



Agenda

Call to Order

National Anthem

1.0 Additions to the Agenda

2.0 Adoption of Agenda

3.0 Corrections or Amendments:

3.1. January 15, 2020, Regular Meeting of Council Minutes 3-7

4.0 Adoption of:

4.1. January 15, 2020, Regular Meeting of Council Minutes

5.0 Decision Items Pages 8-55

5.1. Proposed Drayton Valley Municipal Library Board Bylaw 2019/15/B Presented for First, Second, and Third Reading	8-18
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5.2. Town of Drayton Valley Recreation Fee Assistance Program	19-25
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5.3. Community Grants, First Quarter Allocation	26-48
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5.4. Municipal Asset Management Program & Grant Application	49-55
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6.0 Department Reports

6.1. Planning and Development	Matt Ellis
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6.2. Engineering and Capital Project Update	Rick Wheatley
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6.3. Community Services and FCSS	Annette Driessen
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6.4. Emergency Services	Tom Thomson
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6.5. CAO/Administration	Jennifer Stone
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7.0 Council Reports

7.1. Councillor Gamma

7.2. Councillor McGee

7.3. Councillor Wheeler

7.4. Councillor Ballas

7.5. Deputy Mayor Peebles

7.6. Councillor Dodds

7.7. Mayor Doerksen

8.0	Information Items	Pages 56-71
8.1.	STAR Catholic Schools Board Meeting Highlights – January 2020	57
8.2.	Thank You Note from Roger Coles Memorial Youth Sport Grant Recipient, Brianne Vig	58
8.3.	Drayton Valley Municipal Library – 2019 Board Motions Summary and Outcomes and December 12, 2019, Meeting Minutes	59-71
9.0	Adjournment	



Meeting Minutes

THOSE PRESENT:

Mayor Doerksen	Jennifer Stone, Intergovernmental Relations & Communications
Councillor Ballas	Kelsey Baker, Communications Assistant
Councillor Dodds	Abdulrahman Mogbonjubola, Intermediate Systems & Networks Analyst
Councillor Gammana	Bree Motkoski, Records Management Clerk
Councillor McGee	Sabine Landmark, Administrative Assistant
Deputy Mayor Peebles	S/Sgt. Malcolm Callihoo, RCMP
Councillor Wheeler	Sgt. Erin Matthews, RCMP
Winston Rossouw, Chief Administrative Officer	Heather Polard, Manager of Omniplex
Debbi Weber, Assistant CAO	Matt Ellis, Senior Planner
Annette Driessen, General Manager of Community Services	Graham Long, Drayton Valley and District Free Press
Tom Thomson, Fire Chief	Cathy Weetman, Western Review
Merlin Klassen, Manager of Safety & Protective Services, Director of Emergency Management	Members of the Public
Colton Hutchinson, Community Peace Officer	

ABSENT:

CALL TO ORDER

Mayor Doerksen called the meeting to order at 9:05 a.m.

1.0 Additions to the Agenda

Following item was added to the Agenda:
6.5. Community Dinners

2.0 Adoption of Agenda

RESOLUTION #001/20

Councillor Peebles moved to adopt the Agenda for the January 15, 2020, Regular Meeting of Council, as amended.

CARRIED

3.0 Corrections or Amendments:

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

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

4.0 Adoption of:

4.1. December 18, 2019, Regular Meeting of Council Minutes

RESOLUTION #002/20

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

CARRIED

5.0 Delegations / Administrative Updates

- 5.1. H.W. Pickup School – Petra Hynes and Robotics Team
Due to the inclement weather, Ms. Hynes had to cancel the delegation.
- 5.2. Drayton Valley RCMP Stats – December 2019 – S/Sgt. Malcolm Callihoo
Sgt. Matthews presented Council with the statistics for the month of December 2019.

Councillor Dodds entered the meeting at 9:12 a.m.

6.0 Decision Items

- 6.1. Drayton Valley-Brazeau Recreation Board Bylaw 2020/01/C, Presented for First, Second, and Third Reading

RESOLUTION #003/20

Councillor Wheeler moved that Council give First Reading to the Drayton Valley-Brazeau Recreation Board Bylaw 2020/01/C as presented.

CARRIED

RESOLUTION #004/20

Councillor Gammana moved that Council give Second Reading to the Recreation and Culture Board Bylaw 2020/01/C as presented.

CARRIED

RESOLUTION #005/20

Councillor McGee moved that Council consider giving Third and Final Reading to the Drayton Valley-Brazeau Recreation Board Bylaw 2020/01/C.

CARRIED UNANIMOUSLY

RESOLUTION #006/20

Councillor Ballas moved that Council give Third and Final Reading to the Drayton Valley-Brazeau Recreation Board Bylaw 2020/01/C as presented.

CARRIED

RESOLUTION #007/20

Councillor McGee moved that Council appoint Councillor Peebles and Councillor Ballas to the Drayton Valley-Brazeau Recreation Board for the term stated in the Drayton Valley-Brazeau Recreation Board Bylaw 2020/01/C.

CARRIED

- 6.2. Aquatic Facility Committee Terms of Reference

RESOLUTION #008/20

Councillor Peebles moved that Town Council rescind Resolution #189/19 which established the Terms of Reference for the Joint Aquatic Committee.

CARRIED

RESOLUTION #009/20

Councillor Wheeler moved that the Aquatic Committee be dissolved with immediate effect and that all discussion items regarding the proposed aquatics facility be referred to Joint Council Gatherings for review by both Brazeau County and Drayton Valley Councils simultaneously.

CARRIED

6.3. Town of Drayton Valley Special Event Insurance

RESOLUTION #010/20

Councillor Gammana moved that Council endorse the Drayton Valley Triathlon, May 9, 2020; Canada Day Festivities, July 1, 2020; and the Annual Skatepark Jam, as insured activities of the municipality.

CARRIED

6.4. Road Closure Request

RESOLUTION #011/20

Councillor McGee moved that Council authorizes the closure of 52 Street between 51 Avenue and 52 Avenue on Sunday, February 16, from 12:00 pm to 8:30 pm for the purposes of Family Day Eve Fire and Ice Festival.

CARRIED

Mr. Klassen introduced Colton Hutchinson as the Town's Community Peace Officer. Councillor McGee asked Officer Hutchinson to share his first impressions as Community Peace Officer for the Town.

6.5. Community Dinners

RESOLUTION #012/20

Councillor Ballas moved that the Town participate as one of the sponsors for the community foundation dinners.

Councillor McGee made a friendly amendment to add "if there were businesses stepping up, we let the position go to them."

Councillor Ballas declined the friendly amendment.

CARRIED

Mayor Doerksen called a break at 9:55 a.m.

Mayor Doerksen reconvened the meeting at 10:09 a.m.

7.0 Department Reports

7.1. Planning and Development

Mr. Ellis provided a report from the Planning and Development Department.

7.2. Engineering and Development/Capital Project Update

Mr. Rossouw provided an update on capital projects, including Sunrise Pond, Ring Road, and 62nd Street. Mr. Klassen added that the new radios are now in use and advised of the beneficial features of this acquisition. Mr. Rossouw provided a report on the activities of the Engineering Department and Public Works Department which were impacted by the inclement weather.

7.3. Community Services and FCSS

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

7.4. Emergency Services

Fire Chief Thomson presented the Fire Services stats for the months of November and December 2019 and advised that the Provincial Championship Firefighter Curling Bonspiel will be held on January 30, 2020.

7.5. CAO/Administration

Mr. Rossouw provided an update on the activities of the CAO/Administration department. The positions of Asset Manager and Safety Coordinator have been filled and any students interested in the summer job program can connect with the HR department

8.0 Council Reports

8.1. Councillor Dodds

- January 6 – Zero Fee Launch and Meet & Greet
- Zero Fee Meetings

8.2. Councillor Gammana

- December 19 – Safety Recognition Breakfast
- January 6 – Zero Fee Launch and Meet & Greet
- January 9 – Welcome New Doctor to town together with Pembina Physician Recruitment and Retention Committee
- January 13 –Zero Fee Meeting

8.3. Councillor McGee

- Connected a local student with the North Saskatchewan Watershed Alliance
- Pointed out the book “A Librarian’s Guide to Homelessness”

8.4. Councillor Wheeler

- Healthy Communities Coalition is working on setting up the Youth Hub

8.5. Councillor Ballas

- December 19 – Safety Recognition Breakfast
- January 6 – Zero Fee Launch and Meet & Greet
- January 8 – Governance & Priorities Committee Meeting
- January 13 –Zero Fee Meeting
- January 13 – Aquatic Facility Committee Meeting
- January 14 – Economic Development Committee Meeting

8.6. Deputy Mayor Peebles

- Deputy Mayor Peebles had nothing to report.

8.7. Mayor Doerksen

- Mayor Doerksen had nothing to report.

9.0 Information Items

9.1. Early Childhood Development Centre (ECDC) Accreditation Funding

9.2. Brazeau Foundation Meeting Minutes – September 19, 2019

9.3. Drayton Valley Municipal Library Meeting Minutes – November 18, 2019, and November 2019 Statistics

9.4. Sustainability Committee Meeting Notes – December 17, 2019

9.5. STAR Catholic Board Meeting Highlights – December 2019

9.6. Drayton Valley Multicultural Association Meeting Minutes – September 17, 2019,

November 26, 2019, and December 6, 2019

9.7. Drayton Valley / Brazeau County Fire Services Stats – November and December 2019

9.8. Drayton Valley RCMP Stats – December 2019

RESOLUTION #013/20

Councillor Gammana moved that Council accept the above items as information as presented.

CARRIED

10.0 Adjournment

Mayor Doerksen adjourned the meeting at 10:54 a.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

TOWN OF DRAYTON VALLEY REQUEST FOR DECISION

SUBJECT:	Proposed Drayton Valley Municipal Library Board Bylaw 2019/15/B Presented for First, Second, and Third Reading
MEETING:	February 5, 2020 Regular Meeting of Council
PRESENTED BY:	Jennifer Stone Intergovernmental Relations & Communications

1. PROPOSAL AND BACKGROUND:

Town of Drayton Valley Bylaw 99-15 (Attachment 1) establishes the Drayton Valley Municipal Library Board and sets out the duties and responsibilities of the Board. Several sections of Bylaw 99-15, however, have become outdated and administration is recommending the adoption of a new Bylaw. The proposed Drayton Valley Municipal Library Board Bylaw 2019/15/B (Attachment 2) includes the following updates:

- Update of Legislation to *Libraries Act*, Revised Statutes of Alberta 2000, c L-11
- Update of M.D. of Brazeau to Brazeau County
- Purpose of the Board
- Composition of the Board to allow up to ten members
- Date to submit Budget to Town Council
- Limitations

The proposed Drayton Valley Municipal Library Board Bylaw 2019/14/B was reviewed by the Drayton Valley Municipal Library Board on January 16, 2020.

Therefore, Administration is presenting proposed Bylaw 2019/15/B to Council for its consideration and repealing Bylaw 99-15 as well as amending Bylaw 2009/02/B.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

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

3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	Yes	<i>Libraries Act</i>
Municipal Bylaws	Yes	Bylaw 99-15 and Amending Bylaw 2009/02/B
Municipal Development Plan	N/A	
Sustainability Vision 2019-2021	N/A	
Town of Drayton Valley Strategic Plan 2019-2021	N/A	
Other Plans or Policies	N/A	

4. POTENTIAL MOTIONS:

A. OPTION A:

That Council give First Reading to the Drayton Valley Municipal Library Board Bylaw 2019/15/B, as presented.

That Council give Second Reading to the Drayton Valley Municipal Library Board Bylaw 2019/15/B, as presented.

That Council consider giving Third and Final Reading to the Drayton Valley Municipal Library Board Bylaw 2019/15/B, as presented.

That Council give Third and Final Reading to the Drayton Valley Municipal Library Board Bylaw 2019/15/B, as presented.

B. OPTION B:

That Council give First Reading to the Drayton Valley Municipal Library Board Bylaw 2019/15/B, with following changes: _____.

That Council give Second Reading to the Drayton Valley Municipal Library Board Bylaw 2019/15/B, as amended.

That Council consider giving Third and Final Reading to the Drayton Valley Municipal Library Board Bylaw 2019/15/B, as amended.

That Council give Third and Final Reading to the Drayton Valley Municipal Library Board Bylaw 2019/15/B, as amended.

C. OPTION C:




That Council decline giving First Reading to the Drayton Valley Municipal Library Board Bylaw 2019/15/B, as presented, and direct Administration to: _____.

5. RECOMMENDATION

Administration recommends giving all three readings to proposed Bylaw 2019/15/B.

6. ATTACHMENTS:

- 1. Drayton Valley Municipal Library Board Bylaw 99-15 and Amending Bylaw 2009/02/B
- 2. Proposed Draft Drayton Valley Municipal Library Board Bylaw 2019/15/B

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

**TOWN OF DRAYTON VALLEY
BY-LAW 99-15**

Being a by-law of the Town of Drayton Valley in the Province of Alberta to provide for the establishment of a Municipal Library and Library Board and to set forth the duties and responsibilities of that Board.

WHEREAS, in accordance with the Libraries Act, being Chapter L-12 of the Revised Statutes of Alberta, 1980, and amendments thereto, the Council of the a municipality may pass a by-law for the establishment of a Municipal Library and for the appointment of a Library Board for the management of the Municipal Library.

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

1. There is hereby established, a municipal library for the Town of Drayton Valley.
2. There is hereby established a Library Board which shall be known as the Drayton Valley Municipal Library Board.
3. This by-law shall be cited as the Drayton Valley Municipal Library Board By-law.
4. Interpretation:
 - a) Town – means the Town of Drayton Valley
 - b) M.D. – means the Municipal District of Brazeau No. 77
 - c) Library – means the Town of Drayton Valley Municipal Library
 - d) Board – means the Town of Drayton Valley Municipal Library Board
 - e) Members of the Community-at-large – means citizens of the Town of Drayton Valley or M.D. of Brazeau No. 77 (three from the Town and two from the M.D.)
5. Purpose of the Board:

The Board shall be responsible for the management of the Library.
6. Duties/Terms of Reference:
 - a) The Board's functions shall be governed by the Library Act, being Chapter L-12 of the Revised Statutes of Alberta, 1980, and amendments thereto.
7. Composition of the Board:
 - a) The Board shall consist of seven (7) members, who shall be appointed by resolution of Council for a **three-year term, commencing January 1, 2000 to October 31, 2003. Board Members shall then be appointed for a three year-term, commencing November 1, 2003, and every three years thereafter.**
 - i) Two (2) members – (one each) from the Town Council and the M.D. Council
 - ii) Five (5) members of the Community-at-large
 - b) Board members shall be selected on the basis of an active interest in library board activities and community development as a whole. Board members shall have a long view of the community in terms of social infrastructure.
 - c) Any Board member who is absent from three (3) consecutive regular meetings, without authorization by a Board Resolution, is deemed to have resigned his seat on the Board.

