

# TOWN OF DRAYTON VALLEY QUARTERLY REPORT | OCT - DEC 2019



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

2019's fourth quarterly report was on February 11<sup>th</sup>, 2020, and included the following progress statements.

## SAFETY & EMERGENCY MANAGEMENT

- New Community Peace Officer hired, and began work on November 25<sup>th</sup>, 2019.
- Bylaw concerns from residents have changed as the season changes, however the volume of complaints has remained constant.
- Patrols continue at Homeless Shelter Camps, and as locations are identified arrangements are made with people for agency assistance.
- Municipal Emergency Response Plan review was completed and action items have been completed. By-laws and internal contact lists have been updated.
- Training has been arranged to increase the number of authorized users the Town has for the Alberta Emergency Alert program (AEA).
- The internal compliance audit for maintenance of our COR was completed in December. Waiting for review by certifying partner.
- Staff training compliance has reached over 85% to date. Several certifications will be renewed in 2020.
- The Town answered to the charges resulting from the 2017 fatality incident. Fines have been paid and the next step is participation in the development of a training program for summer staff and supervisors.
- Development of contract renewal with Cause for Critters for Animal Control services is currently underway.

## FINANCE

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

## ENGINEERING

- The Water Treatment Plant project is nearing completion, and preparing for a line commissioning in early Q1 2020.
- The South Sanitary Trunk Main upgrade is currently in winter shutdown.
- The 62 St/RR75 Reconstruction project is currently in winter shutdown.
- 18th Ave Reconstruction is currently underway with site survey. Geotechnical and design work has been completed.
- A second coat of paint on lines and curbs was applied before cooler weather prevented any further paint.
- Snow removal activities were carried out following snowfall events in November and December.
- Drilling for methane composition has been completed at the landfill. A meeting with GFL and Aerobic Landfill Technologies is scheduled to determine next steps.

## PLANNING & DEVELOPMENT

- 42 building permits, and 37 development permits were issued in Q4 for a total of 79 permits. The total construction value was \$14,257,087.
- A new Planning and Development Officer was hired and began work on November 25, 2019.
- The Bio-Mile subdivision is awaiting registration.
- Planning and Development is collaborating with Engineering and Finance in data collection for past and future infrastructure projects that will inform the new Off-site Levy Bylaw.
- A contract was signed with ISL for the Municipal Development Plan (MDP) and Land-Use Bylaw (LUB). Engineering and Land Services to initiate the MDP/LUB update.
- New building permit applications are now in online fillable forms and ready to be posted.
- Planning and Development is exploring how the department's page on the Town website can be updated to explain the planning/development process more comprehensively and clearly for applicants.

## COMMUNITY SERVICES

- All units remain full in the Urban Housing Program as of December 31st, 2019. 3 people are currently on the waitlist. The 2019 operating surplus is projected to exceed \$75,000. All tenants have completed the Making Financial Cents program.
- Drive Happiness is operational and the Community Foundation has committed \$15,000 upon CFEP application approval for a specialized van. The province of Alberta is reviewing the CFEP application with the response to come in March 2020.
- The Aquatic Facility project was set up as a Joint Council directive and the Validation Report for the proposed Aquatic Facility was presented to Joint Council. They are awaiting confirmation of the ICIP Grant Application Submission. A community group is establishing a fundraising plan and a CFEP grant application is pending.
- 2019 Capital Projects included the ball diamond bleachers, the pickleball courts (completed, with one deficiency to be completed in spring 2020), Brazeau Sports Park washroom and concession facility (completed), Sunrise Park contract for natural playground awarded and construction to begin in spring 2020, and the Omniplex and Mackenzie Conference Centre dance floor.
- The Recreation Committee report was presented to Joint Council, and a Bylaw creating the Drayton Valley-Brazeau County Recreation Board was approved by both Councils.
- Grants for Community Events, Youth Arts and Culture, and Roger Coles Memorial Sport Grant were awarded.

## EARLY CHILDHOOD DEVELOPMENT CENTRE

- Staff training at the ECDC saw 1 staff member complete Level II and 3 staff enrolled in Level III.
- Norquest put out a survey to assess need for staff certification and met with leadership to discuss plans for a blended online/in-class program with hopes to register for May 2020.
- Norquest initiated discussion of running a pilot Forest School - ECD blend credit program.
- Pembina Pipeline and Vermilion Energy offered advocacy support for continued ELCC funding.
- Re-accreditation of the ECDC begins May 1, 2020.

