



## Agenda

Call to Order

National Anthem

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11.0	Adjournment	



## Meeting Minutes

### **THOSE PRESENT:**

Mayor Doerksen  
Councillor Ballas  
Deputy Mayor Dodds  
Councillor Gammana  
Councillor Peebles  
Councillor Wheeler  
Winston Rossouw, CAO  
Debbi Weber, Assistant CAO  
Jennifer Fancey, General Manager of  
Finance and Corporate Services  
Jennifer Stone, Intergovernmental Relations  
& Communications  
Abdulrahman Mogbonjubola, Intermediate  
Systems & Networks Analyst  
Sabine Landmark, Administrative Assistant

Matt Ellis, Senior Planner  
Annette Driessen, General Manager of  
Community Services  
Merlin Klassen, Safety and Protective  
Services Manager, Director of  
Emergency Services  
Sgt. Erin Matthews, RCMP  
Graham Long, Drayton Valley and District  
Free Press  
Cathy Weetman, Western Review (call in)  
Members of the Public (call in)

### **ABSENT:**

Councillor McGee

### **CALL TO ORDER**

Mayor Doerksen called the meeting to order at 9:01 a.m.

#### **1.0 Additions to the Agenda**

There were no additions or deletions to the Agenda.

#### **2.0 Adoption of Agenda**

##### **RESOLUTION #047/20**

Deputy Mayor Dodds moved to adopt the Agenda for the April 8, 2020, Regular Meeting of Council, as presented.

**CARRIED**

#### **3.0 Corrections or Amendments:**

##### **3.1. March 18, 2020, Regular Meeting of Council Minutes**

There were no corrections or amendments to the March 18, 2020, Regular Meeting of Council Minutes.

##### **3.2. March 18, 2020, Public Hearing Minutes Bylaw 2020/03/D**

There were no corrections or amendments to the March 18, 2020, Public Hearing Minutes Bylaw 2020/03/D.

#### **4.0 Adoption of:**

##### **4.1. March 18, 2020, Regular Meeting of Council Minutes**

##### **4.2. March 18, 2020, Public Hearing Minutes**

##### **RESOLUTION #048/20**

Councillor Gammana moved to adopt the Minutes of the March 18, 2020, Regular Meeting of Council, as presented.

**CARRIED**

**RESOLUTION #049/20**

Deputy Mayor Dodds moved to adopt the March 18, 2020, Public Hearing Minutes Bylaw 2020/03/D, as presented.

**CARRIED**

**5.0 Delegations / Administrative Updates**

**5.1. Drayton Valley RCMP Stats – February 2020 – S/Sgt. Malcolm Callihoo**

Sgt. Matthews presented Council with the statistics for the month of February 2020 and advised of the changes in policing due to COVID-19.

*Mr. Ellis entered the meeting at 9:18 a.m.*

*Sgt. Matthews exited the meeting at 9:20 a.m.*

**6.0 Decision Items**

**6.1. Utility Payment Deferral Plan**

**RESOLUTION #050/20**

Councillor Wheeler moved that Council approve a 90-day Utility Payment Deferral Plan with no penalties charged between March 24, 2020, and June 24, 2020; AND that Administration work with residents who are in arrear of paying off penalties prior to March 24, 2020, but no further than January 1, 2020.

**CARRIED**

**6.2. Parks Equipment Replacement**

**RESOLUTION #051/20**

Councillor Peebles moved that Council accept and approve the proposed purchase of two Ventrac Model 4500 Tractors, as presented.

**CARRIED**

**6.3. Drayton Valley Municipal Library Board – Member-at-Large Appointment**

**RESOLUTION #052/20**

Councillor Gammana moved that Council appoint Ms. Sandra Blades as Member-at-Large to the Drayton Valley Municipal Library Board for a three (3) year term expiring October 31, 2022.

**CARRIED**

**7.0 Department Reports**

**7.1. Planning and Development**

Mr. Ellis shared updates regarding the Municipal Development Plan and Land Use Bylaw review.

*Mr. Ellis exited the meeting at 9:35 a.m.*

*Ms. Driessen and Mr. Klassen entered at 9:35 a.m.*

**7.2. Community Services and FCSS**

Ms. Driessen provided updates on current grants, request for proposals for 2020 capital projects, and specialized transportation.