TOWN OF DRAYTON VALLEY
BY-LAW 99-15
PAGE TWO

8. Procedures:
- a) Council shall appoint two Councillors (one from the Town and one as recommended from the M.D.), each for a three year term. In the event the Councillors appointed by Council cease to be Councillors, their appointment shall be deemed terminated and Council shall appoint a replacement Councillor for the balance of the term.
 - (b) The Board shall elect a Chairperson and a Vice Chairperson and the Chairperson shall preside at meetings of the Board, and in the absence of the Chairperson, the Vice-Chairperson, and in the absence of both the Chairperson and the Vice-Chairperson, the meeting may elect a Chairperson from its members. A member of the either Municipal Council shall not be elected as Chairperson or Vice-Chairperson.
 - (c) The Board may hold regular monthly meetings, with such meetings to be set by the Board, or special meetings that are required at the call of the Chairperson, but in any event, shall meet at least once every three months.
 - (d) A quorum for regular and special meetings of the Board shall consist of a majority of appointed Board members.
 - (e) The Recording Secretary, as designated by the Librarian, shall prepare an agenda for upcoming meetings of the Board, containing items submitted by the Chairperson or Board members or referred by Council, and shall be circulated three days in advance of the meeting.
 - (f) A minute book shall be kept and minutes of all regular and special meetings shall be recorded therein by the Secretary.
 - (g) The Chairperson and all appointed Board members shall vote on any question, except where authorization to abstain from voting due to conflict of interest has been obtained. In the event of a tie, the motion shall be lost.
 - (h) Meeting procedures shall be conducted in accordance with good meeting practices and disputes resolved in accordance with Robert's Rules of Order.
 - (i) In determining levels of service, setting policy or instituting changes hereto, the Board shall in all instances communicate such intentions to the Town Council for discussion and recommendation.
 - (j) Neither the Board nor any members thereof shall have the power or authority to pledge the credit of the Town in connection with any matter whatsoever, nor shall the said Board or any member thereof, have the power to authorize any expenditures to be charged against the Town of Drayton Valley or any of its agencies, corporations, managers or other committees of Town Council.
 - (k) Neither the Board nor any members thereof shall perform activities relating to fund raising or advertising on behalf of the Town, unless such activities have been previously sanctioned by Council resolution.
 - (l) The Board on or before December 1st each year, shall prepare a budget and an estimate of the funds required during the next fiscal year to operate and manager the Municipal Library, and submit it to the Chief Administrative Officer of the Town. Such estimate may be approved in whole or in part by Council.
9. By-law 96-²~~12~~ of the Town of Drayton Valley is hereby repealed.


**TOWN OF DRAYTON VALLEY
BY-LAW 99-15
PAGE THREE**

This by-law shall come in force and have effect from and after the date of third reading.

Read a first time this 13 day of October, A.D. 1999




MAYOR



TOWN MANAGER

Read a second time this 13 day of October, A.D. 1999

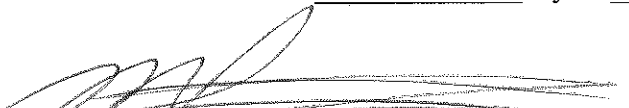


MAYOR

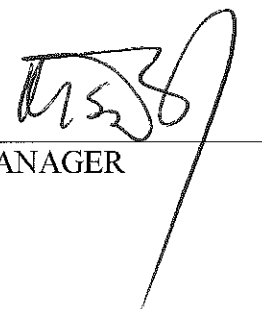


TOWN MANAGER

Read a third time this 13 day of October, A.D. 1999



MAYOR



TOWN MANAGER



DRAYTON VALLEY

'Pulling Together'

BYLAW NO. 2009/02/B

AMENDMENT TO BYLAW 99-15 – TOWN OF DRAYTON VALLEY FOR THE ESTABLISHMENT OF A MUNICIPAL LIBRARY AND LIBRARY BOARD.

Whereas the Council of the Town of Drayton Valley wishes to allow an amendment of the number of Members-at-Large appointed to the Library Board, and

Whereas the Library Board has requested that the required number of Members-at-Large appointed to the Library Board be revised,

Now Therefore, pursuant to Part 17 of the Municipal Government Act, the Council of the Town of Drayton Valley, duly assembled, hereby amends the Town of Drayton Valley Bylaw 99-15, and in particular item,

7. Composition of the Board:

a. The Board shall consist of seven (7) but no less than five (5) members, who shall be appointed by resolution of Council for a three year term. However, Board members appointed from Council may serve a one year term. The Board shall be constituted as follows:


i. Two (2) members, being one each from the Town of Drayton Valley Council and Brazeau County Council

ii. Five (5) or a minimum of Three (3) members from the community-at-Large

THAT Bylaw 2009/02/B may be referred to as the Municipal Library and Library Board Bylaw.


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

Read a first time this 21st day of January, 2009, A. D.


MAYOR



TOWN MANAGER

Read a second time this 21st day of January, 2009, A. D.


MAYOR


TOWN MANAGER

Read a third and final time this 21st day of January, 2009, A. D.


MAYOR


TOWN MANAGER

**BYLAW NO. 2019/15/B****Name of Bylaw: Drayton Valley Municipal Library Board Bylaw**

BEING A BYLAW IN THE TOWN OF DRAYTON VALLEY IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE ESTABLISHMENT OF A MUNICIPAL LIBRARY AND LIBRARY BOARD AND TO SET FORTH THE DUTIES AND RESPONSIBILITIES OF THAT BOARD.

WHEREAS, in accordance with the *Libraries Act*, being Chapter L-11 of the Revised Statutes of Alberta 2000, and amendments thereto, which provides for the establishment by a Municipality of a Municipal Library Board,

AND WHEREAS, the said *Act* governs the provision of library services within a municipality,

NOW THEREFORE, the Council of the Town of Drayton Valley in the Province of Alberta hereby enact as follows:

TITLE

1. This Bylaw may be cited as the “Drayton Valley Municipal Library Board Bylaw” of the Town of Drayton Valley.

PURPOSE

2. There is hereby established, a municipal library for the Town of Drayton Valley.
3. There is hereby established a Library Board, pursuant to the *Act*, which shall be known as the Drayton Valley Municipal Library Board.

DEFINITIONS

4. In this Bylaw, including this section, unless the context otherwise requires:
 - 4.1. *Act* means the *Libraries Act*, Revised Statutes of Alberta 2000, c L-11;
 - 4.2. *Board* means the Drayton Valley Municipal Library Board;
 - 4.3. *Brazeau County* means the municipality incorporated within the Province of Alberta as the County of Brazeau;
 - 4.4. *Brazeau County Council* means the municipal Council for Brazeau County;
 - 4.5. *Library* means Drayton Valley Municipal Library;

- 4.6. *Member(s)-at-large* means residents of the Town of Drayton Valley or Brazeau County who are appointed by Town Council to serve on the Board;
- 4.7. *Town* means the Town of Drayton Valley; and
- 4.8. *Town Council* means the municipal Council for the Town of Drayton Valley.

PURPOSE OF THE BOARD

5. The Board has full management and control of municipal library operations within the Town of Drayton Valley, and shall in accordance with the *Act*, organize, promote, and maintain comprehensive and efficient library services in the municipality and may cooperate with other boards and libraries in the provision of those services.

COMPOSITION OF THE BOARD

6. The Board shall consist of up to ten (10) but no less than five (5) members. The Board shall be constituted as follows:
 - 6.1. Two (2) members, being one each from the Town of Drayton Valley Council and Brazeau County Council; and
 - 6.2. Eight (8) or a minimum of three (3) members from the community-at-large.
7. Council shall appoint two Councillors (one from the Town and one as recommended from Brazeau County), each for a one year term. In the event the Councillors appointed by Council cease to be Councillors, their appointment shall be deemed terminated and Council shall appoint a replacement Councillor for the balance of the term.
8. Board members shall be selected on the basis of an active interest in library board activities and community development as a whole. Board members shall have a long view of the community in terms of social infrastructure.
9. Members of the Board shall be appointed by Town Council.
 - 9.1. Members-at-large shall be appointed by resolution of Council for three (3) year terms, expiring October 31.
 - 9.2. Members from Council shall be appointed for a one (1) year term at the Annual Organizational Meeting of their respective Council.
10. Any Board member who is absent from three (3) consecutive regular meetings, without authorization by a Board Resolution, is deemed to have resigned his seat on the Board.

BOARD PROCEDURES

11. The Board will follow the procedures in Part 5 of the *Act* and may establish such other procedures as authorized by law.
12. The Board shall elect a Chairperson and a Vice Chairperson and the Chairperson shall preside at meetings of the Board, and in the absence of the Chairperson, the Vice-Chairperson, and in the absence of both the Chairperson and the Vice-Chairperson, the meeting may elect a Chairperson from its members. A member of either Municipal Council shall not be elected as Chairperson or Vice-Chairperson.
13. The Board may hold regular monthly meetings, with such meetings to be set by the Board, or special meetings that are required at the call of the Chairperson, but in any event, shall meet at least once every three (3) months.
14. A quorum for regular and special meetings of the Board shall consist of a majority of appointed Board members.
15. The Recording Secretary, as designated by the Library Director, shall prepare an agenda for upcoming meetings of the Board, containing items submitted by the Chairperson or Board members or referred by Council, and shall be circulated three (3) days in advance of the meeting.
16. A minute book shall be kept and minutes of all regular and special meetings shall be recorded therein by the Secretary.
17. The Chairperson and all appointed Board members shall vote on any question, except where authorization to abstain from voting due to conflict of interest has been obtained. In the event of a tie, the motion shall be lost.
18. Meeting procedures shall be conducted in accordance with good meeting practices and disputes resolved in accordance with Robert's Rules of Order.
19. In determining levels of service, setting policy or instituting changes hereto, the Board shall in all instances communicate such intentions to the Council for discussion and recommendation.
20. The Board, on or before October 1 each year, shall prepare a budget and an estimate of the funds required during the next fiscal year to operate and manage the Municipal Library, and submit it to the Chief Administrative Officer of the Town. Such estimate may be approved in whole or in part by Council.

LIMITATIONS

21. Neither the Board, nor any member thereof, shall have the power or authority to pledge the credit of the Town in connection with any matter whatsoever, nor shall the said Board or any member thereof have the power to authorize the expenditure to be charged against the Town or any of its agencies, corporations, managers, or other committees of Town Council.
22. Neither the Board nor any members thereof shall perform activities relating to fund raising or advertising on behalf of the Town, unless such activities have been previously sanctioned by Town Council resolution.

SEVERABILITY

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

AND THAT this Bylaw shall repeal Bylaw No. 99-15, and any amending Bylaws thereto, of the Town of Drayton Valley, and shall come into force and have effect from and after the date of third reading thereof.

Read a first time this _____ day of _____, 2020, A. D.

Read a second time this _____ day of _____, 2020, A. D.

Read a third and final time this _____ day of _____, 2020, A. D.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

TOWN OF DRAYTON VALLEY REQUEST FOR DECISION



SUBJECT:	Town of Drayton Valley Recreation Fee Assistance Program
MEETING:	February 5, 2020 Regular Meeting of Council
PRESENTED BY:	Annette Driessen, General Manager of Community Services

1. PROPOSAL AND BACKGROUND:

In April 2019, Administration prepared the operational parameters for a Recreation Fee Assistance Program. The Recreation Fee Assistance Program is developed to assist low-income Drayton Valley residents with the opportunity to participate in the Town's recreation programs and services.

Modelled after programs offered in other municipalities, the Recreation Fee Assistance Program will address a need that has been identified for several years. During the 2019 budget discussions, Town Council provided direction to Administration to present a proposed outline. The Program outline was presented at the May 1, 2019, Regular Council meeting. However, due to financial circumstances, the Program was not approved.

The Program was identified again for 2020 and funding of \$10,000 for the Recreation Fee Assistance Program was included in Operating Account 1-2-770-69-20 "Grants to Individuals and Organizations" within the approved 2020 Interim Operating Budget.

The Recreation Fee Assistance Program outline is presented to Council for review and decision. Attachments 1 and 2 are Program Guidelines and the Application Form.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

The 2020 Interim Budget allocation is \$10,000 for the Recreation Fee Assistance Program. The 2020 Interim Budget Account 1-2-770-69-20 also includes funds for the Community Events Grant, Youth Arts Heritage and Culture Grant, Roger Coles Memorial Youth Sport Grant, and the Physician Recruitment Initiative.

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	N/A	
Town of Drayton Valley Strategic Plan 2019-2021	Yes	<p>The Town of Drayton Valley Strategic Plan sets out to achieve the following goals:</p> <ul style="list-style-type: none"> Respond to the changing requirements of Drayton Valley by adapting services and programs; and <p>Identify priorities, whether service is acceptable, or change is needed, clarify where resources/effort should be directed.</p>

Other Plans or Policies	Yes	<p>The Community Sustainability Plan and the Social Development Plan through their objectives set out to achieve the following goals:</p> <ul style="list-style-type: none"> • Citizens have access to programs that provide support to overcome barriers, increase employment, reduce poverty, and create opportunities to participate in the community; • Drayton Valley is a vibrant and healthy community for all ages; and Recreational facilities and programs are available and accessible for all.
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4. POTENTIAL MOTIONS:




- A. That Council approve the Town of Drayton Valley Recreation Fee Assistance Program guidelines, application form and funding as presented.
- B. That Council not approve the Town of Drayton Valley Recreation Fee Assistance Program.
- C. That Council direct Administration to _____ after which time Administration will present at a Regular Meeting of Council for Council's consideration.

5. RECOMMENDATION

That Council approve the Town of Drayton Valley Recreation Fee Assistance Program guidelines, application form and funding as presented.

6. ATTACHMENTS:

- 1. DRAFT Recreation Fee Assistance Program Guidelines
- 2. DRAFT Recreation Fee Assistance Program Application Form

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

RECREATION FEE ASSISTANCE PROGRAM

GUIDELINES



The Town of Drayton Valley Recreation Fee Assistance Program is administered by the Community Services Department. It is to provide Drayton Valley residents the opportunity to participate in the Town's recreation programs and activities at a subsidized cost. Confidentiality will be maintained.

