s) between the ages of fourteen (14) and twenty-one (21) years.
- 4. Words used in the singular include the plural and vice-versa.
 - 5. When a word is used in the masculine or feminine it will refer to either gender.
 - 6. Words used in the present tense include the other tenses and derivative forms.

PURPOSE OF THE COMMITTEE

- 7. The purpose of the Mayor's Advisory Committee is to:
 - 7.1 provide feedback to the Mayor on local needs, areas of improvement and issues to be addressed by Council;
 - 7.2 enhance communication between the public, Mayor and Council toward common goals;
 - 7.3 provide Council, through the Mayor, ideas to promote the community, its continued stability, growth and overall quality of life; and
 - 7.4 make recommendations and provide feedback on matters brought forward to the Committee by the Mayor from time-to-time.

8. The duties of the Committee members are to:
 - 8.1 attend and participate in meetings;
 - 8.2 work co-operatively with other members in achieving the objectives of the Committee;
 - 8.3 contribute advice, ideas and suggestions relating to items on the Agenda; and
 - 8.4 show respect for their peers, Councillors, Town staff and others during the process.

COMPOSITION OF THE COMMITTEE

9. The Committee shall consist of representatives from the community, who shall be appointed by resolution of Council for a term of two (2) or three (3) years.
10. Committee representatives shall consist of up to eleven (11) members from the Town, County, faith-based groups, youth, seniors, as well as the Mayor and Deputy Mayor.
11. Committee members shall be selected on the basis of an active interest in the community.
12. All Committee member appointments are to be made/approved by Council for a term of two or three years, commencing November 1st, with the exception of the Deputy Mayor's position.
13. Appointments/re-appointments made by Town Council shall be based on information/advice of the Committee and other relevant sources.
14. All members of the Committee must live within the boundaries of the community.

COMMITTEE PROCEDURES

15. The Mayor shall preside at the meetings, with the Deputy Mayor presiding in the absence of the Mayor.
16. Meetings will be held four (4) times per year as set out by the Chair.
17. The Chair can schedule additional meetings as necessary.

18. A quorum for meetings shall consist of a majority of Committee members, with recommendations being made on a consensus basis.
19. The Secretary, as designated by the Chair, shall prepare an Agenda for upcoming meetings, containing items submitted by the Committee members or referred by Council, and shall be circulated in advance of the meeting.
20. Notes of all meetings shall be recorded by the Secretary and kept in the Town's records management system.
21. Meeting procedures shall be conducted in accordance with good meeting practices as established under Roberts Rules of Order.

CONFLICT OF INTEREST

22. No member shall participate in any discussion that may involve pecuniary interest as defined in the *Municipal Government Act*.
23. In the event of a member having a pecuniary interest, he or she must:
 - 23.1 disclose that he or she has a pecuniary conflict of interest and its general nature;
 - 23.2 leave the room until the matter has been dealt with;
 - 23.3 abstain from any discussion on the matter; and
 - 23.4 ensure the abstention is recorded in the Minutes.

RESIGNATIONS, REMOVALS AND DISSOLUTION

24. Any member of the Committee may resign at any time upon sending written notice to the Chair and Council to that effect.
25. Council may terminate a member's appointment to the Committee at any time, and particularly when the member:
 - 25.1 fails to attend three (3) consecutive meetings of the Committee, unless that absence is caused through illness or is authorized in advance by the Committee;
 - 25.2 ceases to be a resident of the community;
 - 25.3 is hired in a full-time, permanent capacity with the Town or the County;

- 25.4 is elected to a position on the Council of either the Town or the County;
- 25.5 is convicted of a crime under the *Criminal Code of Canada*; or
- 25.6 fails to keep confidential, or discloses, any information that jeopardizes a Town operation, public safety, or the confidentiality associated with the nature of Town operations including personnel, conduct, contracts, services or programs.
26. Dissolution of the Committee will be at Council's discretion.

LIMITATIONS

27. Neither the Committee, 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 Committee 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.
28. Member of the Committee shall not be held liable for any actions or claims or claims arising out of the exercise of the powers granted to the Committee pursuant to the Bylaw.

SEVERABILITY

29. 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 rescind Bylaw No. 2011/18/B, and any and all Bylaws amending same, 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 16th day of May, 2018, A. D.

Read a second time this 16th day of May, 2018, A. D.

Read a third and final time this 16th day of May, 2018, A. D.



MAYOR



ACTING CHIEF ADMINISTRATIVE OFFICER

RECEIVED
24 Sep 2018

TOWN OF DRAYTON VALLEY

Application for Board/Committee Membership

NAME: Randy Rye 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: PASTOR

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

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

AGE:

☐ Under 21

☐ 21-35

☐ 35-55

☒ Over 55

MUNICIPALITY OF RESIDENCE:

☒ Town of Drayton Valley

☐ Brazeau County

☐ Other(Please State): _____

BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)

☐ Aquatic Fund Development Strategy Committee

☐ Childcare Operational Board

☐ Family and Community Support Services (FCSS) Advisory Board

☐ Subdivision and Development Appeal Board

☐ Other: (Please state) _____

☐ Brazeau Seniors Foundation

☐ Drayton Valley Municipal Library Board

☒ Mayor's Advisory Committee

☐ Traffic Advisory Committee

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

RELATED EXPERIENCE AND QUALIFICATIONS:

MANAGED A MARKET DEPT. AT BULLMOOSE MEAT (COAL) FOR 15 YEARS
I HAVE LIVED IN D.V. FOR 15 1/2 YEARS AS A PASTOR AT LIFE CHURCH
I HAVE BEEN ON THE MAYOR'S ADVISORY COMMITTEE FOR APPROX. 5 1/2 YEARS

BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:

TO BRING A POSITIVE INPUT FROM OUR COMMUNITY AND
ASSIST IN AREAS THAT DEAL WITH DEVELOPMENT AND AREAS
THAT COMMUNITY MEMBERS HAVE CONCERNS.

OTHER PERTINENT INFORMATION:

I BELIEVE I AM CALLED TO BE A PART OF SOLUTION FOR OUR TOWN
AND NOT TO BE A PART OF THE PROBLEM

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

☒ YES ☐ NO

PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE.

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

Please return the completed form marked

Submit Form

ATTENTION: Administration Department

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

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.

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.

RELATED EXPERIENCE AND QUALIFICATIONS:

see attached

BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:

see attached

OTHER PERTINENT INFORMATION:

see attached

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.



TOWN OF DRAYTON VALLEY

Application for Board/Committee Membership

NAME: Janet Harris

FOIP Act; RSA 2000; Chapter

PHONE: 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: Self Employed

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

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

AGE:

☐

Under 21

☐

21-35

☒

35-55

☐

Over 55

MUNICIPALITY OF RESIDENCE:

☐

Town of Drayton Valley

☒

Brazeau County

☐

Other(Please State):

BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)

☐

Aquatic Fund Development Strategy Committee

☐

Brazeau Seniors Foundation

☐

Childcare Operational Board

☐

Drayton Valley Municipal Library Board

☐

Family and Community Support Services (FCSS) Advisory Board

☐

Mayor's Advisory Committee

☐

Subdivision and Development Appeal Board

☐

Traffic Advisory Committee

☐

Other: (Please state)

☒

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

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

RELATED EXPERIENCE AND QUALIFICATIONS:

BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:

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

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.



TOWN OF DRAYTON VALLEY

Application for Board/Committee Membership

NAME: Carmen Williams PHONE: _____

MAILING ADDRESS: _____

STREET ADDRESS: _____

E-MAIL ADDRESS: _____

OCCUPATION: Photographer

I AM INTERESTED IN (SELECT ONE):

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

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

AGE:

<input type="checkbox"/> Under 21	<input type="checkbox"/> 21-35	<input checked="" type="checkbox"/> 35-55	<input type="checkbox"/> Over 55
-----------------------------------	--------------------------------	-------------------------------------------	----------------------------------

MUNICIPALITY OF RESIDENCE:

<input checked="" type="checkbox"/> Town of Drayton Valley	<input type="checkbox"/> Brazeau County	<input type="checkbox"/> 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 type="checkbox"/> Family and Community Support Services (FCSS) Advisory Board	<input checked="" 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.



Page 2 of 2

RELATED EXPERIENCE AND QUALIFICATIONS:

Served on many group projects in the past and try to be involved in local events. I interact with a wide variety of people and am not easily lead by "talk" but try to see fact and balance in situations.

BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:

I believe that often people will tell more to their hindresser than they will to someone who can do something. The Mayors committee is one way to gather feedback from the community. It takes all types of people to give a balanced view.

OTHER PERTINENT INFORMATION:

I do travel a bit so knowing in advance of meeting times would be very helpful.

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

☒ YES ☐ NO

PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE.