She noted that FCSS is offering community services like the mat program, community outreach program, a 24/7 information line, and home support in a changed format during the pandemic.

**7.3. Emergency Services**

Mr. Rossouw advised that there is no update from Fire Services at the moment.

7.4. Safety and Protective Services

Mr. Klassen provided Council with a report from the Safety and Protective Services Department.

7.5. CAO/Administration/Capital Project Update

Mr. Rossouw provided an update on capital projects and the Administration Department.

**8.0 Council Reports**

8.1. Councillor Peebles

- Focus on how deal with COVID-19

8.2. Deputy Mayor Dodds

- COVID-19 discussions with FCSS and Homelessness and Poverty Reduction Strategy Committee

8.3. Councillor Gammana

- Current situation re: COVID-19
- Conference call with Mr. Soroka
- Conference call with FCSS

8.4. Councillor McGee

- Was not present to provide a report.

8.5. Councillor Wheeler

- Focus on how deal with COVID-19, importance of staying connecting

8.6. Councillor Ballas

- Thanked Administration and Council for working together in times of COVID-19

8.7. Mayor Doerksen

- Many meetings have been cancelled due to COVID-19
- Need to continue working hard

**9.0 Information Items**

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9.1. Sustainability Committee Meeting Notes – February 18, 2020

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9.2. Brazeau Foundation Meeting Minutes – February 20, 2020

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9.3. Drayton Valley RCMP Stats – February 2020

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**RESOLUTION #053/20**

Deputy Mayor Dodds moved that Council accept the above items as information, as presented.

**CARRIED**

**10.0 Adjournment**

Mayor Doerksen adjourned the meeting at 10:02 a.m.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

# Town of Drayton Valley

## *Proclamation*

### **NATIONAL PUBLIC WORKS WEEK**

**May 17-23, 2020**

**WHEREAS** public works focuses on infrastructure, facilities, and services that are of vital importance to sustainable communities and to the public health, high quality of life, and well-being of the people of the Town of Drayton Valley; and

**WHEREAS** these infrastructure, facilities, and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for operating, rebuilding, improving, and protecting our transportation, water supply, water treatment, and solid waste systems; and public buildings, structures, and facilities which are essential to serve our community; and

**WHEREAS** it is in the public interest for the citizens, civic leaders and children in the community to gain knowledge of and to maintain an interest and understanding of the importance of public works programs in their respective communities; and

**WHEREAS** the year 2020 marks the 60<sup>th</sup> annual National Public Works Week sponsored by the Canadian Public Works Association;

**NOW THEREFORE** I, Michael Doerksen, Mayor of the Town of Drayton Valley, do hereby proclaim May 17-23, 2020, as "National Public Works Week" in the Town of Drayton Valley and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials and employees make every day to our health, safety, comfort, and quality of life.

DATED at the Town of Drayton Valley,  
in the Province of Alberta,  
this 6<sup>th</sup> day of May, 2020.

Michael Doerksen, Mayor





# Town of Drayton Valley

## Delegation Request Form

Name(s): \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Council Meeting

Governance & Priorities Committee Meeting

Special Meeting/Presentation

Administration Meeting

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

Reason for Requesting Delegation:

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

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Additional Information Provided

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

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Please indicate any preference you have for meeting:

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Please submit your request by:

**Fax:** 780.542.5753

**E-mail:**

admin-support@draytonvalley.ca

**In person:** 5120-52 ST

# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION

<b>SUBJECT:</b>	2020 Penalties For Non-Payment of Property Taxes Temporary Reduction Bylaw 2020/02/F Presented for First, Second, and Third Reading
<b>MEETING:</b>	May 6, 2020 Regular Meeting of Council
<b>PRESENTED BY:</b>	Jennifer Fancey General Manager of Finance and Corporate Services

### 1. PROPOSAL AND BACKGROUND:

Administration is proposing to amend the current Bylaw 2002/01/F to replace the due date of June 30 with September 30 and to amend the penalty rate from fifteen percent (15%) to three percent (3%) by way of Temporary Bylaw.