To qualify for this program you must:

1. Have proof of being a Town of Drayton Valley resident (utility bill or government issued mail showing name and address)
2. Have proof of qualifying income status:
 - AISH recipients, or
 - Provincial Income Support program recipient, or
 - Refugee Status, or
 - Current EI recipient, or
 - Show gross household income that is below Statistics Canada's Low Income Cut-off (LICO). (See Chart) (For example, if one spouse or equivalent is on EI but the other spouse or equivalent's income is higher than the LICO, OR if the EI and the other's income combined is higher than the LICO, the household does not qualify for subsidy).

If you are not a recipient of any of these programs or benefits, you may still qualify. Please complete a Recreation Fee Assistance Program Application. Forms are available at the following locations:

Town of Drayton Valley Civic Centre

5120-52 Street, Drayton Valley, AB

Phone: 780.514.2200

Omniplex and Total Works Health and Fitness Centre

5737-45 Avenue, Drayton Valley, AB

Phone: 780.514.2234

Park Valley Pool

5030-48 Street, Drayton Valley, AB

Phone: 780.514.2225

Funding is available to a maximum of \$200 for each eligible person per calendar year, while funds are available.

Activities that qualify must:

- Be a Town of Drayton Valley program or activity
- Be a minimum of 4 days/classes in length, be a camp, or be a membership.

This program cannot be used for reimbursable fees (eg. fundraising or uniform expenses), travel to out of town competition, or programs of three days or less.

Please be prepared to bring your most recent Canada Revenue Agency Notice of Assessment, proof of identification, and your current contact information. You may be required to set up an appointment depending on staff availability.

Other Community Recreation Subsidy Options:

1. Kids Sport (5-18years of age)
<http://www.kidsportcanada.ca/alberta/apply-for-assistance/>
2. Canadian Tire Jumpstart (4-18 years of age)
<https://jumpstart.canadiantire.ca/content/microsites/jumpstart/en/apply.html>

Low Income Cut-Offs (LICO)

Number of people in family	Gross Income
1 person	\$25,920
2 persons	\$32,270
3 persons	\$39,672
4 persons	\$48,166
5 persons	\$54,630
6 persons	\$61,612
7 persons	\$68,598

Definition of family: Up to two adults and his/her/their dependent children/youth living in the same residence.

For applications that have been approved, the Town of Drayton Valley will forward the approved funding support directly to the provider of the recreation program or activity. The funding will not be provided directly to the applicant.

The personal information collected during the application process for the Recreation Fee Assistance Program is collected under the authority of Section 33 of the Freedom of Information and Protection Privacy Act, RSA 2000, Chapter F-25, and is used exclusively and expressly for the purpose mentioned above. If you have any questions on disclosure or the use of information, please contact the FOIPP Coordinator at (780)514-2200.

**All completed applications are to be in a sealed envelope and dropped off at the
Town of Drayton Valley Office, located at 5120-52nd Street:**

**Attention: General Manager of Community Services
or**

Mailed To:

**Attention: General Manager of Community Services
Box 6837, Drayton Valley, AB T7A 1A1**

or

Emailed to: community@draytonvalley.ca

RECREATION FEE ASSISTANCE PROGRAM

APPLICATION FORM



Date: _____

PERSONAL INFORMATION - *Primary Applicant*

(Please Print)

Name *(first)* _____ *(last)* _____

Address _____

City _____ Postal Code _____

Phone *(home)* _____ *(work/cell)* _____

Email _____

VERIFICATION OF QUALIFICATIONS

A. I am a resident of the Town of Drayton Valley and have proof:

- Government Issued Letter or Notice
- Current bill from a utility provider showing legal land description
(eg. home phone, gas, cable, water, energy provider)

B. I have provided proof of qualifications: *(applicants must show one of the following to be eligible)*

- I am on AISH - please provide a current Medical Service Card
- I am on Income Support - please provide Direct Deposit Statement
- I am a Refugee - please provide copies of Refugee Protection Claimant document
- I am currently on EI - please provide Direct Deposit Statement
- I have a recent pay stub or Tax Notice of Assessment showing income below the Low Income Cut Offs

The Town of Drayton Valley reserves the right to refuse access to these funds to anyone who provides false information. In the event that any false information is discovered after an application has been approved will result in no further applications from that applicant being accepted.
Please list yourself *(primary applicant)* and any others who will be part of this application:

NAME	BIRTHDATE (dd/mm/yy)	PROGRAM/SERVICE REQUESTED	RELATIONSHIP TO PRIMARY APPLICANT

You may qualify through your current Canada Revenue Agency "Notice of Assessment".

ADULT NAME	RECORD AMOUNT FROM LINE 236 OF NOTICE OF ASSESSMENT
	TOTAL:

Number of people in the household dependent on the income: _____

How did you hear about the RPC Fee Assistance Program?

- Internet
 Brochure
 Facility Staff
 Used the program before
 Word of Mouth
 Referral Agency: _____
 Other: _____

I hereby certify that the information in this application is true, correct and complete in every respect. I have fully disclosed my family's income from all sources. Further, I agree to inform the Community Services Department of changes in the information given. I understand that failure to do so could result in loss of this and future subsidy. I understand that this application is valid for the current year and future subsidy requests will require a re-application. The Town of Drayton Valley may verify any information on this application.

Date: _____

Name (print) _____ Signature: _____

The personal information collected during the application process for the Recreation Fee Assistance Program is collected under the authority of Section 33 of the Freedom of Information and Protection Privacy Act, RSA 2000, Chapter F-25, and is used exclusively and expressly for the purpose mentioned above. If you have any questions on disclosure or the use of information, please contact the FOIPP Coordinator at (780)514-2200.

**All completed applications are to be in a sealed envelope and dropped off at the
Town of Drayton Valley Office, located at 5120-52nd Street:**

Attention: General Manager of Community Services

or

Mailed To:

Attention: General Manager of Community Services

Box 6837, Drayton Valley, AB T7A 1A1

or

Emailed to: community@draytonvalley.ca

For Office Use Only:

Not Approved

Approved

Notice of Assessment copied and sent to Treasury

Date: _____

Staff Name (print) _____ Signature: _____

TOWN OF DRAYTON VALLEY REQUEST FOR DECISION

DRAYTON VALLEY



SUBJECT:	Community Grants, First Quarter Allocation
MEETING:	February 5, 2020 Regular Meeting of Council
PRESENTED BY:	Annette Driessen General Manager of Community Services

1. PROPOSAL AND BACKGROUND:

Community Events Grant

The Town of Drayton Valley recognizes there are non-profit organizations that host community events to raise funds or require donations for worthwhile projects, programs, or services. In an effort to support these organizations, the Town may provide grants to assist with the hosting of community events and initiatives. Funding applications are to be reviewed on a quarterly basis. The first quarter deadline was January 2, 2020.

A total of three (3) eligible applications under Council's purview were received for the Community Events Grant first quarter.

Organization	Event	Date(s)	Request
Drayton Valley Legacy Wrestling Club	Elementary Tournament	January 25, 2020	\$2,000
River Valley Players Association	MAMMA MIA! the musical	May 7, 8 & 9 and 21, 22 & 23, 2020	\$3,500
Rotary Club of Drayton Valley	9 th Annual Black & White Ladies Diamond Gala	March 7, 2020	\$1,500

One (1) eligible application under the purview of Town Administration was also received for this quarter. Town Administration awarded one (1) grant.

Organization	Event	Date(s)	Awarded
2020 Alberta Fire Fighters Curling Association	2020 Alberta Fire Fighters Curling Association Championship	January 29 to February 1, 2020	\$1,000

Following the awarding of one (1) grant for the applications under the purview of Town Administration, there is a total of \$4,000 remaining in the first quarter allocation of the Community Events Grant for the three (3) applications under Council's purview.

The three (3) eligible applications are being submitted for Council consideration.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

The Town identifies in its yearly administration budget a set amount of funding available for grants. The Community Events Grant was allocated \$20,000 for the 2020 Interim Budget, which is \$5,000 per quarter.

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	N/A	
Town of Drayton Valley Strategic Plan 2019-2021	N/A	
Other Plans or Policies	Yes	<p>The Community Sustainability Plan, through its objectives, sets out to achieve the following goals:</p> <ul style="list-style-type: none"> • diversity is embraced and all residents are welcomed and involved, and participate in community activities; • arts are celebrated and opportunities to get involved are available for all ages; • Drayton Valley is host to a diversity of talent and creativity; and • all levels of public engagement within Drayton Valley are high. <p>The Community Events Grant helps organizations and individuals achieve some of the community goals set out in the Social Development Plan, Community Sustainability Plan, and all applications are reviewed under the guidelines contained within Policy No. A-01-01 Support Grants for Community Events.</p> <p>The Social Development Plan, through its objectives, sets out to:</p> <ul style="list-style-type: none"> • support individual abilities by encouraging citizen engagement; • use the power of local organizations, including service clubs and private enterprises; • make the most of non-traditional assets such as parks, green spaces, and community pride; • build resilience in the community; and • improve the community's quality of life.

4. POTENTIAL MOTIONS:

OPTIONS FOR THE APPLICATION FROM THE DRAYTON VALLEY LEGACY WRESTLING CLUB:

- 1) That Council award the Drayton Valley Legacy Wrestling Club \$ _____ from the Community Events Grant to help cover costs associated with purchasing two electronic scoreboards for the Elementary Tournament - January 25, 2020.

- 2) That Council decline the funding request from the Drayton Valley Legacy Wrestling Club to help cover costs associated with purchasing two electronic scoreboards for the Elementary Tournament - January 25, 2020.

OPTIONS FOR THE APPLICATION FROM THE RIVER VALLEY PLAYERS ASSOCIATION:

- 1) That Council award the River Valley Players Association \$ _____ from the Community Events Grant to help cover costs associated with hosting MAMMA MIA! the musical - May 7,8 & 9 and 21, 22 & 23, 2020.
- 2) That Council decline the funding request from the River Valley Players Association to help cover costs associated with hosting MAMMA MIA! the musical - May 7,8 & 9 and 21, 22 & 23, 2020.
- 3) That Council defer the funding request from the River Valley Players Association to the 2020 Community Events Grants second quarter.

OPTIONS FOR THE APPLICATION FROM THE ROTARY CLUB OF DRAYTON VALLEY:

- 1) That Council award the Rotary Club of Drayton Valley \$ _____ from the Community Events Grant to sponsor a "Diamond" or "Gold" table at the 9th Annual Black & White Ladies Diamond Gala - March 7, 2020.
- 2) That Council decline the funding request from the Rotary Club of Drayton Valley to sponsor a "Diamond" or "Gold" table at the 9th Annual Black & White Ladies Diamond Gala - March 7, 2020.

5. RECOMMENDATION

6. ATTACHMENTS:

1. First Quarter Grant Applications

REPORT PREPARED BY:	<i>Cora Appley</i>	REVIEWED BY:	<i>[Signature]</i>
APPROVED BY:	<i>[Signature]</i>		



TOWN OF DRAYTON VALLEY

COMMUNITY EVENT GRANT CHECKLIST

OFFICE USE ONLY

Name of Applicant: Drayton Valley Legacy Wrestling Club

Name of Event: Elementary Tournament - January 25, 2020

CRITERIA	
Policy Requirements:	Notes:
application (complete, signed and accompanied by supporting documents) received by deadline	Yes
benefit the community as a whole or a specific major group within the community	Benefits the community as a whole and wrestling community.
not duplicate past or present local services (unless a need can be demonstrated)	Does not duplicate an existing event.
provide equal access to the service without discrimination	Yes, it is open to the general public to purchase tickets and attend the event.
not already receiving direct or indirect support from the Town for the stated service	No other direct support provided by Town.
address an identified need in the community or contribute to the common good of the community	Diverse opportunities for participation in recreation and sport
recognize the Town's contribution to the event or service sponsored	Sponsor Logos will be displayed at the event and recognition and thanks will also be given at the event.
other revenue sources have been sought or obtained	Seeking funds from various corporate sponsors and Brazeau County, nothing confirmed.

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

Comments:

Requesting \$2,000 to help cover the costs associated with purchasing two electronic scoreboards for the event.

Recommendation to Council:

For Council Consideration.

REQU/RECEIVED
03 -12- 2019

DRAYTON VALLEY



**TOWN OF DRAYTON VALLEY
COMMUNITY EVENT GRANT
APPLICATION FORM**

Date: December 2, 2019 Event Date: January 25, 2019

Organization Name: Drayton Valley Legacy Wrestling Club

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

Contact Name: Rob Perry Title: Coach

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

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

Ema _____ Telephone: _____

ORGANIZATION MANDATE

Description of the organization's mandate:

Train youth in the sport of wrestling in the most financially affordable way. Junior and Senior wrestlers practice twice a week with training now offered year round. The Club has been able to purchase some equipment such as wrestling mats, but many more items are required to improve the training program.
The Club's Corporate Access No. 5021932685.

STATED SERVICE

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

On January 25, 2020, the Legacy Wrestling Club has been selected to host an Elementary Tournament. This event expects to draw up to 250 athletes from the surrounding area. The age range is from 5 to 12 years old. The event will be held at FMHS.

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

The Club has grown from just two wrestlers seven years ago to over 30 youth training and participating this year. New coaches have trained and have received coaching certification as well. The tournament will allow some of the club members to participate in a tournament without having to travel and perform in front of a home crowd. The event will also showcase the sport of wrestling in Drayton Valley and can help to grow the sport.

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

The wrestling club offers a year round physical activity for youth at an affordable price. The ability to participate in the club improves health and wellness of youth, teaches responsibility, team work, and respect.
The traveling athletes will get to experience Drayton Valley and will be patrons of the local businesses.

SPONSORSHIP REQUEST

Reason for request from the Town:

The Legacy Wrestling Club is an up and coming club with a need for support from our local government to continue to grow and offer more opportunities for youth in our community.

Nature of the request and/or amount requested:

There are many pieces of equipment required to host this event. While some items may be borrowed from other clubs, the Legacy Club would prefer to own our own equipment in order to host future events. While any amount of money is greatly appreciated, the Club is asking the Town for \$2000 to purchase 2 electronic scoreboards.

Please attach:

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

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

How will sponsoring organizations be recognized?

Sponsors will have their logo posted and thanked at the event.

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

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

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

Applicant's Signature: _____

Date: Dec 2, 2019

MAIL TO:

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

DELIVER TO:

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

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) STATEMENT

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

Budget for Elementary Tournament	
Revenue	
Entry Fees	\$ 5,000.00
Sponsorship/Donations	\$ 5,000.00
	\$ 10,000.00
Expenses	
Wrestling Mat Tape	\$ 1,500.00
Perimeter Mats	\$ 2,500.00
Electronic Scoreboards	\$ 2,000.00
Flip Scoreboards	\$ 1,500.00
First Aid Kit	\$ 500.00
Medals/prizes	\$ 1,250.00
Coaches Room Hospitality	\$ 750.00
	\$ 10,000.00

List of Organizations contacted, or being contacted.