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

SIGNATURE:

DATE:

Oct 10/18

Please return the completed form marked

ATTENTION: Administration Department

In Person 5120-52 Street, Drayton Valley
Mail Box 5837, 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: Carmen
To: Rita Bileau
Subject: Fw: reference letter 1
Date: October-10-18 5:02:48 PM

Still waiting on the second one.
Carmen

-----Original Message-----
FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)
Sent: Wednesday, October 10, 2018 4:43 PM
FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)
Subject: reference letter

Kelly Forster

President Warming Hearts
Soup Kitchen Society

5008-45st
Drayton Valley, Alberta
T7A 1C1

October 10th, 2018

To whom it may concern;

I have known Carmen for many years. Carmen is a mom, business lady and is well respected in our town. Carmen is a very hard working lady.

Carmen is a very intelligent , does not jump to conclusions but does her research before making an decision.

Carmen is well read and very approachable.

Carmen is reliable and honest.

I have been working in the community for years. I know Carmen is a great asset to our community .

I highly recommend Carmen Williams for the mayor's advisory board.

Please do not hesitate to call me for further information.

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

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

Moe Hamdon

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

RE: Mayor's Advisory Council

Att: Mayor and Council

I would like to submit this letter of support for Carmen Williams and her application to sit on the Mayor's Advisory Council. I have known Carmen for several years and believe she would be an ideal candidate for you committee.

I believe it is important to have people that care about the community, understands local issues, is able to communicate with a large segment of our community and is willing to share his or her opinion, as well as collect and share information.

It is my belief that Carmen meets this criteria and as such would be a valuable addition to the Advisory Council. Over the years Carmen has demonstrated a great amount of community spirit, is a local business person, and is involved in many worthwhile community projects.

I ask Mayor and council to seriously consider the appointment of Carmen Williams to the Mayor's Advisory Council. She will be a tremendous asset.

Thank you

Moe Hamdon

COUNCIL REQUEST FOR DECISION

SUBJECT:	Subdivision and Development Appeal Board – Extension of Terms for Appointed Board Members
MEETING DATE:	November 7, 2018
SUBMITTED BY:	Winston Rossouw, CAO

PROPOSAL AND BACKGROUND:

Town Bylaw 2018/03/D, Section 4, requires that the Subdivision Development Appeal Board (SDAB) consist of five (5) members at large who shall be appointed by Resolution of Town Council for a term of up to three (3) years concurrent with their training certification (Attachment 1). The members receive remuneration for their time in training and meeting as a Board as per Town Policy C-01-00 (Attachment 2). As the training for Subdivision and Development Appeal Board members is a legal requirement through the changes to the *Municipal Government Act, RSA 2000, c M-26*, attached Memo to the board members from July 27, 2018, outlines in detail the entitlement to remuneration for their time in training (Attachment 3).

On March 21, 2018, Council appointed Ms. Heather Anderson, Mr. Sheldon Fuson, Mr. Graham Long, and Mr. Charlie Miner as members to the Subdivision and Development Appeal Board. The terms for these four (4) board members expired on October 31, 2018. All four (4) board members, Ms. Heather Anderson, Mr. Sheldon Fuson, Mr. Graham Long, and Mr. Charlie Miner, have completed the mandatory training which is based on a standard training program approved by the Minister of Municipal Affairs and expressed their interest and willingness to extend their terms to be concurrent with their training certification which is valid for three (3) years.

The remaining one (1) vacancy was advertised in the Drayton Valley Western Review, on the Town's website and Social Media. No application was received, thus the Town will continue to advertise for the one (1) vacancy.

OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

OPTION A:

Extend the appointment for all or some of the board members to the Subdivision Development Appeal Board. Pursuant to Bylaw 2018/03/D, the appointments would be for a term of up to three (3) years concurrent with their training certification. Mr. Graham Long's certificate expires on July 30, 2021; Mr. Sheldon Fuson's and Mr. Charlie Miner's on September 18, 2021; and Ms. Heather Anderson's on October 30, 2021.

OPTION B:

Direct Administration to re-advertise position(s) for the Subdivision Development Appeal Board.

BUDGET / RESOURCE IMPLICATIONS:

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

RECOMMENDATION:

That Council extend the appointment for Ms. Heather Anderson, Mr. Sheldon Fuson, Mr. Graham Long, and Mr. Charlie Miner as board members to the Subdivision and Development Appeal Board for a three (3) year term.

IMPLICATIONS OF RECOMMENDATION:

The appointment of board members to the Subdivision and Development Appeal Board will align with the requirements of the *Municipal Government Act* (MGA).

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

The current board members will be notified of Council's decision.

POTENTIAL MOTIONS:**Option 1:**

That Council extend the appointment for _____, _____, _____, and _____ as member(s) to the Subdivision Development and Appeal Board for the Town of Drayton Valley for a three (3) year term, expiring on July 22, 2021.

OR**Motion 1**

That Council extend the appointment for Mr. Graham Long as member to the Subdivision Development and Appeal Board for the Town of Drayton Valley for a three (3) year term, expiring on July 30, 2021.

Motion 2

That Council extend the appointment for Mr. Sheldon Fuson and Mr. Charlie Miner as members to the Subdivision Development and Appeal Board for the Town of Drayton Valley for a three (3) year term, expiring on September 18, 2021.

Motion 3

That Council extend the appointment for Ms. Heather Anderson as member to the Subdivision Development and Appeal Board for the Town of Drayton Valley for a three (3) year term, expiring on October 30, 2021.

Option 2:



That Council not extend the appointment for _____ and direct Administration to advertise one (1) or all the positions for the SDAB.

ATTACHMENTS:

Attachment 1: Subdivision and Development Appeal Board Bylaw 2018/03/D

Attachment 2: Council Remuneration Policy C-01-00

Attachment 3: Memo to Board members from July 27, 2018

Report Prepared By:		Report Reviewed By:	
			
Name:	Sabine Landmark	Name:	Winston Rossouw
Title:	Administrative Assistant	Title:	CAO

Report Routed to Council By:




TOWN OF DRAYTON VALLEY

Subject:	Council Remuneration Policy	Policy No.:	C-01-00
Department:	Council		
Approval Date:	June 7, 2000	Review Date:	May 12, 2004, January 12, 2011, August 21, 2013, June 25, 2014, May 13, 2015, June 1, 2016, December 20, 2017
Associated Policies:			

Council Remuneration Policy

Purpose

The purpose of this Policy is to set parameters for Council and Mayor Compensation. The honorariums and meeting fees listed below will be adjusted annually based on the cost of living or the annual increase as determined through the Union negotiations, whichever is the lower amount.

General Policy

Honorariums, Meeting Fees and Expenses

1. Members of Council will receive the following monthly fixed honorarium:
 - a. Mayor's monthly fixed honorarium \$1,500.00/month
 - b. Councillor's monthly fixed honorarium \$ 850.00/month
2. Members of Council will receive meeting fees for meeting time served in accordance with the following schedule:
 - a. Between 0 and 4 hours \$150.00
 - b. Between 4 and 8 hours \$300.00
 - c. More than 8 hours \$325.00

3. Members of Council will receive expense reimbursement as follows:

- a. Mileage As per Town Mileage Resolution #209/05
- b. Mayor's Vehicle Allowance \$300.00
- c. Councillors' Vehicle Allowance \$100.00
- d. Monthly Allowance for Internet Connection
& Printer Paper \$100.00/month
plus actual cost for miscellaneous expenses, as per receipts submitted
- e. Mobile Communication Device \$100.00/month
- f. Expenses for meals as per receipts submitted (actual cost and gratuity of 15%) or an allowance, without receipt, of:
 - i. Breakfast \$10.00
 - ii. Lunch \$15.00
 - iii. Supper \$25.00
- g. Accommodation expenses will be paid at actual cost, or an allowance of \$35.00/day without receipt will be permitted
- h. Miscellaneous expenses
 - i. Taxi Fares – A non-receipted allowance of \$6.00 per required trip is allowed without receipt. Costs over the allowance require a receipt.
 - ii. Parking Fees – A non-receipted allowance of \$6.00 per day is allowed if parking fees are required over and above other costs. Costs over the allowance require a receipt.
 - iii. Out of Country – Allowances necessitated by out of country travel will be established as approved by Council for items such as exchange rate losses.
 - iv. Car Rental – At cost.
 - v. Mobile communication device pre-purchased data/roaming coverage – Costs over the allowance require proof of purchase.
 - vi. Alcohol is not an eligible expense for reimbursement except for reasonable entertainment/ hosting costs, e.g. meals/beverages for guest(s)

4. Members of Town Council shall be entitled to claim meeting fees and reimbursement for travel and reasonable expenses for attendance at:
 - a. meetings of Council;
 - b. Committee meetings;
 - c. functions approved in advance by the consensus of Council, such as:
 - i. attendance resulting from appointment to external committees or organizations;
 - ii. attendance at municipal related functions where Town representation is expected;
 - iii. attendance at workshops, conferences and other Councillor Development events; and
 - d. functions or meetings attended by the Mayor or his/her designate as necessitated by Town business.