Administration is also proposing to amend the current Bylaw 2002/01/F to replace the due date of December 31 with January 15 the following year and to amend the penalty rate from fifteen percent (15%) to ten percent (10%) by way of Temporary Bylaw.

### 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

### 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	YES	MGA - Sections 344-346
Municipal Bylaws	YES	Bylaw 2002/01/F
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 2020 Penalties for Non-Payment of Property Taxes Temporary Reduction Bylaw 2020/02/F, as presented.

That Council give Second Reading to the 2020 Penalties for Non-Payment of Property Taxes Temporary Reduction Bylaw 2020/02/F, as presented.

That Council consider giving Third Reading to the 2020 Penalties for Non-Payment of Property Taxes Temporary Reduction Bylaw 2020/02/F, as presented.

That Council give Third and Final Reading to the 2020 Penalties for Non-Payment of Property Taxes Temporary Reduction Bylaw 2020/02/F, as presented.

#### B. OPTION B:

That Council give First Reading to the 2020 Penalties for Non-Payment of Property Taxes Temporary Reduction Bylaw 2020/02/F, with following changes: \_\_\_\_\_.



That Council give Second Reading to the 2020 Penalties for Non-Payment of Property Taxes Temporary Reduction Bylaw 2020/02/F, as amended.

That Council consider giving Third Reading to the 2020 Penalties for Non-Payment of Property Taxes Temporary Reduction Bylaw 2020/02/F, as amended.

That Council give Third and Final Reading to the 2020 Penalties for Non-Payment of Property Taxes Temporary Reduction Bylaw 2020/02/F, as amended.

C. OPTION C:




That Council decline giving First Reading to the 2020 Penalties for Non-Payment of Property Taxes Temporary Reduction Bylaw 2020/02/F as presented, and direct Administration to: \_\_\_\_\_.

**5. RECOMMENDATION**

Administration recommends giving all three readings to proposed Bylaw 2020/02/F.

**6. ATTACHMENTS:**

- 1) Draft 2020 Penalties for Non-Payment of Property Taxes Temporary Reduction Bylaw 2020/02/F

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			



**BYLAW NO. 2020/02/F**

**Name of Bylaw: 2020 Penalties for Non-Payment of Property Taxes Temporary Reduction Bylaw**

Being a Bylaw of the Town of Drayton Valley, in the Province of Alberta, to temporarily amend Bylaw 2002/01/F

**WHEREAS** Sections 344-346 of the Municipal Government Act, being RSA 2000, c. M-26 as amended, authorize Council to impose penalties related to the late payment of taxes;

**AND WHEREAS** the Town of Drayton Valley Bylaw 2002/01/F imposes a Three (3%) percent penalty on taxes which are not paid within the time limits set out in the said Bylaw;

**AND WHEREAS** the Town of Drayton Valley Bylaw 2002/01/F imposes a Fifteen (15%) percent penalty on taxes which are not paid within the time limits set out in the said Bylaw;

**AND WHEREAS** during 2020, the Province of Alberta has suffered an economic downturn;

**AND WHEREAS** the Council of the Town of Drayton Valley does not currently wish to impose further financial burdens on its residential and non-residential property rate payers;

**AND WHEREAS** it is therefore the intent of the Council of the Town of Drayton Valley to reduce the penalties for the late payment of taxes to be imposed pursuant to Bylaw 2002/01/F between the dates of July 1, 2020 and December 31, 2020, without affecting either penalties which were imposed prior to July 1, 2020, or penalties which may be imposed after December 31, 2020;

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

**TITLE**

1. This Bylaw may be cited as the "2020 Penalties for Non-Payment of Property Taxes Temporary Reduction Bylaw" of the Town of Drayton Valley.

**PURPOSE**

2. The purpose of this Bylaw is to temporarily amend Bylaw 2002/01/F, as follows:
  - a. In paragraph 1 of Bylaw 2002/01/F, the words and numbers "Fifteen (15%) percent" are hereby deleted and replaced by the words and numbers "Three (3%) percent".