Tidewater, RPM, DV Home Hardware, HydroVac Oil Field, TransAlta, CEG (cream Compression), Weyerhaeuser, Fountain Tire, Keyere Energy, Stetson Motors, Secure Energy, Drayton Auto Body, Valley Fleet, HUB Insurance, Kinsman, All Choice Rentals, DV Rentals, Brazee County, 100 women that Care, Town of DV.



TOWN OF DRAYTON VALLEY

COMMUNITY EVENT GRANT CHECKLIST

OFFICE USE ONLY

Name of Applicant: River Valley Players Association

Name of Event: MAMMA MIA! the musical - May 7, 8 & 9 and 21,22 & 23, 2020

CRITERIA	
Policy Requirements:	Notes:
application (complete, signed and accompanied by supporting documents) received by deadline	Yes
benefit the community as a whole or a specific major group within the community	Benefits the community as a whole and the production/acting group.
not duplicate past or present local services (unless a need can be demonstrated)	Does not duplicate an existing event.
provide equal access to the service without discrimination	Yes, it is open to the general public to purchase tickets and attend the event.
not already receiving direct or indirect support from the Town for the stated service	No other direct support provided by Town.
address an identified need in the community or contribute to the common good of the community	Contributes to the community both culturally and artistically.
recognize the Town's contribution to the event or service sponsored	Outside advertising sources, and verbal appreciation and on the playbill at the shows.
other revenue sources have been sought or obtained	Seeking funds from corporate sponsors, nothing confirmed. Also applying to Brazeau County.

Additional Information	Notes:
Has the Town directly sponsored this event before?	2016 - \$775 - Drama Camp, 2017 - \$724 - Drama Camp and 2017 - \$704 - Theatre Training Program
Does the organization work to achieve some of the community goals set out in statutory plans (Social Development Plan, Community Sustainability Plan, etc.)?	Meets the Social Development Plan goal of increasing awareness of arts, culture and heritage.

Comments:

Requesting \$3,500 to help cover the costs associated with hosting the event.

Recommendation to Council:

For Council Consideration.



**TOWN OF DRAYTON VALLEY
COMMUNITY EVENT GRANT
APPLICATION FORM**

Date: November 19, 2019 Event Date: May 7, 8, 9, 21, 22, 23, 2020

Organization Name: River Valley Players Association

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

Mailing Address: _____

Contact Name: Jacqueline Young Title: Treasurer

FOIP Act; RSA 2000; Chapter F-25; sect

Email: rivervalleyplayers@outlook.com Telephone: _____

ORGANIZATION MANDATE

Description of the organization's mandate:

River Valley Players Association (RVP) was established in 2008 and received its society status in 2012. The organization's mandate is to provide youth and adults living in Drayton Valley and the Brazeau County area an opportunity to explore theatre arts. The organization and its members volunteer for many community events such as the Santa's Workshop and the Women in Business Conference. In addition we host our own community events, such as the annual Zombie Run and the One Act Festival.

STATED SERVICE

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

Main Stage Musical Production of MAMMA MIA! the musical, Music and Lyrics by Benny Andersson and Bjorn Ulvaeus. The performances will be held at the Eleanor Pickup Arts Centre (5144 51 Street Drayton Valley) on the evenings of May 7, 8, 9, 21, 22, 23 of 2020 at 7:30pm.

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

1200 Community members, Miss Joanne's School of Dance, Rebecca Elliott's Music Studio, and the Eleanor Pickup Arts Centre.

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

The potential 1200 Community members will benefit through audience participation and volunteer participation, such as our cast members, backstage hands, light and sound technicians. Miss Joanne Nelson from Miss Joanne's School of Dance is co-director and choreographer, Rebecca Elliott from Rebecca Elliott's Music Studio is Music Director. Both ladies will generate more interest in the arts in Drayton Valley. The Eleanor Pickup Arts Centre will benefit through the venue rental and bar sales on the performance days.

SPONSORSHIP REQUEST

Reason for request from the Town:

There are many elements to bringing a musical production to the stage. Some of the costs involved, but are not limited to, production royalties, venue and libretto rental, advertising and set construction.

Nature of the request and/or amount requested:

We are requesting help to fund a portion of this production. River Valley Players Association is requesting \$3500.

Please attach:

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

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

How will sponsoring organizations be recognized?

On the Playbill, all advertising, and verbal appreciation at the closing show.

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

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

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

Applicant's Signature: _____

Date: Nov 19, 2019

MAIL TO:

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

DELIVER TO:

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

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) STATEMENT

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



MAMMA MIA! THE MUSICAL 2019/2020 Budget Notes

Expenditures

Description	Proposed	Actual
Licensing	\$ 8,000.00	
Script Rental	\$ 1,300.00	
Venue Rental	\$ 800.00	
<i>(Auditions & Rehearsals)</i>		
Venue Rental	\$ 1,500.00	
<i>(Performance only)</i>		
Advertising	\$ 2,000.00	
Tickets	\$ 300.00	
Programs	\$ 450.00	
Set	\$ 2,000.00	
Props	\$ 200.00	
Costumes	\$ 500.00	
Return Postage	\$ 150.00	
Unforeseen Expenses	\$ 1,500.00	
TOTAL	\$ 18,700.00	
<u>Anticipated Revenue</u>		
Ticket Sales	\$ 13,000.00	



MAMMA MIA! the Musical 2020 Production

List of Potential Sponsorship Organizations offering Community Grants

- Weyerhaeuser
- Drayton Valley Community Foundation
- Drayton Valley Hospitality and Tourism Authority
- Brazeau County
- Pembina Pipeline
- Atco Gas
- Community Initiatives Program



TOWN OF DRAYTON VALLEY

COMMUNITY EVENT GRANT CHECKLIST

OFFICE USE ONLY

Name of Applicant: Rotary Club of Drayton Valley

Name of Event: 9th Annual Black & White Ladies Diamond Gala - March 7, 2020

CRITERIA	
Policy Requirements:	Notes:
application (complete, signed and accompanied by supporting documents) received by deadline	Yes
benefit the community as a whole or a specific major group within the community	Several local beneficiaries are noted.
not duplicate past or present local services (unless a need can be demonstrated)	Does not duplicate another event.
provide equal access to the service without discrimination	Open to the public, although the event is marketed as a Ladies Gala.
not already be receiving direct or indirect support from the Town for the stated service	No direct support provided to the Club
address an identified need in the community or contribute to the common good of the community	Beneficiaries are local organizations that cater to a variety of community needs.
recognize the Town's contribution to the event or service sponsored	Powerpoint Presentation at the Event, Local Newspaper Ad, Social Media and Special Placards for specific items.
other revenue sources have been sought or obtained	Several Target Contributors identified.

Additional Information	Notes:
Has the Town directly sponsored this event before?	Yes - \$150 & \$594(in-kind) in 2015 - \$500 in 2016 - \$500 in 2017 Declined - \$1,200 in 2018 - \$1,500 in 2019
Does the organization work to achieve some of the community goals set out in statutory plans (Social Development Plan, Community Sustainability Plan, etc.)?	Broadly meets goals in the Community Sustainability Plan and Social Development Plan for events in support of numerous community initiatives.

Comments:

Requesting up to \$1,500 to sponsor a "Diamond" or "Gold" table.

Recommendation to Council:

For consideration by Council.



TOWN OF DRAYTON VALLEY

COMMUNITY EVENT GRANT APPLICATION FORM

Date: November 27, 2019 Event Date: March 7, 2020

Organization Name: Rotary Club of Drayton Valley

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

Mailing Address: _____

Contact Name: Donna Palmer Title: Diamond Gala Fundraising Chair

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

FOIP Act; RSA 2000; Chapter F-25; section

Email: _____ Telephone: _____

ORGANIZATION MANDATE

Description of the organization's mandate:

THE ROTARY CLUB OF DRAYTON VALLEY IS MOTIVATED TO ENCOURAGE, PROMOTE, SUPPORT AND BUILD ONGOING AND NEW INITIATIVES TO INSTILL POSITIVE LASTING CHANGE IN OUR COMMUNITY.

STATED SERVICE

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

9th Annual Black & White Ladies Diamond Gala
Saturday, March 7, 2020 - MacKenzie Conference Centre - 5:30 p.m.
 The Black & White Ladies Diamond Gala is a unique, glamorous, social party for Ladies only. Activities include a Champagne Welcome, Raffles, Draws, Silent and Live Auctions, Bar Service, Hors d' Oeuvres, Exceptional Dining, Decedent Desserts, Photo Booth, Entertainment and Dancing. Personal Care and Service is provided by more than 70 volunteers. Evening Lunch and Drive Home Serv are also available.

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

Our benefactors are as follows: Rotary House (providing multiple service organizations), DVHCC Helipad Contribution, Rotary Trails, Pembina Nordic Centre, Rotary Park, High School Scholarships, Nutrition Programs in local Schools, Youth Exchange, Interact, RYLA, RYPEN, Rotary Adventure in Citizenship, Paul Harris Awards, Brighter Futures/Family Resources, DV Outreach School, DV Performing Arts Festival, Rotary Branch Library, EPAC, Rotary Community BBQ's, Healthy Communities Coalition Community Dinners, and DV Warming Hearts. Rotary strives to meet the needs of the community!

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

Charitable contributions and community support have numerous benefits, the most obvious is making a better community. Unity, cooperation, convergence, abundance, accomplishment, development, enhancement, enrichment, just to name a few! Giving back to the community is the responsibility of everyone that live and work here and Rotary works hard to lead the way, helping to initiate change. Over the past years our drive and motivation has made a dramatic impact in Drayton Valley touching the lives of so many and on so many levels making our town a better place to live.

SPONSORSHIP REQUEST

Reason for request from the Town:

Rotary shares in the same principles and values as the Town of Drayton Valley. We both work hard to achieve and maintain a strong, viable and safe community. We want to improve and develop services, organizations, environments and leaders to enhance the lives of everyone who lives, works, goes to school, retires and visits our town. Considering the present economic down turn we are even more determined to lift the lives of our citizens more now than ever. We have enjoyed a great collaboration in past years and hope to continue so that we can meet our new and ongoing community project goals.

Nature of the request and/or amount requested:

Rotary is requesting that the Town of Drayton Valley contributes \$1,500 to sponsor the "Diamond" or "Gold" tables.

Please attach:

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

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

How will sponsoring organizations be recognized?

Sponsors are recognized in a beautiful Power Point presentation that runs on all three screens in the MacKenzie Centre during the entire night of the event. Special placards are done up for our sponsors that contribute to specific areas including the Diamond and Gold tables, the Diamond Ring Giveaway, Champagne Welcome and Live Auction gifts as well as being recognized on the Silent Auction bid sheet. Following the event an ad is placed in the Western Review and Rotary members hand deliver Thank You cards. The Rotary Club also has a Facebook page where sponsors are recognized.

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

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

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

Applicant's Signature: _____

Date: Nov 27 / 2019

MAIL TO:

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

DELIVER TO:

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

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) STATEMENT

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

March 2, 2019

ROTARY CLUB OF DRAYTON VALLEY - BLACK & WHITE DIAMOND GALA

Current YearCurrent Year

<u>Item</u>	<u>2019 Actual</u>	<u>2020 Budget</u>
REVENUE:		
EVENT:		
Ticket Sales: (306 X \$125)	37,750.00	38,250.00
Bar Revenue:	9,400.00	9,000.00
Cash Donations:	6,311.50	6,500.00
Photo Revenue (On The Spot Photography):	1,170.00	1,200.00
	<u>54,631.50</u>	<u>54,950.00</u>
Sponsorship		
Diamond Ring (Drayton Valley Toyota)	1,000.00	1,000.00
Diamond Table (TD Bank)	1,000.00	1,000.00
Gold Table (Brazeau County)	1,000.00	1,000.00
Champagne Welcome (Serenity Funeral Service)	500.00	500.00
	<u>3,500.00</u>	<u>3,500.00</u>
Facility & Event Sub Total:	<u>58,131.50</u>	<u>58,450.00</u>
Raffles:		
Diamond Table (300 Tickets @ \$20)	4,600.00	6,000.00
Dine in/Dine Out (125 Tickets @ \$20)	1,900.00	2,500.00
Tipsy Turtle (125 Tickets @ \$20)	2,500.00	2,500.00
Cold Hard Cash (125 Tickets @ \$40)	4,280.00	5,000.00
Hockey Night (125 Tickets @ \$20)	1,940.00	2,500.00
Rush Raffle #1 (75 Tickets @ \$20)	1,560.00	1,500.00
Rush Raffle #2 (75 Tickets @ \$20)	1,490.00	1,500.00
Raffles Sub Total:	<u>18,270.00</u>	<u>21,500.00</u>
Auctions:		
Silent Auction	9,653.00	10,000.00
Backyard BBQ	4,000.00	4,000.00
Van Isle Package for 4	2,000.00	2,000.00
Party of "Fore" Golf Tour	1,000.00	2,000.00
Flying High Adventure	1,750.00	2,000.00
Gold Table Auction (2020)	4,500.00	4,500.00
Auctions Subtotal:	<u>22,903.00</u>	<u>24,500.00</u>
TOTAL REVENUE:	<u>99,304.50</u>	<u>104,450.00</u>

<u>Item</u>	<u>2019 Actual</u>	<u>2020 Budget</u>
EXPENSES:		
Facility:		
Hall Rental, Bar Rental (Approx)	2,858.02	3,000.00
Miscellaneous Extras (Pizza for Volunteers - Mar 1)	256.83	250.00
	<u>3,114.85</u>	<u>3,250.00</u>
Entertainment:		
Band (5 on the Side)	3,600.00	3,600.00
MC and End of Night Finance (Robert & Carol Lind)	2,000.00	2,000.00
	<u>5,600.00</u>	<u>5,600.00</u>
Food & Bar:		
Food (White Bull)	16,707.60	16,700.00
Liquor License	223.09	225.00
Bar Supplies (alcohol, mix, etc) - Mixers	4,475.50	4,500.00
	<u>21,406.19</u>	<u>21,425.00</u>
Decorations :		
General Decorating (Flower Farm)	6,932.52	6,590.30
Decorations - Misc (Buffet costs, Etc.)	235.75	190.60
Centerpieces	450.89	-
	<u>7,619.16</u>	<u>6,780.90</u>
Advertising:		
Printing Costs / Office	466.55	450.00
Misc (recycling bags/Extra Ink/Adapter)	162.55	175.00
Radio/Newspaper/Posters (Thankyou Ad)	324.45	350.00
	<u>953.55</u>	<u>975.00</u>
Support Services:		
Donation to Cadets	500.00	500.00
Taxi Service / Drive Home Service (Masons)	500.00	500.00
	<u>1,000.00</u>	<u>1,000.00</u>
Facility & Event Sub Total:	<u>39,693.75</u>	<u>39,030.90</u>
Raffles:		
Diamond Table (Decorations & Gifts)	1,365.55	1,200.00
Cold, Hard Cash	1,500.00	1,500.00
Raffles (Top Hats, Trinkets, Items purchased)	2,111.88	2,000.00
Raffles Sub Total:	<u>4,977.43</u>	<u>4,700.00</u>
Auctions / Prizes		
(Diamond Ring giveaway & appraisal)	1,017.53	1,000.00
Silent Auction Decorations & extra Purchases	1,276.69	1,200.00
Backyard BBQ expenses (estimated)	1,200.00	1,200.00
Live Auction (Trinkets, Items Purchased)	<u>1,956.30</u>	<u>2,000.00</u>
Gold Table (Decorations & Gifts)	1,103.66	1,200.00
Auctions Subtotal:	<u>6,554.18</u>	<u>6,600.00</u>
TOTAL EXPENSES:	<u>51,225.36</u>	<u>50,330.90</u>
NET PROFIT	<u>48,079.14</u>	<u>54,119.10</u>