Travel & Subsistence /Conferences and Councillor Development

5. There exists a continuing requirement for Councillors to attend conferences and conventions as part of their Council responsibilities.
6. A separate coding reference number, titled Council Development Expense, is established to provide the necessary funding for Councillors to attend events such as:
 - a. the Federation of Canadian Municipalities (FCM) Annual Convention, and
 - b. the Alberta Urban Municipalities Association (AUMA) Annual Convention, and
 - c. other conferences, conventions and seminars relevant to Council Development, duties or business.
7. Separate coding reference numbers shall be established at seven thousand five hundred (\$7,500.00) dollars annually for each Councillor and ten thousand (\$10,000.00) dollars for the Mayor. Meeting fees (as set out in section 2) and costs associated with any conference, convention or seminar (including but not limited to registration fees, airfare, hotel accommodations, meals and per diems) shall be paid from the separate coding reference number of each Councillor or the Mayor.

8. For the first three (3) full years of a Council term, the separate coding reference numbers indicated in clause 7 above shall be in effect for the calendar year (January 1st to December 31st). During an election year, separate coding reference numbers shall be divided at seventy-five (75%) per cent for the period of January 1st to September 30th, with the balance of twenty-five (25%) per cent for the period of October 1st to December 31st being transferred to the newly elected Councillors and Mayor.
9. All travel is subject to prior discussion with Council, or in the alternative, with the Mayor if timing does not permit discussion with Council.
10. Councillors are not limited in the number of conferences or other activities they may attend within a calendar year, however the total costs of travel and attendance claimed may not exceed the total monies provided in the annual Council budget. In cases where a Deputy Mayor or other member of Council is designated by the Mayor to attend a conference or other activity in place of the Mayor, all costs associated with that attendance shall be borne by the Mayor's annual budget.
11. Costs incurred when traveling to conferences, conventions and other training sessions (including transportation, meals, hotels, communication and other costs), will be reimbursed at the actual rate of the expense or in accordance with the Town Policy. Reasonable entertainment and hosting costs (eg. meals/beverages for guests) will be acceptable. All hosting activities must be explained (including purpose and benefit to the Town) in the subsequent report, as required under section 12 below.
12. Councillors using their personal automobile for out of town business or conference attendance shall be compensated in accordance with the Town Policy. Compensation for the use of personal automobiles (including mileage and parking) shall not be deducted from the Councillor's separate coding reference number.
13. Council's monthly vehicle allowance will cover all travel within the municipality.
14. Members of Council will not be reimbursed for attending a political party function or fundraiser, nor will any cost for such an event be paid by the Town.
15. Members of Council will not be reimbursed for attending social events or galas where Council representation is not explicitly requested by the Mayor or his/her designate. A social event or gala is claimable if it is attended as an extension of the Councillor's duty to a standing Committee to which the Councillor is appointed.
16. Councillors shall be required to submit a written report to the Mayor and Council, in the form of the Council Report document attached hereto as Schedule "A", within four (4) weeks of their return from any conference, convention or seminar.
17. In the event of unforeseen circumstances for which an unavoidable expense may be incurred by a Councillor for travel or accommodation, those expenses may be reimbursed by the Town in accordance with this Policy.

18. All air travel and hotel arrangements made pursuant to this Policy shall be arranged by Town staff.
19. In the event of a cancellation of attendance at a conference, convention or other training session by the Mayor or a Councillor, cost allocation shall be as follows:
 - a. if a replacement attendee is arranged, the costs are coded to the replacement Councillor;
 - b. if there is no replacement attendee, any cancellation fees shall be coded to the coding reference number of the Councillor who made the initial arrangements.

Council may amend these requirements for compassionate purposes, depending upon a review of the circumstances of the cancellation.

Spouses/Partners

20. If a spouse/partner accompanies a member of Council to an out of town conference/convention, all expenses of the spouse/partner for travel and registration are considered a personal expense.
21. When a member of Council is invited to a social or fund-raising function in an official capacity within the Town of Drayton Valley or Brazeau County, and a spouse/partner is invited to accompany the member of Council, the ticket for the spouse/partner may be paid from the Council budget.

Expense Tracking

22. In order that Council may track expenditures, Councillor expenses shall be subject to approval by the Mayor, and/or Deputy Mayor, in the Mayor's absence. Mayor's expenses shall be approved by the Deputy Mayor, or Council, in the Deputy Mayor's absence. Any changes to submitted expense claims shall be communicated by the Mayor, or the Deputy Mayor, to the affected Councillor.

Administration of Claims

23. It is the responsibility of the Council and Committee Chairs to, within reason, coordinate and organize meetings that will maintain the honoraria claims at the lowest amount possible.
24. Claims will normally be processed on a monthly basis. All claims must provide sufficient detail to identify the nature of each item claimed.
25. All printed claims by Council members for honoraria and expense reimbursement must be signed by the Council Member; reimbursement forms submitted electronically do not require signing. When approved expense claim forms are submitted to the Treasury Department, the Council Member shall be carbon-copied with the approval.

26. Board and Committee Members who have been appointed by Council to serve on a Town Committee or Board are eligible to claim honoraria and expense reimbursement for attendance only at regular or special meetings of the Town Committee or Board to which they have been appointed. All claims must be approved by the Mayor, or Deputy Mayor, in the Mayor's absence.

Definitions

27. Within this Policy the following definitions shall apply:
- a. *conference (noun)*; a structured gathering of people whose purpose is to examine, discuss and express opinion on matters of shared interest in relation to matters pertaining to municipal government;
 - c. *Councillor Development*; training programs, courses, or seminars whose content is primarily intended for the edification of elected municipal officials, and which is determined by Council to be of particular relevance and benefit to a Councillor in their role as a municipal Councillor;
 - d. *honorarium (noun)*; a payment given for professional services that are rendered nominally without charge; and
 - e. *meeting (noun)*; a gathering at which there is a quorum of Council or of a Committee of Council, or attendance with a committee, organization or other entity whose operations are external to those of the Town of Drayton Valley to which a Councillor is appointed by Council as a representative or primary point of contact. Meeting is further defined as a gathering pertaining to matters of Town business at which the presence of the Mayor or his/her designate is required.



Mayor

09/01/18

Date of Approval

SCHEDULE "A"

Conference Report



Council Member:

Conference/Workshop Attended:

Date of Conference:

Information Presented (all relevant sessions):

Session 1: [Title]

Session 2: [Title]

Session 3: [Title]

Session 4: [Title]

Correlation to Approved Town Plans/Policies and Council Vision

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

Session 1: [Plan Reference using the acronym]

Session 2: [Plan Reference using the acronym]

Session 3: [Plan Reference using the acronym]

Session 4: [Plan Reference using the acronym]

Recommendation(s) for Council consideration:

1)

2)

Identify Partners and/or External Resources:

For Administrative Use Only:

Date Received:

Date Reviewed:

Item(s) for Administration policy or procedural consideration:

1)

2)



Box 6837, Drayton Valley, Alberta T7A 1A1
Phone: 780-514-2200, Fax: 780-542-5753

Memorandum

Memo To: SDAB Members
From: Pam Livingston, Acting Chief Administrative Officer
CC: Sonya Wrigglesworth Acting Director of Engineering and Development
Jenn Martin, Planning & Development Officer
Sabine Larcher, Administrative Assistant/SDAB Clerk
Date: July 27, 2018
Subject: SDAB Training – Eligible Expenses

As training for members and clerks is now a requirement through the *Municipal Government Act* (MGA), please be advised that pursuant to Town Remuneration Policy C-01-00, board members receive remuneration for their time in training. As such, you may expense the following should your training be located out of town:

- Number of hours in training
 - 0-4 hours \$150.00
 - 4-8 hours \$300.00
- Food expenses (excluding alcohol) if not provided by the training provider
- Travel expense



In reasonable circumstances, overnight accommodation might be considered as eligible expense. This would be determined at the discretion of Town Administration. Any accommodation, if approved, has to be arranged through the SDAB Clerk (admin-support@draytonvalley.ca or 780-514-2213).

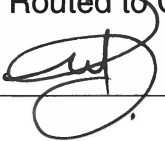
For your eligible expenses, attached is the Expense Claim form. Please note receipts must accompany the form. Should you have any questions regarding the completion of this form, please contact the SDAB Clerk at 780-514-2213 or admin-support@draytonvalley.ca.



COUNCIL REQUEST FOR DECISION

SUBJECT:	Drayton Valley Minor Hockey Association – 2019 Bantam “C” Alberta Hockey Championships Letter of Support Request
MEETING DATE:	November 7, 2018
SUBMITTED BY:	Administration on behalf of Council
PROPOSAL AND BACKGROUND:	
<p>The Drayton Valley Minor Hockey Association is preparing a proposal to host the 2019 Bantam “C” Alberta Hockey Championships. The potential date for the Championship is March 14-17, 2019. The President of the Association has reached out to Council requesting a Letter of Support to include in the submission. A draft Letter of Support (Attachment 1) is provided for Council’s review and consideration.</p>	
BUDGET / RESOURCE IMPLICATIONS:	
<p>At this point no request for funding or reduction of booking fees for the Omniplex has been received.</p>	
FOLLOW-UP ACTION (PUBLIC ENGAGEMENT, COMMUNICATIONS STRATEGY, AND IMPLEMENTATION):	
<p>Following Council’s decision, the Drayton Valley Minor Hockey Association will be notified of the decision.</p>	
POTENTIAL MOTIONS:	
<ol style="list-style-type: none"> 1. That Council provide the Drayton Valley Minor Hockey Association with a Letter of Support for the submission to host the 2019 Bantam “C” Alberta Hockey Championships. 2. That Council decline the request from the Drayton Valley Minor Hockey Association for a Letter of Support for the submission to host the 2019 Bantam “C” Alberta Hockey Championships. 	
ATTACHMENTS:	
<p><u>Attachment 1</u>: Draft Letter of Support</p>	

Report Prepared By:		Report Reviewed By:	
			
Name:	Rita Bijeau	Name:	Winston Rossouw
Title:	Executive Assistant	Title:	CAO

Report Routed to Council By:


[Date]

Mr. Greg Mulligan
President
Drayton Valley Minor Hockey Association
Box 5408
Drayton Valley AB T7A 1R5
Via E-mail: president@draytonvalleyhockey.com

Dear Mr. Mulligan:

RE: 2019 Bantam “C” Alberta Hockey Championships Letter of Support Request

On behalf of the Town of Drayton Valley Council, I wish to extend support to the Drayton Valley Minor Hockey Association’s submission to host the 2019 Bantam “C” Alberta Hockey Championships Letter of Support Request.

