



Agenda

Call to Order

National Anthem

1.0 Additions to the Agenda

2.0 Adoption of Agenda

3.0 Corrections or Amendments:

3.1. November 6, 2019, Regular Meeting of Council Minutes 3-11

4.0 Adoption of:

4.1. November 6, 2019, Regular Meeting of Council Minutes

5.0 Delegations / Administrative Updates

5.1. Drayton Valley Hospitality and Tourism Authority – Tom Hinderks 12-15

5.2. Drayton Valley RCMP Stats – September and October 2019 –
S/Sgt. Malcolm Callihoo 64-75

6.0 Decision Items Pages 16-46

6.1. Property Tax Forgiveness and Development Permit Fee Refund Request
Lots 7 and 8, Block 112, Plan 062 4280 16-19

6.2. Drayton Valley Library Board 2020 Budget 20-22

6.3. Amendment to Winter Road Maintenance and Street Sweeping Policy T-
02-16 23-39

6.4. Aquatic Facility Committee Terms of Reference 40-44

6.5. Feasibility Study for Educational Institution Specializing in Cannabis and
Hemp 45-46

7.0 Department Reports

7.1. Engineering and Development/Capital Project Update Rick Wheatley

7.2. Community Services and FCSS Annette Driessen

7.3. Emergency Services Tom Thomson

7.4. CAO/Administration Winston Rossouw

8.0 Council Reports

8.1. Deputy Mayor Peebles

8.2. Councillor Dodds

8.3. Councillor Gammana

8.4. Councillor McGee

8.5. Councillor Wheeler

8.6. Councillor Ballas

8.7. Mayor Doerksen

9.0	Information Items	Pages 47-82
9.1.	Childcare Operational Board Meeting Minutes – September 24, 2019	48-49
9.2.	Economic Development Committee Meeting Notes – October 10, 2019	50-52
9.3.	Drayton Valley Multicultural Association Minutes – November 5, 2019	53-58
9.4.	STAR Catholic Schools Board Meeting Highlights – November 2019	59
9.5.	Drayton Valley / Brazeau County Fire Services Stats– September and October 2019	60-63
9.6.	Drayton Valley RCMP Stats – September and October 2019	64-75
9.7.	Drayton Valley Municipal Library Board Meeting Minutes – October 17, 2019, and October 2019 Stats	76-82
10.0	Adjournment	



Meeting Minutes

THOSE PRESENT:

Mayor Doerksen
Councillor Dodds
Councillor Gammana
Councillor McGee
Deputy Mayor Peebles
Councillor Wheeler
Winston Rossouw, Chief Administrative Officer
Debbi Weber, Assistant CAO
Annette Driessen, General Manager of Community Services
Jennifer Fancey, General Manager of Finance and Corporate Services
Tom Thomson, Fire Chief
Merlin Klassen, Manager of Safety & Protective Services, Director of Emergency Management

Matt Ellis, Senior Planner
Kelsey Baker, Communications Assistant
Bernice Taylor, ECDC Program Manager
Bree Motkoski, Records Management Clerk
Aishah Mohd Isa, Energy Program Coordinator
Abdulrahman Mogbonjubola, Intermediate Systems & Networks Analyst
Sabine Landmark, Administrative Assistant
Doug Whistance-Smith, Drayton Valley Municipal Library Director
Graham Long, Drayton Valley Free Press
Members of the Public

ABSENT:

Councillor Ballas

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 Agenda.

2.0 Adoption of Agenda

RESOLUTION #157/19

Councillor Gammana moved to adopt the Agenda for the November 6, 2019, Regular Meeting of Council, as presented.

CARRIED

3.0 Corrections or Amendments:

3.1. September 18, 2019, Regular Meeting of Council Minutes

There were no corrections or amendments to the September 18, 2019, Regular Meeting of Council Minutes.

3.2. October 30, 2019, Organizational Meeting of Council Minutes

There were no corrections or amendments to the October 30, 2019, Organizational Meeting of Council Minutes

4.0 Adoption of:

- 4.1. September 18, 2019, Regular Meeting of Council Minutes
- 4.2. October 30, 2019, Organizational Meeting of Council Minutes

RESOLUTION #158/19

Councillor Peebles moved to adopt the Minutes of the September 18, 2019, Regular Meeting of Council, as presented.

CARRIED

RESOLUTION #159/19

Councillor Wheeler moved to adopt the Minutes of the October 30, Organizational Meeting of Council, as presented.

CARRIED

5.0 Proclamations

- 5.1. Universal Children's Day
Mayor Doerksen proclaimed November 20, 2019, as Universal Children's Day in the Town of Drayton Valley.

6.0 Delegations / Administrative Updates

- 6.1. Universal Children's Day – Bernice Taylor, ECDC Program Manager
This item was presented later in the agenda.

7.0 Decision Items

- 7.1. Drayton Valley District Historical Society Bylaw

RESOLUTION #160/19

Councillor Wheeler moved that Council direct Administration to re-approach the Historical Society to redraft their resolution to state "whereby all assets upon dissolution of the society shall become the property of the Town of Drayton Valley."

CARRIED

- 7.2. Community Grants, Fourth Quarter Allocation

RESOLUTION #161/19

Councillor Wheeler moved that Council award the DV Alumni Event Committee \$2,225.00 from the Community Events Grant to help cover costs associated with hosting and promoting the Edmonton Oilers and Calgary Flames Alumni Hockey Game - March 28, 2020.

CARRIED

RESOLUTION #162/19

Councillor Wheeler moved that Council award the Pembina Crisis Connection Society \$3,173.42 from the Community Events Grant to help cover costs associated with hosting an Anti-Bullying Campaign in the schools - November 4-8.

CARRIED

Councillor McGee entered the meeting at 9:26 a.m.

RESOLUTION #163/19

Councillor Wheeler moved that Council award Brianne Vig \$1,000.00 from the Roger Coles Memorial Youth Sport Grant to assist with the costs associated with participating in the National Junior High Finals Rodeo on June 23 - 29, 2019.

CARRIED

RESOLUTION #164/19

Councillor Wheeler moved that Council award Emma Brooks \$1,500.00 from the Roger Coles Memorial Youth Sport Grant to assist with the costs associated with participating in the Canada Cup - Volleyball Alberta on July 2 - 16, 2019, and 16 - 22, 2019.

CARRIED

Council agreed to proceed with decision item 7.12. prior to continuing with the other agenda items.

Councillor Dodds and Councillor Wheeler declared pecuniary interest with item 7.12. and exited the meeting at 9:38 a.m.

RESOLUTION #165/19

Councillor Gammana moved that Council move to closed session at 9:38 a.m. for item 7.12. of the November 6, 2019, Regular Council Meeting Agenda, pursuant to section 25(1)(b)(c)(ii) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

7.12. CLOSED SESSION: Bio-Mile Lands – FOIP section 24(1)(b)(c)(ii)

Mr. Rossouw was present for item 7.12. to provide Council advice.

Ms. Weber was present for item 7.12. to provide Council advice.

Mr. Ellis was present for item 7.12. to provide Council advice.

Ms. Stone was present for item 7.12. to provide Council advice.

Mrs. Landmark was present for item 7.12. to record any outcomes.

RESOLUTION #166/19

Councillor Gammana moved that Council move out of closed session at 9:52 a.m.

CARRIED

RESOLUTION #167/19

Councillor Peebles moved that Council accept Noble Growth Alberta Limited Partnership's letter of request for 2 acres of land as information and direct Administration to convene a meeting with Noble to obtain their business plan with timelines as it relates to the proposed cannabis training, cultivation, and extraction facility. Furthermore, that Administration reverts to Council after obtaining full details from Noble Growth Alberta Limited Partnership regarding their overall development plan for Council's decision.

CARRIED

Councillor McGee exited the meeting at 9:55 a.m.

Councillor Dodds and Councillor Wheeler returned to the meeting at 9:56 a.m.

Mayor Doerksen called a break at 9:58 a.m.

Mayor Doerksen reconvened the meeting at 10:07 a.m.

6.0 Delegations / Administrative Updates

6.1. Universal Children's Day – Mrs. Bernice Taylor (ECDC Program Manager)

Mrs. Taylor advised that universal children's day is on November 20, 2019.

7.0 Decision Items Continued

7.3. Clean Energy Technology Centre (CETC) Ground Mount Solar Proposal

RESOLUTION #168/19

Councillor Wheeler moved that Council direct Administration to pursue an agreement with Dandelion Renewables for the Clean Energy Technology Centre (CETC) Ground Mount Solar proposal in the amount of up to \$467,299; AND to proceed with the second stage application process for MCCAC Alberta Municipal Solar Program (AMSP) funding.

DEFEATED

7.4. Appointment of Financial Auditors

RESOLUTION #169/19

Councillor Dodds moved that Council approve retaining the services of Metrix Group LLP as the financial auditor for the Town of Drayton Valley for the 2019 fiscal year.

CARRIED

7.5. Committee Appointments

- Family and Community Support Services (FCSS) Advisory Board

RESOLUTION #170/19

Councillor Dodds moved that Council appoint Hannah Luckwell as the Youth Representative for the FCSS Board for a two year term expiring October 31, 2021.

CARRIED

RESOLUTION #171/19

Councillor Peebles moved that Council appoint Wendell Smith as the Senior Representative for the FCSS Board for a two year term expiring on October 31, 2021.

CARRIED

RESOLUTION #172/19

Councillor Gammama moved that Council appoint Sandra Blades as the Town Representative for the FCSS Board for a two year term expiring on October 31, 2021.

CARRIED

- Early Childhood Development Centre (Childcare Operational) Board

RESOLUTION #173/19

Councillor Wheeler moved that Council appoint Sharon MacLellan as a Community-at-Large member for the Early Childhood Development Centre Board (Childcare Operational Board) for a three (3) year term, expiring October 31, 2022.

CARRIED

Deputy Mayor Peebles declared pecuniary interest with item 7.5. Committee Appointments – Drayton Valley Municipal Library Board and exited the meeting at 10:39 a.m.

- Drayton Valley Municipal Library Board

RESOLUTION #174/19

Councillor Dodds moved that Council appoint Lyndara Cowper-Smith as Member-at-Large to the Drayton Valley Municipal Library Board for a three (3) year term expiring October 31, 2022; AND direct Administration to look into the Library Bylaw to allow up to ten members on the Municipal Library Board.

CARRIED

Deputy Mayor Peebles returned to the meeting at 10:40 a.m.

- Brazeau Foundation

RESOLUTION #175/19

Councillor Gammana moved that Council appoint Mrs. Jeannette Vatter as a Community Member at Large for the Town of Drayton Valley on the Brazeau Foundation Board for a one (1) year term, ending October 31, 2020.

CARRIED

7.6. Municipal Development Plan (MDP) Bylaw 2012/27/D, Land Use Bylaw (LUB) 2007/24/D, and Signage Bylaw 2012/16/D Review/Update

RESOLUTION #176/19

Councillor Dodds moved that the Town of Drayton Valley undertake an update of the current Municipal Development Plan (MDP) Bylaw 2012/27/D and Land Use Bylaw (LUB) 2007/24/D that will include sustainability goals, specific targets, actions, as well as an implementation and monitoring strategy; AND that the Town of Drayton Valley commit \$115,426.50 from its budget and in-kind contributions valued at \$8,230.00 towards the costs of this initiative should a grant from the Federation of Canadian Municipalities (FCM) not be awarded. Any amount awarded as part of a grant from the FCM for this project shall be subtracted from the total of \$115,426.50 noted above; AND, therefore, proceed with the proposed Municipal Development Plan (MDP) Bylaw 2012/27/D and Land Use Bylaw (LUB) 2007/24/D Review led by ISL Engineering and Land Services.

Councillor Wheeler made a friendly amendment to change the amount committed by the Town to \$109,679.85.

Councillor Dodds accepted the friendly amendment.

CARRIED AS AMENDED

7.7. Resolution in Opposition to Quebec Bill 21

RESOLUTION #177/19

Councillor Gammana moved WHEREAS in 2019 the Province of Quebec enacted Bill 21 (An Act Respecting the Laicity of the State) which prohibits public servants from wearing religious symbols including turbans, hijabs, yarmulke, the cross and many others;

AND WHEREAS Drayton Valley is a multicultural, socially diverse, and inclusive town that is home to many different faiths, religions, genders, languages, and cultures;

AND WHEREAS the wearing of signs or clothing as a religious symbol is a fundamental right in the exercise of "freedom of thought, conscience and religion," as written in Article 18 of the Universal Declaration of Human Rights;

AND WHEREAS Freedom of religion in Canada is protected by the Canadian Charter of Human Rights and Freedoms and the Canadian Human Rights Act;

AND WHEREAS The Town of Drayton Valley stands firmly to support religious freedom as this is aligned with the Canadian Charter of Human Rights;

AND WHEREAS Government has an important role in protecting our shared values of tolerance and diversity;

AND WHEREAS a secular and religiously neutral state is achieved by treating all citizens fairly through unbiased governance structures that do not favor one religion over another;

AND WHEREAS forcing citizens to abandon certain cultural and religious practices will create an environment that fosters intolerance and inequity;

AND WHEREAS Bill 21 is a divisive law that perpetuates exclusion, discrimination, and class division by increasing systematic barriers to employment for religious groups;

AND WHEREAS The National Council of Canadian Muslims (NCCM), the Canadian Civil Liberties Association (CCLA) and others have initiated a constitutional challenge against Bill 21;

AND WHEREAS Drayton Valley is an welcoming community and provides countless opportunities to people from across Canada and the world;

NOW THEREFORE BE IT RESOLVED that the Town of Drayton Valley Council oppose Quebec's Bill 21 and continue to support building a welcoming town where everyone has access to opportunity and prosperity.

CARRIED

7.8. Amendment to Council Meeting, Agenda and Public Hearing Policy C-02-14

RESOLUTION #178/19

Councillor Peebles moved that Council amend Council Meeting, Agenda and Public Hearing Policy C-02-14 to delete the statement that "[a]ny change to the time, date or location of a regular Council Meeting shall be approved by a Motion for change with a two-thirds vote. Motions must be made at a regular Council meeting at least three (3) weeks prior to the meeting date, time or location which is subject to the change, to allow Administration the ability to advertise the change" and insert instead "Council may change any meeting if notice is given as set out in the *Municipal Government Act*."

CARRIED

7.9. Amendment to External Council Committee Appointments

RESOLUTION #179/19

Councillor Peebles moved that Council approve the attached list of Council members and alternates being appointed to the Committees as presented, taking into consideration that the Mayor can designate any member of Council to attend any Committee meeting and vote on behalf of the Town.

CARRIED

7.10. Farm Safety Centre Inc. Funding Request

RESOLUTION #180/19

Councillor Dodds moved that Council grant funding to Farm Safety Centre in the amount of \$100 for the 2020 calendar year, from the "Grants to other Community Organizations."

CARRIED

Councillor Wheeler and Dodds declared pecuniary interest with item 7.11. and exited the meeting at 11:08 a.m.

7.11. Property Tax Forgiveness and Development Permit Fee Refund Request Lots 7 and 8, Block 112, Plan 062 4280

Since Council lost quorum, this item was tabled until next Council meeting.

Councillor Wheeler and Dodds returned to the meeting at 11:09 a.m.

Mayor Doerksen called a break at 11:09 a.m.

Mayor Doerksen reconvened the meeting at 11:20 a.m.

8.0 Department Reports

8.1. Engineering and Development/Capital Project Update

Mr. Rossouw provided an update on the activities of the Engineering Department and Public Works Department as well as CAO/Administration.

Councillor Gammana entered the meeting at 11:23 a.m.

8.2. Community Services and FCSS

Ms. Driessen provided an update on the activities of the Community Services Department, FCSS and Early Childhood Development Centre.

8.3. Emergency Services

Fire Chief Thomson advised that Fire Prevention Month of October was very successful.

8.4. CAO/Administration

Ms. Stone introduced Bree Motkoski as Records Management Clerk.

9.0 Council Reports

9.1. Councillor Wheeler

- RMA District Meeting
- Outdoor Education Centre at the Pembina Nordic Centre - Grand Opening
- Federal Election
- Homelessness Workshop
- International Delegation
- AUMA Conference
- Energy Futures Roadshow
- Joint Council Meeting

9.2. Councillor Ballas

- Was not present to provide a report.

9.3. Deputy Mayor Peebles

- AUMA Conference
- HANA and AHA Meeting
- Hemp Conference
- International Delegation
- Meeting with Tribal Chiefs
- Affinity Funeral Home Grand Opening

9.4. Councillor Dodds

- AUMA Conference
- Waste Management Water Disconnect Open House
- Zero Fee Meetings
- Aquatic Facility Meetings
- Economic Development Committee Meeting

9.5. Councillor Gammana

- AUMA Conference
- Waste Management Water Disconnect Open House
- Homelessness Workshop
- Zero Fee Meetings
- Joint Council Meeting
- Drayton Valley Multicultural Association AGM

9.6. Mayor Doerksen

- AFPA Conference
- ADOA Conference Opening Remarks
- Meeting with ATCO and Somerville
- Outdoor Education Centre at the Pembina Nordic Centre - Grand Opening
- Holy Trinity Academy Awards
- Entrepreneur of the Year Event
- First Poppy Presentation
- Foster and Kinship Caregiver Week Celebration
- Town Facilities Tours
- Eco Charge
- International Delegation
- Meeting with Tribal Chiefs
- Other Investor Meetings
- Joint Council Meeting

Councillor Wheeler reminded that the Sustainability Committee is holding a Town Organization Sustainability Meeting on November 19.

10.0 Information Items

- | |
|---|
| 10.1. North Saskatchewan Watershed Alliance Annual Report 2018-2019 |
| 10.2. Childcare Operational Board Minutes – June 27, 2019 |
| 10.3. Drayton Valley Multicultural Association Minutes – July 4, 2019 |
| 10.4. Brazeau Foundation Minutes - July 25, 2019 |
| 10.5. Joint Exploratory Recreation and Culture Ad Hoc Committee meeting Minutes – August 28, 2019 |
| 10.6. Economic Development Committee Meeting Notes – September 10, 2019 |
| 10.7. STAR Catholic School Board Meeting Highlights – September and October 2019 |
| 10.8. Federation of Canadian Municipalities (FCM) – FCM Innovation Network |
| 10.9. Sustainability Committee Meeting Notes – September 12, 2019 |

**Regular Meeting of Council
Minutes of November 6, 2019
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RESOLUTION #181/19

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

CARRIED

11.0 Adjournment

Mayor Doerksen adjourned the meeting at 11:42 a.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Town of Drayton Valley

Delegation Request Form

Name(s): _____

Organization: _____

Contact Number: _____ Contact E-mail: _____

Mailing Address: _____

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

Council Meeting

Governance & Priorities Committee Meeting

Special Meeting/Presentation

Administration Meeting

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

Reason for Requesting Delegation:

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

Additional Information Provided

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

Please indicate any preference you have for meeting:

Please submit your request by:

Fax: 780.542.5753

E-mail:

admin-support@draytonvalley.ca

In person: 5120-52 ST

Experience the Valley!