THE ROTARY CLUB OF DRAYTON VALLEY

8th ANNUAL BLACK & WHITE LADIES DIAMOND GALA

THANK YOU TO ALL OUR SPONSORS / THANK YOU TO ALL WHO ATTEND

4 the Love of Nails	Drayton Valley Storage	La Ronde Restaurant [Edmonton]	Rosalie Hamilton
Affinity Yoga	Drayton's Restaurant	LaForest Chiropractic	Rusty's Canadian Grille
Air Adventure Flight School	Dunn-Right Communications	Lamb's Trucking	Safari Hair Design & Tanning
Alex & Gayleen Blais	DV Bakery & Café	Laurie Lainchbury [Edward Jones]	Sandman Signature Hotel [Edm South]
All Choice Rentals	DV Community Foundation	L.I.F.E Weight Loss Centre	Scotty's Esso
Allied Business Solutions	DV Eye Care	Liquor on 16	Solo Liquor
Anytime Fitness	DV Family Dental	M&M Food Market	Stella & Dot [Rachelle MacKinnon]
Apex Monarch Supply	DV Max Center	Malcolm Meditation & Massage	Stetson Motors
Appara Shoes	ECO Café [Pigeon Lk]	Mark Smith MLA	Stitches & Dreams
ARC Resources	EightyEight Clothing Co	Measurement Inc	Styled & Inspired Homestaging & Design [Nicole Nadeau]
Ashling Murphy	Elite Automation & Technical Svc	Melanie Eckel Photography	Subway [North Side]
ATB Financial	Elite Thermo-Graphic Inspections	Mitch's Family Restaurant	Sundance Balloons
B&B Liquor	EPAC	Mixer's Liquor	Sunkissed Laser & Spa
Backstreet Gifts & Antiques [Pigeon Lk]	EPIC Resources [Astrid Mitchell]	Mojilife [Shauna Swap]	Super 8 Drayton Valley
Barefoot Creations [Jenn Garreck]	Essentials Spa & Wellness [Pigeon Lk]	Monica Samis	Super 8 Fort Nelson
BD Lock & Key	Ferrey Group Holdings	Morning Glory Guest Hse [Parksville,BC]	Super 8 Slave Lake
Beer Locker	Fifth Ave/Juice Plus [Kimberly Bartek]	Mr Mike's Steakhouse	Super 8 Whitecourt
Best Western Grande Prairie	Fine-Line Signs	Mulligan Family	T Bones Specialty Foods
Beyond Beauty Salon & Spa	Fix It Naturally	Na*ked HBP [Victoria Wilk]	Taylor Kulbisky
Black Bull Golf Resort	Flooring Canada	Nature's Garden	The Brick
Black Cat Liquor	Foundation Dodge Drayton Valley	Nelson Bros Trucking	The Car Washing Co
Bob Dale Oilfield Services	Fountain Tire	Nicole Kerby	The Co-operators
Boston Pizza	Gamma IT Solutions	On The Spot Photography	The Dusty Sparrow [Rebecca Schadeck]
Brandette Well Servicing	Georgia's Liquor	Oil Country Taphouse	The Flower Farm
Brenda Christie	Getzinger's Autobody	One Therapy for Body, Mind & Spirit	The Karma Kollection
Brewster's Brew Co [Century Park]	Glitter & Bling Nailz	Organic Solutions [Rickie Bazar]	The White Bull Café
Brite Smiles Hygiene Care	Go West Wireless	Oriental Express	TLC Pet Grooming
Bumper to Bumper	Goldie's Chicken Plus Pizza	Panago Pizza	Total Works Health & Fitness
Cardium Theatre	Hair Hut	Paradise Trucking	Trestle Creek Golf Resort
Carlson Roberts Seely	Holiday Inn & Suites Grande Prairie	Park Valley Pool	Tri Electric
Century 21	Home Hardware	Parkway Enterprises	Tyviera Hair Salon
Chantelle Martin	HUB International	Petro Canada [North Side]	Val Thesen
Chateau Lacombe - Edmonton	I am Empowered Conference	Pineridge Golf Resort	Valley House of Flowers
Christine Willoughby	IGA Drayton Valley	Prestigious Imagineering [Jesse Towne]	Valley Mist Health
Cobblestone	Indigo Petz	Prism Storage	Value Drug Mart
Corner Cuts	Ink Pot Press	Purely Hygiene	Village Emporium [Pigeon Lk]
Cougar Creek Golf Resort	Intensity Energy	Quality Inn Grande Prairie	Virginia Vickrey [Seacret]
Country Haven Kennels	Intercon Messaging	RBC Royal Bank	Warehouse One
Daisy McBean's [Pigeon Lk]	James Kelly	Reid Law	Winder Family
Days Inn Whitecourt	Jocelyn's Your Independent Grocer	Rexall Pharmacy	Wingate by Wyndham Edmonton
Distribution NOW	Judy Ferrey	River Rock Grill	Yng Living Essential Oils [Melissa Keller]
DQ	Julie's Windows, Kitch, Bed & Bath	Roaming Lens Photo [Michael Patterson]	You've Been Tipped
Drayton Sand & Gravel	Kelvin's Car Care	Rocky Rapids Store	Your Choice Embroidery
Drayton Valley Golf Club	Khal's Steakhouse & Lounge	Roger & Donna Palmer	Yozakura Japanese Restaurant
	Klyne's Events		

Diamond Table Sponsor - TD BANK GROUP

Gold Table Sponsor - BRAZEAU COUNTY

Champagne Welcome - SERENITY FUNERAL SERVICE

Chocolate Dipped Strawberries - BEEHIVE SUPPORT SERVICES

Diamond Sponsor - WEYERHAEUSER

Diamond Ring Sponsor - DRAYTON VALLEY TOYOTA

The Rotary Club of Drayton Valley

Requests the pleasure of your company at our

9th Annual

Black & White Ladies Diamond Gala

Saturday, March 7th, 2020

MacKenzie Conference Centre

5745 45th Avenue

Champagne Welcome 5:30 p.m. (Dinner and Revelry to Follow)

The purchase of your ticket entitles you to a chance to win our Beautiful Diamond Ring giveaway valued at \$4,000! You must be present to win! Included in the evening's festivities will be a Silent Auction, Live Auction, Raffles, Fine Dining, and Entertainment provided by Edmonton's Premier Party Band, 5 On The Side! We look forward to celebrating our 9th Annual Charity Event with you!
Black & White Formal Attire.

This year our theme is "An Evening at Tiffany's"

This is a *Ladies Only* event that you don't want to miss! Tickets are \$130.00 per person seated at tables of Eight (8). Tickets are on sale **Friday, November 15, 2019**. **Book Early as space is limited!** The Diamond Table Raffle Tickets and event *TABS are available prior to the Gala.

Reservations must be made at TD Canada Trust, 780-621-2660.

A Reservation cannot be held without payment as demand for tickets is high.

Please make your cheque payable to **The Rotary Club of Drayton Valley**.

*An event TAB is your personal card which includes a number to identify you. It eliminates having to make individual transactions at the bar, silent auction table, live auction, raffles and so on so that you don't have to go through the payment process until the end of the night when your bill is conveniently totalled for you.



For further information please contact Judy Ferrey at (780)542-1499 or judy.ferrey@gmail.com

9th Annual Black & White Ladies Diamond Gala

*Saturday, March 7th, 2020
MacKenzie Conference Centre*

Our Gala Committee is excited to be starting plans for the 2020 Black & White Ladies Diamond Gala. Our ninth year! We are once again looking for support from our generous neighbours, friends, colleagues and businesses!

We are proud of what we have achieved over the past eight years and are very aware that the success of this Event is due to the support of the ladies who have attended every year and the incredible collaboration we have formed with individuals and local businesses. Thanks to people like you we can continue to bring a unique event to Drayton Valley which in turn makes a significant impact in our community. Thank you Drayton Valley, Pigeon Lake, Seba Beach, Entwistle, Parksville and Kelowna, BC and the city of Edmonton! We couldn't do it without you!

The directive of the Rotary Club of Drayton Valley is to enhance and improve the lifestyle of all the citizens that reside in our community and who visit us by creating lasting change. Through collective leadership and expertise we look for opportunities to improve our community today and invest in the next generation for tomorrow! From Community Programs and Projects, Youth Programs, New Legacy Projects and International Projects which include the International Polio Plus Campaign, Rotary is always hard at work in Drayton Valley.

By purchasing tickets, donating cash, raffle items, silent auction or live auction items or by sponsoring the Diamond and Gold Tables, you are contributing to the success of the Rotary Club's Black & White Ladies Diamond Gala and in turn helping us to achieve our commitments to our community and our neighboring communities!

Thank you in advance!!

For further information and to make a donation please contact Donna Palmer, (780)621-6959.

Yours Sincerely,

*Donna Palmer – Fundraising Chair
Black & White Ladies Diamond Gala*

*After receiving the Rotary Paul Harris Award for outstanding citizenship one of our very deserving recipients said these words:
"I will always have a special place in my heart for Drayton Valley. This is where I built my company and raised my family. It is my honour and my privilege to give back."*

The Rotary Club of Drayton Valley
PO Box 5126
Drayton Valley, AB T7A 1R3

November 2019



9th Annual Black & White Ladies Diamond Gala

Your invitation letter to Rotary's Black & White Ladies Diamond Gala has been included with this overview. We hope that you are able to support our fundraiser helping us with our goal of creating positive lasting change in our community and around the world. The following is a short summary of what the Gala is all about and who our benefactors are.

On **Saturday, March 7th, 2020**, The Rotary Club of Drayton Valley is hosting our **9th Annual Black & White Ladies Diamond Gala**. We have had tremendous response from the community selling out within the first week of ticket sales. Eight years consecutively! Total Tables for purchase are 38 Tables of Eight.

The Black & White Diamond Gala is a glamorous, festive, social party for Ladies only. This year we are welcoming our guests with **Champagne and Chocolate Dipped Strawberries** in the **beautifully decorated** Curling Rink Lounge before opening the doors into the event room which will be embellished in such a way that no other community event has matched! The atmosphere is breathtaking with tables set and **Hors d'oeuvres served**. The **"Diamond" Table** raffle draw commences immediately with much excitement. No worries, if they miss the opportunity to win the Diamond Table, the Ladies have a chance to win the equally inviting **"Gold" Table** for next year's Gala in 2021 by Live Auction! The room is adorned with special **Raffle displays** as well as **Rush Raffle** draws. Guests have the chance to win **incredible gifts!!!** Each year is better than the last! The **Bar is open** followed by **"Fine Dining"** including **served Desserts**. A carefully planned schedule of **Draws and Live Auctions** occur throughout the evening as well as a unique **Silent Auction** with items to entice the lady shoppers. Our **Photo Booth** offers an entertaining experience providing our guests with special memories. We are so pleased to welcome back the Ladies favourite entertainers, Edmonton's Premier Party Band, **"Five On The Side"**, to keep our guests dancing the night away. Great food continues as a tasty midnight snack is planned and at evenings end, the coupe de grâce, our **"Diamond Ring Giveaway"**! This year our beautiful ring is valued at \$4,000! **Every guest is eligible to win** simply by being there!

The Gala is Rotary's only major fundraiser for the year. The Rotary Club of Drayton Valley relies on support from our neighbors, friends, community and local businesses especially during this ongoing economic challenge. Some of our benefactors are as follows:

Community Programs and Projects

- Rotary House (Multiple Service Organizations)
- Rotary Community BBQ's
- Rotary Trails
- Rotary Park
- Pembina – Nordic Outdoor Education Centre
- High School Vocational Scholarships
- Nutrition Programs at 5 local Schools
- Healthy Communities Coalition - Community Dinner

Youth Programs

- Youth Exchange Program
- Interact Club Support
- RYLA (Rotary Youth Leadership Award)
- RYPEN (Rotary Youth Program of Enrichment)
- Rotary Adventure in Citizenship Program, Ottawa

Past, Ongoing and New Legacy Projects

- Literacy
- EPAC Grand Piano
- DVHCC Helipad Contribution
- Rotary Branch Library
- Brighter Futures / Family Resources Society
- Community Paul Harris Fellowship Awards
- Drayton Valley Community Outreach School
- Drayton Valley Performing Arts Festival
- Drayton Valley Warming Hearts

International Projects

- Awaso Academy, Ghana [funding 10 students]
- New Hope School, South Africa
- Computers for schools in Belize
- Supplying Shelter Boxes to aid in Disaster Relief
- Polio Plus Support (Eradicating Polio Worldwide)

All sponsors will be recognized in an eye catching **Power Point Presentation** which runs throughout the evening of the Gala. A Thank You **ad is placed in the local paper** and on **social media**, (Facebook) preceding the Gala.

We will look forward to your response. In the mean time, if you have any questions, please contact our chair, Judy Ferrey at 780-542-1499 or judy.ferry@gmail.com. In regards to donations and fundraising please call Donna Palmer at (780)621-6959 or palmerd19@gmail.com.

The Drayton Valley Rotary Club and Diamond Gala Committee **Thank You** again for your consideration of our Event!

Donna Palmer - Fundraising Coordinator

TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION

DRAYTON VALLEY



SUBJECT:	Municipal Asset Management Program & Grant Application
MEETING:	February 5, 2020 Regular Meeting of Council
PRESENTED BY:	Peter Cheng Civil Engineer in Training

1. PROPOSAL AND BACKGROUND:

With the changes to the *Municipal Government Act* (MGA), specifically regarding long range planning and budgeting, it is important to have a holistic understanding of the Town's assets and liabilities. For this reason, Administration is bringing forward a grant option through the Federation of Canadian Municipalities (FCM). With the onboarding of our Asset Management Coordinator (February 10, 2020) the Town will be better positioned to take large steps forward in asset data collection, data management, ultimately leading to improved capital and maintenance planning.