Drayton Valley has a dedicated and passionate volunteer and fan base that support all levels of hockey year after year, a favourite pastime of the community. Bringing the 2019 Bantam “C” Alberta Hockey Championships to Drayton Valley will allow for the community, residents and businesses, to showcase their hospitality and friendliness. Additionally, the Championship will highlight the importance of physical activity in our youth.

Should you require any additional information, do not hesitate to contact me at 780-514-2200.

Sincerely,

Michael Doerksen
Mayor

/rb

H:\Council\Agendas\Council\2018\11-07\RFD Letter-of-support_minor_hockey.docx

COUNCIL REQUEST FOR DECISION

SUBJECT:	Eagle Point – Blue Rapids Parks Council Letter of Support Request
MEETING DATE:	November 7, 2018
SUBMITTED BY:	Administration on behalf of Council

PROPOSAL AND BACKGROUND:

The Eagle Point – Blue Rapids (EPBR) Parks Council is wishing to apply, together with the Pembina Nordic Ski Club, to the Government of Alberta's Community Environment Action Grant for their project titled "Project Action for Energy." The amount of funds they are requesting in the grant application is \$79,000.00. EPBR Parks Council has requested a Letter of Support from the Town of Drayton Valley to supplement their grant application. No financial support would be required from the Town relative to the application.

As per the discussion during the April 18, 2018, Governance and Priorities Committee Meeting, requests for Letters of Support are to be brought forward to Council for a Resolution, unless time limitations conflict with the Council Meeting schedule. In such instances, the Mayor may make the determination of the advisability of signing a Letter of Support and share the information at the subsequent Meeting of Council. As this request is to supplement a grant application which has already been submitted it does not meet the time limitation requirement and the request is presented for Council's decision; a proposed draft Letter of Support (Attachment 1), as prepared by EPBR, is attached for review and consideration.

LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:

The EPBR Parks Council's efforts support a variety of goals and/or strategies identified within the Town's Community Sustainability Plan, specifically:

- providing opportunities for healthy lifestyles through education and physical activities;
- continuing working with community partners to ensure appropriate recreation facilities, services, and programs are available;
- educating the public on unique ecosystems present in our region; and
- working with provincial government regulatory bodies to ensure/establish balances between wildlife and domestic operations.

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



Following Council's decision, EPBR Parks Council will be notified of the decision.

POTENTIAL MOTIONS:

1. That Council provide Eagle Point – Blue Rapids Parks Council with a Letter of Support for the grant application to the Government of Alberta's Community Environment Action Grant for the project titled "Project Action for Energy".
2. That Council decline the request from Eagle Point – Blue Rapids Parks Council for a Letter of Support for the grant application to the Government of Alberta's Community Environment Action Grant for the project titled "Project Action for Energy".
3. That Council direct Administration to obtain further information from Eagle Point – Blue Rapids Parks Council for consideration.

ATTACHMENTS:

Attachment 1: Draft Letter of Support

Report Prepared By:		Report Approved By:	
			
Name:	Sabine Landmark	Name:	Winston Rossouw
Title:	Administrative Assistant	Title:	Chief Administrative Officer

Report Routed to Council By:



CEAction@gov.ab.ca

November 8, 2018

To Whom It May Concern,

The Town of Drayton Valley is pleased to support the application submitted by the Eagle Point-Blue Rapids Parks Council and the Pembina Nordic Ski Club to the Government of Alberta's Community Environment Action Grant for the project entitled "Project Action for Energy."

As a founding member of the Parks Council, Brazeau County continues to support the efforts of the Parks Council and its member organizations. The Parks Council currently offers a quality environmental education program, free of charge to Drayton Valley and Brazeau County residents which is a valuable resource to youth organizations, families, students and teachers. This engaging learning opportunity will create an age appropriate experience for youth in understanding energy, consumption, and green energy sources, as it relates to climate literacy with a goal to reduce greenhouse gas emissions.

Thank you for considering the Eagle Point-Blue Rapids Parks Council/Pembina Nordic Ski Club Application.

Sincerely,

Mayor M. Doerksen

Town of Drayton Valley



COUNCIL REQUEST FOR DECISION

SUBJECT:	Common Services Mobile Equipment – Variance Request
MEETING DATE:	November 7, 2018
SUBMITTED BY:	Sonya Wrigglesworth, A/Director of Engineering and Development

PROPOSAL AND BACKGROUND:

On May 9, 2018, Council passed the Proposed 2018 Final Operations and Capital Budgets (Resolution #070/18).

The approved budget for the Common Services Mobile Equipment (Capital Project Number 9) is \$300,000.00. The budgeted amount was based on projected requirements for equipment within Public Works, net of the trade-in proceeds of surplus equipment.

The purchase of the equipment, excluding GST is a total of \$363,172.79.

The proceeds from the trade-in of equipment (street sweeper), excluding GST, is \$70,000.00 and ensures the budget of \$300,000.00 is adhered to. However, trade-in proceeds are recorded separately from the expenditures and thus an excess of expenses over \$300,000.00 will be shown.

Council approval of a variance to the budget for Common Services Mobile Equipment (Capital Project Number 9) is required to adjust for \$63,172.79.

OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

- Approve a variance to the Capital Budget for \$63,172.79, which will allow for financial reconciliation.
- Reject a variance to the Capital Budget for \$63,172.79.

BUDGET / RESOURCE IMPLICATIONS:

The Capital budget will have a year-end variance of \$63,172.79.

RECOMMENDATION:

Approve a variance of \$63,172.79 to the Capital Budget for the Common Services Mobile Equipment; to adjust the Common Services Mobile Equipment Project Number 9 to \$363,172.79.

POTENTIAL MOTIONS:

- A. Council approve a variance of \$63,172.79 to the Capital Budget for the Common Services Mobile Equipment Project Number 9, resulting in a total project cost of \$363,172.79, excluding GST.
- B. Council reject an amendment of \$63,172.79 to the Capital Budget for the Common Services Mobile Equipment Project Number 9.

MOTION REQUESTED:

Council approve a variance of \$63,172.79 to the Capital Budget for the Common Services Mobile Equipment Project Number 9, resulting in a total project cost of \$363,172.79, excluding GST.

Report Prepared By:



Report Reviewed By:



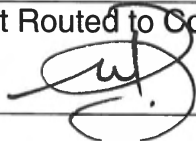
Name: Sonya Wrigglesworth

Name: Winston Rossouw

Title: A/Director of Engineering and Development

Title: Chief Administrative Officer

Report Routed to Council By:



COUNCIL REQUEST FOR DECISION

SUBJECT:	Attendance of the Canadian Hemp Trade Alliance National Convention
MEETING DATE:	November 7, 2018
SUBMITTED BY:	Administration on Behalf of Council
PROPOSAL AND BACKGROUND:	
<p>Council allocated funding for professional development and conferences in the amounts of \$7,500 per Councillor and \$10,000 for the Mayor within the 2018 Budget (Resolution #228/17, from the December 20, 2017, Regular Meeting of Council).</p> <p>Including a budget allocation for professional development and attending conferences was done in order to allow for growth of individual members of Council as well as to allow for opportunities to network. Clauses 5-19 of the Council Remuneration Policy C-01-00 outline the parameters of this funding allocation.</p> <p>It should be noted that the Mayor has the authority to permit members of Council to attend conferences on his behalf. Such is the case for one (1) of the conferences within the Mayor's expense portfolio of 2018.</p> <p>At the Regular Meeting of Council on August 8, 2018, a variance to the Council Development Account (1-2-241-11-10) for Councillor Corey Peebles in the amount of \$2,400.00 from the Council Professional and General Services Account (1-2-240-11-10) was approved (Resolution #175/18).</p> <p>As appointed Council member to the Alberta Hemp Alliance, Councillor Peebles has expressed interest to attend the Canadian Hemp Trade Alliance National Convention on November 20-22, 2018, in Winnipeg, Manitoba. It is anticipated to have a cost of approximately up to \$3,300.00. In order for Councillor Peebles to attend the Canadian Hemp Trade Alliance National Convention a budget variance of \$2,800.00 is needed to accommodate the costs.</p>	
BUDGET / RESOURCE IMPLICATIONS:	
<p>Administration has reconciled the Council Development Account as of October 2018, including anticipated costs from any conferences or training registered to attend in November. The following is the total costs incurred/anticipated to date:</p> <p>Mayor Doerksen \$ 8,345.43</p>	

Councillor Wheeler	\$	6,181.07*	
Councillor Ballas	\$	7,548.41*	
Councillor Peebles	\$	9,401.16	(12,481.75* including CHTA National Convention)
Councillor Dodds	\$	8,729.68*	
Councillor Gammana	\$	7,469.48*	

*estimated amounts as November expenses are not final

Any variance to the budgeted amounts would need to come out of the Professional and General Services Account for Council (1-2-240-11-10).