## FAMILY AND COMMUNITY SUPPORT SERVICES

- A letter was sent to the MLA to request the remainder of the \$30,000 grant for operating the MAT program, and it is still pending approval. Staff are currently being funded by the Community Assistance Fund. The MAT Program opened on October 17th and ran seven days a week. 14 unique clients stayed 116 nights between October 17th and December 31st.
- The Homelessness and Poverty Reduction team has a 1 year contract for the coordinator position which began October 1, 2019 and ends September 30, 2020. The position is being funded by the Community Assistance Fund and other remaining grants. From Oct 1 to December 31, 2019, the coordinator advocated for 47 unique clients, assisting them to access resources, navigate services and maintain appropriate housing.
- The Homelessness Community Consultation was facilitated by ARDN in November 2019, and 64 people attended. This is an initiative to develop an optimal solution to Homelessness through a community development process.
- Step one of the Policy Wise for Children and Families Grant was approved and \$75,000 will be received over one year. The Town is working on policy development and governance structure for wrap around services.
- The FCSS Board allocated the 2017 surplus amount of \$42,050 to the Healthy Communities Coalition for the Integrated Youth Hub, are looking at possible locations for the Integrated Service Delivery Hub for Youth and are negotiating lease agreements for a 1-year term.
- A presentation to the Community in partnership with RYSE was made to Frank Maddock and Holy Trinity Academy presenting the Integrated Youth Hub. FCSS engaged with youth to get their input on the project and worked with youth serving organizations to get their commitment to provide services in the Youth Hub.
- The Early Childhood Coalitions of Alberta Grant (ECCA) 2019/2020 was received in the amount of \$22,500. The province will not be offering funding for the ECCA in 2020. This funding agreement goes until March 31, 2020. The coalition intends to continue to work as a collaboration beyond the provincial funding.
- Of the FCSS Granting Program 17 grants totalling just over \$130,000 were allocated from the \$130,000 grant budget for 2019. 7 grants totalling \$80,677 have been allocated for 2020 funding. The next grant meeting is April 2020.
- The Home Support Program is currently serving 26 seniors and people with disabilities.
- FCSS mentored the Drayton Valley Community Foundation to take over Community Dinners and released their remaining funds to the Healthy Communities Coalition.



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## PARK VALLEY POOL

- Parent Link, The Beehive, Scouts, and Family Orientated Program Leader for WRSD are now enjoying pool time after being approached by the Park Valley Pool Community Engagement team. All time slots have now been filled.
- New to the pool is Teen Time. This program promotes cross training for athletic youth while also encouraging youth of any fitness level to participate.
- 12 Weeks of Fitness Challenge was extremely successful with 1532 entries.
- Over Christmas, special events were held every weekday which were extremely popular. 531 youth visited the pool during these swims.
- Day camps are held whenever there is an extended break from school.
- Friday night sponsored swims are sold out.

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

- Grant application was approved for LED lighting and the Municipal Climate Change Action Centre project is to be completed in spring 2020.
- REALice system was installed saving on flooring with cold water and 30% harder ice, meaning less ice maintenance.
- Front peak trough was replaced by a new seamless gutter. The remaining gutter was releveled with slopes to help with proper drainage.
- Paint and new flooring through lobby 1 and 2 was installed.
- Front desk and fitness centre cabinetry installed, fresh paint, and new counters and floors installed.
- Upgrades to Ice Plant to ensure compliance with building code and OH&S standards.
- Firefighters Provincial Curling Championships and AG Board Field Tours booked space.

## FIRE SERVICES

- Palisades Consulting Ltd. was chosen as the successful applicant for the contract for Fire Smart Grant, and work has begun to complete the fire risk assessment.
- Emergency operating procedures have been reviewed and completed. The Fire Department is exploring the best options to educate paid on call staff on the SOP's.
- Joint Fire Services continues to be a work in progress between the Town and County.
- Work started in 2019 to update Fire Dept. gear. This included research on different styles, makes and models. A style was selected and order was placed. More gear will be ordered in 2020.
- The department is currently reviewing its training operations at the current training centre location, and looking at possible alternative options for location.