The Municipal Asset Management Program (MAMP) provides funding for projects that will help communities enhance their asset management practices. Funding is available for up to 80 percent of total eligible project costs, to a maximum of \$50,000. Upon notice of approval, the projects must be completed within 11 months. The deadline to apply is January 31, 2020. The grant application requires a funding commitment and resolution of Council in order to proceed. Therefore, Administration is requesting that Council authorize Administration to proceed with the grant application. Additional funding will support the project and reduce the startup cost for the software and data collection, validation, and entry.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

The cost of the Asset Management Project in 2020 is estimated at \$159,305. The portion of the project identified in the grant application, to be completed in 11 months, is estimated at \$100,000. The FCM grant would likely return up to \$50,000, if successful.

Continual progress will be made to improve the quality and consistency of the Town's asset management practices and procedures. The funding application, if successful, accelerates the progress and improves information available for decision making by Council and staff, relating to assets which deliver services to residents.

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	N/A	
Town of Drayton Valley Strategic Plan 2019-2021	N/A	
Other Plans or Policies	Yes	The Community Sustainability Plan identifies the strategy to implement a municipal asset management program. The Asset Management Policy TF-02-18 ensures recognition of asset

		<p>management practices which support the delivery of sustainable municipal services that facilitate the building of a resilient community. This policy assigns Council the responsibility to approve appropriate asset management funding for maintaining all current and future-acquired assets.</p>
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4. POTENTIAL MOTIONS:

- A. That Council authorize Administration to apply for a grant opportunity from the Federation of Canadian Municipalities' (FCM) Municipal Asset Management Program (MAMP) for the Asset Management solution.

AND

That the Town of Drayton Valley commits to conducting the following activities in its proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program:

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

AND

That the Town of Drayton Valley commits up to \$100,000 from its 2020 operational budget toward the costs of this initiative.




- B. Council not authorize Administration to apply for a grant opportunity from the Federation of Canadian Municipalities' (FCM) Municipal Asset Management Program (MAMP) for the Asset Management and the opportunity to receive FCM MAMP funding may be lost.

5. RECOMMENDATION

If the FCM MAMP grant is successful, the Town will be expected to complete the work identified in the grant application within 11 months. Barring unforeseen circumstances, Administration believes this work is able to be completed within this timeline.

6. ATTACHMENTS:

Workplan and Budget

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

Workplan and Budget - MAMP Funding Offer

Eligible and Ineligible Costs

This table outlines which costs are eligible - and, more specifically, which costs are not eligible - for fund matching by the Municipal Asset Management Program. Please also note that definitions and eligibility of costs may vary from other FCM programs.

Note: If your application is approved, expenses that are eligible must be:

- cash costs incurred by the lead applicant - **in-kind contributions are not eligible**
- an integral and an essential component of the initiative, required to help achieve the project objectives
- actually and reasonably incurred in accordance with applicable industry standards
- supported by auditable documentation to enable verification of the actual cost incurred, eligibility of the activity conducted and level of effort required

FCM reserves the right to audit financial statements or expenses incurred at a future date, as audits of the submitted costs will not be conducted in the normal course of business when a disbursement claim is submitted. Please keep financial accounts and records, including but not limited to contracts, invoices, statements, receipts, timesheets and vouchers, for at least six years.

Cost category	Eligible costs	Ineligible costs
1) Pre-application	N/A	<ul style="list-style-type: none"> • Any expenditure incurred prior to FCM’s eligible expenditure date. • Expenditure of developing this proposal or application.
2) Administrative and Overhead Expenditures	Administrative expenditures that are directly linked to and have been incurred for the project, such as: <ul style="list-style-type: none"> • Communication expenditures (e.g. long-distance calls or faxes). • Outsourced printing or photocopying. • Acquisition of documents used exclusively for the project. • Document translation. • Transportation, shipping and courier expenditures for delivery of materials essential for the project. • Design and production of communication products to promote project outcomes and benefits to the public. 	General overhead expenditures incurred in the regular course of business, such as: <ul style="list-style-type: none"> • Office space, real estate fees and supplies. • Financing charges and interest payments. • Promotional items. • Permits or certifications. • Advertising, website development, project education materials or expenditures to disseminate project communications products. • Hospitality expenses (food and drink, alcohol, entertainment, etc.).
3) Capital Expenditures	Asset management-related software. <i>Note: FCM’s contribution to this expense may not exceed 50% of FCM’s total contribution to the project.</i>	Any other capital expenditures or amortization expenses.
4) Equipment Rental	<ul style="list-style-type: none"> • Rental of tools and equipment. • Related operating expenditures such as fuel and maintenance expenditures. 	Rental of tools or equipment related to regular business activities.
5) In-Kind	N/A	Any goods and services received through donation.

<p>6) Training</p>	<ul style="list-style-type: none"> • Expenditures associated with accessing reference materials such as standards, templates and toolkits. • Expenditures associated with attending training sessions, (provided externally) or bringing training in-house. 	<p>Any hospitality expenses such as:</p> <ul style="list-style-type: none"> • Food and drink • Alcohol • Door prizes • Entertainment • Music • Decorations • Flowers, centerpieces • Etc.
<p>7) Professional and/or technical Services</p>	<p>Fees for professional or technical consultants and contractors, incurred in support of eligible activities.</p>	<ul style="list-style-type: none"> • Expenditures associated with regular business activities not related to the project. • Legal fees.
<p>8) Staff remuneration</p>	<p>Daily rates actually paid by the Eligible Recipient to its Employees in Canada for time actually worked on the implementation of the Project.</p> <p>The daily rate per employee shall include the following costs:</p> <p>a) direct salaries: actual and justifiable sums paid by the Eligible Recipient to Employees in accordance with the Eligible Recipient's pay scales as regular salary <u>excluding</u> overtime pay and bonuses.</p> <p>b) fringe benefit: in accordance with the Eligible Recipient's policies, as follows:</p> <p>i. time-off benefits (prorated to the annual percentage (%) of time actually worked on the implementation of the Project): allowable number of days to be paid by the Eligible Recipient for the following payable absences: statutory holidays, annual vacation, and paid benefits: actual sums paid by the Eligible Recipient for paid benefits (prorated to the annual percentage (%) of time actually worked on the implementation of the Project): the Eligible Recipient's contribution to employment insurance and workers' compensation plans (where applicable), health and medical insurance, group life insurance, or other mandatory government benefits;</p> <p><i>Note: Labour costs must be documented in a manner that meets audit standards for verification of eligibility of cost and level of effort.</i></p>	<ul style="list-style-type: none"> • In-kind contribution of services. • Participant salaries. • Expenditures related to regular business activities. • Overtime Pay • Bonuses / performance pay. • Fringe benefits such as; <ul style="list-style-type: none"> o sick days o pension plan o any other fringe benefits not listed as eligible • Costs related to ongoing or other business activities and not specifically required for the project. • Staff wages while receiving training or attending learning events. • Professional membership fees or dues.
<p>9) Supplies and Materials</p>	<p>Supplies and materials required to undertake the project.</p>	<p>Expenditures related to regular business activities</p>

<p>10) Taxes</p>	<p>The portion of Provincial/Harmonized Sales Tax and Goods and Services Tax for which your organization is not eligible for rebate.</p>	<p>The portion of Provincial/Harmonized Sales Tax and Goods and Services Tax for which your organization is eligible for rebate, and any other expenditures eligible for rebates.</p>
<p>11) Travel and Accommodation</p>	<p>For individuals on travel status (individuals travelling more than 16 km from their assigned workplace - using the most direct, safe and practical road.);</p> <ul style="list-style-type: none"> • Travel and associated expenses for implementing partners, guest speakers and consultants to the extent that the travel and accommodation rates comply with the Treasury Board of Canada guidelines, and to the extent that such travel is necessary to conduct the initiative. www.canada.ca/en/treasury-board-secretariat/services/travel-relocation/travel-government-business.html • Where justified, participant travel costs may be claimed with prior written consent from FCM. Under no circumstances will participant honorariums be covered. 	<p>Any travel expense that is not paid in accordance with the National Joint Council Travel Directive.</p>

Workplan and Budget - MAMP Funding Offer						Instructions
Lead applicant:	Town of Drayton Valley					<i>This is the legal name of your organization.</i>
Project title:	Asset Management Program					<i>This is the title describing your project in 10 words or less.</i>
Activity	Start date	End date	Eligible cost (\$)	Ineligible cost (\$)	Total cost (\$)	
Software Configuration and Training	01/2020	07/2020				<i>Notes: Activities should match those in Section C of the Application Form. Project timeline may not exceed 11 months.</i>
Software Purchase, Configuration, Licensing			\$57,500	\$0	\$57,500	<i>Describe the steps that will be taken to complete the activity. Provide details broken down by major tasks needed to achieve the deliverables noted in the Application Form. Identify who will be doing the work.</i>
Software Training for Serenic SuperUsers			\$1,000	\$0	\$1,000	
Existing Data Manipulation and Entry to Serenic			\$3,000	\$0	\$3,000	
Software Training for Students/Seasonal Staff			\$2,000	\$0	\$2,000	
Data Validation			\$3,000	\$0	\$3,000	
Activity 1 Subtotals			\$66,500	\$0	\$66,500	
Data Collection	05/2020	09/2020				<i>If you have only one activity, leave the remaining cells blank.</i>
Gap Analysis of Existing Data			\$1,500	\$0	\$1,500	
Equipment purchase			\$7,000	\$0	\$7,000	
Data Collection			\$15,000	\$0	\$15,000	
[Add task description here]			\$0	\$0	\$0	
[Add task description here]			\$0	\$0	\$0	
Activity 2 Subtotals			\$23,500	\$0	\$23,500	
Data Validation	07/2020	10/2020				
Validate and enter data into Serenic			\$10,000	\$0	\$10,000	
[Add task description here]			\$0	\$0	\$0	
[Add task description here]			\$0	\$0	\$0	
[Add task description here]			\$0	\$0	\$0	
[Add task description here]			\$0	\$0	\$0	
Activity 3 Subtotals			\$10,000	\$0	\$10,000	
Total costs			\$100,000	\$0	\$100,000	
				Total eligible costs	\$100,000	
<p>NB: Click on the Calculate Budget button to round off all figures to the nearest \$100.</p>						
<p>Calculate Budget</p>						
Contingency costs: Have you included room for contingencies in some or all of your task costs? Please explain.						<i>Contingency is not mandatory.</i>
[Add explanation about contingency here.]						
Other Notes:						
[Add any other relevant details about your workplan and budget here.]						

Sources of Funding

Instructions

Use the table below to demonstrate how you will cover **all costs** of your proposed project. The total of all funding sources, including your municipal contribution, **must equal the total costs** (eligible + ineligible) in Tab 1: Budget and Workplan.

Sources of funding include your FCM grant, plus budget allocations from your organization (with date of budget approval), cash contributions stated in your council resolution, or funds from other government or non-government sources.

FCM grants may cover up to 80% of eligible costs, to a maximum of \$50,000, to undertake eligible activities. The spreadsheet will auto-calculate the maximum grant amount for which you are eligible, based on the total eligible costs in the budget.

Funding source	Description	Confirmed (Y/N)	Date committed DD-MM-YYYY	Amount (\$)	Percentage of total budget
FCM grant	Grant	N		\$50,000	50.0%
<i>Town of Drayton Valley</i>	Tax	Y	05-02-2020	\$100,000	100.0%
<i>Source of funding</i>				\$0	0.0%
<i>Source of funding</i>				\$0	0.0%
<i>Source of funding</i>				\$0	0.0%
<i>Source of funding</i>				\$0	0.0%
Total funding: [Should equal budget total costs, Line 13 below]				\$150,000	

Budget total costs	\$100,000
Budget total eligible costs	\$100,000

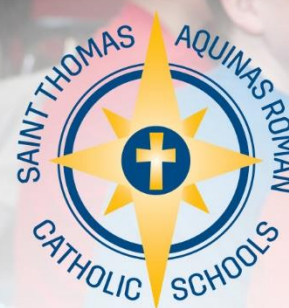
Information Items

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8.2.	Thank You Note from Roger Coles Memorial Youth Sport Grant Recipient, Brianne Vig	58
8.3.	Drayton Valley Municipal Library – 2019 Board Motions Summary and Outcomes and December 12, 2019, Meeting Minutes	59-71

MOTION:

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



Souls Seeking Christ

ON A JOURNEY OF FAITH, LEARNING AND LOVE

Board Meeting Highlights – January 2020

DATES TO REMEMBER

Next Board Meeting

**Wednesday,
February 19,
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

Drayton Valley Community Scholarship Trust Society

The Board approved a donation in the amount of \$500 to support students in the community of Drayton Valley who will graduate in 2020.

3YEP 2020 Planning and Reporting

The Board approved an updated timeline for the planning and reporting of the combined 3 Year Education Report and Annual Education Results Report for the 2020 school year.

Board/Admin Retreat

The Board reviewed a tentative schedule for the Board/Admin Retreat scheduled to be held on February 14.

Upcoming Budget Discussion

The Board heard possible options to help address shortfalls in the upcoming spring budget, including implementing fees or reducing the number of instructional days. Administration was directed to research actions taken by sister school boards and potential cost savings to aid Trustees in making concrete budget decisions.

25-Year Anniversary

The Board heard plans for a proposed communications campaign to celebrate its 25-year anniversary in schools, parishes, and communities. More details will be made public when the campaign is launched at the end of the month.

GrACE Group

The Board discussed strategies to help STAR Catholic's GrACE group continue to promote and advocate for Catholic education in the communities the Division serves.

Minister of Education Visit

The Board reviewed and amended an agenda for an upcoming school visit and meeting with Minister LaGrange at Académie Saint-André Academy in Beaumont on January 23.