Regional Partnership Marketing Concept

2020 to 2022

Prepared and Proposed by:

Drayton Valley Hospitality & Tourism Authority

Thomas Hinderks Executive Director

October 2019

Regional Partner marketing concept: Town of Drayton Valley

The DVHTA already spends \$50,000 +/- marketing the Brazeau County/Town of Drayton Valley region but we need to expand our reach and frequency to magnify the impacts we are already achieving.

Both the County and the Town have Tourism assets that should be part of a concise overall Regional Tourism Marketing Plan as well as both Life & Lifestyle residential opportunities for increasing tax base and a need to market Economic Development advantages in the region.

By combining marketing spends all partners can achieve greater value and the objectives of promoting each sector that leads to increased economic impact and growth ... Tourism, Life & Lifestyle, Opportunity (Economic Development).

To this end creating a “Experience the Valley” marketing campaign achieves a series of advantages for all partners ...

- Maximum use of dollars and increased overall spend allows advantageous leveraging in media buys.
- Creates an advantageous image for the overall region throughout the Province of Alberta.
- Attracts a broad cross section of demographics appealing to targeted sectors.
- Provides overall benefit to the Region as a whole, fairly.

Proposed:

The DVHTA would manage and coordinate the overall marketing program to all partners advantage using all media that achieves goals ... Tourism expansion, Residential attraction, Business attraction ... and makes economic sense ... Print, Radio, Social media and web, potentially select television.

“Experience the Valley” would be the central messaging and a central web based “Landing Page” would redirect clients and other interest parties to Partners prospective “Websites” and “Portals”. (see draft)

IE:

- All “Tourism” inquiries would be led to the DVHTA Tourism website, negating need for separate Tourism information sites. (provided by and paid for by DVHTA)
- Town “Life & Lifestyle” inquiries would be led to a Town of DV Website (provided by and paid for by Town of Drayton Valley)
- Rural “Life & Lifestyle” inquiries would be led to a Brazeau County Website (provided by and paid for by Brazeau County)
- Town “Opportunities” would be led to a Town of DV Economic Development Website/Portal (provided by and paid for by Town of Drayton Valley)
- Rural “Opportunities” would be led to a Brazeau County Economic Development Website/Portal (provided by and paid for by Brazeau County)

In addition, Town of Drayton Valley Tourism Assets such as:

- Town of Drayton Valley RV Park/Campground
- Omniplex
- MacKenzie Centre
- Clean Energy Technology Centre

Would receive the same benefits as full members of the DVHTA in all marketing/promotion and other tourism opportunities, with a Town of Drayton Valley representative as a member of the DVHTA Board.

The Tourism Assets having the benefits of full members would be required to participate in all tracking and reporting activities, but not subject to the 3% DVHTA Tourism levy.

This would allow Town of Drayton Valley as a partner to be able to extend the reach of its Tourism Assets (and related revenues) while also working on attracting increased tax base through increased residential growth and attraction of new economic development opportunities, again increasing tax base and additional economic impacts.

At the same time all operations remain transparent through being partners in the DVHTA Board and have full input at the table.

As a participating partner would commit to a 3-year pilot program (reviewed annually) providing \$50,000 per year for operations of the program.

\$35,000 in media buys

\$15,000 in operations, ongoing social media and system maintenance/external management costs

Operational framework/format:

- Operational committee to be:
 - (1) Representative Drayton Valley Hospitality & Tourism Authority
 - (1) Representative Brazeau County
 - (1) Representative Town of Drayton Valley
- Drayton Valley Hospitality & Tourism Authority to act as coordinator/operator of project
- Separate Banking and Accounting systems created for partnership specific
- Financial reports to be provided monthly
- Operational reviews to take place quarterly
- Content to be created cooperatively to achieve objectives

Contractors:

- Webpage design/creation/implementation/reporting by Lpi Group
- Social media design/creation/implementation/reporting by Lpi Group
- Print media design/creation/consulting and recommendations by Tanner Young publishing
- Day to Day operations by Executive Director Drayton Valley Hospitality & Tourism Authority*
- Administration/Bookkeeping etc. by DVHTA contracted Administrative service*

*Project contracted time to be covered under operations costs above.

- Day to Day operations by hourly billing monthly
- Administrative/Administration by hourly contract

TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION

SUBJECT:	Property Tax Forgiveness and Development Permit Fee Refund Request Lots 7 and 8, Block 112, Plan 062 4280
MEETING:	November 27, 2019 Regular Meeting of Council
PRESENTED BY:	Winston Rossouw CAO

1. PROPOSAL AND BACKGROUND:

This item was previously brought forward for Council decision to the Regular Meeting of Council on November 6, 2019. However, due to loss of quorum this item needed to be tabled to the next Regular Meeting of Council.

Administration has received a request from Noble Growth Alberta Limited Partnership for the forgiveness of property taxes (tax roll numbers 70417600 and 70418700) for the next five years (2020-2024) as well as a refund of Development Permit fees associated with the extensive renovations to convert the existing building to a Cannabis Production and Distribution Facility (**See Attachment 1- Request Letter, Noble Growth Alberta**).

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

The Development Permit and Building Permit fees for this project were paid for at the same time on March 26, 2019. Building Permit fees for new commercial/industrial buildings and renovations are calculated as:

- \$9.00 per \$1,000 of construction value (construction value in this case is \$2 million)
- Plus, a Levy of 4% of the permit fee, subject to a minimum of \$4.50 and maximum of \$560 that is remitted to the Alberta Safety Codes Council.

Development Permit fees for new Commercial/Industrial buildings and change of land use (except for small accessory buildings) are charged as a flat fee of \$400. Bylaw 2019/03/D was passed by Council on March 20, 2019 to re-zone the subject property from the General Commercial (C2) district to the Industrial (M) district to accommodate the proposed Cannabis Production and Distribution Facility. The required application fee to re-zone a property is \$800 which, in this case, was paid on February 6, 2019. Approximately \$400 of the re-zoning fee is for costs to advertise the proposed by-law in the Drayton Valley Western Review as well as postage for mailing notices to surrounding property owners.

Administration appreciates the additional jobs and other economic spin-off benefits the proposed Cannabis Production and Distribution Facility would bring to the Town, especially given the current local economic climate. However, the only policy (PD-01-13) the Town has regarding the waiver of Building Permit and Development Permit fees is for Town projects and projects completed by third-party non-profit developers. the Policy explains that Development Permit fees can be waived as these are an in-house cost for Administration. However, Building Permit fees are from a third party and paid out-of-pocket by Administration and, therefore, cannot be waived. Although Policy PD-01-13 does not apply to the proposed Cannabis Production and Distribution Facility, the Policy may provide perspective for Council when considering the current waiver of fees request.

TAX IMPLICATIONS:

Administration is requesting Council's consideration of the loss in tax revenue should the tax forgiveness proceed. The estimated tax amount owing below are based on 2019 rates which included a 10% 1-year rebate.

Tax Roll	2020	2021	2022	2023	2024	Total
70417600	\$61,394	\$61,394	\$61,394	\$61,394	\$61,394	\$306,970
70418700	\$7,388	\$7,388	\$7,388	\$7,388	\$7,388	\$36,940
Total	\$68,782	\$68,782	\$68,782	\$68,782	\$68,782	\$343,910

3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	Yes	<i>Municipal Government Act</i> (Sections 230, 606 and 606.1- when to hold a public hearing, advertising of public meetings and proposed by-laws <i>Municipal Government Act- Taxation</i>
Municipal Bylaws		
Municipal Development Plan		Property is designated as Commercial/ Light Industrial on Map 4 in the Municipal Development Plan
Sustainability Vision 2019-2021		N/A
Town of Drayton Valley Strategic Plan 2019-2021		Goal One: Recovery in Drayton Valley. This goal aims to diversify and create resiliency for the local economy. A forgiveness/partial forgiveness of property taxes and development fees would help facilitate the establishment of a local business in the emerging Cannabis industry.
Other Plans or Policies	Yes	Cancellation of Taxes (TF-06-96)

4. POTENTIAL MOTIONS:





- A. That Council approve the waiver of the Development Permit fees in the amount of \$400, the Building Permit fees of \$18,000 for properties located at Lots 7 and 8, Block 112, Plan 062 4280 as well as property tax forgiveness for the years of 2020 up to and including 2024 for Tax Rolls 70417600 and 70418700.
- B. That Council decline the request to waive the Development Permit fees in the amount of \$400 and the Building Permit fees of \$18,000 for properties located at Lots 7 and 8, Block 112, Plan 062 4280; AND that Council approve property tax forgiveness for the years of 2020 up to and including 2022 for Tax Rolls 70417600 and 70418700.
- C. That Council approve the request to waive the Development Permit fees in the amount of \$400 and the Building Permit fees of \$18,000 for properties located at Lots 7 and 8, Block 112, Plan 062 4280; AND that Council decline the property tax forgiveness for the years of 2020 up to and including 2022 for Tax Rolls 70417600 and 70418700.
- D. That Council approve the waiver of the Development Permit fees in the amount of \$____, the Building Permit fees of \$_____ for properties located at Lots 7 and 8, Block 112, Plan 062

4280 as well as property tax forgiveness for the year(s) of ____ for Tax Rolls 70417600 and 70418700.

- E. That Council direct Administration to ; _____.
- F. That Council decline the request received from Noble Growth Alberta Limited Partnership to waive the Development Permit fees in the amount of \$400, the Building Permit fees of \$18,000 for properties located at Lots 7 and 8, Block 112, Plan 062 4280 as well as property tax forgiveness for the year of 2020 up to and including 2024 for Tax Rolls 70417600 and 70418700.
- G. That Council _____.

5. ATTACHMENTS:

- 1. Letter from Noble Growth Alberta Limited Partnership, dated October 1, 2019

REPORT PREPARED BY:	 	REVIEWED BY:	
APPROVED BY:			



PO Box 6224
5630 – 56 Street
Drayton Valley, AB.
T7A 1R7

October 1st, 2019

Mayor Micheal Doerksen
Town of Drayton Valley
P.O. Box 6837
Drayton Valley Alberta T7A 1A1

Mayor Doerksen

RE: Forgiveness of Development Permit and Town Taxes for Roll Numbers 70417600 and 70418700

Noble Growth Alberta Limited Partnership is a new company starting up in Drayton Valley. The potential employment for local citizens of Drayton Valley is approximately forty to sixty people starting in early 2020. At this time of economic downturn in the Oil and Gas sector this is an excellent diversification for the town by employing local citizens and providing stable income for families.

As previously discussed, Noble Growth Alberta Limited Partnership is requesting a forgiveness of the Development Permit for the extensive renovations for the project. The town invoice has been submitted and paid for on receipt number 0375291, as well as forgiveness on the property taxes located at 5630/34 56 Street for the next five years

As the business grows the second and third phase will be implemented providing the potential for further employment and other economic possibilities for the town.

I am available at your convenience to further discuss our request.

Scott Huska
CEO
Noble Growth Alberta Limited Partnerhsip

TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION



SUBJECT:	Drayton Valley Municipal Library Board 2020 Budget
MEETING:	November 27, 2019 Regular Meeting of Council
PRESENTED BY:	Douglas Whistance-Smith Library Director

1. PROPOSAL AND BACKGROUND:

The Drayton Valley Municipal Library Board reviewed and approved the 2020 Libraries Operating Budget.

The budget, along with supporting documents, is being submitted in accordance with Section 8 of the *Alberta Libraries Act*:

8(1) The Municipal Board shall before December 1 in each calendar year prepare a budget and an estimate of the money required during the ensuing fiscal year to operate and manage the municipal Library.

8(2) The budget and the estimate of money shall be forthwith submitted to the council of the municipality.

8(3) Council may approve the estimate under subsection (1) in whole or in part.

RSA 2000 cL-11 s37; 2006 c5 s13

The Library Board is requesting \$333,407.00 in operational grant funding from the Town of Drayton Valley for the 2020 fiscal year. This represents a 1% (\$4,649.00) increase from the Library's appropriation from the Town that has been status quo since 2017.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

Drayton Valley Municipal Libraries will maintain current operating levels for public access: Main Library Branch is open to the public an average of 56 hours per week; Rotary Children's Library Branch is open to the public an average of 30 hours per week.

3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	Yes	<i>Alberta Libraries Act</i> , section 8
Municipal Bylaws	Yes	Town Bylaw 99-15, section 8L.
Municipal Development Plan	N/A	
Sustainability Vision 2019-2021	N/A	
Town of Drayton Valley Strategic Plan 2019-2021	Yes	Goal 2: Continue to Provide Service Delivery to Residents
Other Plans or Policies	N/A	

4. POTENTIAL MOTIONS:

- A. That Council approve the Library Board's request for \$333,407.00 in operational grant funding from the Town of Drayton Valley to sustain Library operations in 2020.
- B. That Council approve \$_____ in operational grant funding from the Town of Drayton Valley to sustain Library operations in 2020.
- C. That Council decline the Library Board's request for \$333,407.00 in operational grant funding from the Town of Drayton Valley to sustain Library operations in 2020.

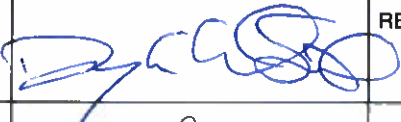


- D. That Council table the Library Board's request for operational grant funding from the Town of Drayton Valley to sustain Library operations in 2020 and direct Administration to

5. RECOMMENDATION

The Library Board recommends that Town Council approve the request for increased local appropriation by 1%, totaling in \$333,407.00 operational grant funding to sustain Library operations in 2020.

6. ATTACHMENTS:

1. Drayton Valley Library Board - 2020 Operating Budget Summary

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

Drayton Valley Libraries Operational Budget 2020

Grant Revenue	2018	2019	2020
Grants: Operational	Final	Final	Proposed
Grant: Local Appropriation (Parkland)	\$3,101	\$3,206	\$3,314
Grant: Municipal Operating (AB Gov)	\$39,122	\$39,122	\$39,122
Grant: Municipal Operating (YRL-PLSB-BC)	\$27,976	\$27,976	\$27,976
Grant: Service Operating (Sch. Div.)	\$13,117	\$13,220	\$13,220
Grant: STEP (Summer Program Coordinator)	\$3,150	\$3,200	\$0
Grant: CSJ (Summer Program Assistant)			\$2,000
Grant: Capital Projects (CIP, CFEP)	\$1,010	\$2,847	
Total Grant Revenue	\$87,476	\$89,571	\$85,632
Operational Revenue	\$13,850	\$16,000	\$27,656
Total Revenue	\$101,326	\$105,571	\$113,288

Expense Disbursements	2018	2019	2020
Bookshop	\$1,500	\$1,000	\$1,000
Collections	\$38,301	\$37,000	\$35,006
Facilities	\$41,100	\$45,500	\$40,000
Operations	\$21,235	\$23,250	\$21,500
Professional	\$8,700	\$10,000	\$10,500
Programs	\$10,000	\$7,000	\$10,500
Vehicle	\$1,503	\$2,500	\$1,500
Continued Education (Board & Staff)	\$0	\$0	\$8,750
Service Awards (Board & Staff)			1750
(Board)	\$3,500	\$3,500	\$0
(Staff - non-payroll expenses)	\$5,000	\$6,000	
Payroll Expense	\$527,170	\$548,550	\$547,337
Total Expense Disbursements	\$658,009	\$684,300	\$677,843

Budget Balance	2018		2019		2020	
Total Revenues	\$101,326		\$105,571		\$113,288	
Total Expenses	\$658,009		\$684,300		\$677,843	
Deficit to be appropriated by Municipalities	-\$556,683		-\$578,729		-\$564,555	
** Municipal Appropriation - County	\$227,925	40.9%	\$ 227,925	39.4%	\$231,148	40.9%
** Municipal Appropriation - Town	\$328,758	59.1%	\$ 328,758	56.8%	\$333,407	59.1%
Balance	\$ -	0.0%	-\$ 22,046	3.8%	\$ -	0.0%

Board Approval of Budget

Chair: Lyndara Cowper Smith:

Date:

Notes:

** Calculation of % breakdown by Municipality

County	2018	\$227925 / \$556683 = 40.9%
Town	2018	\$328758 / \$556683 = 59.1%
County	2019	\$227925 / \$578729 = 39.4%
Town	2019	\$328758 / \$578729 = 56.8%
Deficit	2019	\$22046 / \$578729 = 3.8%

TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION



SUBJECT:	Amendment to Winter Road Maintenance and Street Sweeping Policy T-02-16
MEETING:	November 27, 2019
PRESENTED BY:	Rick Wheatley General Manager of Engineering

1. PROPOSAL AND BACKGROUND:

After reviewing the existing T-02-16 Snow Removal Policy, Administration slightly amended the Policy to include discretionary options to enhance snow removal priority options.

The Policy would be renamed to Winter Road Maintenance and Street Sweeping Policy T-02-16. Further, the philosophy that was used in making changes to the existing Policy is reflected in the premise that when all the priority 1 & 2's are completed, most of the town residents should be within one block of a plowed and cleaned roadway.

Presently, the trigger point for commencing snow removal is 10 cm loose and 5 cm compacted snow. In an effort to make our snow blowing equipment more efficient, Administration would like to propose to increase these trigger points to 15 cm (loose) and 7.5 cm compacted snow so that the windrow is somewhat larger.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

There would be no budget or grant implications. There should be no resource implications either.

3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	N/A	
Municipal Bylaws	N/A	
Municipal Development Plan	N/A	
Sustainability Vision 2019-2021	Yes	Safety and Health: Transportation
Town of Drayton Valley Strategic Plan 2019-2021	Yes	Goal 2: Continue to Provide Service Delivery to Residents
Other Plans or Policies	N/A	

4. POTENTIAL MOTIONS:

- A. That Council accept and approve amended Winter Road Maintenance and Street Sweeping Policy T-02-16 as presented.
- B. That Council direct Administration to: _____
- C. That Council decline to make amendments to existing Snow Removal Policy T-02-16.


5. RECOMMENDATION

Administration recommends "That Council accept and approve amended Winter Road Maintenance and Street Sweeping Policy T-02-16"

6. ATTACHMENTS:

1. DRAFT Amended Winter Road Maintenance and Street Sweeping Policy T-02-16

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

Subject:	Winter Road Maintenance and Street Sweeping Policy	Policy No.:	T-02-16	
Department:	Public Works			
Approval Date:	October 12, 2016	Review Date:	November 27, 2019	
Associated Policies:				

Winter Road Maintenance and Street Sweeping Policy

Purpose

To establish a consistent, cost-effective standard of practice for clearing roads of snow, ice and seasonal debris for safe travel within the corporate limits of the Town of Drayton Valley.

Policy Statement

A system of labour, equipment, materials, schedules, and communication on a priority basis, in keeping with the requirements of the Town of Drayton Valley and any allied agencies requiring assistance shall be adopted.

This Policy shall establish service levels for year-round maintenance on all roads, sidewalks and Town parking lots. It is understood that street sweeping and snow removal bear similar characteristics with the schedules and weather or street conditions. Therefore, this Policy encompasses both and only singles out each activity when required for clarity. Contractors will be utilized on an as needed basis, as determined by the Public Works Superintendent.

It is the residential and property business owner's responsibility to clear sidewalks abutting their property or place of business.