- b. In paragraph 1 of Bylaw 2002/01/F, the words and numbers “First day of July” are hereby deleted and replaced by the words and numbers “First day of October”.
  - c. In Paragraph 1 of Bylaw 2002/01/F, the words and numbers “Said penalty to be processed (implemented) on the closing (4:30 pm) of the third (3rd) business day after July 1” are hereby deleted and replaced by the words and numbers “Said penalty to be processed (implemented) on the closing (5:00 pm) of the third (3rd) business day after October 1”.
  - d. In paragraph 2 of Bylaw 2002/01/F, the words and numbers “Fifteen (15%) percent” are hereby deleted and replaced by the words and numbers “Ten (10%) percent”.
  - e. In Paragraph 2 of Bylaw 2002/01/F, the words and numbers “December 31” are hereby deleted and replaced by the words and numbers “January 15”.
  - f. In Paragraph 2 of Bylaw 2002/01/F, the words and numbers “first day of January” are hereby deleted and replaced by the words and numbers “fifteenth day of January”.
- 3. This Bylaw shall come into effect on the 1<sup>st</sup> day of July, 2020.
  - 4. This Bylaw shall automatically expire and be repealed on the 15<sup>th</sup> day of January, 2021.

### **INTERPRETATION**

- 5. Words used in the singular include the plural and vice-versa.
- 6. When a word is used in the masculine or feminine it will refer to either gender.
- 7. Words used in the present tense include the other tenses and derivative forms.

### **SEVERABILITY**

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

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A. D.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A. D.

Read a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A. D.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION

<b>SUBJECT:</b>	Bylaw 2020/07/F – 2020 Property Tax Early Payment Discount Incentive Program Presented for First, Second, and Third Reading
<b>MEETING:</b>	May 6, 2020 Regular Meeting of Council
<b>PRESENTED BY:</b>	Jennifer Fancey General Manager of Finance and Corporate Services

### 1. PROPOSAL AND BACKGROUND:

Administration is proposing Bylaw 2020/07/F to implement a Property Tax Early Payment Discount Incentive Program to residential and non-residential property owners who pay their current year property tax levy balance in full on or before June 30, 2020, which would result in a five (5%) percent discount on the Total Levy amount.

### 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

### 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	Yes	MGA, Part 10 S.339
Municipal Bylaws	Yes	
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 Bylaw 2020/07/F – Property Tax Early Payment Discount Incentive Program, as presented.

That Council give Second Reading to Bylaw 2020/07/F – Property Tax Early Payment Discount Incentive Program, as presented.

That Council consider giving Third Reading to Bylaw 2020/07/F – Property Tax Early Payment Discount Incentive Program, as presented.

That Council give Third and Final Reading to Bylaw 2020/07/F – Property Tax Early Payment Discount Incentive Program, as presented.

#### B. OPTION B:

That Council give First Reading to Bylaw 2020/07/F – Property Tax Early Payment Discount Incentive Program, with following changes: \_\_\_\_\_.

That Council give Second Reading to Bylaw 2020/07/F – Property Tax Early Payment Discount Incentive Program, as amended.

That Council consider giving Third Reading to Bylaw 2020/07/F – Property Tax Early Payment Discount Incentive Program, as amended.

That Council give Third and Final Reading to Bylaw 2020/07/F – Property Tax Early Payment Discount Incentive Program, as amended.

C. **OPTION C:**




That Council decline giving First Reading to Bylaw 2020/07/F – Property Tax Payment Incentive Program, as presented, and direct Administration to: \_\_\_\_\_.

**5. RECOMMENDATION**

Administration recommends giving all three readings to proposed Bylaw 2020/07/F.

**6. ATTACHMENTS:**

- 1) Draft Bylaw 2020/07/F – Property Tax Early Payment Discount Incentive Program

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

**BYLAW NO. 2020/07/F****Name of Bylaw: 2020 Property Tax Early Payment Discount Incentive Program**

**WHEREAS** Section 339 of the *Municipal Government Act*, being RSA 2000, c.M-26. A Council may by bylaw provide incentives for payment of taxes by the dates set out in the bylaw;

**WHEREAS** the Town of Drayton Valley is imposing a five (5%) percent incentive discount on property taxes which have been paid on or before the due date outlined in the bylaw;

**AND WHEREAS** during 2020, the province of Alberta has suffered an economic downturn;

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

**TITLE**

1. This Bylaw may be cited as the “2020 Property Tax Early Payment Discount Incentive Program Bylaw” of the Town of Drayton Valley.