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

*Thank-you for
your support!*



*Just a quick note to say Thank-you so much for the
financial support to attend the National Junior High
Finals Rodeo in Huron, South Dakota!*

*Wilson and I had the time of our life! It's memories like
these that will never be forgotten!*

*Thanks again,
Brienne Vig and Wilson!*

2019 Summary of Library Board Motions, Action / Decision Items and Outcomes

January 17, 2019 Meeting called to order @ 1:20 pm

- MOTION 2019-001** *Donna Gawalko* moved to approve the agenda. **CARRIED**
Procedural.
- MOTION 2019-002** *Donna Gawalko* moved to adopt the November 15th, 2018 meeting minutes. **CARRIED**
Procedural.
- MOTION 2019-003** *Rosemarie Mayan* moved for the Honoraria to remain status quo for 2019. **CARRIED**
****Unable to comply****: Trustee Honoraria were paid through Town Finance. See follow-up motion 2019-028.
- MOTION 2019-004** *Donna Wiltse* moved to approve the wage grid as is. **CARRIED**
Done as moved.
- MOTION 2019-005** *Rosemarie Mayan* moved to accept the budget with changes. **CARRIED**
Colleen Andersen Seconded the motion.
Done as moved. Budget was brought back to Board in February following municipality recommendations to reduce request.
- MOTION 2019-006** *Fayrell Wheeler* moved to draft an agreement to form an intermunicipal library board. **CARRIED**
Done as moved. Draft was forwarded to Town and County admin; several follow-up discussions with Town admin through 2019; County responded in late October 2019 that Brazeau is not interested in entering an Intermunicipal Agreement for Library services.
- MOTION 2019-007** *Colleen Andersen* moved to approve Appendix 5-A, Policies 5.1.3, 5.1.3.2, 5.1.3.3, as presented. **CARRIED**
Donna Wiltse seconded the motion.
Done as moved.
- MOTION 2019-008** *Fayrell Wheeler* moved to receive the reports as information. **CARRIED**
Procedural.
- MOTION 2019-009** *Pat Adamson* moved to receive the correspondence as information. **CARRIED**
Procedural.
- MOTION 2019-010** *Donna Gawalko* moved to adjourn the meeting at 3:15 pm. **CARRIED**
Procedural.

February 14, 2019 Meeting called to order @ 1:23 pm

- MOTION 2019-011** *Pat Adamson* moved to approve the agenda. **CARRIED**
Procedural.
- MOTION 2019-012** *Colleen Andersen* moved to adopt the January 17th, 2018 meeting minutes with amendments. **CARRIED**
Procedural.
- MOTION 2019-013** *Pat Adamson* moved to let the carpet cleaning contract expire without renewal. **CARRIED**
Done as moved. Unifirst carpet cleaning contract doesn't expire till August 2021. Issue brought back to Board in October, November, December 2019.
- MOTION 2019-014** *Rosemarie Mayan* moved to approve policies 5.2, 5.2.1, 5.2.1.1, 5.2.1.6, and 5.2.2 as presented. **CARRIED**
Pat Adamson seconded the motion.
Done as moved.
- MOTION 2019-015** *Rosemarie Mayan* moved to approve policies 5.2.1.2, 5.2.1.3, 5.2.1.4, 5.2.1.5, and 5.2.1.7 following recommended edits. **CARRIED**
Pat Adamson seconded the motion.

- Done as moved.**
- MOTION 2019-016** *Pat Adamson* moved to rescind Policies 4.1.1.1, 4.1.7.3, 4.1.7.3.1, 4.1.7.3.2, and 4.1.7.3.3. **CARRIED**
Done as moved.
- MOTION 2019-017** *Pat Adamson* motioned to submit the annual report. **CARRIED**
Done as moved.
- MOTION 2019-018** *Pat Adamson* moved to pass 2019 budget option D. **CARRIED**
Rosemarie Mayan **seconded the motion.**
Done as moved. See further **motion 2019-024.**
- MOTION 2019-019** *Colleen Andersen* moved to receive the reports as information. **CARRIED**
Procedural.
- MOTION 2019-020** *Pat Adamson* moved to receive the correspondence as information. **CARRIED**
Procedural.
- MOTION 2019-021** *Colleen Anderson* moved to adjourn the meeting at **4:04 pm.** **CARRIED**
Procedural.
- March 28, 2019** **Meeting called to order @ 1:16 pm**
- MOTION 2019-022** *Donna Gawalko* moved to approve the agenda. **CARRIED**
Procedural.
- MOTION 2019-023** *Pat Adamson* moved to adopt the February 14th, 2018 meeting minutes as presented. **CARRIED**
Procedural.
- MOTION 2019-024** *Pat Adamson* moved to approve the addition of an “Interim” column to the budget that indicates an estimated year-end deficit of \$22,046. **CARRIED**
Donna Gawalko seconded the motion.
Done as moved.
- MOTION 2019-025** *Donna Gawalko* moved to adopt the amendments to Schedule A to come into effect as of April 1, 2019. **CARRIED**
Pat Adamson seconded the motion.
Done as moved.
- MOTION 2019-026** *Donna Gawalko* moved to adopt the amendments to Schedule E to come into effect as of April 1, 2019. **CARRIED**
Pat Adamson seconded the motion.
Done as moved.
- MOTION 2019-027** *Pat Adamson* moved to adopt Policy 5.2.1.3 Overtime & In Lieu as amended. **CARRIED**
Done as moved.
- MOTION 2019-028** *Donna Wiltse* moved to adopt Policy 5.2.1.8 Honoraria & Service Awards with the Trustee years of service award values set as follows: \$250 for one full three-year term, \$500 for two full three-year terms, \$750 for three full three-year terms and an additional \$250 for each additional full three-year term. **CARRIED**
Colleen Anderson seconded the motion.
Done as moved.
- MOTION 2019-029** *Pat Adamson* moved to rescind policies 4.1.1.11 and 4.1.1.12. **CARRIED**
Done as moved.

Action: The Board recommend that the Director contact Public Library Services Branch to find out what supports are available for Libraries (for 5-year Plan of Service). **Done**

Action: The Board approved distributing the advocacy pieces. **Done**

Action: The Director will begin planning an event that includes permission from Town Council (Town Bylaw) and AGLC licensing. Ticket price: \$10/ ticket OR \$20/ 3 tickets. **Done**

Action: *The Director will investigate options for corporate sponsors and/ or trade-in for WOW Van.* **Project abandoned.**

MOTION 2019-030 *Colleen Anderson* moved to approve Financial Reports.
Donna Gawalko seconded the motion. **CARRIED**
Procedural.

MOTION 2019-031 *Colleen Andersen* moved to receive the reports as information.
CARRIED
Procedural.

MOTION 2019-032 *Pat Adamson* moved to receive the correspondence as information.
CARRIED
Procedural.

MOTION 2019-033 *Pat Adamson* moved to adjourn the meeting at **3:55 pm**. **CARRIED**
Procedural.

April 18, 2019 **Meeting called to order @ 1:16 pm**
MOTION 2019-034 *Donna Gawalko* moved to approve the agenda. **CARRIED**
Procedural.

MOTION 2019-035 *Rosemarie Mayan* moved to adopt the March 28th, 2019 meeting minutes as presented. **CARRIED**
Procedural.

Action: *Audit will be sent as a PDF document to board members and members will vote to approve the audit by email.*

Done. See motion **2019-044**

MOTION 2019-036 *Pat Adamson* moved to have the board hire a tender accountant for a review of financial statements. **CARRIED**
****Pending**** Bookkeeper, L. Smith, submitted local accountant recommendation; the accountant later indicated that they would be unable to commit to the financial review. The issue was brought back to the Board for further action items and motions in Nov and Dec 2019.

MOTION 2019-037 *Fayrell Wheeler* moved to approve Policy 5.1.4 and 5.1.4.1 as presented. **CARRIED**
Done as moved.

Action: *Doug will investigate local vendors and speak with employees at YRL who may have other contacts. Project of building wall to separate program space with wall was abandoned due to cost and unsure future in Civic Centre. Temporary divider walls were provided by YRL free of charge.*

MOTION 2019-038 *Donna Gawalko* moved to approve Financial Reports.
Fayrell Wheeler seconded the motion. **CARRIED**
Procedural.

MOTION 2019-039 *Pat Adamson* moved to receive the reports and correspondence as information. **CARRIED**
Procedural.

MOTION 2019-040 *Pat Adamson* moved to adjourn the meeting at **1:57 pm**. **CARRIED**
Procedural.

May 16, 2019 **Meeting called to order @ 1:14 pm**
MOTION 2019-041 *Pat Adamson* moved to approve the agenda. **CARRIED**
Procedural.

MOTION 2019-042 *Donna Wiltse* moved to adopt the April 18th, 2019 meeting minutes as presented. **CARRIED**
Procedural.

MOTION 2019-043 **Pat Adamson** moved to start a committee to form an Intermunicipal Library agreement between the Town of Drayton Valley and Brazeau County. **CARRIED**
Done as moved. Draft was forwarded to Town and County admin; several follow-up discussions with Town admin through 2019; County responded in late October 2019 that Brazeau is not interested in entering an Intermunicipal Agreement for Library services.

MOTION 2019-044 **Donna Gawalko** moved to approve the 2018 Audit and Charity Return. **CARRIED**
Donna Wiltse Seconded the motion.
Done as moved.

Action: The Audit will be sent out to PLSB, Star Catholic-Holy Trinity School, County Council, and Town Council.

MOTION 2019-045 **Pat Adamson** moved to approve Bylaw Schedules B and E updates as presented. **CARRIED**
Colleen Andersen Seconded the motion.
Done as moved.

MOTION 2019-046 **Pat Adamson** moved to approve the amendment to **Policy 5.2.1.2** **CARRIED Done as moved.**

MOTION 2019-047 **Donna Gawalko** moved to Rescind Policies 4.1.7.2, 4.1.7.7, 4.1.7.8, and 4.1.7.9 **CARRIED**
Done as moved.

Action: Director will restructure Policy Manual. Done. Project continues

Action: Director will forward a copy of Board meeting minutes and Library Statistics to Town and County C.A.O for sharing with councils. Done.

MOTION 2019-048 **Colleen Andersen** moved to receive Financial Reports, Library Directors Report and Member Reports as information. **CARRIED**
Procedural.

MOTION 2019-049 **Pat Adamson** moved to receive the reports and correspondence as information. **CARRIED**
Procedural.

MOTION 2019-050 **Donna Gawalko** moved to adjourn the meeting at **3:00 pm.** **CARRIED**
Procedural.

June 27, 2019 **Meeting called to order @ 1:14 pm**

MOTION 2019-051 **Donna Gawalko** moved to approve the agenda. **CARRIED**
Procedural.

MOTION 2019-052 **Rosemarie Mayan** moved to adopt the May 16th, 2019 meeting minutes as presented. **CARRIED**
Procedural.

MOTION 2019-053 **Donna Wiltse** moved that the library conduct 'financial review' annually, with an audit done at least once every 7 year or as required by CRA. **CARRIED**

*Action: Director will follow-up with the Bookkeeper to get quotes from accountants for conducting annual review of the library's financial statements. **Pending** See follow-up action items and motions Nov and Dec 2019.*

MOTION 2019-054 **Rosemarie Mayan** moved to renew the bookkeeper contract with Laurie Smith for a 3-year period. **CARRIED**
Done as moved.

Action: Director will order 500 mini-totes at a total cost not to exceed \$1000. Done.

Action: Director will order samples and quotes for larger quality totes; quotes will be capped at \$4000. Done.

- MOTION 2019-055** *Rosemarie Mayan* moved to form a Tote Bag Committee to review options for tote bags and branding.
Nancy Dodds seconded the motion. **CARRIED**
Done as moved.
- MOTION 2019-056** *Donna Wiltse* moved to purchase and install the premium Cybrarian platform on public computers.
Rosemarie Mayan seconded the motion. **CARRIED**
Done as moved.
- MOTION 2019-057** *Rosemarie Mayan* moved to proceed with establishing a service contract with Ricoh for three copier machines and a large screen whiteboard.
Pat Adamson seconded the motion. **CARRIED**
Done as moved.
- MOTION 2019-058** *Nancy Dodds* moved to approve policies 4.1.1 – Hours of Service and 4.1.2- Public access and safe use of library facilities. **CARRIED**
Done as moved.
- MOTION 2019-059** *Pat Adamson* moved to approve policies 1.1 – Library Legislation, 1.2 – Employment standards, 1.3 – FOIPP, 1.3.1 – Intellectual Freedoms, 1.3.2 – Confidentiality, 1.4 – Copyright law, 1.5 – System Agreements, 1.6 – Municipal Agreements, 1.7 – Bylaw and schedules, 1.8 – Policy and Procedure development, 1.8.1 – Policy Transmission. **CARRIED**
Done as moved.
- MOTION 2019-060** *Donna Gawalko* moved to rescind policies 4.1.2.1 – Policy on Policy Making, 4.1.7.1 – Confidentiality of User Records, and 4.1.7.1.1 – FOIP. **CARRIED**
Done as moved.
- MOTION 2019-061** *Pat Adamson* moved to approve financial reports as presented. **CARRIED**
Procedural.
- MOTION 2019-062** *Nancy Dodds* moved to approve cash prizes of \$250.00 and \$150.00 dollars in addition to the Red Tub at an estimated value of \$500 for the raffle license application.
Donna Gawalko seconded the motion. **CARRIED**
****Unable to comply**: AGLC does not allow for Libraries (considered par-municipalities) to hold raffles despite charitable status with AGLC. See follow-up motion 2019-028.**
- MOTION 2019-063** *Pat Adamson* moved to receive all Reports as information. **CARRIED**
Procedural.
- MOTION 2019-064** *Pat Adamson* moved to receive correspondence as information. **CARRIED**
Procedural.
- MOTION 2019-065** *Nancy Dodds* moved to adjourn the meeting at **3:45 pm**. **CARRIED**
Procedural.
- August 22, 2019** **Meeting called to order @ 1:18 pm**
- MOTION 2019-066** *Donna Gawalko* moved to approve the agenda. **CARRIED**
Procedural.
- MOTION 2019-067** *Colleen Anderson* moved to adopt the June 27th, 2019 meeting with edits. **CARRIED**
Procedural.
- MOTION 2019-068** *Pat Adamson* moved to receive all new business as information. **CARRIED**
Procedural.
- Action:** *Doug will share the infographic with MLA's and councils.* **Done.**
- MOTION 2019-069** *Donna Gawalko* moved for a 50% refund to employees on PRP.

Rosemarie Mayan seconded the motion.

CARRIED

Done as moved.

MOTION 2019-070 **Colleen Anderson** moved to receive old business as information.
CARRIED
Procedural.

Action: *Doug will apply for a raffle license with AGLC. ****Unable to comply**:** AGLC does not allow for Libraries (considered para-municipalities) to hold raffles despite charitable status with AGLC.*

MOTION 2019-071 **Pat Adamson** moved to approve financial reports and application for Raffle License as presented.
CARRIED
Procedural.

MOTION 2019-072 **Pat Adamson** moved to receive all Reports as information.
CARRIED
Procedural.

MOTION 2019-073 **Pat Adamson** moved to receive correspondence as information.
CARRIED
Procedural.

MOTION 2019-074 **Donna Gawalko** moved to adjourn the meeting at **3:15 pm**.
CARRIED
Procedural.