Definitions

Within this Policy the following definitions shall apply:

"Alley" as identified in Traffic Bylaw 2016/03/P;

"Arterial and industrial roadways" as identified in Traffic Bylaw 2016/03/P;

"As required" means the level of service is not predetermined by the number of activity occurrences per season or year;

"Boulevard" as identified in Traffic Bylaw 2016/03/P;

Subject:	Winter Road Maintenance and Street Sweeping Policy	Sign off:	
Department:	Public Works		
Approval Date:	October 12, 2016	Review Date:	November 27, 2019

“Crosswalk” as identified in Traffic Bylaw 2016/03/P;

“Curb” as identified in Traffic Bylaw 2016/03/P;

“Collector road or Distributor road”: means a low-to-moderate-capacity **road** which serves to move traffic from local streets to arterial **roads**. Unlike arterials, **collector roads** are designed to provide access to residential properties;

“Emergency Lane” means all that portion of a highway used to provide access to buildings by emergency vehicles, and so marked by signs stating, “Fire Lane” or “Emergency Lane”;

“Emergency Vehicle” as identified in Traffic Bylaw 2016/03/P;

“Highway” as identified in Traffic Bylaw 2016/03/P;

“Intersection” as identified in Traffic Bylaw 2016/03/P;

“Sidewalk” as identified in Traffic Bylaw 2016/03/P;

“Roadway” means any part of a highway intended for vehicular traffic;

“Sign” or “Signage” means, a “Traffic Control Device” as defined in the current Traffic Safety Act of Alberta, or as defined in the Town of Drayton Valley Land Use Bylaw, or a specific sign stating snow removal dates/times and instructions or street sweeping sign stating sweeping dates/times and instructions;

“Snowplowing” means the grading of accumulated snow from roadway surfaces to the middle or sides of a roadway or lane, or any snow that has been plowed for the purposes of blowing snow into trucks and being hauled away;

“Snow removal” means the loading and hauling of snow from roadway surfaces to a designated snow disposal site. It also means the sweeping of snow from Town-owned sidewalks or business district sidewalks to the street;

“Time” means, either Mountain Standard Time or Mountain Daylight Savings Time, which is proclaimed by the Province of Alberta;

“Truck Route” means those highways within the Municipality designated as a truck route by the Municipality;

“Walking Trails” means an outdoor linear route designated primarily for walking, jogging, rollerblading, cycling and mobility device riding;

“Windrowing” means the plowing of snow into a long continuous pile for storage or to facilitate removal without placing a designated time limit on the removal.

Subject:	Winter Road Maintenance and Street Sweeping Policy	Sign off:	
Department:	Public Works		
Approval Date:	October 12, 2016	Review Date:	November 27, 2019

1. POLICY INSTRUCTIONS

Street Maintenance

- 1.1. Street Maintenance with the Town will be determined by the Chief Administrative Officer with delegated authority to the General Manager of Engineering or the Public Works Superintendent in accordance with this Policy.
- 1.2. The Public Works Superintendent will have authorization within the street maintenance policy to direct or re-direct services based on but not limited to:
 - Time of year;
 - Temperature;
 - Weather forecasts;
 - Weather warnings;
 - Spring debris on roads and highways;
 - Spring debris on roadways;
 - Emergency situations;
 - Debris from development lands/construction sites onto town roadways and annexed roads subject to Traffic Bylaw 2016/03/P;
 - Special circumstances such as medical emergency and or funerals;
 - Special requirements of the Drayton Valley Airport;
 - Remaining non-priority areas of the Town based on resources and condition severity;
 - Town-owned infrastructure.
- 1.3. Priority sequencing of snow plowing and removal, or street sweeping operations may be altered to avoid conflict with waste recycling, refuse pick-up or other scheduled collection services including summer and fall clean-up programs, and where;
 - Where street sweeping is required outside the priority sequence is authorized;
 - Snow plowing and street sweeping shall be directed to priority sequencing except for unusual circumstances as identified in Section 1(1.2);
 - Regular snow drift control may be provided to the areas having a drifting problem on a historical and documented based and/or the experience of the Superintendent of Public Works. Two types of snow drift control that can be used are:
 - Erection of snow drift fences;
 - Plowing of windrowed snow parallel to the roadway.
 - Snow volume and drifting which may require snow removal may be implemented immediately, without advance posted notice.

The General Manager of Engineering has the discretion to trigger the snow removal at the 10 - 15 cm accumulation (maximum) or as required.

Subject:	Winter Road Maintenance and Street Sweeping Policy	Sign off:	
Department:	Public Works		
Approval Date:	October 12, 2016	Review Date:	November 27, 2019

Priority	Snow Accumulation	Minimum Hours Response	Maximum Hours Response
1 & 2 Sidewalks Routes Snow Ban Route	10 – 15cm loose or 5 - 7.5 cm compacted	24 hours	48 Hours free of a major snow event

2. PROCEDURE

Service Level – Roads

Snow Removal and/or Street Sweeping is typically efficient at low traffic times, either late at night or early morning. Residential Streets are the exception to overnight snow removal/street sweeping. Where deemed practical, snow removal and/or street sweeping may occur outside of regular working hours to ensure efficiency of operations and the safety of the transportation network users. All priority routes as listed above are attached hereto as **(Schedule A)**

2.1. Priority 1-Snow and Street Sweeping Priorities (Schedule B)

- 50 Street, Hwy. 22 N to 50 Avenue
- 50 Street, Industrial Road to Hwy. 22
- 50 Avenue east, RR 73 to 62 Street
- 58 Street, 50 Avenue to 49 Avenue
- 49th Avenue, 58 Street to 45 Avenue
- 41 Avenue, 50 Street to the Hospital
- Power Centre Boulevard
- 58 Street to Associated Ambulance
- 62 Street, 50 Avenue to Power Centre Boulevard
- 55 Street, Industrial Road to 56 Avenue
- 56 Avenue, 50 Street to 55 Street
- Cul – de - sac off of 55 Street
- 54 Street, 45 Avenue to 50 Avenue
- 45 Avenue, 50 Street to 54 Street
- 45 Avenue, 45 Avenue to the Omniplex
- 46 Avenue, 46 Street to 50 Street
- 46 Street, 46 Avenue to 50 Avenue
- 47 Avenue, 46 Avenue to 43A Street
- 43A Street, 47 Avenue to 43 Street
- 43 Street, 43 Avenue to 50 Avenue
- 43 Street, 50 Avenue to 55 Avenue

Subject:	Winter Road Maintenance and Street Sweeping Policy	Sign off:	
Department:	Public Works		
Approval Date:	October 12, 2016	Review Date:	November 27, 2019

- 55 Avenue, 43 Street to 50 Street
- 48 Street, 50 Avenue to 55 Avenue
- 55 Avenue, 43 Street to 40 Street
- 40 Street, Mackenzie Avenue, 48A Street, 55 Avenue to 55 Avenue

2.2. **Priority 1-Snow and Street Sweeping Priorities – First Night (Schedule C)**

- Downtown Public Parking Lot
- Downtown core consists of the following street:
 - 51 Avenue, 50 Street to 53 Street
 - 52 Avenue, 50 Street to 53 Street
 - 51 Street, 51 Avenue to 52 Avenue
 - 52 Street, 51 Avenue to Industrial Road
 - 53 Street, 50 Avenue to 52 Avenue
- Industrial Road and Jubilee Avenue from 50 Street to Hwy. 22;
- 54 Street from Industrial Road to 50 Avenue;

2.3. **Priority 2- Snow and Street Sweeping Priorities (Schedule D)**

- Beckett Road, 43 Avenue to 50 Avenue
- 49 Avenue, Beckett Road to 50 Avenue
- 44 Avenue, Beckett Road to RR 73
- 43 Avenue, RR 73 to 47 Street
- 47 Street, 41 Avenue to 46 Avenue
- 47 Street, 49 Street to 50 Avenue
- 47 Avenue, 50 Street to Shangri La Lodge
- 44 Street, 50 Avenue to 47 Avenue
- 49 Street, 46 Avenue to 50 Avenue
- 49 Avenue, 47 street to 49 Street
- 45 Street, 50 Avenue to 48 Street
- 54 Avenue, 48 Street to 50 Street
- RR 75; TWP Road 492; TWP Road 485
- 58th Avenue, RR 73 to H. W Pickup Junior High School
- 44 Street, 55 Avenue to Mackenzie Avenue
- 22 Avenue, 50 Street to the CETC
- 51 Street, 45 Avenue to 46 Avenue
- 46 Avenue, 51 Street to 52 Street
- 47 Avenue, 53 Street to 54 Street
- 47 Avenue, 54 Street to 55 Street
- 55 Street, 47 Avenue to 45 Avenue
- Northview Gardens
- Apex Common

Subject:	Winter Road Maintenance and Street Sweeping Policy	Sign off:	
Department:	Public Works		
Approval Date:	October 12, 2016	Review Date:	November 27, 2019

- Westview Industrial Park
- Brazeau Business Park
- Greenfield Industrial Park
- Mitchell Drive

2.4 Sanding Priorities

- At the direction of the Public Works Superintendent, sanding operations may not have sequence due to operational requirements, heavy weather loading, and operational traffic flow identification or emergency situations;

2.5 Seasonal Snow Routes (Schedule E)

The following areas are seasonal snow routes and subject to parking bans;

- 50 Avenue, 54 Street to 43 Street
- 50 Street, 50 Avenue to 46 Avenue
- 50 Street, 50 Avenue to 54 Avenue
- Any other roadways the Town of Drayton Valley identifies as seasonal snow routes.
- All routes identified above shall be in effect during and or after a major snow event.
- Any vehicle parked in seasonal snow routes as marked while bans are in effect may be ticketed and /or removed as authorized by the Drayton Valley Traffic Bylaw 2016/03/P, at the owner's expense.

3. PROCEDURE – (Schedule F)

Service Level –Sidewalks/Trails

Snow Removal and Sidewalk and Trail Sweeping Priorities

3.1. Priority A

- All blocks immediately surrounding the Civic Centre, Fire Hall, Park Valley Pool, and ECDC in that order;
- The downtown core as well as 50 Avenue to St. Anthony's School, clearing one side of 50 Avenue en route from downtown;
- St. Anthony's School, walkways around Frank Maddock High School, HW Pickup School
- All other walking trails cleared as resources and the Public Works Superintendent allow on all established routes.

3.2. Priority B

- Omniplex, Holy Trinity Academy, 50 Avenue, Central Cemetery Block, Eldorado Elementary and the DV Christian School. The Bus Hub and finishing on 50 Street;
- 50 Avenue from 50 Street to 62 Street, 50 Street, Hwy 22 North to Hwy 22 South.

Subject:	Winter Road Maintenance and Street Sweeping Policy	Sign off:	
Department:	Public Works		
Approval Date:	October 12, 2016	Review Date:	November 27, 2019

- All other walking trails cleared as resources and the Public Works Superintendent allow on all established routes.

3.3. **Priority C**

- All remaining walkways and sidewalks that the Town maintains.

4. **PROCEDURE**

Service Level –Communication

- At all times the Town of Drayton Valley snow clearing equipment, street sweeping equipment and contractors hauling snow shall have the right of way on Drayton Valley's streets unless so directed by a Peace Officer or a traffic flag person.
- At all times, snow clearing/street sweeping contractors hired by the Town shall have the right of way when working with Town crews.
- Signs or Social Media that communicate snow removal/street sweeping shall have the following information on them:
 - date of snow removal/street sweeping, and;
 - directions for residents and businesses (all vehicles must be off the road or they are subject to municipal fines and towing);
- All signs will have a log book indicating the time the sign was placed, the position and placement of the sign and shall be made available to the Peace Officer for enforcement purposes;
- Signs will indicate a 24-hour period, subject to the direction of the Superintendent of Public Works, the amount of snow, or time needed to street sweep due to spring debris, or cleaning a street with development debris, or an emergency or storm situation.
- Street sweeping/snow removal shall be communicated on the Town's website or other methods that can access the taxpayers such as newspaper, Twitter, Facebook et.al.

5. **PROCEDURE**

Service Level –Personnel

- Allocation of Town resources including the allocation of personnel shall be done in consideration of the terms and conditions of the Collective Agreement and by the Public Works Superintendent.
- Crews can be redirected depending on the situation.
- Other than for emergency situations, snow clearing operations will be suspended at temperatures colder than -35C.
- Street sweeping is typically efficient at low traffic times, either late at night or early morning. Residential Streets are the exception of early overnight sweeping. This is also in accordance with the Superintendent of Public Works.

Subject:	Winter Road Maintenance and Street Sweeping Policy	Sign off:	
Department:	Public Works		
Approval Date:	October 12, 2016	Review Date:	November 27, 2019

6. PROCEDURE

Use of Contractors- Snow Removal

- Allocation of Town resources including the allocation of contractor equipment shall be done in consideration of the terms and conditions of the Collective Agreement and by the Public Works Superintendent.
- Contractor equipment and crews will be utilized as needed.
- Other than for emergency situations, Contractor snow clearing operations will be suspended at temperatures colder than -35C.
- Businesses engaging contractors to clear their lots will NOT be allowed to push snow from their properties, onto roadways, and/or Town property or municipal ditches. However businesses may sweep their sidewalks during the summer season onto the road. Contractors are allowed access to the Town's snow storage site as per Town of Drayton Valley fee schedule and must phone ahead to plan;
- Contractors hauling snow to the Town of Drayton Valley snow storage site must have commercial equipment, insurance satisfactory to the Town, a valid business license where applicable and use at their own risk. All documentation must be on file with the Town.

7. PROCEDURE (Schedule G)

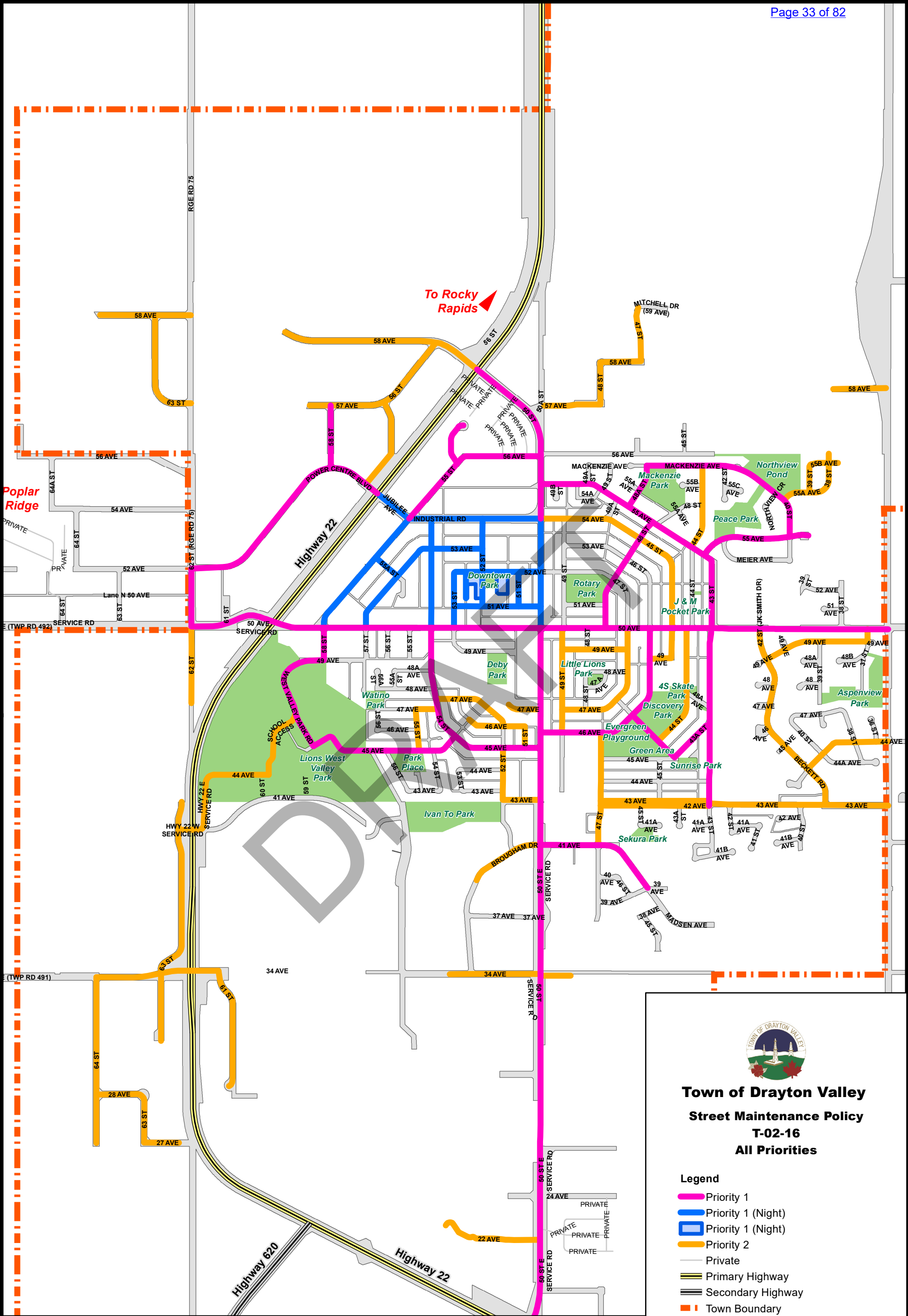
2011 Annexation Residents

- Snow removal and grading of private rural driveways may be provided on a lowest priority basis and as per an Agreement entered into between landowners(s) and the Town.
- This service is offered to those residential properties which were annexed into the Town of Drayton Valley in 2011. All conditions of the Annexation Settlement Agreement regarding length of service and eligibility of applicants will be followed and is subject to the condition of the Brazeau County Policy PW-1 in effect at the time of annexation.

This Policy, upon approval by Town Council, shall repeal and replace Policy T-01-99

Mayor


Approval Date



Schedule 'A'

Town of Drayton Valley

Snow & Street Sweeping Priorities.