**PURPOSE**

2. The purpose of this Bylaw is to encourage residential and non-residential property owners to pay current tax levies by the due date.
3. This is to mitigate further financial burden on rate payers by providing a discount on property tax levies if paid on or before the date per the Assessment Notice.
4. Discounts shall be offered from the time the notice of the levy is sent until June 30, to encourage prompt payment of the current year's property taxes.
5. From the time the notice of the levy is sent until June 30, the total tax levy shall be eligible for a discount of five (5%) percent.
6. Discounts will be offered to property taxes which are paid in full and does not include the TIPP (Tax Instalment Payment Plan) program.

**INTERPRETATION**

7. Words used in the singular include the plural and vice-versa.
8. When a word is used in the masculine or feminine it will refer to either gender.
9. Words used in the present tense include the other tenses and derivative forms.

**SEVERABILITY**

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

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

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A. D.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A. D.

Read a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A. D.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION

DRAYTON VALLEY



<b>SUBJECT:</b>	Amending Bylaw 2020/08/F - Amendment of Town of Drayton Valley Borrowing Bylaw 99-14 Presented for First Reading
<b>MEETING:</b>	May 6, 2020 Regular Meeting of Council
<b>PRESENTED BY:</b>	Jennifer Fancey General Manager of Finance and Corporate Services

### 1. PROPOSAL AND BACKGROUND:

In October 1999, Town Council passed Bylaw 99-14 to address the highly seasonal nature of Town revenues by ensuring adequate financial liquidity for approved capital projects and operational funding requirements.

At that time a borrowing limit of \$750,000.00 was approved to meet current expenditures and obligations of the Town until such time that taxes levied could be collected. Since the initial passing of this Bylaw, the Town has grown significantly and the original borrowing limit requires updating to ensure the Town has access to adequate monies to meet its financial obligations. An amendment has been made in 2017, when Bylaw 2017/02/F was passed to amend the borrowing limit to \$4,000,000.00.

However, with the current economic situation, it is necessary to make another amendment to authorize the borrowing of funds from the current level of \$4,000,000.00 to an amount not exceeding \$9,000,000.00. With this revised borrowing limit and the establishment of a credit line, Administration will be able to ensure funds are available to maintain operations and capital commitments incurred throughout the year.

Accordingly, Amending Bylaw 2020/08/F is hereby presented for Council's consideration. If Council decides to give First Reading, the Amending Bylaw will be advertised as per MGA section 251. Further, upon Third and Final reading of Amending Bylaw 2020/08/F, the Bylaw 2017/02/F will be repealed.

### 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

### 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	YES	<i>Municipal Government Act</i> , section 251
Municipal Bylaws	YES	Bylaw 99-14 and Bylaw 2017/02/F
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. That Council give First Reading to Bylaw 2020/08/F - Amendment of Town of Drayton Valley Borrowing Bylaw 99-14, as presented.






- B. That Council give First Reading to Bylaw 2020/08/F - Amendment of Town of Drayton Valley Borrowing Bylaw 99-14, with following changes: \_\_\_\_\_.
- C. That Council decline to give First Reading to Bylaw 2020/08/F - Amendment of Town of Drayton Valley Borrowing Bylaw 99-14, as presented.

**5. RECOMMENDATION**

Administration recommends that Council give First Reading to Amending Bylaw 2020/08/F, as presented.

**6. ATTACHMENTS:**

- 1) DRAFT Amending Bylaw 2020/08/F - Amendment of Town of Drayton Valley Borrowing Bylaw 99-14

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

**BYLAW NO. 2020/08/F****Name of Bylaw: Amendment of Town of Drayton Valley Borrowing Bylaw 99-14**

**WHEREAS** the Council of the Town of Drayton Valley adopted Bylaw 99-14 to authorize the borrowing of funds in an amount not exceeding seven hundred and fifty thousand (\$750,000.00) dollars until such time as the taxes levied or to be levied therefore can be collected;

**AND WHEREAS** the Council of the Town of Drayton Valley wishes to increase the borrowing amount to nine million dollars (\$9,000,000.00);

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

**TITLE**

1. This Bylaw may be cited as the “Amendment of the Town of Drayton Valley Borrowing Bylaw 99-14” of the Town of Drayton Valley.