October 17, 2019 **Meeting called to order @ 9:01 am**

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

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

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
Done as moved.

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

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

MOTION 2019-080 **Donna Wiltse** moved to approve the proposed 2020 Budget as amended.
Pat Adamson seconded motion.
CARRIED
Done as moved. This budget did not include a dollar amount request from councils, rather a projected deficit amount to be shared by municipalities. The budget was presented to joint council session on Nov 4. Recommended by councils and administrators to reduce projected deficit to status quo. Budget was brought back to the Board in November.

MOTION 2019-081 **Donna Wiltse** moved to define the minimum balance for the Contingency Savings Account at \$55,000.
Colleen Anderson seconded motion
CARRIED
Done as moved.

MOTION 2019-082 **Rosemarie Mayan** moved to develop a bylaw to allow borrowing on a line of credit.
Pat Adamson seconded motion.
CARRIED

****Unable to comply**:** PLSB indicates that this is not feasible as it contravenes legislation.

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

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

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

MOTION 2019-086 **Pat Adamson** moved to forward Sandra Blades application with recommendation for appointment by Town Council. **CARRIED**
Done as moved. Town Bylaw 99-15 allows for a maximum of 7 trustees on Board. Town will be reviewing and updating their Bylaw to allow for up to maximum allowed by Library Act.

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

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

November 18, 2019 **Meeting called to order @ 9:09 am**

MOTION 2019-089 **Pat Adamson** moved to approve the agenda. **CARRIED**
Procedural.

MOTION 2019-090 **Donna Wiltse** moved to adopt the October 17th, 2019 meeting as amended. **CARRIED**
Procedural.

MOTION 2019-091 **Collen Anderson** moved nominations cease. **CARRIED**
Lyndara Cowper-Smith is proclaimed as Chair.

MOTION 2019-092 **Collen Anderson** moved nominations for Chair close. **CARRIED**
Rosemarie Mayan is proclaimed as Vice Chair.

MOTION 2019-093 **Collen Anderson** moved nominations for Treasurer close. **CARRIED**
Pat Adamson is proclaimed as Treasurer.

MOTION 2019-094 **Collen Anderson** moved that the Library Board's Executive Committee stand as follows: Lyndara Cowper-Smith as Chair, Rosemarie Mayan as Vice Chair, and Pat Adamson as Treasurer. **CARRIED**
Done as moved.

Action: Doug will check with Servus Credit Union to see if any paperwork is required as Executive Committee signatories remain unchanged.

Done. No paperwork is required by bank as none of the signatories are the same as those currently filed at Servus.

MOTION 2019-095 **Lyndara Cowper-Smith** moved optional general holidays (Easter weekend – Saturday, April 11, 2020; Easter Monday, April 13, 2020; Heritage Day, August 3, 2020; and Boxing Day, Saturday, December 26, 2020) will be un-paid closures. **CARRIED**
Done as moved.

MOTION 2019-096 **Lyndara Cowper-Smith** moved to accept the 2020 wage grid as presented. **CARRIED**
Donna Gawalko seconded the motion.
Done as moved.

- MOTION 2019-097** **Pat Adamson** moved to approve the revised 2020 budget as presented with a request of \$231,148 from County and a request of \$333,407 from Town. **Colleen Anderson** seconded the motion. **CARRIED**
Done as moved. Budget 2020 request submitted to Town as Request for Decision presentation scheduled for November 27 (decision deferred – still pending). Budget 2020 request submitted to County in letter (reply letter dated Nov 27 re Council decision to remain status quo at \$227,925).
- MOTION 2019-098** **Donna Gawalko** moved to rescind Policy 4.1.2.1 **Nancy Dodds** seconded motion **CARRIED**
Done as moved.
- MOTION 2019-099** **Pat Adamson** moved to accept the October 2019 financials as information. **CARRIED**
Procedural.
- MOTION 2019-100** **Colleen Anderson** moved to accept all reports as information. **CARRIED**
Procedural.
- Action & Decision Correspondence items:**
- Oct 31: YRL-HQ: Allotment funding 2020 allocation.
Decision: 100% to ADV as all purchasing for ADVR collections is managed through main branch. YRL allotment allocation form signed.
 - Nov 9: Parkland County Library Board: 2020 MOU support funding (\$3,314).
Decision: Agreement accepted and signed.
 - Nov 14: Metrix Accountant: quote for 2019 Financial Review (\$3,000).
Action: The 2020 review of financials will be put to tender via contact with local accountants, advertising in local newspapers and library website.
Done. L. Smith and Doug Google-searched accountants in Drayton Valley: L. Smith attempted phone contact with all four locally listed CPAs, one provided quote, one refused, two did not respond. Posted on Library website Dec 5. Newspaper ad will be published in Dec 10 & 17 Western Review and Free Press. Deadline for tendering quotes is December 20.
- MOTION 2019-101** **Colleen Anderson** moved to receive correspondence as information. **CARRIED**
Procedural.
- MOTION 2019-102** **Nancy Dodds** moved to adjourn the meeting at **11:42 am**. **CARRIED**
Procedural.
- December 12, 2019** **Meeting called to order @ 12:15 pm**
- MOTION 2019-103** **Colleen Anderson** moved to approve the agenda. **CARRIED**
Procedural.
- MOTION 2019-104** **Donna Wiltse** moved to adopt the November 18th, 2019 meeting. **CARRIED**
Procedural.
- MOTION 2019-105** **Pat Adamson** moved to buy out Unifirst Carpet Cleaning contract in January 2020. **Rosemarie Mayan** seconded motion **CARRIED 1 OPPOSED**
Done as moved (cheque for \$1101.86 payable on Dec 31, 2019: new carpets purchased Jan 2, 2020).
- MOTION 2019-106** **Donna Wiltse** moved to open the library on Sunday February 16th between 4:00 pm and 8:00 pm to be staffed by 1 senior staff member and board members. **CARRIED**
****Pending**:** To be advertised immediately on social media, website, newspaper ads and February newsletter January 27, 2020.
- MOTION 2019-107** **Donna Gawalko** moved to separate Library from Town's janitorial contract and set up Library billing and contract directly with Janitorial service provider.

Rosemarie Mayan seconded motion

CARRIED

Action: Purchase shredder and return the shredding bin from the library workroom to Town office terminating Library's portion of shredding contract.

MOTION 2019-108 **Pat Adamson** moved to take 15-minute break. **CARRIED**
Procedural.

MOTION 2019-109 **Pat Adamson** moved to resume meeting. **CARRIED**
Procedural.

MOTION 2019-110 **Donna Gawalko** moved to accept the financial report as presented. **CARRIED**
Procedural.

MOTION 2019-111 **Pat Adamson** moved to approve a one-year agreement with Brazeau County only after the recommended edits have been made.

Donna Gawalko seconded motion

CARRIED

Done as moved: Email sent to County Admin, Lee Chambers with attached Word Doc file of ready-to-sign one-year Memorandum of Agreement including all edits and formatting. **Response Pending/Signature Pending**

MOTION 2019-112 **Colleen Anderson** moved to start a contest with a skill testing question in order to rehouse the Big Red Tub. **CARRIED**
Done as Moved: **Pending: Winner to be announced on Jan 27, 2020.**

MOTION 2019-113 **Rosemarie Mayan** moved to accept all reports as information. **CARRIED**
Procedural.

MOTION 2019-114 **Colleen Anderson** moved to receive correspondence as information. **CARRIED**
Procedural.

MOTION 2019-115 **Rosemarie Mayan** moved to adjourn the meeting at **2:45 am.** **CARRIED**
Procedural.

TOWN of DRAYTON VALLEY LIBRARY BOARD MEETING MINUTES

**The minutes of the Drayton Valley Municipal Library Board regular meeting held
December 12th, 2019 at 12:00 pm, in Civic Centre Conference Room #1**

PRESENT **Trustees:** Lyndara Cowper-Smith (Chair), Rosemarie Mayan (Vice Chair), Pat Adamson (Treasurer), Donna Gawalko, Colleen Andersen, Donna Wiltse (County Councillor).
Tom McGee (Alternate for Town of Drayton Valley in attendance for Nancy Dodds)
Library Admin: Doug Whistance-Smith (Director), Dana Crawford (Recording Secretary)

ABSENT Nancy Dodds (Town Councillor)

CALL TO ORDER

Lyndara Cowper-Smith called the meeting to order at **12:15 pm**.
Quorum Declared

ADOPTION OF AGENDA

Additions: None
Deletions: None

MOTION 2019-103 *Colleen Anderson* moved to approve the agenda.

CARRIED

ADOPTION OF MINUTES

Additions: None
Deletions: None

MOTION 2019-104 *Donna Wiltse* moved to adopt the November 18th, 2019 meeting.

CARRIED

OLD BUSINESS AND DECISION

Summary of 2019 board motions

Doug shared a summary of the motions made in the board meetings of 2019. There were no issues with the motions.

Line of Credit – Feedback from PLSB

Library legislation does not mandate that borrowing money is prohibited however PLSB does not recommend this practice. We will continue to invoice the town in January and June and the county in May and October to distribute our finances throughout the year. The board has decided not to proceed with a policy for borrowing money.

Unifirst Carpet Cleaning Contract

It was determined that it would cost the library \$2,200.00 to continue the Unifirst contract until August and it would only cost the library \$1,100.00 to buy out the contract now.

MOTION 2019-105 *Pat Adamson* moved to buy-out Unifirst Carpet contract in January 2020.
Rosemarie Mayan seconded motion

CARRIED / 1 OPPOSED

NEW BUSINESS

New Brochures

The brochures include an updated version of the Code of Conduct, and a new brochure on Donating & Volunteering. The Board was asked to review the brochures and contact Doug with any questions or edit recommendations before the next Board meeting.

Christmas Appreciation – December 18th

Board members were invited to the Christmas volunteer recognition party on December 18th from 3-5pm.

Community Needs Assessment Opportunity

Sandra Banard would like the library to be open during the Fire and Ice Festival on February 16th. February 16th is a Sunday so the board would need to approve a special opening for that day. If we were to open that day the festival could be used as an opportunity to gather information for the library's 2020-2025 strategic plan.

- MOTION 2019-106** *Donna Wiltse* moved to open the library on Sunday February 16th between 4:00 pm and 8:00 pm to be staffed by 1 senior staff member and board members. **CARRIED**

Town Janitorial and Shredding Contracts

- MOTION 2019-107** *Donna Gawalko* moved to separate Library from Town's janitorial contract and set up Library billing and contract directly with Janitorial service provider.

Rosemarie Mayan seconded motion **CARRIED**

Action: Purchase shredder and return the shredding bin from the library workroom to Town office terminating Library's portion of shredding contract.

- MOTION 2019-108** *Pat Adamson* moved to take 15-minute break. **CARRIED**

Break: 1:00-1:15 pm

- MOTION 2019-109** *Pat Adamson* moved to resume meeting. **CARRIED**

FINANCIAL

Monthly Financial Report – November

Novembers monthly financials were reviewed. Doug responded to questions.

- MOTION 2019-110** *Donna Gawalko* moved to accept the financial report as presented. **CARRIED**

Budget 2020-Status quo decisions from Councils

Both Town and County councils have indicated status-quo municipal appropriation funding; there will be no increase from 2019 support funding. The budget will have to be amended to include the adjusted funding amounts

Grant Applications – FCSS

An application for FCSS grant in 2020 was submitted to support Summer Reading Programs; Doug received verbal confirmation that the grant was approved for \$4700. This grant will be added to the amended budget.

Reconciliation with town for transition financing

Town Finance Department has met with Library admin and Board Executive to review un-reconciled expenses and revenues pending from the financial transition period in early 2019. Estimate of amount owed by the Library to the Town is approximately \$74,000 to cover payroll and other expenses between January 1 – February 28, 2019. The Town's figures closely approximate the Library's Bookkeeper's estimate.

Accountant Quotes for 2019 review of financials

Two accounting firms have submitted quotes for conducting Review of Financial Statements: Nguyen Scott (\$2,000-\$3,000) and Metrix (\$3,000). Ads are scheduled for publication in both Western Review and Free Press newspapers with a close date of December 27. The ad is also on the Library website and was advertised on social media. The Board will be notified by email of any additional quotes received on or before the close date; the Board will vote on which accountant will conduct the 2019 review.

Memorandum of Agreement with County

County administration has prepared draft versions for a one-year or a two-year Memorandum of Understanding between the Library and Brazeau County based on County's decision to

keep status quo funding. Few of the edits recommended by the Board in October have been incorporated in the draft versions.

MOTION 2019-111 *Pat Adamson* moved to approve a one-year agreement with Brazeau County only after the recommended edits have been made.

Donna Gawalko seconded motion

CARRIED

REPORTS

Operations Admin Report: Dana shared an incident report that happened in the library on December 9th, 2019. The library staff will no longer allow patrons to use the library business phone. Dana asked about the big red tub.

MOTION 2019-112 *Colleen Anderson* moved to start a contest with a skill testing question in order to rehouse the Big Red Tub. **CARRIED**

Library Director: Doug shared the monthly stats for November. Doug will include the monthly statistics with the Monthly Newsletter. Doug will share this information with the councilors each month and they will share it with the town and county councils.

Trustees signed volunteer sheets stating how much time they have volunteered in 2019.

YRL: No Report. Doug will be attending the executive board meeting at YRL.

Trustees: No reports.

MOTION 2019-113 *Rosemarie Mayan* moved to accept all reports as information.

CARRIED

CORRESPONDENCES

Outgoing Items

- Nov 19: Letter to County Council: request for decision on revised budget request for 2020 funding (\$231,148).

Incoming Information Items

- Nov 27: County admin: approval of status quo funding for 2020.
- Dec 9: PLSB: Miranda Maguire response to inquiry on Library Boards and line of credit.
- Dec 11: Facebook comments from patron re Rotary Library.

Action/ Decision Items

- Nov 14: Metrix Accountant: quote for 2019 Financial Review (\$3,000).
- Nov 21: Nguyen Scott CPA: quote for 2019 Financial Review (\$2000-3000).
- Nov 28: Leah Sanderson: opportunity for strategic planning public forum on Sun, Feb 17.

MOTION 2019-114 *Colleen Anderson* moved to receive correspondence as information. **CARRIED**

UPCOMING MEETINGS

Next Board meeting: **January 16, 2020 @ 1:15 pm - Civic Centre Board Room.**

ADJOURNMENT

MOTION 2019-115 *Rosemarie Mayan* moved to adjourn the meeting at **2:45 am.**

CARRIED

SIGNING DOCUMENTS AND CHEQUES

Board Chair

Recording Secretary

Adopted on the ____ day of _____, 2020