

# TOWN OF DRAYTON VALLEY QUARTERLY REPORT | JULY - SEPT 2019



MAYOR  
Michael Doerksen



COUNCILLOR  
Tom McGee



COUNCILLOR  
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Nancy Dodds



COUNCILLOR  
Amila Gammana

Every quarter the Town of Drayton Valley Administration team presents a comprehensive report and update to Town Council of work done across all departments. This is in an effort to keep Council abreast of all initiatives and projects that have been undertaken in the previous three months, and bring awareness to the work being done moving forward.

2019's third quarterly report was on October 28<sup>th</sup>, and included the following progress statements.

## SAFETY & EMERGENCY MANAGEMENT

- Hiring in process for a new Community Peace Officer. Interviews have been completed, now selection process and training criteria are being reviewed.
- Bylaw concerns from residents have changed as the season changes, however the volume of complaints has remained constant.
- Emergency management training is in place for the new Deputy Director of Emergency Management. Training has also been arranged to increase the number of authorized users the town has for the Alberta Emergency Alert program.
- AEMA will be conducting a review of the MERP in November. An action plan will be developed to ensure compliance with the upcoming implementation of new legislation.
- The internal compliance audit for maintenance of the Town's COR certification will be conducted in November 2019.
- From October of 2018 to present the overall compliance for required safety training for staff has increased nearly 55%, up from 26% compliance in 2018 to our current compliance rate of 79%.
- The Town has completed spot audits from Alberta Occupational Health & Safety; one for compliance with Workplace Violence and Harrasment Prevention, with compliance received, and one for a general review of performance and current systems and processes.

## FINANCE

- The Finance department is currently in the process of putting together the 2020 Interim Budget. In addition, they are working on streamlining processes within the finance department as well as automating systems where available.

## ENGINEERING

- At the Town's Water Treatment Plant, the pond has been de-sludged, piping installed for the high lift pumps, the electrical shed has been completed, the site energized, fibre optic lines installed, and the high lift pumps installed. System testing thus far has been outstanding.
- Due to weather delays, upgrading to the South Sanitary Trunk Main will be completed in 2020. At present, the bore casing has been completed and about 1/3 to 1/2 of the project work has been completed.
- WWTP landscaping has been completed and the Town has a 2 year warranty with the contractor.
- Construction at 62 St/RR75 has been delayed due to weather, and is projected to be complete in 2020.
- Line and curb painting was an ongoing process throughout the summer as the Town worked to finetune the method.
- Street sweeping remains ongoing as weather permits.
- Summer staff in Public Works were focused on park maintenance, grass cutting and garbage bin maintenance.
- Colquick, was used for pothole patching and is proving to be of good quality
- Sidewalk repairs; 807 trip hazards were repaired this season
- A large number of road repairs in the form of digout and skin patching were completed throughout town.
- Six beavers were relocated from the Omniplex area, one from Bernie's pond, and the town is taking steps to remove a persistent beaver from Aspenview. In conjunction with Alberta Fish and Wildlife, the Town has been working to remove beaver houses, feedstock, and has pumped the pond in an effort to have the beaver relocate of its own accord.
- Watermain flushing; flushing is done throughout town to keep water mains clear and to remain in compliance with AEP.
- Fire hydrants have been painted and winterized.
- Drainage issues in town will be addressed through upcoming proposed capital projects in 2020.
- Tree Maintenance; Public Works has removed problem trees and will continue this process over the next 3-5 years.
- High visibility signage was installed at various crosswalks, schools, and playground zones.
- Winter preparations; machinery maintenance and equipment winterization is underway in preparation for the winter season.
- An alternative landfill project is in progress to prolong the life of our landfill.

## PLANNING & DEVELOPMENT

- Permit applications, authorization forms, and right-of-entry forms updated with new Town logo.
- The Town's Building Permit application has been updated, and the Town is exploring the option of posting the application on The Inspections Group website with applicants applying directly through The Inspections Group.
- The Town is currently accredited by the Safety Codes Council of Alberta for Building Services only, meaning that all Building Permits are handled by The Inspections Group. The Town is not accredited for Electrical, Gas, Plumbing and Sewage Permits, meaning that applicants must apply through the Alberta Safety Codes Authority and permits are issued/inspected by any accredited corporation (The Inspections Group, Superior Safety Codes, IJD Inspections and others). We are reviewing our current model for service delivery to determine if our level of customer service can be improved for residents/businesses.

## PLANNING & DEVELOPMENT continued

- The Survey for the Bio-Mile subdivision is complete, and right-of-way agreement signed and sent to Land Titles; currently awaiting registration.
- Off-site Levy Bylaw; Planning and Development is collaborating with Engineering and Finance in collecting relevant data for past/future Town infrastructure projects.
- Administration is committed to improving the current MDP/LUB in 2020.