**PURPOSE**

2. The purpose of this Bylaw is to amend Bylaw 99-14 by deleting reference to “\$750,000.00” throughout the Bylaw and replacing that reference with “nine million dollars (\$9,000,000.00).”

**INTERPRETATION**

3. Words used in the singular include the plural and vice-versa.
4. When a word is used in the masculine or feminine it will refer to either gender.
5. Words used in the present tense include the other tenses and derivative forms.

**SEVERABILITY**

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

Upon this Bylaw coming into effect, Bylaw 2017/02/F and all contents therein are hereby repealed;

**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 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A. D.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A. D.

Read a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A. D.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION

DRAYTON VALLEY



<b>SUBJECT:</b>	Mill Rate Bylaw 2020-09-F Presented for First, Second and Third Reading
<b>MEETING:</b>	May 6, 2020 Regular Meeting of Council
<b>PRESENTED BY:</b>	Jennifer Fancey General Manager of Finance and Corporate Services

### 1. PROPOSAL AND BACKGROUND:

Each year, the Town sets its called mill rates, which are required to be collected to meet the operational and capital expenses for the Town. The mill rate, also referred to as the millage rate, is a figure representing the amount per \$1,000 of the assessed value of property, which is used to calculate the amount of property tax. All residential and commercial property in Drayton Valley is assessed, and the mill rate and mill rate factor are multiplied by the taxable assessment.

Mill Rate Bylaw 2020/09/F is being presented for First, Second, and Third Readings at today's Council meeting. The adoption of this mill rate supports the tax levy requirements of the 2020 Operating and Capital Budget. Council is being asked to approve Mill Rate Bylaw 2020/09/F as presented.

To facilitate the Tax Notices being issued in a timely manner, Council is being asked to give all three Readings to Mill Rate Bylaw 2020/09/F today.

### 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

Supports the 2020 Final Budget

### 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations		
Municipal Bylaws		
Municipal Development Plan		
Sustainability Vision 2019-2021		
Town of Drayton Valley Strategic Plan 2019-2021		
Other Plans or Policies	YES	2020 Final Budget

### 4. POTENTIAL MOTIONS:

#### OPTION A:

That Council give First Reading to Mill Rate Bylaw 2020/09/F, as presented.

That Council give Second Reading to Mill Rate Bylaw 2020/09/F, as presented.

That Council consider giving Third Reading to Mill Rate Bylaw 2020/09/F, as presented.

That Council give Third and Final Reading to Mill Rate Bylaw 2020/09/F, as presented.

#### OPTION B:



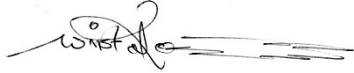
That Council elect not to give further readings to Mill Rate Bylaw 2020-09-F

**5. RECOMMENDATION**

Administration recommends enacting Mill Rate Bylaw 2020/09/F, as presented.

**6. ATTACHMENTS:**

- 1) Proposed Mill Rate Bylaw 2020-09-F

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

**TOWN OF DRAYTON VALLEY**  
**BYLAW NO: 2020/09/F**

**A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE TOWN OF DRAYTON VALLEY FOR THE 2020 TAXATION YEAR.**

**WHEREAS**, the Town of Drayton Valley has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the General Meeting of Council held on May 6, 2020; and

**WHEREAS**, the estimated municipal expenditures and transfers set out in the budget for the Town of Drayton Valley for 2020 total of \$30,465,239.00 (excluding amortization); and

**WHEREAS**, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$15,801,856.00 and the balance of \$14,663,383.00 is to be raised by general municipal taxation; and

**WHEREAS**, the requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential / Farmland	\$ 1,740,190.03
Non-Residential	1,758,891.67
Machinery & Equipment (M&E)	-
St. Thomas Aquinas RCS	
Residential / Farmland	154,134.64
Non-Residential	109,429.01
Brazeau Seniors' Foundation	266,338.00
Designated Industrial Property Tax	7,183.71
Total Under levies (Over levies)	(98,600.75)
Grand Total - Requisitions	<u>\$ 3,937,566.31</u>