## ENERGY PROGRAM COORDINATOR

- Energy and emissions inventory has been completed and reviewed by FCM and ICLEI. FCM will issue a recognition letter for achieving Milestone 1.
- Delphi has provided a list of recommended actions and potential emissions reductions for Town consideration. This was generated based on inventory and engagement with Town staff.
- Public engagement will take place in early 2020 to assess viability of recommended actions.
- Each action will be further assessed for viability based on available resources and timelines.



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## ENERGY PROGRAM COORDINATOR continued

- Local Energy Stewardship Plan draft will be prepared based on outcome of recommended actions assessment and public engagement.
- Sustainability Committee projects which include sustainability challenge and waste initiatives.
- Potential energy projects are being explored including energy efficiency, renewable energy, and transit programs.

## HUMAN RESOURCES

- Employee retention improvements have been implemented including Flex Days, change of group benefits to a different company offering savings to the Town, an Employee Recognition Program and participation in municipal compensation surveys.
- Filling vacant positions and addressing Town business needs with new staff members and roles, as well as succession planning to promote staff from within the organization.
- Work with management is underway to assess staff training needs and provide opportunities as a group for cost savings.
- Customer service workshop was provided to all staff, and 'Culture of Services' training is being scheduled to expand on customer service training.
- Lunch n' Learn programs to keep staff on the leading edge of industry standards and innovation.

## INTERGOVERNMENTAL RELATIONS & COMMUNICATIONS

- Two Open Houses were held; The Sustainability Open House on October 2, and the Homelessness Workshop on October 17.
- Community events and Council photo opportunities included the Eldorado Playground Grand Opening, The Rotary-Pembina Nordic Outdoor Education Centre Ribbon Cutting, The Presentation of the First Poppy, Alberta Foster & Kinship Caregiver Week, Remembrance Day, and the Light Up Parade.
- Social Media Campaigns included the 3R Roundup and Plastic Reduction Tips, the Federal Election, Holiday Crime Tips, Drunk Driving, Holiday Recycling, and the Call for Committee Members.
- The Zero Fee Tuition program saw the creation of a brochure, student discount cards, swag bags for students, the receipt of a donation from Weyerhaeuser, and preparation for the first day of classes on January 6, 2020.
- Snow removal saw the implementation of a new policy promoted by a social media campaign, and close communications with the Public Works department to ensure accurate and timely dissemination of snow removal activities to the public.
- The 2020 Interim Budget saw the creation of a press release, highlight sheet, infographic, and video for public communications. Information was released on our website, social media channels, electronic sign, newspaper and radio. Infographic was also sent out in Utility bills.
- Creation of the Council Review Newsletter, posted following every Council meeting to sum up decision items.
- Annual report finalized and printed. Posted on website and social media.
- TELUS Smart Communities pilot project saw the creation of a press release and finalization of details prior to official launch date.
- 41,159 website page views in Q4 and 192,448 total page views in 2019. 7.45% of users are directed to the website via social media channels - up from 7.21% in Q3.
- 164 Facebook posts in Q4, and 264 average clicks on Facebook content. An increase in followers in 2019 of 392, for 3,621 total followers.
- Most viral Facebook post was the CO2 leak at the Omniplex, reaching 7,708 people.

## INTERGOVERNMENTAL RELATIONS & COMMUNICATIONS continued

- Top image on Instagram was the Interim Budget video.
- 892 followers on Twitter, up from 872 in Q3. Total increase of 37 in 2019.
- 870 followers on Instagram, up from 811 in Q3. Total increase of 244 in 2019.
- Top tweet was Remembrance Day.

## CHIEF ADMINISTRATIVE OFFICER

- Mobile GIS: Field workers have completed over 500 tasks through Workforce to date.
- TELUS: Privacy Information and Assessment (PIA) and associated Town Policy was approved by Council and submitted to the Office of the Information and Privacy Commission of Alberta. Installation of cameras at intersections and public spaces completed.
- The Interim Budget was passed on December 3, 2019. This allowed Administration to move forward with capital projects and priorities in Q1 of 2020.
- Attended the Asset Management Cohort Workshop in Lacombe. Administration is coordinating with the County on asset management.