## COMMUNITY SERVICES

- Urban Housing Program: all vacancies filled by January 15th, 2019. 2019 operating surplus projected to exceed \$50,000, and all tenants completed 'Making Financial Cents' training.
- Specialized Transportation: Drive Happiness campaign has recruited 4 drivers and 2 drivers are operational; the Community Foundation has committed \$15,000 upon CFEP application approval for specialized van, the CFEP grant is still pending; Pembina Pipeline has donated \$5,000.
- Aquatic Facility: IPD team working on 4 month process to develop Aquatic Facility Validation Report. Community engagement has been initiated and the ICIP Grant EOI is still pending.
- 2019 Capital Projects: Omniplex and pool roof repairs; design for Omniplex front entrance canopy renovation; Playground and Sports Fields Five Year Capital Plan have been accepted as information; Food Bank concrete apron project received AB Recycling Grant, and project has been completed; Ball Diamond improvements are scheduled for 2019 (storage, portable mound, infield expansion), and Ball Diamond bleachers.
- Recreation Committee: draft governance report for recreation governance has been completed and waiting for presentation to joint council.
- Special Event Hosting: partnership with local groups to host the Triathlon.
- Town Granting Programs: Grants for Community Events, Youth Arts and Culture, and Roger Coles Memorial Sport Grant
- ECDC Waitlist: staff training has seen 1 staff complete Level II training, and 3 staff are enrolled in Level III training.
- Staff Certification: Norquest returning to offer ECE for 2020, and a letter for ELCC advocacy has been forwarded to Ministry of Children's Services.
- Sponsorship Campaign: Pembina Pipeline and Vermilion Energy offering advocacy support for continued Early Learning and Child Care (ELCC) funding
- ELCC Funding Approved 2019/2020 Fiscal Period; Funding received and committed to March 2021.
- Accreditation Annual Report; final report presented.
- Community Mat Program: Community and Social Services Grant funding has been awarded. Requesting remainder of \$30,000 grant for operating the Mat Program
- Homelessness & Poverty Reduction Team: ARDN - Reaching Home Transitional Funding Application Funding agreement signed for 6 month transitional funding from April 1 - September 30, 2019 - \$42,285.02; Have advocated for over 450 unique clients, assisting them to access resources, navigate services and maintain appropriate housing; Rural Homelessness Estimation Report, which creates a baseline for future research and homelessness reduction efforts, has been completed; Mat Program opened Oct. 17 and running seven days a week; initiative to develop optimal solution to homelessness through a community development process.
- Integrated Youth Hub: initiative in partnership with the Healthy Communities Coalition; Civil Forfeiture Grant application submitted - Approval denied. Resubmitting application for next round; Family Community Safety Program Grant - first application declined. Awaiting second call for applications. \$200,000.00 over one year; Policy Wise for Children and Families Grant. Step one of application approved. \$75,000.00 over one year; Working on policy development and governance structure for wrap around services.



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## COMMUNITY SERVICES continued

- Community Parenting Coalition: Early Childhood Coalitions of Alberta Grant (ECCA) 2019/2020 received, \$22,500. Strategic plan completed.
- FCSS Granting Program: 11 grants totalling \$109,496.10 have been allocated from the \$130,000 grant budget for 2019
- Home Support Program: Currently serving 22 seniors and people with disabilities.
- Community Volunteer Income Tax Program: with community partners and volunteers we completed 360 returns this tax season.
- Park Valley Pool Summer Student Pass Sale: sales doubled from last year, exceeding target by 25%.
- Park Valley Pool Summer Day Camp Programming: completed week 3 and we are at 93% capacity. Revenue generated: \$19,240. Our before and after care is paid at the time of need and has generated \$535 in revenue. The pool also received \$2,550 in donations for our Camp program from local companies (Vinnie's Mulching, Lambs Trucking, Keyera, DV Rentals and Pembina Pipeline).

## OMNIPLEX/MACKENZIE CONFERENCE CENTRE/TOTAL WORKS HEALTH & FITNESS CENTRE

- Municipal Climate Change Action Centre (MCCAC): finalizing funding requirements for MCCAC funds to install LED lights and REALice system.
- Arena Heat: renovation of the bleacher heaters in Omni I and installed end of August. This provided customers with better heating in arenas.
- Sponsorship Campaign: invitation to community to share photos and stories for Legacy Wall Story.
- Lobby Revitalization: a plan to revitalize the Omniplex front lobby and entrance over the next two years is being developed for Council consideration. Painting, new flooring and new landscaping at the main entrance has been completed. New paint in the dressing rooms and all benches were refinished.
- Netting: new netting was installed in Omniplex.
- Code Compliance: Upgrades to ensure compliance with Building Code Standards and OH&S.
- New Market Development: Omniplex: in talks with a proprietor regarding laser tag, in talks with 4H to hold a "jackpot" show for 2020, Firefighter Provincial Curling Championships booked, AG Board field tours booked for 2021. MCC - new bookings include Auctioneer Convention in 2020.
- Roof Line: the eavestroughs have been replaced and the roof line in front of the players doors has been lifted to allow for proper drainage.