Town of Drayton Valley
Street Maintenance Policy
T-02-16
All Priorities

Legend

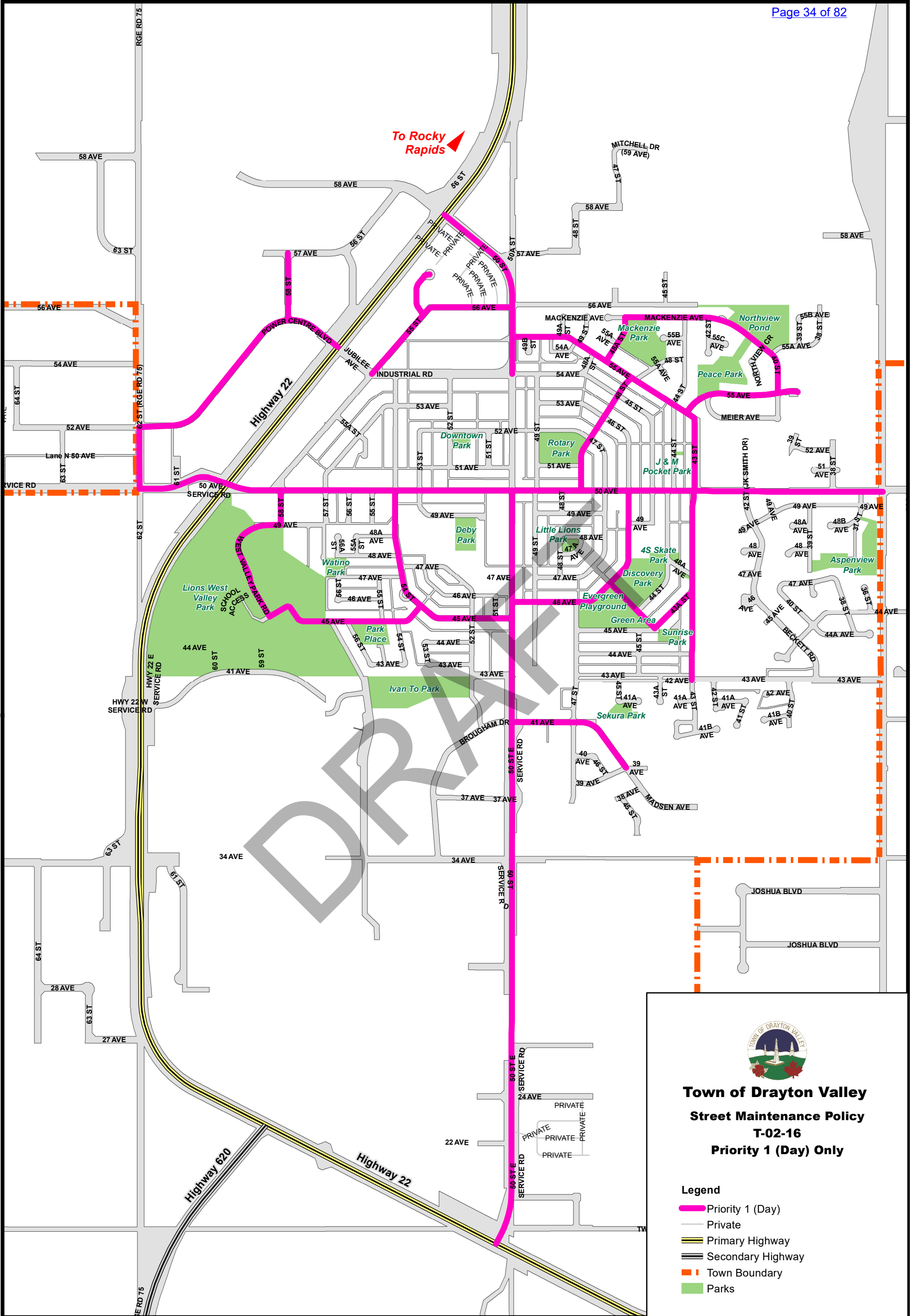
- Priority 1
- Priority 1 (Night)
- Priority 1 (Night)
- Priority 2
- Private
- Primary Highway
- Secondary Highway
- Town Boundary
- Parks

0 100 200 300 400 Meters


Scale: 1:16,000

Date Created: 2019-11-01

This map is for advisory purposes only and does not replace a legal land survey. It is based on data sources deemed reliable but the Town of Drayton Valley is not responsible for errors or omissions.

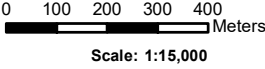


Schedule 'B'
Town of Drayon Valley
Priority 1- Snow & Street Sweeping- Day only.

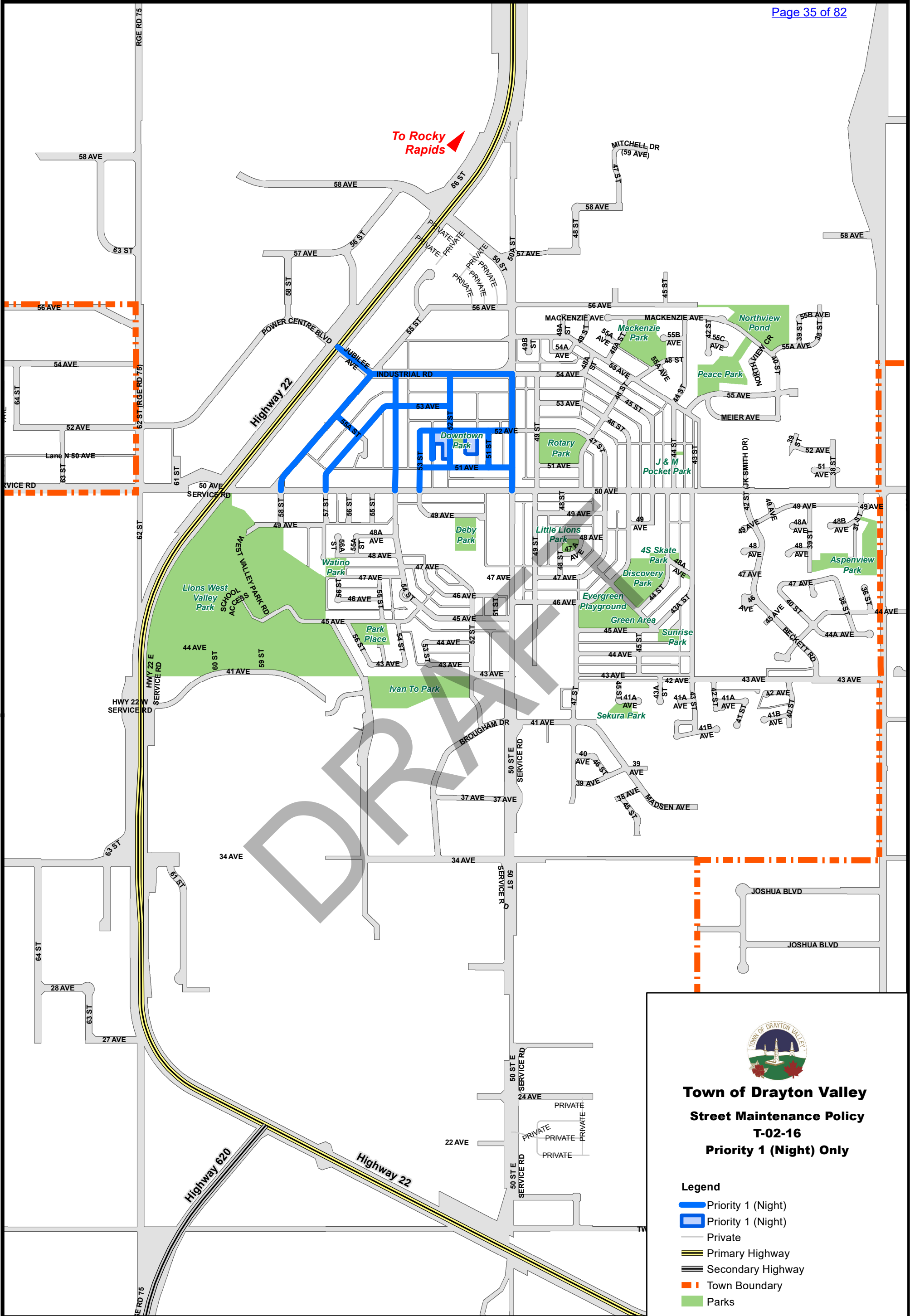


Town of Drayton Valley
Street Maintenance Policy
T-02-16
Priority 1 (Day) Only


- Legend**
- Priority 1 (Day)
 - Private
 - Primary Highway
 - Secondary Highway
 - Town Boundary
 - Parks



Date Created: 2019-11-01
This map is for advisory purposes only and does not replace a legal land survey. It is based on data sources deemed reliable but the Town of Drayton Valley is not responsible for errors or omissions.



Schedule 'C'
Town of Drayton Valley
Priority 1- Snow & Street Sweeping- Night only.



Town of Drayton Valley
Street Maintenance Policy
T-02-16
Priority 1 (Night) Only

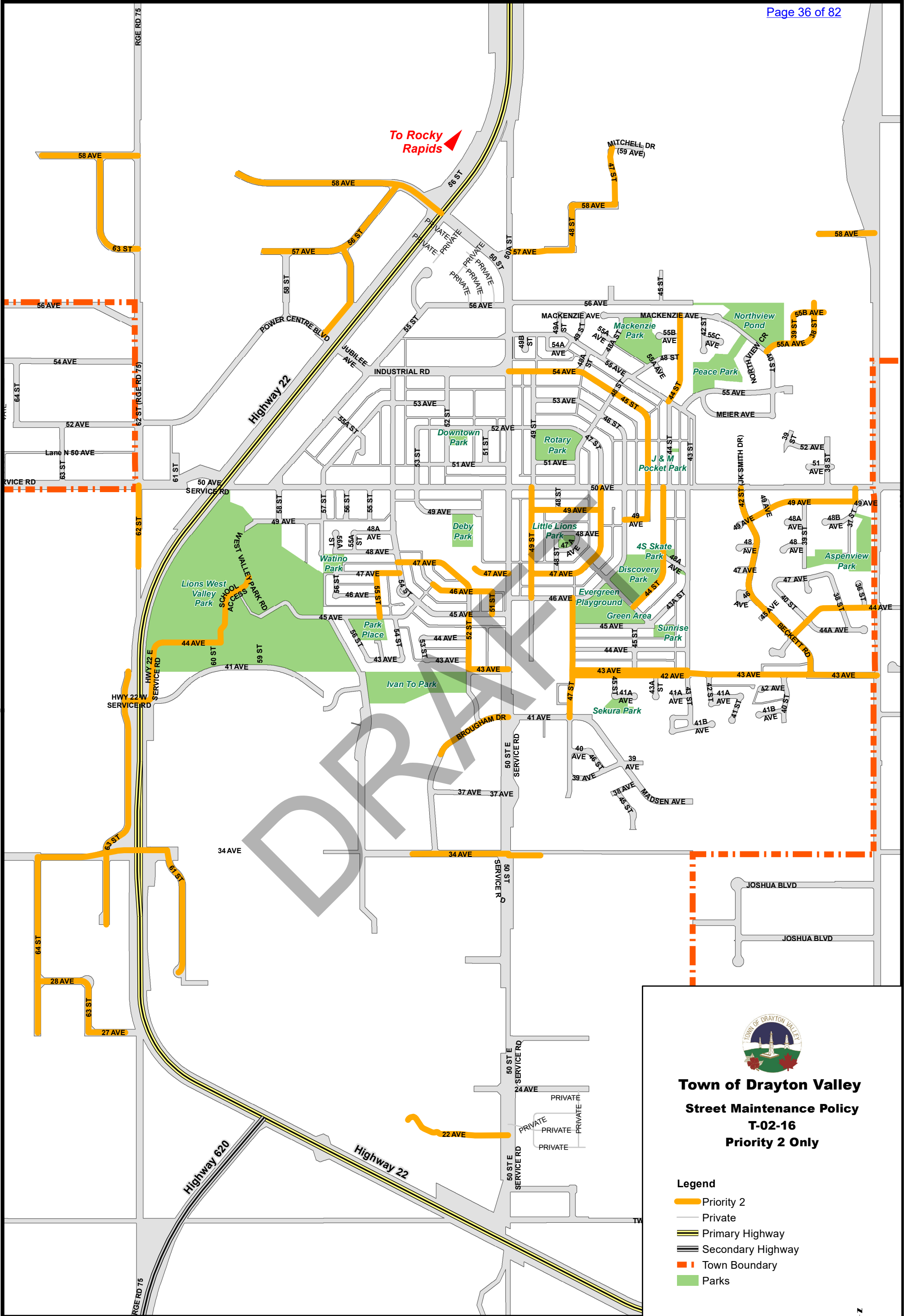
Legend

- Priority 1 (Night)
- Priority 1 (Night)
- Private
- Primary Highway
- Secondary Highway
- Town Boundary
- Parks


0 100 200 300 400 Meters
Scale: 1:15,000

Date Created: 2019-11-01

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Schedule 'D'
Town of Drayton Valley
Priority 2- Snow & Street Sweeping.



Town of Drayton Valley
Street Maintenance Policy
T-02-16
Priority 2 Only

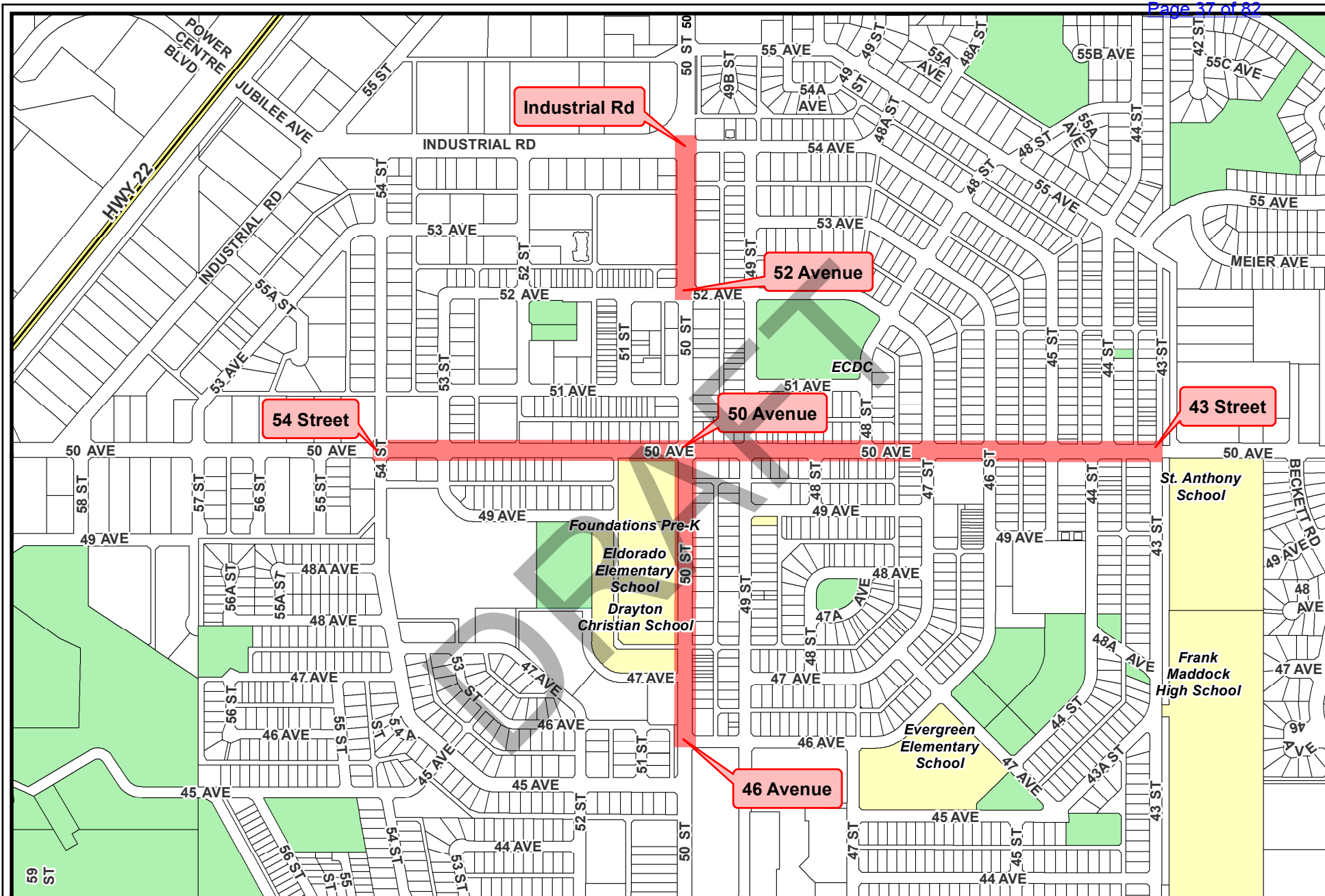
Legend

- Priority 2
- Private
- Primary Highway
- Secondary Highway
- Town Boundary
- Parks

0 100 200 300 400 Meters
Scale: 1:15,000

Date Created: 2019-11-01

This map is for advisory purposes only and does not replace a legal land survey. It is based on data sources deemed reliable but the Town of Drayton Valley is not responsible for errors or omissions.



Legend

 Parking Ban - Affected Road

Schedule "E"
Town of Drayton Valley
Seasonal Parking Ban

A horizontal scale bar with tick marks at 0, 60, 120, 240, 360, and 480 meters. The word "Meters" is written at the right end of the bar.

1:8,681

This map is for advisory purposes only
and does not replace a legal land survey.
It is based on data sources deemed reliable but the Town
of Drayton Valley is not responsible for errors or omissions.

To TWP RD 492

To Rocky Rapids

To HWY 22



Town of Drayton Valley
Sidewalk Maintenance & Snow Removal
Schedule "F"

Legend

Priority A

Priority B

Priority C

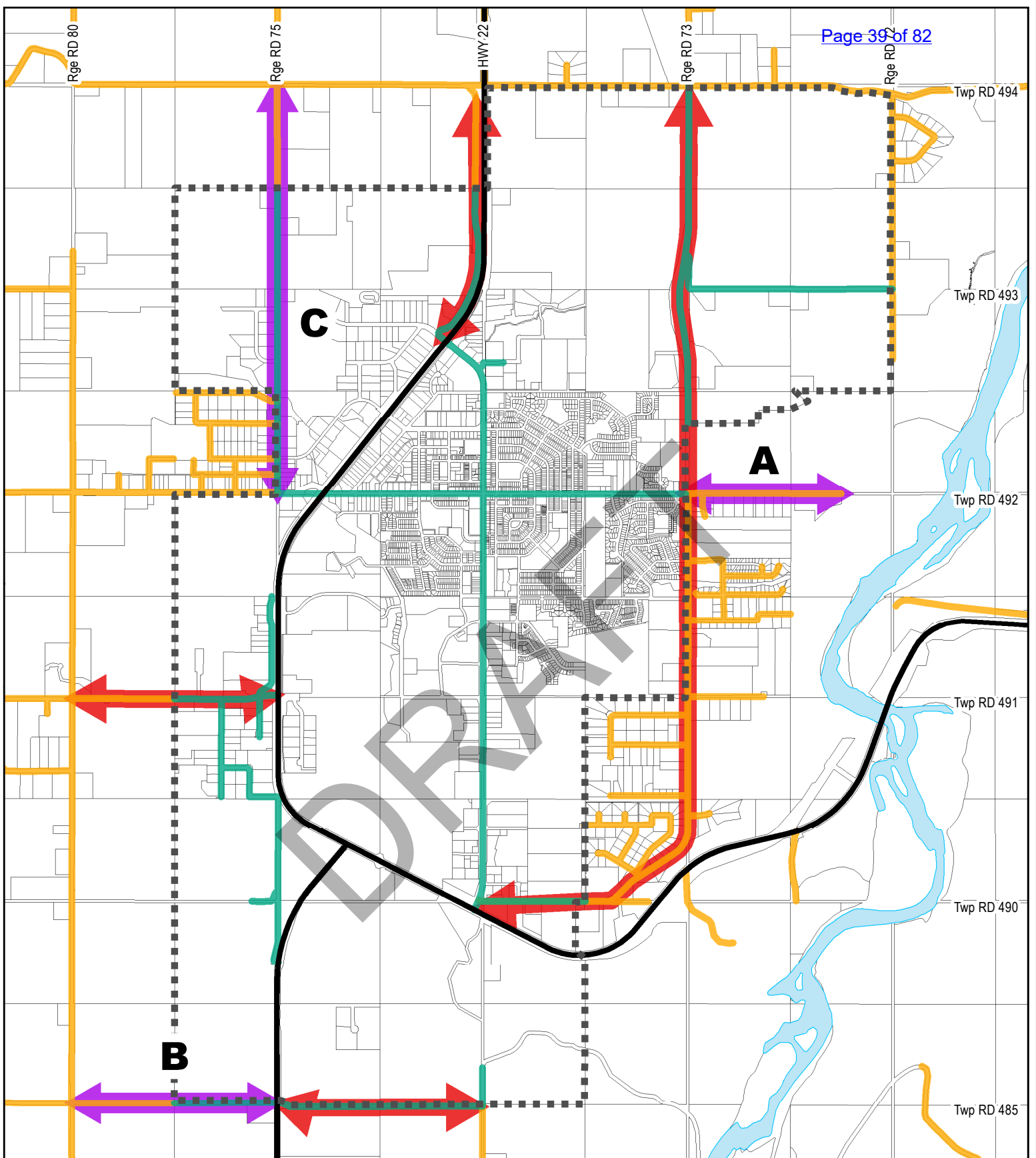
Town Boundary

0 100 200 300 400 Meters

Scale: 1:13,000

Date Created: 2019-11-08

This map is for advisory purposes only and does not replace a legal land survey. It is based on data sources deemed reliable but the Town of Drayton Valley is not responsible for errors or omissions.