POTENTIAL MOTIONS:

- A. That Council approve a variance to the Council Development Account (1-2-241-11-10) for Councillor Corey Peebles in the amount of \$_____ from the Council Professional and General Services Account (1-2-240-11-10) in order to accommodate costs for the Canadian Hemp Trade Alliance National Convention.

AND

That Council authorize Councillor Peebles to attend the Canadian Hemp Trade Alliance National Convention on November 20-22, 2018, in Winnipeg, Manitoba.

- B. That Council decline a variance to the Council Development Account (1-2-241-11-10) for Councillor Corey Peebles.

Report Prepared By:		Report Reviewed By:	
			
Name:	Sabine Landmark	Name:	Winston Rossouw
Title:	Administrative Assistant	Title:	CAO

Report Routed to Council By:


COUNCIL REQUEST FOR DECISION

SUBJECT:	Appointment of Returning Officer
MEETING DATE:	November 7, 2018
SUBMITTED BY:	Administration on behalf of Council

PROPOSAL AND BACKGROUND:

The *Local Authorities Election Act*, which governs the running of elections within Alberta municipalities, states that an elected authority may, by resolution, appoint a Returning Officer for the purposes of conducting elections (section 13(1)). According to the *Local Authorities Election Act*, section 13(2), if the elected authority does not appoint a Returning Officer, the secretary (defined as the Chief Administrative Officer or designated officer of a municipality) is deemed to have been appointed as the Returning Officer.

As defined in the *Local Authorities Election Act*, a Returning Officer is the person appointed under the Act as a Returning Officer and includes a person acting in the Returning Officer's place.

The appointment of a Returning Officer by way of Resolution provides transparency to the community of Drayton Valley.

OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

- A. Council may appoint an internal individual to the position of Returning Officer. *The Local Authorities Election Act, section 13(1)* states that an elected authority may, by resolution, appoint a Returning Officer for the purposes of conducting elections. Appointing the Chief Administrative Officer as the Returning Officer would result in cost savings for the municipality as it would not be necessary to hire an individual or company to conduct election processes. The appointment of a Returning Officer by way of Resolution provides transparency to the community of Drayton Valley.
- B. Council may appoint an outside company or individual to perform the duties of a Returning Officer. Council may direct Administration to appoint an outside company for the purposes of acting as the Returning Officer for the Town of Drayton Valley for the 2018 Municipal By-election.

BUDGET / RESOURCE IMPLICATIONS:

Appointing the Chief Administrative Officer as the Returning Officer would result in cost savings for the municipality as it would not be necessary to hire an individual or company to conduct election processes on nomination day and election day.

Hiring an outside company or individual as the Returning Officer would have budgetary implications as this person or company would need to conduct and oversee proper election procedures carried out on nomination day and on election day.

RECOMMENDATION:

Administration is recommending that _____ be appointed the Returning Officer for the 2018 Municipal By-election for the Town of Drayton Valley at an estimated cost of \$_____.

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



Once a Returning Officer has been appointed, they may begin the processes necessary in preparing for and during nomination day and election day, and thereafter.

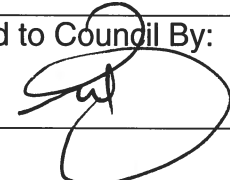
POTENTIAL MOTIONS:

- A. I move that Council appoints, in accordance to Section 13 of the *Local Authorities Election Act*, Chief Administrative Officer for the Town of Drayton Valley, Mr. Winston Rossouw as the Returning Officer for the 2018 Municipal By-election for the Town of Drayton Valley.
- B. I move that Council appoints, in accordance to Section 13 of the *Local Authorities Election Act*, _____ as the Returning Officer for the 2018 Municipal By-election for the Town of Drayton Valley.

ATTACHMENTS:

ATTACHMENT 1: Excerpt from the *Local Authorities Election Act*, Section 13

Report Prepared By:		Report Reviewed By:	
			
Name:	Rita Bijeau	Name:	Winston Rossouw
Title:	Executive Assistant	Title:	CAO

Report Routed to Council By:


- (ii) in the case of a by-election or vote on a bylaw or question, shall be as established by resolution of the summer village council,
- (b) a person is entitled to vote at an election if
 - (i) the person is eligible to vote under section 47,
 - (ii) the person is 18, a Canadian citizen and is named on a certificate of title as the person who owns property within the summer village, or
 - (iii) the person is 18, a Canadian citizen and is the spouse or adult interdependent partner of a person referred to in subclause (ii),
- (c) the nomination of candidates for election as councillors shall be in the form prescribed for use under section 27(1) and shall be signed by at least 5 electors eligible to vote at that election,
- (d) in the case of a general election, nominations for councillors shall be received by the returning officer in June or July or both June and July in the year in which an election is to be held at a date and place and between the hours established by council, and sections 25 and 28(1) do not apply,
- (e) in the case of a by-election, nominations for councillors and school representatives, if any, shall be received by the returning officer between the hours of 10 a.m. and 12 noon at a date and place established by council,
- (f) voting hours in an election or in a vote on a bylaw or question shall be between the hours of 10 a.m. and 7 p.m., and section 46 applies except as to hours,
- (g) the time limit for withdrawal of nominations shall be 48 hours and section 32 applies except as to hours, and
- (h) in order to qualify for nomination as a councillor, a person is not required to be a resident of the summer village but must be entitled to vote in the election and have been a resident of Alberta for the 12 consecutive months immediately preceding election day.

RSA 2000 cL-21 s12;2002 cA-4.5 s52;
2003 c27 s4;2006 c22 s7

Appointment of returning officers

13(1) An elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this Act.

(2) If the elected authority does not appoint a returning officer, the secretary is deemed to have been appointed as the returning officer.

(3) The returning officer for a local jurisdiction may not be a candidate for the elected authority for that local jurisdiction.

1983 cL-27.5 s12

Impartiality

13.1(1) A returning officer must be independent and impartial when performing the duties of a returning officer.

(2) No local jurisdiction, its officers or any other person shall obstruct or attempt to influence the returning officer in the carrying out of the duties of a returning officer.

2006 c22 s8

Duties of returning officer

14(1) In addition to performing the duties specified in this or any other Act, a returning officer shall

- (a) appoint a presiding deputy, deputies, constables and other persons as required;
- (b) establish voting stations;
- (c) designate at least 2 deputies to work at each voting station, one of whom shall be designated as the presiding deputy, who is to be in charge of the voting station;
- (d) provide for the supply and delivery of ballots, ballot boxes, instructions to electors and other necessary supplies to all voting stations;
- (e) give notice of nominations;
- (f) receive nominations;
- (g) declare acclamations;
- (h) give notice of elections;
- (i) do all things necessary for the conduct of an election.

(2) A returning officer has all the duties and powers of a presiding deputy and deputy.

(3) A returning officer may delegate any of the returning officer's powers and duties to a constable, presiding deputy or deputy and may impose conditions and restrictions on the delegation.

RSA 2000 cL-21 s14;2006 c22 s9

COUNCIL REQUEST FOR DECISION

SUBJECT:	Advance Vote for the 2018 Municipal By-election
MEETING DATE:	November 7, 2018
SUBMITTED BY:	Administration on behalf of Council

PROPOSAL AND BACKGROUND:

An advance vote is defined as “a vote taken in advance of election day” in the *Local Authorities Election Act* and allows electors who may not be able to attend at a voting station on election day to cast their ballot on an earlier date. Section 73 of the *Local Authorities Election Act* states:

Advance vote

73(1) An elected authority may by resolution provide for holding an advance vote on any vote to be held in an election.

(2) No advance vote shall be held within 24 hours of election day.

(3) If a resolution is enacted under subsection (1), the returning officer must determine the days and hours when the advance vote is to be held.

1983 cL-27.5 s73; 1985 c38 s17; 1997 c15 s20

OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

- A. In accordance with the *Local Authorities Election Act*, Section 73(1), Council may pass a Resolution to provide for an advance vote to be held. If a Resolution is enacted, the Returning Officer must determine the days and hours when the advance vote is to be held.
- B. Council may decline to pass a Resolution to allow for an advance vote in the Town of Drayton Valley as it is not legislatively required.