## FIRE SERVICES

- FRIAA Grant - Fire Smart Grant Application: The Request for Proposal has been distributed to potential contractors for review. The closing date for proposals is November 15, 2019.
- Staff Recruitment: The recruitment campaign was very successful, we have 10 new recruits that have passed the basic training component and are now operational.
- Joint Fire Service Governance: The department has presented some options for governance of the department to Council for review.
- Safe Work Procedures & Standard Operating Guidelines: The emergency operating procedures are close to being completed.



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## COMMUNICATIONS

- Council Events & Photo Ops: Air Monitoring Station Launch, July 12; Eco-Charge grand opening and ribbon cutting Aug 7 and Sept 19; Eldorado Playground groundbreaking, Aug 12; Eavor-Loop event and invitation for public to attend.
- Canada Day: promotion of Canada Day events, and Pay-As-You-Throw public engagement on Canada Day with public voting by poker chips
- Zero Fee Tuition: working with SOS Media to produce a brochure on the program; surveys have been sent to all local high schools to get feedback from students on where their interests lie.
- Spring/Summer Maintenance: regular public updates on crack sealing/road patching, flushing, mowing, street sweeping, tree pruning/removal, problem beaver/ponds/damming, skatepark closed for sealing, road closures for maintenance, splask park closed for cement work, pool closed for shut down maintenance, traffic light outages, Sept 23 large social post summarizing all Public Works activities during the summer months, and acknowledging summer staff.
- Capital Projects & Updates: updates regarding 62 Street (RR75) and South Sanitary Trunk Main.
- Capital Projects Tour: Council toured various locations around the community slated for 2020 Capital projects and beyond.
- Rural Crime: Communications for Rural Crime Tour with Minister of Justice. Tips were posted from the RCMP in regards to crime prevention during colder months.
- Sustainability Open House: Communications were put out to the public inviting them to an open house on Oct. 2 to learn more about: e-billing, the landfill, curbside collection, POUR Program and water disconnect. Social media campaign promoting open house for one month leading up to event, each week highlighting a different initiative that was to be presented at open house.
- E-billing: Began promoting the option to residents to receive their utility bills via email rather than in the mail.
- Curbside Collection: Communications were put out to the public regarding changes being contemplated by Council for curbside collection. Options were presented for 3 different bin sizes, costs were researched from other municipalities, bins were on display (and continue to be on display) at the Civic Centre for people to come and view. The public was invited to vote for their preferred bin size during the Canada Day festivities at the Council tent. Another Open House was held on October 2 to gather further feedback from the public.
- Annual Report: Second draft completed. To be presented to Council at Oct 30th G&P. Projected timeline for release to the public is mid-November.
- Holiday Hours: August long weekend and September long weekend holidays hours were posted on social media.
- Proclamations: July 21-27 proclaimed National Drowning Week in Drayton Valley.
- Council Meetings: Continue to advertise regular meetings of Council and G&P. New in September was the Council Review newsletter, summarizing each meeting and offering a more easy-to-read format for the public, and including photos and news/events within the Town. This is put on social media and sent to the newspaper.
- Grant Deadlines: Advertised in advance of the October 1 deadline to encourage people to apply.
- General Public Info/Updates: Boys & Girls Club closure, Early Learning & Child Care grant extended to March 2021, Garbage bin placement reminder & info for public, Women in the Wind poker rally, Weyerhaeuser video profiling intern's time in Drayton Valley, RCMP office closed, DV100.
- Animal Control: regular posting of lost cats and dogs.
- 3R Roundup: Communications for 3R Roundup began late September; social media, newspaper, electronic sign, radio.
- TELUS: Working with Council and the TELUS team to coordinate the installation of cameras at intersections and public spaces. Worked with TELUS to coordinate a Luncheon with local business owners on July 18. Communications were put out in July to invite the public to an Open House on July 31.



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## COMMUNICATIONS continued

- TELUS was advertised on the website, social media, newspaper, radio and the electronic sign. Information on the project is posted on the website, social media.
- TD Tree Days: Communication regarding community event on all social platforms. Thank you post following the event.
- Committee Members: Communications looking for Committee Members; posted on social media, newspaper, radio, website.
- Sneak Peek of Upcoming Initiatives: long weekend hours, TELUS Safe Communities, Annual Report, 3R Roundup/Household Hazardous Waste Collection, Sustainability open house, Homelessness Workshop, Federal Election, Snow Removal, Proclamations, Curbside Collection, E-billing, Zero Fees Initiative, Civic Centre Mural, Council Events/Photo Ops, Budget.

## CHIEF ADMINISTRATIVE OFFICER

- Mobile GIS: Field workers have completed over 395 tasks through Workforce to date. Phase 2 includes the introduction of the Survey123 field app. The development of the survey forms is in progress in collaboration with Public Works.
- TELUS: Design framework has been completed. Currently working on Key Performance Indicators. Public open house held on July 31 was well received. Privacy Information Assessment and associated Town Policy is currently being developed. Installation of cameras is currently underway.
- Annual Staff Performance Reviews: first round completed.
- Equipment Fleet: Undertaking options for replacement.
- Ministry of Immigration & Labour: Various positive initiatives underway.
- Streamlining Union Relationships: Various positive and constructive initiatives underway.



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