Schedule "G"

Town of Drayton Valley

Snow Removal Agreement - Annexed Roads



- Drayton Valley Owned Roads
- Brazeau County Owned Roads
- Provincial Highway
- Brazeau County Snow Removal
- Drayton Valley Snow Removal
- Town Boundary



0 1 Km
Scale: 1:40,000
Date: 2019-11-08



TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION

SUBJECT:	Aquatic Facility Committee Terms of Reference
MEETING:	November 27, 2019 Regular Meeting of Council
PRESENTED BY:	Annette Driessen General Manager of Community Services

1. PROPOSAL AND BACKGROUND:

The Town of Drayton Valley and Brazeau County Councils had appointed an Aquatic Facility Committee to plan and implement strategies that would result in the establishment of a new aquatic facility. The Committee was tasked with presenting a conceptual design as well as capital and operating budgets. Based on a recommendation of the Committee, the Integrated Project Delivery (IPD) process was initiated in June of this year. The IPD team's work on creating the Aquatic Facility Validation Report is progressing well, and the final report is expected in January, 2020.

As the proposed aquatic facility is a major investment by both the Drayton Valley and Brazeau communities, Municipal Councils have indicated their desire to revise the Terms of Reference for the Aquatic Facility Committee to consist of all members of both the Town of Drayton Valley Council and Brazeau County Council.

Administration has revised the Terms of Reference accordingly, and is presenting the revised document to Council for its consideration and approval.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

The budget impact to the Town will be minimal as the Committee has been allocated funds from both Municipalities for the creation of the validation report.

3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	N/A	
Municipal Bylaws	N/A	
Municipal Development Plan	Yes	<p>The Municipal Development Plan, through its objectives sets out to reach the following goals:</p> <ul style="list-style-type: none"> • Building on the amenities that the Town already has, by building a new aquatic centre, agriplex, a skateboard park and off-leash dog park. • Recreation service, reflected in reserve policies and facility expansions. • New or expanded recreational facilities should be considered as additions to the Omniplex when feasible. Such projects may include an aquatic facility, indoor soccer facilities, and an agriplex.

Sustainability Vision 2019-2021	Yes	<p>The 2019 - 2021 Sustainability Vision, through its objectives sets out to achieve the following goals:</p> <ul style="list-style-type: none"> • Under the Heading Innovative and Infrastructure - GHG Reduction/Carbon Footprint • Under the Heading Stewardship - Sponsors and Partnerships
Town of Drayton Valley Strategic Plan 2019-2021	Yes	<p>The 2019 - 2021 Strategic Plan, through its objectives sets out to achieve the following goals:</p> <ul style="list-style-type: none"> • Dedicate resources to infrastructure as an investment, not an afterthought. Infrastructure includes Public Works, Fire Services, Enforcement Services, Police, Trails, Parks and Recreation.
Other Plans or Policies	Yes	<p>The Social Development Plan, through its objectives, sets out to achieve the following goals:</p> <ul style="list-style-type: none"> • Expand recreational opportunities through partnering with local user groups • Provide facility users access to modern equipment and highly trained staff • Ensure that all public recreation facilities are wheelchair accessible and cater to those with mobility issues • Ensure that all public recreation facilities include family change rooms and provide appropriate signage to compensate for disparities in literacy and languages. • A joint municipal plan for the establishment of a new aquatic facility is adopted. <p>The Community Sustainability Plan, through its objectives, sets out to achieve the following goals:</p> <ul style="list-style-type: none"> • Recreational facilities and programs are available and accessible for all; and • All development and redevelopment projects are highly energy efficient and use sustainable building practices.

4. POTENTIAL MOTIONS:




- A. That Town Council adopt the Aquatic Facility Committee Terms of Reference as presented.
- B. That Town Council direct Administration to amend the Aquatic Facility Committee Terms of Reference with the following changes:
- C. That Town Council not adopt the Aquatic Facility Committee Terms of Reference as presented.

5. RECOMMENDATION

That Town Council adopt the Aquatic Facility Committee Terms of Reference as presented.

6. ATTACHMENTS:

- 1. 2019 Aquatic Facility Committee Terms of Reference

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

Aquatic Facility Committee

PURPOSE

The purpose of the Aquatic Facility Committee is to establish a plan that will result in the construction of a new aquatic facility for the Drayton Valley and Brazeau community. The Committee is tasked with presenting a conceptual design and capital and operating business plans for the proposed facility. Integral to the design of the facility is the connection to the community and the identification of its needs. The Committee is, therefore, also tasked with engaging the community in the facility development process, including the initiatives to be adopted to acquire the necessary capital resources.

GOALS

The Committee is established with the following goals:

- a) To present a conceptual plan for the proposed aquatic facility.
- b) To establish the capital and operating business plan for the proposed aquatic facility.
- c) To establish short-term and long-term strategies for generating required funds.
- d) To engage the community in the appropriate forums of facility design, marketing, fund acquisition, and partnership development.
- e) To create the necessary public relations plan that showcases the proposed outcome and the benefits to the community.
- f) To work collaboratively with the community with a clear understanding of the benefits that can be gained through community leadership.

COMPOSITION AND OPERATIONS

- 1) The Aquatic Facility Committee shall consist of the following membership:

Town of Drayton Valley Council

Brazeau County Council

Administrative team: Town of Drayton Valley CAO or designate
Brazeau County CAO or designate

The membership of the Committee may be increased at the discretion and approval of the Committee.

- 2) The Committee shall operate in a manner that is consistent with the *Municipal Government Act*.
- 3) The Committee shall normally meet once a month during the term of the Committee. Meetings may be cancelled from or added to the schedule at the discretion of the Committee.
- 4) Committee members are required to advise the Administrative team of their inability to attend a regular meeting or any additional meetings.

- 5) The majority of members of the Committee will constitute a quorum, with at least three members represented from each Municipal Council.
- 6) The Committee's decision-making process shall be based on consensus-making. All decisions at the Committee level affecting the operations of either or both Municipal Councils shall be forwarded to both Municipal Councils for recommendation and/or approval.
- 7) Administration will record action items of the Committee meetings and distribute to the Committee as necessary.
- 8) The Committee has no operating budget and shall approve any need for operating funds at a respective Municipal Council meeting.
- 9) The Aquatic Facility Committee is a standing Committee of Councils and the term of the Committee is determined by the Municipal Councils.

DRAFT

TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION

SUBJECT:	Feasibility Study for Educational Institution Specializing in Cannabis and Hemp
MEETING:	November 27, 2019 Regular Meeting of Council
PRESENTED BY:	Aishah Mohd Isa Energy Program Coordinator

1. PROPOSAL AND BACKGROUND:

The cannabis and hemp industry is an emerging industry that is heavily regulated at each point of its value chain – from cultivation, to manufacturing, to retail. There is a vital need for trained, competent, educated professionals across a broad range of disciplines to optimize productivity and maximize profit. Recognizing this niche's need, Drayton Valley proposes to further solidify its position as hemp and cannabis hub to establish an educational institution in cannabis and hemp in town.

The benefits of this institution would be manifold. As Drayton Valley is the home for several hemp farms, BioComposites Group, Noble Group, and Alberta Hemp Alliance, there are plenty of opportunities for hands-on, live training for students. For the Town, an educational institution bringing in students, instructors, and administrators would be a welcome addition, as they would be spending in education, accommodation, dining, retail and transportation. Graduates would not only be skilled workers but could also conduct research and produce technology that can be parlayed into new businesses that create local jobs, thereby further diversifying the local economy.

A detailed feasibility study is required to develop a Roadmap/Strategic Plan to guide the Town's efforts in this venture. This proposal has been presented at the Economic Development Committee meeting on November 12, 2019.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

A complete feasibility study should be conducted with the following objectives:

- To identify the gaps in current program offerings and recommend suitable programs or courses specializing in hemp and cannabis that can be developed and offered in Drayton Valley. The programs should leverage on potential collaborative efforts with existing businesses in town.
- To identify required resources and associated costs to support the operation of these programs, these include capital resources (laboratories, lecture rooms, libraries, recreational facilities, housing) and human resources (instructors, administrators).
- To propose business models for ensuring the profitability of this educational institution.
- To determine the legal, regulatory and other pertinent requirements for establishing an accredited educational institution.
- To develop a Roadmap/Strategic Plan to guide the town's effort in this venture.

The Community and Regional Economic Support (CARES) program is now open for applications until December 2, 2019. The grant funding for economic development initiatives begins at \$10,000 and must be matched by the municipality at 1:1 ratio or 50% of total project cost. As part of the funding application, a letter confirming in-kind contribution from the municipality is required. From initial discussions with potential contractors, the project is estimated to cost \$60,000.

Therefore, it is requested that Council approve a \$30,000 contribution from the Town to execute this feasibility study.

Description	Amount
Total Project Cost (excluding GST)	\$60,000
CARES Grant (50% of project cost)	\$30,000
Town of Drayton Valley Contribution (50% of project cost)	\$30,000

3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	N/A	
Municipal Bylaws	N/A	
Municipal Development Plan	N/A	
Sustainability Vision 2019-2021	Yes	Education and Volunteerism – Create learning opportunities and ensure access to diverse range of educational and training opportunities
Town of Drayton Valley Strategic Plan 2019-2021	Yes	Recovery in Drayton Valley - Focus on diversification efforts on existing community strengths, in addition to establishing new industry
Other Plans or Policies	N/A	

4. POTENTIAL MOTIONS:




- A. That Council direct the Administration to proceed with the feasibility study AND allocate \$60,000 for the project.
- B. That Council direct the Administration to proceed with the feasibility study AND allocate the amount of up to \$30,000 for this feasibility study AND direct Administration to apply for the CARES funding for up to \$30,000.
- C. That Council direct the Administration to proceed with the feasibility study AND allocate the amount of up to \$30,000 for this feasibility study, with a condition that the commitment is subject to the availability of grants; AND direct Administration to apply for the CARES funding for up to \$30,000.
- D. That Council defer this item back to Administration for _____.
- E. That Council decline to pursue this feasibility study AND will not proceed with application process for CARES funding.

5. RECOMMENDATION

Administration recommends that Council authorizes Administration to:

- proceed with the application process for CARES funding;
- allocate the amount required for the feasibility study.

6. ATTACHMENTS:

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

Information Items

9.0 Information Items

Pages 47-82

9.1.	Childcare Operational Board Meeting Minutes – September 24, 2019	48-49
9.2.	Economic Development Committee Meeting Notes – October 10, 2019	50-52
9.3.	Drayton Valley Multicultural Association Minutes – November 5, 2019	53-58
9.4.	STAR Catholic Schools Board Meeting Highlights – November 2019	59
9.5.	Drayton Valley / Brazeau County Fire Services Stats– September and October 2019	60-63
9.6.	Drayton Valley RCMP Stats – September and October 2019	64-75
9.7.	Drayton Valley Municipal Library Board Meeting Minutes – October 17, 2019, and October 2019 Stats	76-82

MOTION:

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



TOWN OF DRAYTON VALLEY CHILDCARE OPERATIONAL BOARD

**to be held on Tuesday, September 24, 2019
at 9:30am in Boardroom One at the Town Civic Centre**

MINUTES

PRESENT: Sharon MacLellan, Chair, Community Member
Lisa Buchan, Community Member
Bernice Taylor, Program Manager
Cora Appleby, Administrative Assistant

1.0 CALL TO ORDER

The meeting was called to order at 9:30am by Chair MacLellan.

2.0 AGENDA BUILDING

2.1 Additions or Deletions

There were no additions or deletions made to the agenda.

2.2 Approval of Agenda

MOTION BY Lisa Buchan to approve the September 24th meeting agenda as presented.

CARRIED

3.0 MINUTES FROM THE JUNE 27, 2019 MEETING

3.1 Approval

MOTION BY Lisa Buchan to approve the June 27th Childcare Operational Board meeting minutes as presented.

CARRIED

4.0 BUSINESS ARISING

4.1 Update Registration Status

Bernice Taylor reported that the ELCC Grant funding will be available for at least one more year. The current waitlist has close to 125 children with the majority aged 3 years old. Some families have been on the waitlist for over a year. Enrollment is given in order of this priority, Special Needs, Emergency Care, Subsidy, Town Resident and then County resident.

The Centre has been running at full capacity of 88 children, since receiving the ELCC grant funding. The grant has also changed how we offer part time care, with an increase of drop-in care for the month of August at 100 drop-in occurrences.

4.2 Financial Statement

Bernice Taylor presented the year to date 2019 financials and the board reviewed the budget in respect to past years.

4.3 ELCC Advocacy – Meeting with Dr. Smith

Bernice Taylor explained the past relationship with Christopher Smith and the Muttart Foundation. It was reported that the accreditation process is no longer beneficial nor an accurate evaluation of Centre's capabilities.

Bernice Taylor reported that Christopher Smith has been advocating for increased funding for ECD training, enhanced subsidies and affordable child care throughout the province as a whole.

An invitation has been sent to the Minister to come and tour the Childcare Centre and see the benefits of the ELCC municipal model in Childcare. Bernice Taylor will be joining our CAO Winston Rossouw for a meeting on September 30th with Norquest College to have the Early Childhood Education Course available as a distance learning course Drayton Valley again.

4.4 ELCC Success stories for MLA

Bernice Taylor reported that administration has invited families to write letters advocating for the ELCC funding by outlining how this funding has helped them.

4.5 Boys and Girls Club Closure

Bernice Taylor updated the Board on the progress with After School care being offered in the Community.

4.6 ECDC Christmas Closure

Bernice Taylor reported that every year the Childcare Centre closes the last week before Christmas in order to do yearly maintenance. The Centre is requesting to be closed from January 23rd and reopen on January 2nd.

MOTION BY Sharon MacLellan to have the Childcare Centre closed for yearly maintenance from December 23rd and reopen on January 2nd.

CARRIED

5.0 OTHER BUSINESS

5.1 Policies

Nothing to report at this time.

5.2 General Correspondence

Bernice Taylor reported on the Casual Staff recruitment.

~ ACTION ITEM ~ Cora Appleby will send the Board the Casual Staff recruitment brochure to the Board for information only.

6.0 NEXT MEETING DATE

The next two meeting dates will take place on November 13, 2019 at 9:30am and January 7, 2020 at 9:30am.

7.0 ADJOURNMENT

MOTION BY Chair MacLellan to adjourn the meeting.

TIME: 10:00am



Economic Development Committee Meeting
Tuesday, October 8, 2019, 9:00 a.m.-3:00 p.m.
Clean Energy Technology Centre Meeting Room 106

Meeting Notes

Present: Mayor Michael Doerksen, Councillor Bill Ballas, Deputy Mayor Corey Peebles, Councillor Nancy Dodds, Councillor Fayrell Wheeler, Councillor Amila Gammana, Councillor Tom McGee, Winston Rossouw, Jenn Carter, Aishah Mohd-Isa

Delegation Present: Steven Manchuk, Roberto Alas, Brock Lehr, Neil Madsen

Absent: Manny Deol

1.0 Call to Order

Deputy Mayor Corey Peebles called the meeting to order at 9:05 a.m.

2.0 Additions or Deletions to Agenda

Following items were added to the Agenda:
6.4 f. Tourism

3.0 Adoption of Agenda

Councillor Gammana approved the Economic Development Committee Meeting Agenda for October 8, 2019, as amended.
Carried

4.0 Review of Notes

4.1 September 10, 2019 Committee Meeting Notes

The September 10, 2019 Committee Meeting Notes were approved as presented.

5.0 Delegation

5.1 Steven Manchuk (Eco Charge) 11:00am – Steven Manchuk and his team introduced a Solar Farm project. They are looking to use the 34 acres in the Bio-Mile and are wanting to partner with Drayton Valley and eventually other Municipalities. Council took the project under consideration and referred it to Administration for further investigation.

5.2 Noble is a local Cannabis company that is building a Cannabis facility in Drayton Valley. They took Council & Administration for a tour of the facility at 1:00pm.

October 8, 2019

6.0 Discussion Items**6.1 Solar Project**

- a. Administration proposed a project for the Solar panels at the CETC. It outlined timeframes, budget, panel placement, and savings over the course of the next 15 years. It was referred to Council Agenda for approval.

6.2 Inventory Update

- a. Administration described the five steps of the PCP Milestone Program. The Town of Drayton Valley is currently at Milestone 1 which is to create the Baseline Emissions Inventory and Forecast for both the municipality and the community. The corporate inventory for the municipality is complete. It was found that about $\frac{3}{4}$ of the corporate emissions are from the landfill. The town spent over 2 million dollars in 2018 on energy spending, and this can be mostly attributed to electricity. With this data, the town could now prioritize programs and actions that would have the most impact on reducing costs and emissions.

6.3 Letter to Town

- a. The issue of tax breaks for local businesses was discussed, as there has been requests made. Council advised Administration to put together a plan to be brought before Council for discussion.

6.4 Mayor & Council Updates and Next Steps

- a. Hemp -
 - 1. Discussed the merger of the Alberta Hemp Alliance (AHA) and Hemp Alberta Northern Advantage (HANA). There is a meeting on October 24th with HANA to present the proposal and to discuss the future for these two organizations.
 - 2. The Regional Co-op that consists of Leduc, Brazeau County and Drayton Valley, is having another meeting coming up to clarify their mandate. Information will be shared with Council & Administration as progress is made.
- b. Telus Safe Communities – Currently have the equipment, waiting for installation. Mid November is target date.
- c. Zero Fee – Has been a change in roles with Norquest. Still looking to offer the same courses as before. Should be starting first program in Jan 2020. Cut-off for registration is Nov 1st. Some discussion was had on putting focus into providing education specifically for Trades.
- d. Oil & Gas – Overall picture of the industry is not really changing. No current updates.
- e. Regional Mayors Meeting - Talked about Economic Development, the goal is to choose a project to focus on working with other Municipalities. When more information is received it will be communicated to council.
- f. Tourism – Working on regional marketing. There is conversation that needs to be had with the County.