BUDGET / RESOURCE IMPLICATIONS:

As per the *Local Authorities Election Act*, notice of the advance vote will need to be published in the local newspaper at least one week prior to the date set for the advance vote. The Returning Officer may give notice by any other method as many times as the Returning Officer considers appropriate. The cost to advertise the advance vote will have minimal impact to the budget.

Holding an advance vote may require the support of Town staff that will set up, supervise, and conduct the advance vote in accordance to the *Local Authorities Election Act*. The Communications Department will also be required to prepare announcements and ensure information is available to voters leading up to the advance vote on several communication touch points.

LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:



Increased opportunities for citizen participation in municipal decision making, developing better advanced polling options and having over 50% of eligible voters vote in the General Municipal Election have all been identified as strategies, sample actions and milestones respectively in the 2015-2019 Community Sustainability Plan.

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

Notice of the advance vote will be advertised in the local newspaper, on the Town's website and be included on the Town's social media site(s).

POTENTIAL MOTIONS:

- A. I move that Council authorizes, in accordance with Section 73 of the *Local Authorities Election Act*, an advance vote for the 2018 Town of Drayton Valley Municipal By-election.
- B. I move that Council decline authorizing an advance vote for the 2018 Town of Drayton Valley Municipal By-election.

Report Prepared By:		Report Reviewed By:	
			
Name:	Rita Bijou	Name:	Winston Rossouw
Title:	Executive Assistant	Title:	CAO

Report Routed to Council By:


COUNCIL REQUEST FOR DECISION

SUBJECT:	Special Ballots – 2018 Municipal By-election
MEETING DATE:	November 7, 2018
SUBMITTED BY:	Administration on behalf of Council

PROPOSAL AND BACKGROUND:

The following excerpt from the *Local Authorities Election Act* outlines the requirements of an elected authority regarding a special ballot. Special ballots are an option to the municipal which would allow for individuals who are physically incapacitated, absent from the community, or working, in some capacity, at a voting station which is not in the individual's place of residence.

Vote by special ballot

77.1(1) An elector who is unable to vote at an advance vote or at the voting station on election day because of

- (a) physical incapacity,
- (b) absence from the local jurisdiction, or
- (c) being a returning officer, deputy returning officer, constable, candidate, official agent or scrutineer who may be located on election day at a voting station other than that for the elector's place of residence

may apply to vote by special ballot.

(2) An elected authority may, by resolution passed prior to nomination day, provide for special ballots and provide that the application for special ballots may be made by any one or more of the following methods:

- (a) in writing;
- (b) by telephone;
- (c) by telecopier;
- (d) in person;
- (e) by e-mail.

(2.1) If an elected authority has made a resolution described in subsection (2), an elector may apply to the returning officer of the elector's local jurisdiction for a special ballot, by a method provided for in the resolution, at any time between the day after the day when the resolution is passed to provide for special ballots and the closing of voting stations on election day.

(2.2) Repealed 2012 c5 s114

(2.3) If an elected authority passes a resolution described in subsection (2), the elected authority must notify the Minister of the resolution by nomination day.

(2.4) An application for a special ballot must include the following:

- (a) first and last name of the elector;
- (b) municipal address of the residence of the elector;
- (c) school elector status, if the elector is voting for a school;
- (d) mailing address to which the special ballot is to be sent;
- (e) contact telephone number;
- (f) contact e-mail address, if the elector is unavailable by telephone;
- (g) reason why a special ballot is requested.

(3) On receipt of an application under this section, if the elected authority by resolution before nomination day provides for special ballots, the returning officer or deputy must

- (a) enter in the special ballot elector register
 - (i) the elector's name and the elector's place of residence, and
 - (ii) the name and number of the voting subdivision for the elector's place of residence, and
- (b) cause the appropriate forms to be provided to the applicant.

(4) The returning officer must, on request, make available to any candidate or a candidate's official agent or scrutineer in the voting station the names and addresses of those electors in the voting station who have applied for and been provided with the appropriate forms under this section.

2003 c27 s27;2006 c22 s37;2012 c5 s114

OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

- A. In accordance with the *Local Authorities Election Act*, Section 77(2), Council may pass a Resolution to provide electors an opportunity to vote by special ballot. If a Resolution is enacted, the Ministry must be notified and the Returning Officer must prepare the documents required and, upon request, provide the list of electors who have applied for and been provided a special ballot to the candidates official agent or scrutineer.
- B. Council may decline to pass a Resolution to allow for special ballots in the Town of Drayton Valley as it is not legislatively required.

LINKAGE TO MUNICIPAL POLICIES, PLANS, OR ESTABLISHED PRIORITIES:



Increased opportunities for citizen participation in municipal decision making, developing better advanced polling options and having over 50% of eligible voters vote in the General Municipal Election have all been identified as strategies, sample actions and milestones respectively in the 2015-2019 Community Sustainability Plan.

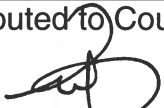
FOLLOW-UP ACTION (PUBLIC ENGAGEMENT, COMMUNICATIONS STRATEGY, AND IMPLEMENTATION):

Information will be shared as legislated, following Council's decision.

POTENTIAL MOTIONS:

- A. I move that Council authorizes, in accordance with Section 77 (2) of the *Local Authorities Election Act*, special ballots for the 2018 Town of Drayton Valley Municipal By-election, provided that the application for special ballots may be made by any one or more of the following methods:
- (a) in writing;
 - (b) by telephone;
 - (c) by telecopier;
 - (d) in person;
 - (e) by e-mail.
- B. I move that Council decline special ballots for the 2018 Town of Drayton Valley Municipal By-election.

Report Prepared By:		Report Reviewed By:	
			
Name:	Rita Bijau	Name:	Winston Rossouw
Title:	Executive Assistant	Title:	CAO

Report Routed to Council By:


COUNCIL REQUEST FOR DECISION

SUBJECT:	Incapacitated Elector at Home Voting for the 2018 Town of Drayton Valley Municipal By-election
MEETING DATE:	November 7, 2018
SUBMITTED BY:	Administration on behalf of Council

PROPOSAL AND BACKGROUND:

The purpose of passing an Incapacitated Elector at Home Voting Resolution will enable an elector who is unable to vote at the advance vote or at the voting station on election day because of physical incapacity, to vote in the 2018 General By-election. As stated in Section 79(1)(2) of the *Local Authorities Election Act*, upon request, arrangements can be made for the elector to have two (2) Deputy Returning Officers attend at their residence to take that elector's vote during the hours that the voting station is open. Section 79(5) of the *Local Authorities Election Act*, states that all attendances by Deputies shall be made during the hours fixed by the resolution and no vote shall be taken at any other time.

Although implementing Incapacitated Elector at Home Voting is not legislatively required, the Town of Drayton Valley has historically provided this to enable all residents the opportunity to vote.

The process may take place by having Council pass a Resolution to have Incapacitated Elector at Home Voting in the Town of Drayton Valley on advance poll day or election day.

OPTIONS AND ALTERNATIVES, WITH ANALYSIS:

- A. As per the *Local Authorities Election Act*, noted above, Council may pass a Resolution to "provide for the attendance of two (2) Deputies at the residence of an elector, during the hours an advance voting station is open or other times as may be fixed by the Resolution, in order to take the votes of an elector who, because of physical incapacity, is unable to attend a voting station or an advance voting station to vote". Incapacitated Elector at Home Voting may lead to greater voter turnout by allowing those who may be unable to attend at a voting station during the advance vote or on election day to cast their ballot.
- B. Council may decline to pass a Resolution to allow for Incapacitated Elector at Home Voting as it is not legislatively required. Incapacitated electors would have to make alternate arrangements.

BUDGET / RESOURCE IMPLICATIONS:

Notice of the Incapacitated Elector at Home Voting will be published in the local newspaper. The cost to advertise will have a minimal impact to the budget.

Holding Incapacitated Elector at Home Voting will require the support of Town staff that will set up, supervise, and conduct the Incapacitated Elector at Home Voting in accordance with the *Local Authorities Election Act*. The Communications Department will also prepare advertisements and ensure information is available to voters leading up to the Incapacitated Elector at Home Voting on several communication touch points including the local newspaper, the Town's website and social media.

RECOMMENDATION:

Administration recommends approving Incapacitated Elector at Home Voting for the 2018 Town of Drayton Valley Municipal By-election during election day, December 14, 2018.

IMPLICATIONS OF RECOMMENDATION:

Incapacitated Elector at Home Voting may lead to greater voter turnout by allowing those who may be unable to vote during the Town of Drayton Valley Municipal By-election.

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

Notice of the Incapacitated Elector at Home Voting will be advertised in the local newspaper, on the Town's website and be included on the Town's social media site(s).

POTENTIAL MOTIONS:

A. I move that Council approve the Incapacitated Elector at Home Voting for the 2018 Town of Drayton Valley Municipal By-election to occur during election day, December 14, 2018.

B. I move that Council decline the approval of the Incapacitated Elector at Home Voting.

ATTACHMENTS:

ATTACHMENT 1: Excerpt from the *Local Authorities Election Act, Section 79*

Report Prepared By:



Report Reviewed By:



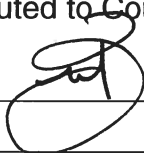
Name: Rita Bijeu

Title: Executive Assistant

Name: Winston Rossouw

Title: CAO

Report Routed to Council By:



(5.1) If an elector is physically unable to enter a voting compartment, the deputy may set up a voting compartment for the elector elsewhere in the voting station or at the closest point of access to the voting station that the elector is able to attend.

(6) No candidate, official agent or scrutineer shall be present in the voting compartment at the marking of a ballot under this section.

(7) When a ballot has been marked pursuant to this section, the deputy shall enter in the voting register opposite the name of the voter and in the appropriate column either "voter assistance" or "template".

RSA 2000 cL-21 s78;2003 c27 s28;2006 c22 s40

Incapacitated elector at home

79(1) An elected authority may by resolution provide for the attendance of 2 deputies at the residence of an elector, during the hours an advance voting station is open or other times as may be fixed by the resolution, in order to take the votes of an elector who, because of physical incapacity, is unable to attend a voting station or an advance voting station to vote.

(2) When a resolution has been passed under subsection (1), an elector described in subsection (1) may request the returning officer to have 2 deputies attend at the elector's residence to take the elector's vote within the time fixed by the resolution.

(3) If the returning officer is satisfied that an elector is unable to attend a voting station or an advance voting station because of physical incapacity, the returning officer shall include that elector's name and address on a list.

(4) When the returning officer has completed the list in accordance with this section, the returning officer shall

- (a) advise each applicant that the applicant's application has been accepted or rejected, as the case may be, and in the event of rejection, give reasons for it,
- (b) inform each elector whose application has been accepted of the date and the approximate time at which 2 deputies will attend at the elector's residence, and
- (c) appoint sufficient deputies to give full effect to this section.

(5) All attendances by deputies under this section shall be made during the hours fixed by the resolution and no vote shall be taken at any other time.

(6) A ballot box used in an election under this section must be sealed on completion of the voting so that no ballots can be deposited in it without breaking the seal and it shall remain sealed until opened to allow the deposit of ballots in each subsequent residence that is attended for the taking of votes or until opened for the counting of ballots at the close of the voting stations on election day.

(7) Every residence where a vote is taken under this section is a voting station and the voting procedures shall as nearly as possible follow the provisions of this Act.

RSA 2000 cL-21 s79;2003 c27 s29

Institutional vote eligibility and staff

80(1) The elected authority by resolution or the returning officer, if authorized by resolution of the elected authority, may designate the location of one or more institutional voting stations for an election in addition to voting stations designated under section 37.

(2) An elector who on election day

- (a) is confined to a hospital, auxiliary hospital or nursing home in the local jurisdiction, or
- (b) is a resident in the local jurisdiction in a seniors' accommodation facility,

that is established as an institutional voting station for the election is eligible to vote at that institutional voting station.

(3) The returning officer may appoint at least 2 deputies to take the votes of the electors referred to in subsection (2).

(4) If an elected authority provides for the holding of an advance vote, the returning officer may appoint the number of deputies that the returning officer considers necessary to take the votes on the day the advance vote is held of any residents of seniors' accommodation facilities that are located in the local jurisdiction.

RSA 2000 cL-21 s80;2003 c27 s30

Attendance at an institutional vote

81(1) If an institutional vote is provided for, the returning officer shall fix the times on election day at which the votes in the institutions shall be taken, and the presiding deputies, accompanied by candidates, official agents and scrutineers, if present, and by an official of the institution, if available, shall take the votes of any of those patients and residents who express a desire to vote.

(2) Despite subsection (1), candidates and a candidate's official agent and scrutineer may attend an institutional vote only if the

Information Items

9.0 Information Items

Pages 92-103

9.1.	Aquatic Facility Fund Development Strategy Committee Meeting Minutes – August 7, 2018	93-94
9.2.	Childcare Operational Board Meeting Minutes – August 31, 2018	95-97
9.3.	Homelessness and Poverty Reduction Committee Meeting Notes – September 9, 2018	98-100
9.4.	Sustainability Committee Meeting Notes – September 11, 2018	101-102
9.5.	STAR Catholic Board Meeting Highlights – October 2018	103

MOTION:

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



**Aquatic Facility Fund Development
Strategy Committee Meeting**
held on Tuesday, August 7, 2018
at 1:00pm at the Town Civic Centre
Boardroom One



MINUTES

Present: Brad Belke, Community Member (via-conference call)
Fayrell Wheeler, Town of Drayton Valley Councillor
Nancy Dodds, Town of Drayton Valley Councillor
Marc Gressler, Brazeau County Councillor
Sara Wheale, Brazeau County Councillor
Annette Driessen, Director of Community Services, Town of Drayton Valley
Colin Loose, Parks and Recreation Coordinator, Brazeau County

Apologies: Lee Chambers, Director of Community Services, Brazeau County

1.0 Call to Order

The meeting was called to order at 1:05pm by Chair Belke.

2.0 Agenda

2.1 Additions and Deletions

The following addition was made to the agenda:
5.3 Correspondence

2.2 Approval

MOTION BY Councillor Wheeler to approve the agenda with the following addition:

5.3 Correspondence

CARRIED

3.0 Minutes of the July 5, 2018 Meeting

3.1 Approval

MOTION BY Councillor Wheale to approve the July 5th, 2018 Aquatic Facility Fund Development Strategy Committee Meeting minutes as presented.

CARRIED

4.0 Old Business

4.1 Net Zero Facility Study - Update

There was nothing further to report on this item.

4.2 Aquatic Facility Committee Terms of Reference

• Report on Presentation to Municipal Councils

Councillors Gressler and Wheale reported that Brazeau County approved the Committee Terms of Reference.

Town Council will be addressing the Committee Terms of Reference at its August 8th Regular Meeting.

4.3 Communication Release

Colin Loose will follow up to determine if the Communication article has or will be distributed. This item may need the input from the municipal CAOs.

4.4 IPD Process - Presentations to Councils

Administration was informed that as there is no certainty of the item getting on the August 28th Joint Council meeting, it might be more convenient to have the IPD Process presented to Councils separately.

The Committee recommended that the matter be broached at the August 28th Joint Council meeting to get confirmation for a joint IPD process presentation at the next Joint Council meeting.

Administration was requested to prepare a memo for the Aquatic Committee members on any proposed presentation costs.

4.5 AB Infrastructure Grant - Expression of Interest (Attached)

Annette Driessen presented the completed Expression of Interest for the Community, Culture and Recreation Infrastructure Grant program. The proposed budget was reviewed with respect to provincial and federal funding sources. Administration has received no indication of the date on which a response is expected.

5.0 New Business

5.1 Project Management Considerations

The various considerations were discussed with respect to the development of a project timeline. Administration offered to prepare a list of questions that would need to be answered for each of the project considerations. This will be forwarded as part of the next agenda package.

Brad Belke will connect with his contacts regarding presentations and information on the IPD process and IPD development companies.

5.2 Next Steps

In addition to the items already noted, Administration will research the CCEMC (Climate Change and Emissions Management Corporation) grant program to determine its applicability.

5.3 Correspondence

- The AB Recreation and Parks Association (ARPA) is hosting an Aquatics Forum on October 25th.
- Edmonton is hosting a Greener Facilities Conference on November 14th and 15th.

6.0 Adjournment and Next Meeting Date

The next meeting date will be on Friday, October 12th at 9:30am.

MOTION BY Councillor Gressler to adjourn the meeting at 2:10pm.

CARRIED



Minutes

THOSE PRESENT:

Marilyn Buchan, Community Member
Darlene Ferris, Community Member
Sharon MacLellan, Community Member
Annette Driessen, Director of Community Services
Bernice Taylor, Program Manager
Cora Appleby, Administrative Assistant

1. Call to Order

The meeting was called to order at 9:35am by Chair Marilyn Buchan.

2. Agenda

2.1. Additions or Deletions

There were no addition or deletions made to the agenda.

2.2. Approval of Agenda

MOTION BY Darlene Ferris to approve the August 31, 2018 agenda as presented.

CARRIED

3. Minutes from the April 26, 2018 Meeting

3.1. Approval

MOTION BY Sharon MacLellan to approve the minutes of the April 26, 2018 meeting as presented.

CARRIED

4. Business Arising

4.1. Update Registration Status - ECDC

Bernice Taylor reported that there are currently 65 children on the waitlist. The waitlist is categorized according to risk and need.

There are currently 94 children enrolled with the centre being at a capacity of 88 daily. This is the highest ratio of part-time spots to date with an enrollment of 31.

4.2. Wild Rose School Division - PUF

Bernice Taylor reported that there are currently 4 children enrolled in the Childcare Centre that will be working with PUF for assessment. In October, two staff and Bernice Taylor will be attending Eye -DA training in Rocky Mountain House for the pre-cursor testing for Kindergarten.

4.3. Financial Statement

Annette Driessen presented the up to date Financial Statement. The Board discussed the changes that were made to the budget relating to the ELCC Grant.

Bernice Taylor reported that Vermilion Energy is currently working on establishing a 3yr Sponsorship Agreement.

MOTION BY Darlene Ferris to approve the Financial Statement as presented.