Economic Development Committee Meeting

October 8, 2019

7.0 Other Business

7.1 Council and Administration went into Camera Session to discuss a Development issue. Section 24.1(a)

8.0 Information Items

There were no information items to review.

9.0 Items for Next Meeting

10.0 Next Meeting Date

- November 12, 2019, 9:00 a.m., Clean Energy Technology Centre

11.0 Adjournment

Deputy Mayor Corey Peebles adjourned the meeting at 12:41 p.m.

COMMITTEE CHAIR

CHIEF ADMINISTRATIVE OFFICER

Annual General Meeting Agenda

Drayton Valley Multicultural Association

Tuesday, November 5, 2019; 6:30pm

Super8 Conference Room

Bridging Countries and Enhancing Communities

1. Welcome and Introductions
2. Call to Order
3. Establish Quorum
4. Comments and Introductions – Chairperson
5. Additions to Agenda; Approval of Agenda
6. Approve/ Amend Previous Annual Meeting Minutes
7. Message from President
8. Financial Report
 - * Annual financial report
9. Committee Annual Reports
10. Review Special Resolutions
 - * Amend/Update Bylaws
11. Election of Officers for 2019 – 2020
12. Adjournment

MINUTES OF THE ANNUAL GENERAL MEETING
DRAYTON VALLEY MULTICULTURAL ASSOCIATION

Date: Tuesday, November 5, 2019

Time: 6:30 – 7:40pm

Location: Super8 Conference Room, Drayton Valley, Alberta

1.0 Welcome

President Amila Gammana opened the meeting by welcoming all members present to the Associations Annual General Meeting and thanking everyone for all attending. Introductions were made by all in attendance.

2.0 Call to Order

Amila Gammana called meeting to order at 6:30pm

3.0 Establish a Quorum

Under our bylaws a quorum for membership meetings is 5 members and 5 members were present therefore the meeting can be convened.

4. Introductions

Introductions were made by all those in attendance.

5. Additions to Agenda / Approval of Agenda

Mireille Gauthier motions to approve AGM 2019 agenda. Melchorina Mainit 2nds. Motion passed.

6. Previous AGM Minutes

No previous minutes.

7. Message from President

Highlights of Amila Gammanas President report: DVMA started in 2009 & became registered society in Nov 2010; involved in Town of Drayton Valleys July 1 celebrations for the past 9 years; raised monies for CT Scanner for Drayton Valley Hospital and Haiti Relief; Bi-Annual Welcome Event for Newcomers to our community along with supporting other organizations in Drayton Valley such as the Parent Link Centre, Community Foundation DV100 RoadRace and

our local Rotary Club . DVMA also holds special occasion events such as Halloween and Christmas parties, BBQ potlucks and bowling nights. New projects association will be participating in this year include co-sponsoring the final Community Dinner in December 2019, providing entertainment for the Parent Link Santas Workshop event in November, continued work on establishing a Welcome Center in town and a potential Philippine Independence day celebration. Amilia thanked everyone for helping the DVMA make a positive difference in the community. He acknowledged all past board members for their hard work and dedication.

8. Financial Report:

The 2018 – 2019 financial report presented to meeting. A motion to approve this years financial report from Mirielle Gauthier. Sienna Klyne 2nds. No one opposed. Motion carried and passed.

9. Committee Annual Reports

No committee reports.

10. Amend/Update Bylaws.

Sandra Blades presented updated bylaws of the association. The new bylaws were reviewed and updated by Paul Walwal, Mireille Gauthier, Bharti Kuliassa and Sandra Blades. The new bylaws shall replace the original standard bylaws that the DVMA has had since 2010. Ray Labossiere motions that the existing bylaws of the Drayton Valley Multicultural Association be replaced by the revised/updated bylaws being presented at the Annual General Meeting 2019. Mireille Gauthier seconds the motion. No one opposed. Motion Carried.

Sandra Blades will submit the updated/revised bylaws to Alberta Registries with accompanying required paperwork.

11. Nomination/Election of Officers

Amila Gammana calls for nominations for President. Ray Labossiere nominates Paul Walwal for President. Sienna Klyne 2nds nomination. Paul accepts nomination. Amila calls for nominations for President two more times. No other nominations. No one opposed.

Paul Walwal elected President of DVMA.

Amila Gammana calls for nominations for Vice President. Bharti Kuliassa nominate Von Eric Tandoc. Paul Walwal 2nds nomination. Von accepts nomination. Amila calls for nominations for Vice President two more times. No other nominations. No one opposed. Von Eric Tandoc elected Vice President of DVMA.

Amila Gammana calls for nominations for Treasurer. Sandra Blades nominates Mireille Gauthier as Treasurer. Sienna Klyne 2nds nomination. Mireille accepts nomination. Amila calls for nominations for Treasurer 2 more times. No other nomination. No one opposed. Mireille Gauthier elected Treasurer of DVMA.

Amila Gammana calls for nominations for Secretary. Ray Labossiere nominates Sandra Blades as Secretary. Mireille Gauthier 2nds nomination. Sandra accepts nomination. Amila calls for nominations for Secretary 2 more times. No other nominations. No one opposed. Sandra Blades elected Secretary of DVMA.

Amila Gammana calls for nominations for Membership Director. Ray Labossiere nominates Bharti Kuliya. Mireille Gauthier 2nds nomination. Bharti accepts nomination. Amila calls for nominations for Membership Director 2 more times. No other nominations. No one opposed. Bharti Kuliya elected Membership Director of DVMA.

Amila Gammana calls for nominations for Event Director. Ray Labossiere nominates Sienna Klyne as Events Director. Paul Walwal 2nds nomination. Sienna accepts nomination. Amila calls for nominations for Event Director 2 more times. No other nominations. No one opposed. Sienna Klyne elected Event Director of DVMA.

Von Eric Tandoc and Paul Walwal thanked Amila Gammana for his service to the Multicultural Association for the past 10 years.

Next AGM to be on or before Nov 30, 2020

Amila adjourned AGM at 7:40

Drayton Valley Multi-Cultural Association
Income Statement 2018-07-01 to 2019-06-30
Society No. 515718215

REVENUE

Sales Revenue

Membership Fees	0.00
Donations	0.00
Corporate Sponsors	3,280.00
Brazeau County Sponsorship	0.00
DV Community Foundation Fundraiser	300.00
Town Of Drayton Valley - Honorarium	350.00
Club Party Event	245.50
Fund Raising	0.00
Net Sales	<u>4,175.50</u>

TOTAL REVENUE

4,175.50

EXPENSE

General & Administrative Expenses

Advertising & Promotions	0.00
Fundraising Event Expenses	0.00
Society Registration & Fees	102.50
Volunteer Appreciation Expenses	140.54
Canada Day - Booth Expenses	0.00
Welcome Newcomers Expenses	3,974.57
Donations	0.00
School Presentation Event Expenses	0.00
Community Events	0.00
Rental Venue Expenses	52.50
Club Party Expenses	129.15
Interest & Bank Charges	0.00
Supplies and meetings Expenses	31.75
Amortization Expenses	339.01
Total General & Admin. Expenses	<u>4,770.02</u>

TOTAL EXPENSE

4,770.02

NET INCOME

-594.52

Generated On: 2019-10-28

Drayton Valley Multi-Cultural Association
Balance Sheet As at 2019-06-30
Society No. : 5015718215

ASSET

Current Assets

Chequing Bank Account	2,390.13	
Total Cash		2,390.13
Investments		0.00
Total Current Assets		2,390.13

Capital Assets

Equipment (PS Sound System)	1,883.41	
Accum. Amort. - Equip.	-527.35	
Net - Equipment		1,356.06
Total Capital Assets		1,356.06

TOTAL ASSET		3,746.19
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LIABILITY

TOTAL LIABILITY		0.00
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EQUITY

Owners Equity

Retained Earnings - Previous Year	4,340.71	
Current Earnings	-594.52	
Total Owners Equity		3,746.19

TOTAL EQUITY		3,746.19
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LIABILITIES AND EQUITY		3,746.19
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This Financial Statement has been reviewed and approved by:

 Signature

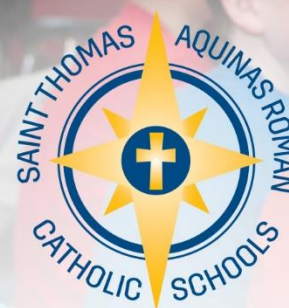
 Signature

 Name & Position

 Name & Position

 Date

 Date



Souls Seeking Christ

ON A JOURNEY OF FAITH, LEARNING AND LOVE

Board Meeting Highlights – November 2019

DATES TO REMEMBER

Next Board Meeting

**Wednesday,
December 18,
10:30 a.m.**

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

Board of Trustees

Michelle Lamer

Chair
Leduc

Henry Effon

Vice Chair
Wetaskiwin

Sandra Bannard

Drayton Valley

Shaun Meaden

Leduc

Liz Taylor-Sirois

Beaumont

Dan Svitch

Ponoka

Donna Tugwood

Lacombe

Policy Amendments

The Board gave readings to multiple amended Board Policies, including Policy 2 - Role of the Board. Many of the amendments were made in accommodation of the provincial government's Education Act, which came into force this September.

St. Augustine School Trip

The Board gave final approval to St. Augustine School's international travel request to Italy and Greece during spring break of 2020.

Collective Bargaining Principles

The Board approved the Guiding Principles for Collective Bargaining document in preparation for upcoming labour negotiations.

Father Lacombe School Modernization

The Board heard the Father Lacombe modernization is back on schedule. Design plans have been drafted, and construction is slated to begin January 2021 with an approximate completion date of September 2023.

Provincial Budget Implications

The Board approved the use of \$1,000,000 of unrestricted net assets to cover a portion of the projected shortfall for the 2019-2020 budget. More detailed information will be communicated to stakeholders and the public as budget details are confirmed.

Accountability Pillar Report

The Board heard a summary of the results of STAR Catholic's academic testing results from the Government of Alberta's annual accountability pillar report. STAR Catholic's results are largely on par with those of other divisions in the province.

MLA Meeting

The Board reviewed an agenda for a November meeting with the division's four local MLAs. The agenda includes reviews of STAR Catholic's capital plan and the division's funding formula.

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



DRAYTON VALLEY/BRAZEAU COUNTY FIRE SERVICES

Office of the Fire Chief

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

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

September 2019 Stats

Town of Drayton Valley/ Brazeau County

Fire Calls- 6

Rubbish and Grass Fires- 1

Motor Vehicle Collisions- 5

Rescue Calls- 1

Alarm Calls- 5

Assist another Agency- 3

Misc Calls- 1

Total- 22

Town of Drayton Valley

Fire Calls- 1

Rubbish and Grass Fires- 1

Motor Vehicle Collisions- 2

Rescue Calls- 1

Alarm Calls- 3

Assist another Agency- 2

Misc Calls- 0

Total- 10

Tom Thomson
Fire Chief
firechief@draytonvalley.ca

Murray Galavan
Deputy Fire Chief
dfc@draytonvalley.ca

Kamil Lasek
Deputy Fire Chief
fire.tso@draytonvalley.ca

Carla Appleby
Administrative Assistant
fireadmin@draytonvalley.ca

Mike Gramlich
Training Officer
mgramlich@draytonvalley.ca



DRAYTON VALLEY/BRAZEAU COUNTY FIRE SERVICES

Office of the Fire Chief

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

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

Brazeau County

Fire Calls- 5

Rubbish and Grass Fire- 0

Motor Vehicle Collisions- 3

Rescue Calls- 0

Alarm Calls- 2

Assist another Agency- 1

Misc Calls- 1

Total- 12



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Office of the Fire Chief

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

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

October 2019 Stats

Town of Drayton Valley/ Brazeau County

Fire Calls- 4

Rubbish and Grass Fires- 2

Motor Vehicle Collisions- 3

Rescue Calls- 0

Alarm Calls- 12

Assist another Agency- 7

Misc Calls- 7

Total- 35

Town of Drayton Valley

Fire Calls- 1

Rubbish and Grass Fires- 2

Motor Vehicle Collisions- 1

Rescue Calls- 0

Alarm Calls- 6

Assist another Agency- 1

Misc Calls- 3

Total- 14

Tom Thomson
Fire Chief
firechief@draytonvalley.ca

Murray Galavan
Deputy Fire Chief
dfc@draytonvalley.ca

Kamil Lasek
Deputy Fire Chief
fire.tso@draytonvalley.ca

Carla Appleby
Administrative Assistant
fireadmin@draytonvalley.ca

Mike Gramlich
Training Officer
mgramlich@draytonvalley.ca



DRAYTON VALLEY/BRAZEAU COUNTY FIRE SERVICES

Office of the Fire Chief

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

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

Brazeau County

Fire Calls- 3

Rubbish and Grass Fire- 0

Motor Vehicle Collisions- 2

Rescue Calls- 0

Alarm Calls- 6

Assist another Agency-6

Misc Calls- 4

Total- 21

RCMP-GRC

Drayton Valley Municipal Detachment

Crime Statistics (Actual)



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

January to September: 2014 - 2019

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

October-02-19

CATEGORY	Trend	2014	2015	2016	2017	2018	2019	% Change 2014 - 2019	% Change 2018 - 2019	Avg File +/- per Year
Homicides & Offences Related to Death		0	0	0	0	1	0	N/A	-100%	0.1
Robbery		8	6	1	4	3	2	-75%	-33%	-1.0
Sexual Assaults		5	6	9	13	6	4	-20%	-33%	0.0
Other Sexual Offences		4	3	8	6	10	1	-75%	-90%	0.1
Assault		105	83	61	83	112	68	-35%	-39%	-2.2
Kidnapping/Hostage/Abduction		2	1	1	4	2	3	50%	50%	0.3
Extortion		1	0	1	0	1	2	100%	100%	0.2
Criminal Harassment		16	16	9	19	19	23	44%	21%	1.5
Uttering Threats		33	29	26	29	32	31	-6%	-3%	0.1
TOTAL PERSONS		174	144	116	158	186	134	-23%	-28%	-0.9
Break & Enter		57	49	71	77	139	96	68%	-31%	13.5
Theft of Motor Vehicle		78	46	56	55	92	95	22%	3%	6.3
Theft Over \$5,000		9	8	6	6	17	9	0%	-47%	0.8
Theft Under \$5,000		272	195	215	266	380	259	-5%	-32%	15.5
Possn Stn Goods		44	19	25	38	74	64	45%	-14%	7.9
Fraud		42	39	37	65	71	56	33%	-21%	5.5
Arson		1	2	0	1	3	5	400%	67%	0.7
Mischief To Property		272	193	144	166	171	153	-44%	-11%	-18.3
TOTAL PROPERTY		775	551	554	674	947	737	-5%	-22%	31.9
Offensive Weapons		19	15	8	13	17	16	-16%	-6%	-0.1
Disturbing the peace		72	62	35	70	69	65	-10%	-6%	0.6
Fail to Comply & Breaches		119	83	65	75	148	149	25%	1%	10.1
OTHER CRIMINAL CODE		28	30	18	20	42	34	21%	-19%	1.9
TOTAL OTHER CRIMINAL CODE		238	190	126	178	276	264	11%	-4%	12.6
TOTAL CRIMINAL CODE		1,187	885	796	1,010	1,409	1,135	-4%	-19%	43.6

RCMP-GRC

Drayton Valley Municipal Detachment

Crime Statistics (Actual)



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

January to September: 2014 - 2019

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

October-02-19

CATEGORY	Trend	2014	2015	2016	2017	2018	2019	% Change 2014 - 2019	% Change 2018 - 2019	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	1	1	0	N/A	-100%	0.1
Drug Enforcement - Possession		60	32	27	31	60	24	-60%	-60%	-2.6
Drug Enforcement - Trafficking		13	23	9	10	16	12	-8%	-25%	-0.7
Drug Enforcement - Other		1	0	4	0	0	2	100%	N/A	0.0
Total Drugs		74	55	40	42	77	38	-49%	-51%	-3.2
Cannabis Enforcement		0	0	0	0	0	1	N/A	N/A	0.1
Federal - General		4	7	7	13	24	21	425%	-13%	4.1
TOTAL FEDERAL		78	62	47	55	101	60	-23%	-41%	1.0
Liquor Act		13	9	11	11	17	13	0%	-24%	0.7
Cannabis Act		0	0	0	0	0	3	N/A	N/A	0.4
Mental Health Act		61	67	52	52	88	75	23%	-15%	3.8
Other Provincial Stats		79	118	119	106	128	141	78%	10%	9.3
Total Provincial Stats		153	194	182	169	233	232	52%	0%	14.3
Municipal By-laws Traffic		7	8	3	4	1	1	-86%	0%	-1.4
Municipal By-laws		65	75	78	81	83	64	-2%	-23%	0.6
Total Municipal		72	83	81	85	84	65	-10%	-23%	-0.8
Fatals		0	0	0	1	0	0	N/A	N/A	0.0
Injury MVC		4	6	11	5	11	5	25%	-55%	0.4
Property Damage MVC (Reportable)		254	193	153	146	134	129	-49%	-4%	-23.1
Property Damage MVC (Non Reportable)		24	31	23	19	16	16	-33%	0%	-2.5
TOTAL MVC		282	230	187	171	161	150	-47%	-7%	-25.2
Provincial Traffic		388	325	356	261	564	629	62%	12%	52.2
Other Traffic		3	8	11	10	7	15	400%	114%	1.6
Criminal Code Traffic		72	55	48	45	67	78	8%	16%	1.8
Common Police Activities										
False Alarms		238	245	201	182	176	59	-75%	-66%	-32.0
False/Abandoned 911 Call and 911 Act		70	93	80	81	91	86	23%	-5%	2.1
Suspicious Person/Vehicle/Property		31	84	56	78	132	162	423%	23%	23.5
Persons Reported Missing		12	5	23	24	21	19	58%	-10%	2.4
Spousal Abuse - Survey Code (Reported)		156	182	138	132	124	145	-7%	17%	-6.7

RCMP-GRC

Drayton Valley Municipal Detachment

Crime Statistics (Actual)

ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

September: 2014 - 2019



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

October-02-19

CATEGORY	Trend	2014	2015	2016	2017	2018	2019	% Change 2014 - 2019	% Change 2018 - 2019	Avg File +/- per Year
Homicides & Offences Related to Death		0	0	0	0	0	0	N/A	N/A	0.0
Robbery		0	4	0	0	0	0	N/A	N/A	-0.3
Sexual Assaults		0	1	0	2	1	0	N/A	-100%	0.1
Other Sexual Offences		1	0	0	0	1	0	-100%	-100%	-0.1
Assault		9	7	5	14	7	8	-11%	14%	0.1
Kidnapping/Hostage/Abduction		0	0	0	1	1	0	N/A	-100%	0.1
Extortion		0	0	1	0	0	0	N/A	N/A	0.0
Criminal Harassment		3	4	2	0	2	1	-67%	-50%	-0.5
Uttering Threats		6	4	3	4	3	1	-83%	-67%	-0.8
TOTAL PERSONS		19	20	11	21	15	10	-47%	-33%	-1.4
Break & Enter		1	5	6	7	15	8	700%	-47%	1.9
Theft of Motor Vehicle		6	3	7	8	11	13	117%	18%	1.7
Theft Over \$5,000		1	0	2	1	2	2	100%	0%	0.3
Theft Under \$5,000		17	23	31	29	43	27	59%	-37%	3.1
Possn Stn Goods		3	6	4	8	11	4	33%	-64%	0.7
Fraud		6	7	5	10	9	2	-67%	-78%	-0.3
Arson		0	1	0	1	0	1	N/A	N/A	0.1
Mischief To Property		35	18	20	20	21	26	-26%	24%	-1.0
TOTAL PROPERTY		69	63	75	84	112	83	20%	-26%	6.5
Offensive Weapons		1	4	1	2	4	0	-100%	-100%	-0.1
Disturbing the peace		10	7	5	14	11	6	-40%	-45%	0.0
Fail to Comply & Breaches		13	12	8	10	8	8	-38%	0%	-1.0
OTHER CRIMINAL CODE		4	3	1	6	4	0	-100%	-100%	-0.3
TOTAL OTHER CRIMINAL CODE		28	26	15	32	27	14	-50%	-48%	-1.4
TOTAL CRIMINAL CODE		116	109	101	137	154	107	-8%	-31%	3.6

RCMP-GRC

Drayton Valley Municipal Detachment

Crime Statistics (Actual)



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

September: 2014 - 2019

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

October-02-19

CATEGORY	Trend	2014	2015	2016	2017	2018	2019	% Change 2014 - 2019	% Change 2018 - 2019	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		10	6	3	7	7	2	-80%	-71%	-0.9
Drug Enforcement - Trafficking		3	5	1	1	4	0	-100%	-100%	-0.5
Drug Enforcement - Other		0	0	2	0	0	1	N/A	N/A	0.1
Total Drugs		13	11	6	8	11	3	-77%	-73%	-1.4
Cannabis Enforcement		0	0	0	0	0	0	N/A	N/A	0.0
Federal - General		2	2	0	7	7	0	-100%	-100%	0.3
TOTAL FEDERAL		15	13	6	15	18	3	-80%	-83%	-1.0
Liquor Act		1	0	1	1	3	1	0%	-67%	0.3
Cannabis Act		0	0	0	0	0	1	N/A	N/A	0.1
Mental Health Act		3	10	7	10	4	12	300%	200%	0.9
Other Provincial Stats		5	15	5	14	13	26	420%	100%	3.1
Total Provincial Stats		9	25	13	25	20	40	344%	100%	4.3
Municipal By-laws Traffic		0	0	0	0	1	0	N/A	-100%	0.1
Municipal By-laws		4	9	12	13	8	8	100%	0%	0.5
Total Municipal		4	9	12	13	9	8	100%	-11%	0.6
Fatals		0	0	0	0	0	0	N/A	N/A	0.0
Injury MVC		0	2	4	1	2	1	N/A	-50%	0.1
Property Damage MVC (Reportable)		25	21	17	18	6	9	-64%	50%	-3.5
Property Damage MVC (Non Reportable)		1	6	1	2	3	0	-100%	-100%	-0.4
TOTAL MVC		26	29	22	21	11	10	-62%	-9%	-3.9
Provincial Traffic		29	26	37	24	43	45	55%	5%	3.4
Other Traffic		1	4	0	1	1	0	-100%	-100%	-0.4
Criminal Code Traffic		4	7	2	4	12	7	75%	-42%	0.9
Common Police Activities										
False Alarms		20	24	14	24	10	5	-75%	-50%	-3.1
False/Abandoned 911 Call and 911 Act		9	11	14	10	12	5	-44%	-58%	-0.6
Suspicious Person/Vehicle/Property		3	5	6	16	21	26	767%	24%	4.9
Persons Reported Missing		3	0	3	8	2	0	-100%	-100%	-0.1
Spousal Abuse - Survey Code (Reported)		24	14	6	16	12	15	-38%	25%	-1.2

RCMP-CRC

Drayton Valley Municipal Detachment

Crime Statistics (Actual)



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

January to September: 2014 - 2019

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

October-02-19

Category	Trend	2014	2015	2016	2017	2018	2019	FLAG
Theft Motor Vehicle (Total)		78	46	56	55	92	95	Issue
Auto		3	1	6	2	13	3	Within Norm
Truck/SUV/Van		49	35	39	46	58	74	Issue
Motorcycle		5	1	0	0	7	2	Within Norm
Other		13	9	10	6	12	14	Issue
Take Auto without Consent		8	0	1	1	2	2	Within Norm
Break and Enter (Total)*		57	49	71	77	139	96	Within Norm
Business		25	25	42	32	60	32	Within Norm
Residence		21	19	21	30	44	18	Within Norm
Cottage or Seasonal Residence		0	0	0	0	0	0	Within Norm
Other		8	4	5	12	28	36	Issue
Theft Over & Under \$5,000 (Total)		281	203	221	272	397	268	Within Norm
Theft from a motor vehicle		109	54	74	114	192	102	Within Norm
Shoplifting		18	34	33	45	41	50	Issue
Mail Theft		0	1	0	4	7	2	Within Norm
Theft of bicycle		5	2	9	14	12	16	Issue
Other Theft		149	112	105	95	145	98	Within Norm

Mischief To Property		272	193	144	166	171	153	Within Norm
Suspicious Person/ Vehicle/ Property		31	84	56	78	132	162	Issue
Fail to Comply/Breach		119	83	65	75	148	149	Issue
Wellbeing Check		0	0	23	33	55	45	Within Norm
Mental Health Act		61	67	52	52	88	75	Within Norm
False Alarms		238	245	201	182	176	59	Within Norm

Traffic	Trend	2014	2015	2016	2017	2018	2019	FLAG
Roadside Suspensions - alcohol related - No grounds to charge*		3	8	11	10	7	15	Issue
Occupant Restraint/Seatbelt Violations*		3	6	0	8	89	83	Issue
Speeding Violations*		19	8	100	24	20	13	Within Norm
Intersection Related Violations*		8	12	12	16	22	14	Within Norm
Other Non-Moving Violation*		65	68	63	50	244	236	Issue
Other CC Traffic**		7	8	10	12	3	19	Issue

*"Actual" **"Reported"

Categories flagged with "Issue" only indicate that the current number of offences are higher the statistical norm based on previous years.



Drayton Valley Municipal Detachment - Break and Enters (includes unlawfully in a dwelling place)

Drayton Valley Municipal Detachment - Theft Under \$5,000

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

October-02-19

2018												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	31	22	9	17	10	16	11	8	15	12	11	13
Running Total	31	53	62	79	89	105	116	124	139	151	162	175
Quarter	62			43			34			36		
2019												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	8	6	5	6	8	13	16	26	8			
Running Total	8	14	19	25	33	46	62	88	96			
Quarter	19			27			50			TBD		
Year over Year % Change	-74%	-74%	-69%	-68%	-63%	-56%	-47%	-29%	-31%			

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

October-02-19

2018												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	36	34	42	41	66	44	34	40	43	43	60	41
Running Total	36	70	112	153	219	263	297	337	380	423	483	524
Quarter	112			151			117			144		
2019												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	38	25	27	30	42	19	29	22	27			
Running Total	38	63	90	120	162	181	210	232	259			
Quarter	90			91			78			TBD		
Year over Year % Change	6%	-10%	-20%	-22%	-26%	-31%	-29%	-31%	-32%			

Drayton Valley Municipal Detachment - Theft of Motor Vehicles (includes taking without consent)

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

October-02-19

2018												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	9	18	7	7	7	12	9	12	11	12	10	8
Running Total	9	27	34	41	48	60	69	81	92	104	114	122
Quarter	34			26			32			30		
2019												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	8	15	9	4	17	13	9	7	13			
Running Total	8	23	32	36	53	66	75	82	95			
Quarter	32			34			29			TBD		
Year over Year % Change	-11%	-15%	-6%	-12%	10%	10%	9%	1%	3%			

Drayton Valley Municipal Detachment - Theft from Motor Vehicles

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

October-02-19

2018												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	18	17	18	16	40	26	16	23	18	22	34	24
Running Total	18	35	53	69	109	135	151	174	192	214	248	272
Quarter	53			82			57			80		
2019												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	21	7	12	13	14	11	6	11	7			
Running Total	21	28	40	53	67	78	84	95	102			
Quarter	40			38			24			TBD		
Year over Year % Change	17%	-20%	-25%	-23%	-39%	-42%	-44%	-45%	-47%			

RCMP-CRC

Drayton Valley Municipal Detachment

Crime Statistics (Actual)



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

January to October: 2014 - 2019

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

November-05-19

CATEGORY	Trend	2014	2015	2016	2017	2018	2019	% Change 2014 - 2019	% Change 2018 - 2019	Avg File +/- per Year
Homicides & Offences Related to Death		0	0	0	0	1	0	N/A	-100%	0.1
Robbery		8	6	4	5	3	2	-75%	-33%	-1.1
Sexual Assaults		8	7	10	13	7	6	-25%	-14%	-0.2
Other Sexual Offences		5	3	8	6	13	2	-60%	-85%	0.4
Assault		120	96	73	93	131	76	-37%	-42%	-2.7
Kidnapping/Hostage/Abduction		2	1	1	4	2	3	50%	50%	0.3
Extortion		1	0	1	0	1	2	100%	100%	0.2
Criminal Harassment		18	17	12	19	20	26	44%	30%	1.6
Uttering Threats		36	39	27	30	36	33	-8%	-8%	-0.6
TOTAL PERSONS		198	169	136	170	214	150	-24%	-30%	-2.0
Break & Enter		67	59	82	86	150	109	63%	-27%	13.9
Theft of Motor Vehicle		84	57	59	72	104	112	33%	8%	8.4
Theft Over \$5,000		11	10	6	6	19	9	-18%	-53%	0.5
Theft Under \$5,000		295	219	238	280	424	294	0%	-31%	18.6
Possn Stn Goods		49	22	28	40	79	73	49%	-8%	8.7
Fraud		46	40	43	69	75	68	48%	-9%	6.9
Arson		1	2	0	2	3	5	400%	67%	0.7
Mischief To Property		303	219	156	187	184	177	-42%	-4%	-20.1
TOTAL PROPERTY		856	628	612	742	1,038	847	-1%	-18%	37.6
Offensive Weapons		24	17	10	14	18	17	-29%	-6%	-0.8
Disturbing the peace		79	69	35	77	72	71	-10%	-1%	0.3
Fail to Comply & Breaches		135	94	81	94	168	156	16%	-7%	9.7
OTHER CRIMINAL CODE		36	32	21	21	43	38	6%	-12%	1.2
TOTAL OTHER CRIMINAL CODE		274	212	147	206	301	282	3%	-6%	10.5
TOTAL CRIMINAL CODE		1,328	1,009	895	1,118	1,553	1,279	-4%	-18%	46.0

RCMP-GRC

Drayton Valley Municipal Detachment

Crime Statistics (Actual)



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

January to October: 2014 - 2019

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

November-05-19

CATEGORY	Trend	2014	2015	2016	2017	2018	2019	% Change 2014 - 2019	% Change 2018 - 2019	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	1	1	0	N/A	-100%	0.1
Drug Enforcement - Possession		66	35	28	37	60	26	-61%	-57%	-3.3
Drug Enforcement - Trafficking		16	26	10	13	18	12	-25%	-33%	-1.2
Drug Enforcement - Other		2	0	4	0	0	2	0%	N/A	-0.1
Total Drugs		84	61	42	51	79	40	-52%	-49%	-4.5
Cannabis Enforcement		0	0	0	0	0	1	N/A	N/A	0.1
Federal - General		5	8	7	16	27	22	340%	-19%	4.3
TOTAL FEDERAL		89	69	49	67	106	63	-29%	-41%	0.0
Liquor Act		14	10	12	12	18	14	0%	-22%	0.7
Cannabis Act		0	0	0	0	0	3	N/A	N/A	0.4
Mental Health Act		73	72	60	60	97	82	12%	-15%	3.4
Other Provincial Stats		92	130	130	114	141	155	68%	10%	9.5
Total Provincial Stats		179	212	202	186	256	254	42%	-1%	14.0
Municipal By-laws Traffic		7	8	4	5	2	2	-71%	0%	-1.2
Municipal By-laws		68	85	84	87	91	72	6%	-21%	1.2
Total Municipal		75	93	88	92	93	74	-1%	-20%	0.0
Fatals		0	1	0	1	0	0	N/A	N/A	-0.1
Injury MVC		5	6	12	6	11	6	20%	-45%	0.4
Property Damage MVC (Reportable)		285	211	168	161	148	148	-48%	0%	-25.2
Property Damage MVC (Non Reportable)		28	32	24	20	18	17	-39%	-6%	-2.9
TOTAL MVC		318	250	204	188	177	171	-46%	-3%	-27.7
Provincial Traffic		440	349	393	296	626	688	56%	10%	56.4
Other Traffic		3	9	14	11	8	15	400%	88%	1.5
Criminal Code Traffic		80	64	59	54	74	82	3%	11%	1.0
Common Police Activities										
False Alarms		264	277	220	199	188	73	-72%	-61%	-35.5
False/Abandoned 911 Call and 911 Act		81	101	88	90	104	100	23%	-4%	3.0
Suspicious Person/Vehicle/Property		36	89	62	87	148	181	403%	22%	26.5
Persons Reported Missing		12	5	27	27	23	25	108%	9%	3.4
Spousal Abuse - Survey Code (Reported)		170	204	156	153	136	166	-2%	22%	-6.5

RCMP-GRC

Drayton Valley Municipal Detachment

Crime Statistics (Actual)



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

October: 2014 - 2019

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

November-05-19

CATEGORY	Trend	2014	2015	2016	2017	2018	2019	% Change 2014 - 2019	% Change 2018 - 2019	Avg File +/- per Year
Homicides & Offences Related to Death		0	0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	3	1	0	0	N/A	N/A	-0.1
Sexual Assaults		3	1	1	0	1	2	-33%	100%	-0.2
Other Sexual Offences		1	0	0	0	3	1	0%	-67%	0.3
Assault		15	13	12	10	19	11	-27%	-42%	-0.1
Kidnapping/Hostage/Abduction		0	0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		2	1	3	0	1	2	0%	100%	-0.1
Uttering Threats		3	10	1	1	4	1	-67%	-75%	-0.8
TOTAL PERSONS		24	25	20	12	28	17	-29%	-39%	-1.0
Break & Enter		10	10	11	9	12	9	-10%	-25%	0.0
Theft of Motor Vehicle		6	11	3	17	12	15	150%	25%	1.8
Theft Over \$5,000		2	2	0	0	2	0	-100%	-100%	-0.3
Theft Under \$5,000		23	24	23	14	43	32	39%	-26%	2.7
Possn Stn Goods		5	3	3	2	5	6	20%	20%	0.3
Fraud		4	1	6	4	4	9	125%	125%	0.9
Arson		0	0	0	1	0	1	N/A	N/A	0.2
Mischief To Property		31	26	12	21	12	23	-26%	92%	-2.1
TOTAL PROPERTY		81	77	58	68	90	95	17%	6%	3.4
Offensive Weapons		5	2	2	1	1	1	-80%	0%	-0.7
Disturbing the peace		7	7	0	7	3	5	-29%	67%	-0.4
Fail to Comply & Breaches		16	11	16	19	20	8	-50%	-60%	-0.3
OTHER CRIMINAL CODE		8	2	3	1	1	4	-50%	300%	-0.7
TOTAL OTHER CRIMINAL CODE		36	22	21	28	25	18	-50%	-28%	-2.1
TOTAL CRIMINAL CODE		141	124	99	108	143	130	-8%	-9%	0.3

RCMP-GRC

Drayton Valley Municipal Detachment

Crime Statistics (Actual)



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

October: 2014 - 2019

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

November-05-19

CATEGORY	Trend	2014	2015	2016	2017	2018	2019	% Change 2014 - 2019	% Change 2018 - 2019	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		6	3	1	6	0	2	-67%	N/A	-0.7
Drug Enforcement - Trafficking		3	3	1	3	2	0	-100%	-100%	-0.5
Drug Enforcement - Other		1	0	0	0	0	0	-100%	N/A	-0.1
Total Drugs		10	6	2	9	2	2	-80%	0%	-1.3
Cannabis Enforcement		0	0	0	0	0	0	N/A	N/A	0.0
Federal - General		1	1	0	3	3	0	-100%	-100%	0.1
TOTAL FEDERAL		11	7	2	12	5	2	-82%	-60%	-1.2
Liquor Act		1	1	1	1	1	1	0%	0%	0.0
Cannabis Act		0	0	0	0	0	0	N/A	N/A	0.0
Mental Health Act		12	5	8	8	9	6	-50%	-33%	-0.5
Other Provincial Stats		13	12	11	8	13	13	0%	0%	0.0
Total Provincial Stats		26	18	20	17	23	20	-23%	-13%	-0.5
Municipal By-laws Traffic		0	0	1	1	1	1	N/A	0%	0.2
Municipal By-laws		3	10	6	6	8	8	167%	0%	0.5
Total Municipal		3	10	7	7	9	9	200%	0%	0.8
Fatals		0	1	0	0	0	0	N/A	N/A	-0.1
Injury MVC		1	0	1	1	0	1	0%	N/A	0.0
Property Damage MVC (Reportable)		31	18	15	15	14	14	-55%	0%	-2.8
Property Damage MVC (Non Reportable)		4	1	1	1	2	0	-100%	-100%	-0.5
TOTAL MVC		36	20	17	17	16	15	-58%	-6%	-3.3
Provincial Traffic		52	24	37	35	62	55	6%	-11%	3.6
Other Traffic		0	1	3	1	1	0	N/A	-100%	-0.1
Criminal Code Traffic		8	9	11	9	7	4	-50%	-43%	-0.8
Common Police Activities										
False Alarms		26	32	19	17	12	13	-50%	8%	-3.6
False/Abandoned 911 Call and 911 Act		11	8	8	9	14	12	9%	-14%	0.7
Suspicious Person/Vehicle/Property		5	5	6	9	14	14	180%	0%	2.1
Persons Reported Missing		0	0	4	3	2	4	N/A	100%	0.7
Spousal Abuse - Survey Code (Reported)		14	22	18	21	12	20	43%	67%	0.1

RCMP-GRC

Drayton Valley Municipal Detachment

Crime Statistics (Actual)



ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA

January to October: 2014 - 2019

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

November-05-19

Category	Trend	2014	2015	2016	2017	2018	2019	FLAG
Theft Motor Vehicle (Total)		84	57	59	72	104	112	Issue
Auto		3	2	6	2	14	3	Within Norm
Truck/SUV/Van		53	43	42	57	66	91	Issue
Motorcycle		6	1	0	0	7	2	Within Norm
Other		13	11	10	12	13	14	Issue
Take Auto without Consent		9	0	1	1	4	2	Within Norm
Break and Enter (Total)*		67	59	82	86	150	109	Within Norm
Business		26	31	47	37	64	36	Within Norm
Residence		28	22	24	32	47	20	Within Norm
Cottage or Seasonal Residence		0	0	0	0	0	0	Within Norm
Other		10	5	6	14	29	41	Issue
Theft Over & Under \$5,000 (Total)		306	229	244	286	443	303	Within Norm
Theft from a motor vehicle		118	62	86	116	215	117	Within Norm
Shoplifting		20	37	34	50	49	54	Issue
Mail Theft		0	1	0	4	9	2	Within Norm
Theft of bicycle		6	3	10	14	13	18	Issue
Other Theft		162	126	114	102	156	112	Within Norm

Mischief To Property		303	219	156	187	184	177	Within Norm
Suspicious Person/ Vehicle/ Property		36	89	62	87	148	181	Issue
Fail to Comply/Breach		135	94	81	94	168	156	Issue
Wellbeing Check		0	0	24	36	58	51	Issue
Mental Health Act		73	72	60	60	97	82	Within Norm
False Alarms		264	277	220	199	188	73	Within Norm

Traffic	Trend	2014	2015	2016	2017	2018	2019	FLAG
Roadside Suspensions - alcohol related - No grounds to charge*		3	9	14	11	8	15	Issue
Occupant Restraint/Seatbelt Violations*		3	6	0	9	91	92	Issue
Speeding Violations*		19	8	112	25	22	16	Within Norm
Intersection Related Violations*		9	13	13	16	23	16	Within Norm
Other Non-Moving Violation*		75	72	68	57	273	259	Issue
Other CC Traffic**		7	12	14	14	3	20	Issue

*"Actual" ***"Reported"

Categories flagged with "Issue" only indicate that the current number of offences are higher the statistical norm based on previous years.