CARRIED

4.4. Re-Accreditation

Bernice Taylor reported that the Early Childhood Development Centre received 100% on the accreditation process. The report highlighted all of the areas that the center is excelling at and did not note any areas that required improvement.

4.5. ELCC First Quarter Report

Bernice Taylor presented the ELCC First Quarter Granting Report. The Board discussed the challenges and achievements quarterly reporting that are submitted.

4.6. GRIT Programming

Bernice Taylor reported that the GRIT program is a study that analyses relationships between the staff and children/parents. The Board discussed the repercussions of the swivel technology to monitor interactions between children, parents and staff. Bernice Taylor reported that this is an issue because of the sensitive discussions and interactions that take place in the centre.

MOTION BY Darlene Ferris that based on the information presented regarding SWIVL SECURITY, that the Early Childhood Development Centre not take part in the SWIVL SECURITY OVERVIEW portion of the GRIT Programming.

CARRIED

~ ACTION ITEM ~ Cora Appleby will send the Board the information on what the GRIT Programming stands for.

5. Other Business

5.1. Policies

ELCC Grant

- Nine Hour Care Policy - Attached
- Waitlist Policy - Attached

Bernice Taylor presented the changes made to the Nine Hour Care Policy and the Waitlist Policy.

MOTION BY Sharon MacLellan to accept the Nine Hour Care and Waitlist policy as amended.

CARRIED

5.2. *General Correspondence*

Nothing to report at this time.

6. *Next Meeting Date*

The next meeting date will be on October 16th at 1:00pm.

7. *Adjournment*

MOTION BY Chair Marilyn Buchan to adjourn the meeting.

TIME: 10:45am

APPROVED



Homelessness and Poverty Reduction Committee Meeting

Monday September 9, 2018 3:00 p.m.

Rotary House Board Room

Meeting Notes

Regrets: Katherine Ens
John Haazen
Deb Bossert

Present: Heather Slade – Pembina Crisis Connection Society
Dana Sharp-McLean – AHS Addictions & Mental Health
Heather Yakimchuk – Member at Large
Betty Verreanu – Beehive Support Services
Jamie Thomas – Primary Care Network
Adam Jensen – AHS Public Health
Amila Gammama – Town of Drayton Valley
Jessica Doucette – AHS School/Community Health (via phone)
Lola Strand – FCSS
Emily Hickman – HPRT Coordinator

1.0 Call to Order

Meeting called to order at 3:05 PM

2.0 Additions or Deletions to Agenda

No addition or deletions to the agenda

3.0 Adoption of Agenda

Motion to adopt the agenda by Dana Sharp-McLean
Seconded by Betty Verreanu

4.0 Approval of August 13, 2018 Committee Meeting Notes

Meeting notes amended to correct spelling of “Gammama”
Motion to adopt August 13, 2018 meeting notes as amended by Amila Gammama
Seconded by Heather Slade

September 10, 2018

5.0 Information Items**5.1 Meeting with Sharon Blackwell**

Lola and Emily met with Sharon Blackwell, the Executive Director of Housing and Homeless Supports for the Government of Alberta to share information on the rural perspective on homelessness and how the Government of Alberta (GoA) could best support local efforts. The conversation was informative and generally positive:

- our aims (ie. The Community Connection Center) and that of the GoA are aligned re: transitional housing
- the conversation was largely information-gathering on her part to see if the GoA should take a larger role in rural homelessness
- they don't want to duplicate areas ARDN is already working/funding, but do understand that ARDN funding is not guaranteed over the long term.
- her department follows a Housing-First philosophy which can conflict with traditional transitional housing, it will be important for us to demonstrate how our Community Connection Centre model is compatible with a Housing-First approach.

5.2 Community Mat Program New Home

The Mat Program will be relocating to the Calvary Baptist Church, located at 4401 – 50 Ave. How the program runs and the hours of operation will remain unchanged. News of the new location will be made official once we complete our community consultation scheduled for Wednesday Sept 12 from 7:00PM to 8:00PM at the church.

5.2.1 Community Consultation

Immediate neighbours of the Calvary Baptist Church have all been hand delivered invitations to attend a neighbourhood open house to ask questions and have any concerns addressed regarding the CMP moving into the area. This consultation will take place from 7pm-8pm on Wednesday September 12. The presence of any Team members would be greatly appreciated.

6.0 Discussion Items**6.1 Homelessness Estimation****6.1.1 Coordinator**

Dana Wagner has been contracted to act as coordinator for the Rural Homelessness Estimation Project and was introduced to the Team at the meeting. Her role is to coordinate with and support our partner organizations, to promote awareness of the Estimate among the target population as well as the general public, to collect and

September 10, 2018

collate the information provided by the surveys and to report to our funders.

6.1.2 Training

All organizations that indicated they would be interested in taking part in the Estimation by completing surveys with their clients will need to have staff undergo training so surveys are conducted in a consistent manner. It should take no more than 2 hours and can be done in groups or one-on-one with the coordinator. The coordinator will be contacting everyone shortly to arrange times and locations so that training can all be completed before October 10.

7.0 Next Meeting Date

7.1 Monday October 1, 2018 3PM

8.0 Adjournment

Meeting adjourned at 3:51PM



Sustainability Committee Meeting
Tuesday, September 11, 2018, 09:00 a.m.
Town of Drayton Valley Conference Room #1

Meeting Notes

Present: Councillor Nancy Dodds, Councillor Fayrell Wheeler, Winston Rossouw, Sonya Wrigglesworth, Rita Bijeau, Jennifer Stone

1.0 Call to Order

Councillor Dodds called the meeting to order at 9:04 a.m.

2.0 Additions or Deletions to Agenda

There were no items added to the Agenda.

3.0 Adoption of Agenda

Councillor Wheeler moved to approve the agenda as presented.
Carried

4.0 Approval of Committee Meeting Notes

4.1 Sustainability Committee Meeting Notes, August 3, 2018

The Sustainability Committee Meeting Notes from August 3, 2018, were approved as presented.

5.0 Discussion Items

5.1 Yellow Fish Road™

The Committee finalized the logistics for the Yellow Fish initiative, determining to cancel the Saturday option due to number of registrants.

5.2 E-Billing

The Committee discussed the current participation for e-billing, Administration will develop an implementation plan which will include communication strategies for both e-billing and automatic payments, incentive options to go paperless, and potential fees.

5.3 Community Sustainability Plan – Strategic Plan

The Committee selected October 16, 2018, from 9:00 a.m. - 3:00 p.m. at the Civic Centre to strategize sustainability initiatives which will then be brought forward to a Governance and Priorities Committee Meeting and/or Regular Meeting of Council for discussion and determination.

Sustainability Committee Meeting

September 11, 2018

5.4 Waste Management & Landfill Discussions

Mr. Rossouw advised the Committee that Administration is working with the consultant to finalize the report which will be a part of the 2019 budget discussions.

6.0 Other Business

There was no other business to discuss.

7.0 Information Items

There were no information items.

8.0 Items for Next Meeting

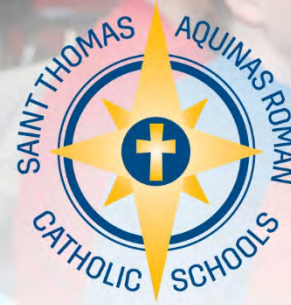
- Update on Yellow Fish Road™

9.0 Next Meeting Date

- October 16, 2018, 9:00 a.m.-3:00 p.m., Town of Drayton Valley Conference Room #1

10.0 Adjournment

The meeting was adjourned at 9:45 a.m.



Souls Seeking Christ

ON A JOURNEY OF FAITH, LEARNING AND LOVE

Board Meeting Highlights – October 2018

DATES TO REMEMBER

Next Board Meeting

**Wednesday,
November 14
10:30 a.m.**

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

Board of Trustees

Michelle Lamer

Chair
Leduc

Henry Effon

Vice Chair
Wetaskiwin

Sandra Bannard

Drayton Valley

Shaun Meaden

Leduc

Liz Taylor-Sirois

Beaumont

Dan Svitich

Ponoka

Donna Tugwood

Lacombe

St. Joseph's College Ignite Gala 2018

The Board affirmed its support for St. Joseph's College Ignite Gala. The gala supports the intellectual, spiritual, and personal development of students by allowing St. Joseph's College to provide them with a Catholic home on campus.

Change to TEBA representative

The Board appointed Trustee Donna Tugwood as the alternate representative for the Division to the Teacher Employer Bargaining Association.

Board Chair Lamer seeks ASBA Zone 2/3 director role

The Board supported Board Chair Michelle Lamer seeking the ASBA Zone 2/3 directorship.

Catholic Education Sunday

Trustees discussed plans to celebrate Catholic Education Sunday in local parishes in the communities STAR Catholic serves. Catholic Education Sunday is a day to recognize and celebrate the contribution publicly funded Catholic schools make in the education of students, lives of families, and growth of communities

Student Enrollment Reported

The Board received a report regarding STAR Catholic's student enrollment as of Sept. 30, 2018. STAR Catholic's enrollment is 4,267 students for the 2018-19 school year, a 4 per cent increase from the '17-'18 school year.

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