RCMP-GRC

ROYAL CANADIAN MOUNTED POLICE • GENDARMERIE ROYALE DU CANADA



Drayton Valley Municipal Detachment - Break and Enters (includes unlawfully in a dwelling place)

Drayton Valley Municipal Detachment - Theft Under \$5,000

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

November-05-19

2018												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	31	22	9	17	10	15	11	8	15	12	11	13
Running Total	31	53	62	79	89	104	115	123	138	150	161	174
Quarter	62			42			34			36		
2019												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	8	6	5	6	8	13	16	26	12	9		
Running Total	8	14	19	25	33	46	62	88	100	109		
Quarter	19			27			54			TBD		
Year over Year % Change	-74%	-74%	-69%	-68%	-63%	-56%	-46%	-28%	-28%	-27%		

Drayton Valley Municipal Detachment - Theft of Motor Vehicles (includes taking without consent)

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

November-05-19

2018												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	9	18	7	7	7	12	9	12	11	12	10	8
Running Total	9	27	34	41	48	60	69	81	92	104	114	122
Quarter	34			26			32			30		
2019												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	8	15	9	4	17	13	9	7	15	15		
Running Total	8	23	32	36	53	66	75	82	97	112		
Quarter	32			34			31			TBD		
Year over Year % Change	-11%	-15%	-6%	-12%	10%	10%	9%	1%	5%	8%		

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

November-05-19

2018												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	36	34	42	41	66	45	34	40	43	43	60	41
Running Total	36	70	112	153	219	264	298	338	381	424	484	525
Quarter	112			152			117			144		
2019												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	38	25	27	30	43	19	29	23	28	32		
Running Total	38	63	90	120	163	182	211	234	262	294		
Quarter	90			92			80			TBD		
Year over Year % Change	6%	-10%	-20%	-22%	-26%	-31%	-29%	-31%	-31%	-31%		

Drayton Valley Municipal Detachment - Theft from Motor Vehicles

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

November-05-19

2018												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	18	17	18	16	40	27	16	23	18	22	34	24
Running Total	18	35	53	69	109	136	152	175	193	215	249	273
Quarter	53			83			57			80		
2019												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	21	7	12	13	14	11	6	11	7	15		
Running Total	21	28	40	53	67	78	84	95	102	117		
Quarter	40			38			24			TBD		
Year over Year % Change	17%	-20%	-25%	-23%	-39%	-43%	-45%	-46%	-47%	-46%		

TOWN of DRAYTON VALLEY LIBRARY BOARD MEETING MINUTES

**The minutes of the Drayton Valley Municipal Library Board regular meeting held
October 17th, 2019 at 9:00 am, in Civic Centre Conference Room #2**

PRESENT **Trustees:** Lyndara Cowper-Smith (Board Chair), Rosemarie Mayan (Vice Chair), Pat Adamson (Treasurer), Donna Gawalko, Colleen Andersen, Donna Wiltse, Fayrell Wheeler.

Library Admin: Doug Whistance-Smith (Director), Dana Crawford (Recording Secretary)

GUEST Sandra Blades (applicant Board member)

ABSENT None

CALL TO ORDER

Lyndara Cowper-Smith called the meeting to order at **9:01 am**.
Quorum Declared

Introduction of Town resident, **Sandra Blades**, who recently applied through Town office to serve on the Library Board.

ADOPTION OF AGENDA

Additions: None
Deletions: None

MOTION 2019-075 **Donna Wiltse** moved to approve the agenda.

CARRIED

ADOPTION OF MINUTES

Additions: None
Deletions: None

MOTION 2019-076 **Pat Adamson** moved to adopt the August 22nd, 2019 meeting as presented.

CARRIED

ORGANIZATIONAL MEETING

Logistics & Scheduling of Elections

Trustee term appointments expire October 31. Town Council appoints members at large to the Board in mid-October; therefore, election of Executive Committee members should be postponed to November, after appointments are confirmed.

Lyndara, Pat and Rosemarie stated their intent to let their names stand for election in November pending confirmation of Lyndara's re-appointment. Voting will take place by ballot at the November AGM if others are nominated for Executive Committee.

Trustee Applications & Appointments

Lyndara will complete her fourth full three-year term (12 years), as of October 31. Lyndara has completed and submitted her application to Town office for reappointment for a fifth consecutive term. According to the Library Act, this special consideration appointment will require 2/3 majority approval from Council. Doug has written a letter of support for Lyndara's application along with a Request for Decision from Council.

Sandra Blades has applied through Town Office serve on the Library Board. She offers a fresh perspective for Library governance. The Town's Bylaw 99-15 limits the number of serving Board members to 7. Doug has included a request for review of the Town Bylaw in the RFD for Trustee appointments to be presented to Council on October 16.

NEW BUSINESS

Brazeau County MOU 2020 – Information Item

Doug reviewed the 2019 MOU with notes about amending the agreement, mostly sentence structure and grammatical corrections. Other areas for attention include:

- Identifying the Board as financially separate from the Town in definitions.
- Facilities are maintained by Town but the Board manages finances and services.

Further updating of the MOU will follow Budget presentation and County approval of funding.
No Motion.

Policies, procedures and Forms

- The old numbering system was inconsistent and scattered. Doug proposed changes to the Policy Indices:
1.0 Framework; 2.0 Board Governance & Planning; 3.0 Personnel & HR; 4.0 Services;
5.0 Finance; 6.0 Risk Management

This structure provides a road map for the development of subject specific policies. Doug requests Board approval to re-number the existing policies to agree and fit within this proposed restructure.

MOTION 2019-077 *Pat Adamson* moved to approve the re-structured index and adjustment of existing policy numbers to fit into new index format.

Rosemarie Mayan seconded motion

CARRIED

- New Form: 5.1.2.1 Cheque Request – presented as information.
- Rescind Superseded Policies: Policy numbers 4.1.1.1, 4.1.2.1, 4.1.7.1, 4.1.7.1.1, 4.1.7.2, 4.1.7.3.1, 4.1.7.3.1.1, 4.1.7.3.2, 4.1.7.3.3, 4.1.7.7, 4.1.7.8

MOTION 2019-078 *Donna Gawalko* moved to rescind superseded policies as listed.

CARRIED

OLD BUSINESS

Unifirst Carpet-cleaning Contract

Doug did a rough calculation of how much it would cost to pay-out the Unifirst contract as of January 1, 2020. The contract runs to August 2021 and at \$50.66 bi-weekly; Doug estimates it would cost \$2500 to buy-out the contract.

Action Item: Doug will get an accurate quote from the vendor before a decision is made.

FINANCIAL

Monthly Financial Report – End of Q3

September's monthly financials were shared. The reports show that we are on track for budget spending for 2019 and underspent in some areas.

MOTION 2019-079 *Pat Adamson* moved to accept the September 2020 financials as information.

CARRIED

Budget Planning

Doug has prepared a Budget based on end of Q3 financial report projections to year end with amounts adjusted for areas that are overspent/ underspent/ on target. The draft budget presents three options including two options for potential single-library operation. Discussion.

The proposed move of both libraries into one location at the old Sears outlet is no longer being considered by Town; therefore, the two single-library operation options are to be removed.

The lease item under facilities should be moved to the bottom so that it does not appear as an expense as we are not currently paying Town for lease. It should still appear to recognize for both councils that this is a consideration should lease be applicable in the future. Doug will try to keep budget as close to status quo as possible.

The Board will vote on amended budget via email so that presentation to councils can be arranged at the next available Joint Council session in early November.

MOTION 2019-080 **Donna Wiltse** moved to approve the amended 2020 Budget.

Pat Adamson seconded motion

CARRIED

Contingency/ Reserve Fund Accounts

The Board received a cheque for approximately \$66,000 from Town to account for unrestricted reserve from 2018 audit. Those funds were earmarked for an Operational Contingency savings account; however, the money was put into Operational Savings until the financial operations were settled following independent bookkeeping from Town. A similar decision was made for the ~\$7000 Insurance payout for the van; this money would have been directed into a Capital Reserve Savings account. The funds for both Contingency and Reserve savings will not be transferred until 2020, and only following motion by the Board.

We receive grants and appropriations at certain times of year so cash flow could present issues. Operational expenses average \$55000 per month. What is a reasonable volume of contingency for sustaining operation in the event of delays in receiving appropriation or grant funds: one, two or three months?

Also, there is no bylaw for the Board to borrow on credit and this was stated as a requirement by the Credit Union when the Board initially set up accounts.

Discussion.

MOTION 2019-081 **Donna Wiltse** moved to define the minimum balance for the Contingency Savings Account at \$55,000.

Colleen Anderson seconded motion

CARRIED

MOTION 2019-082 **Rosemarie Mayan** moved to develop a bylaw to allow for borrowing on a line of credit.

Pat Adamson seconded motion

CARRIED

Fundraising Raffle Update

AGLC will not approve a raffle fundraiser but will allow the Board to fundraise for the tub by selling chances to win a "game of skill"; this likely will not raise as much money.

Discussion

Doug or Executive Committee will approach other charitable societies or groups (Lions, Rotary, etc.) to host raffle on behalf of Library. This is not considered a priority action item.

REPORTS

Operations Admin Report: Verbal report: Termination of employee and hiring of replacement ILL and Page staff. Public computer and cyber-security issues - Deep Freeze, and standard cyber security insurance for 2020.

Library Director: Doug shared the monthly stats for August and September. Doug and Dana identified issues with patrons staying in the facility past closing. There is also a potential issue for drug use in washrooms. Strategies are being discussed with Town for securing public washrooms. 5 staff members will attend Town forum on homelessness in DV. All service specialists, programmers and admin will take First aid / CPR training within the next 12 months.

YRL: YRL Conference was fantastic. YRL hired Dr. Margaret Law to streamline YRL operations: should we look at hiring her for Drayton Valley Library as a consultant? Doug advised that Margaret would be expensive and with the budget already squeezed it may be a difficult sell.

Members Reports: No reports.

MOTION 2019-083 **Rosemarie Mayan** moved to accept all reports as information.

CARRIED

Board Chair:

MOTION 2019-084 **Lyndara Cowper-Smith** moved to go in-camera to discuss personnel matters. **CARRIED**

MOTION 2019-085 **Fayrell Wheeler** moved to exit in-camera session. **CARRIED**

CORRESPONDENCES

Outgoing Items

- a) Sept 19: Letter to Town re Lyndara's re-appointment for fifth consecutive term. Town RFD document submitted on Oct 5 as required in order to present to council at Nov 5 meeting.
- b) Oct 15: from Director to Employee re agreement for advance of \$1000 financial support until STD coverage is approved.

Incoming Information Items

- c) Aug 23: YRL re increase for municipal and school div per capita rates effective Jan 1, 2020.
- d) Aug 26: PLSB interim portion of AB Gov Library Ops grant until Provincial budget passes.
- e) Aug 26: email from AGLC re Library disallowed as para-municipality from hosting fundraising raffle; we can do "Games of Skill" (ie. number of jellybeans in jar).
- f) Sept 6: Brazeau County re second installment of local appropriation and request to meet with Lee Chambers re negotiating MOU for 2020 appropriation.
- g) Sept 19: Parkland County Library Board re delay in second installment of grant funding due to delay in AB Gov Library Ops grant until after budget.
- h) Oct 10: YRL HQ re YRL Board appointments.

Action/ Decision Items

- a) Sept 19: Application for reappointment as Library Board Trustee, Lyn Cowper-Smith
- b) Oct 11: Application for prospective Library Board Trustee, Sandra Blades.

Discussion of Correspondences

Doug will be speaking to Lee Chambers re MOU and Intermunicipal Agreement.

Appointments to the YRL Board do not need to be an elected councilor. Alternates for YRL could be from the library board. Donna Wiltse and Fayrell Wheeler will inform councils re appointments and alternates to YRL Board can be any member at large.

Sandra is still interested in serving on the Library Board.

MOTION 2019-086 **Pat Adamson** moved to forward Sandra Blades application with recommendation for appointment by Town Council. **CARRIED**

MOTION 2019-087 **Pat Adamson** moved to receive correspondence as information. **CARRIED**

SIGNING DOCUMENTS AND CHEQUES

UPCOMING MEETINGS

Next Executive Committee Meeting: **November 13th @ 12:00 noon**. Place to be determined.
Next Board meeting: AGM - **November 18th, 2019 at 9:00 am** in Board Room #2.

ADJOURNMENT

MOTION 2019-088 **Colleen Anderson** moved to adjourn the meeting at **11:37 am**. **CARRIED**

Board Chair

Recording Secretary

Adopted on the ____ day of _____, 2018

Drayton Valley Libraries Monthly Stats – October 2019 Page 81 of 82

Patrons	Main (ADV)	Rotary (ADVR)	Combined
New Patrons Added	25	3	28
Patron Records Deleted	2	0	2
TOTAL Patrons	2694	379	3073
Where They Live: DV Town: 1825 + Brazeau: 1062 /1346 (212 registered @ Breton) + Other: 186			
DV Town Pop ⁿ = 7235 Brazeau County Pop ⁿ = 7771 (x70%= 5440) TOTAL Pop ⁿ = 12675			
DV Library Users/ Pop ⁿ = 25.2% Town DV Library Users/ Pop ⁿ = 19.5% BC TOTAL/ Pop ⁿ 24.2%			

NOTE #2: Brazeau calculates Local Appropriation as 70% to ADV/ADVR & 30% to Breton; therefore, Brazeau County registered users/ Popⁿ is calculated by based on 70% of county residents 7771x0.7=5440. The %/ Popⁿ is then determined by dividing the total number of Brazeau registered ADV/ADVR patron records by the adjusted population 1092/5440=20.1%. Breton Library receives 30% appropriation funding for an adjusted population of 2331 residents (7771 x 0.3= 2331). Breton has 215 patrons registered: Breton Library users/ Popⁿ is 215/2331 = 9.2%

Collections	23397 items	6770 items	30020 items
Items Added	220	1	221
Items Deleted	0	0	0
Items Withdrawn	24	54	78

Circulations			
Check-Outs	3917	858	4775
# Patrons	464	63	527
Check-Ins	3420	665	4085
Overdue CKIs	312	43	355

ILL & Holds			
Staff Generated Holds	257	26	283
Holds Satisfied	1081	136	1217
Holds Cancelled	109	22	131
ILL - Items Borrowed	1663	174	1837
ILL - Items Lent	1117	285	1402

Public Access Catalogue (TRACpac) = Patron self-directed activity			
Log-ins	925	67	992
Item Renewals	570	143	713
Patron Generated Holds	916	44	960
Patron Cancelled Holds	21	0	21

Public Access - Potential Hrs	243	142.5	385.5
Closures: Stat (Thanksgiving) & Staff PD	(14 hours)	(9.5 hours)	(23.5)
Actual Open Hours	224	133	362

Wi-Fi & Public Computer Usage:

Public Computer Use:	605 sessions/468 Hrs	26 sessions/ 20 Hrs	631 Sessions / 488 Hrs
	605 sessions/ 28080 min	26 sessions/ 1560 min	631 Sessions / 29640 Min
Wi-Fi Sessions (patrons/staff)	854/205	598/15	1672 total sessions
Wi-Fi Max. Same-time Users	14	9	23 same-time users
Unique Devices	224	215	439 unique devices
Total Data	99.04 GB	9.72GB	108.76 GB

eResources

Hoopla Circs	88	0	88
OverDrive Circs	575	17	592 eBook Check-outs
RBDigital Circs	18	0	18
YRL Region DB Circs:	Cloud Library 3009 circs	Press Reader 6823 circs	
Website (DVLibraries)	Users: 981	Sessions: 1376	Page Views: 3306

September Programs & Activities

Main Branch

Rotary Branch

TOTAL

Kids	Story Craft (Tu am)	(4x) Ginny		14	14
	Lego Club (Tu pm)	(4x) Ginny		36	36
	Sing Along (Wed am)	(4x) Ginny		56	56
	Cardboard Art (Wed pm)	(4x) Ginny		44	44
	Pup.Theatre (alt. Th am)	(2x) Ginny		9	9
	Games (alt. Th am)	(2x) Ginny		0	0
	Recycle Art (alt. Th pm)	(2x) Ginny		8	8
	Mkrspace Arts (alt.Th pm)	(2x) Ginny		17	14
<hr/>					
Youth	Tech-Teen StarGazing	(1x)	3		3
	Youthink Book Club	(1x)	6		6
	Dungeons & Dragons	(3x) Partner Prog	22		22
<hr/>					
Adult	NF Book Club	(1x) Colleen	4		4
	Write Stuff	(0x) Leah Program suspended			0
	Fabric Arts	(4x) Partner Prog	24		24
	Art in Afternoon	(5x) Partner Prog	29		29
	Movies	(4x) Doug	26		26
<hr/>					
Family	Family Movie	(2x) Doug	21		21
<hr/>					
Senior	Sr. Storytime	(1x) Verna	2		2
<hr/>					
Outreach Services					
	Sr. Lodge	(2x) Verna	14		14
	ECDC Stories	(1x) Ginny		24	24
	Stepping Stones Stories	(1x) Ginny		5	5
<hr/>					
Events	Halloween Activities	(7x)	31	67	98
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Library Awareness, Partnerships & Networking					
	Mental Health Week	(2x)	15		15
	School Visits	(?x)			
	Genealogy	(1x)	7		7
	Interagency @ Library	(1x) Verna	9		9
	Newsletter	Oct Newsletter			(200+)

Services & Space-Use

Exams 0

Loft Use (x1)

Non-library Prog Rm Use (multiple)

Annual Report Data Collection Week & Library User Surveys Oct 21-26

ECDC = Early Childhood Development Centre