**WHEREAS**, the Council of the Town of Drayton Valley is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

**WHEREAS**, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M26, Revised Statutes of Alberta, 2000; and

**WHEREAS**, the assessed value of all taxable property in the Town of Drayton Valley as shown on the assessment roll is:

	<u>Assessment</u>
Residential & Farmland	\$ 683,241,040
Annexed Residential & Farmland	18,087,290
Non-Residential	393,839,510
Annexed Non-Residential	80,019,740
Machinery & Equipment	28,395,810
Annexed Machinery & Equipment	8,171,410
Generation- Linear	1,672,270
	<u>\$ 1,213,427,070</u>

**NOW THEREFORE**, under the authority of the Municipal Government Act, the Council of the Town of Drayton Valley, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Drayton Valley:
2. Annexation requirement by Order In Council 476/2011, Appendix C 2 'For taxation purposes in 2012 and subsequent years up to and including 2062, the annexed land and the assessable improvements to it
  - (a) must be assessed by the Town of Drayton Valley on the same basis as if they had remained in Brazeau County, and
  - (b) must be taxed by the Town of Drayton Valley in respect of each assessment class that applies to the annexed land and the assessable improvements to it using the tax rate established by Brazeau County or by The Town of Drayton Valley, whichever is lower.'

Brazeau County Bylaw No. 987-18	<u>Residential</u>	<u>Non-Residential</u>
General Municipal	2.0020	9.0460
ASFF & St. Thomas Aquinas	2.5030	3.7770
Brazeau Seniors Foundation	0.2150	0.2150
Brazeau County Tax Rate Total	4.7200	13.0380

	<u>Tax Levy</u>	<u>Assessment</u>	<u>Tax Rate</u>
<b>General Municipal</b>			
Residential & Farmland	\$ 4,080,135.88	\$ 648,188,250	6.2947
Annexed Residential & Farmland	36,114.07	18,087,290	1.9967
Multi-Residential	377,938.57	35,052,790	10.7820
Non-Residential	5,070,299.53	395,511,780	12.8196
Annexed Non-Residential	723,430.82	80,019,740	9.0407
Machinery & Equipment	364,022.69	28,395,810	12.8196
Annexed Machinery & Equipment	73,874.89	8,171,410	9.0407
Total	\$ 10,725,816.46	\$ 1,213,427,070	
<b>A.S.F.F.</b>			
Residential & Farmland	\$ 1,630,612.12	\$ 628,653,649	2.5938
Annexed Residential & Farmland	38,867.46	15,528,350	2.5030
Non-Residential	1,461,472.31	372,959,509	3.9186
Annexed Non-Residential	275,833.99	73,029,915	3.7770
Machinery & Equipment	-	36,567,220	0.0
Total	\$ 3,406,785.88	\$ 1,126,738,643	
<b>St. Thomas Aquinas RCS</b>			
Residential & Farmland	\$ 141,589.67	54,587,391	2.5938
Annexed Residential & Farmland	6,405.03	2,558,940	2.5030
Non-Residential	81,819.99	20,880,001	3.9186
Annexed Non-Residential	26,400.57	6,989,825	3.7770
Total	\$ 256,215.25	\$ 85,016,157	

<b>Brazeau Seniors' Foundation</b>				
Residential & Farmland	\$	154,534.59	\$ 701,328,330	0.2203
Non-Residential		104,781.26	475,531,520	0.2203
Machinery & Equipment		8,057.42	36,567,220	0.2203
		<hr/>		
	\$	267,373.27	\$ 1,213,427,070	

<b>Designated Industrial Property Tax</b>				
Non-Residential	\$	2,988.68	\$ 38,023,920	0.0786
Annexed Non-Residential		1,370.55	17,437,020	0.0786
Machinery & Equipment		2,212.59	28,150,020	0.0786
Annexed Machinery & Equipment		620.09	7,889,200	0.0786
		<hr/>		
	\$	7,191.91	\$ 91,500,160	

<b>Grand Total - Tax Rates</b>				
Residential & Farmland				9.1088
Annexed Residential & Farmland				4.7200
Multi-Residential				13.5961
Non-Residential				16.9585
Non-Residential - DIP				17.0371
Annexed Non-Residential				13.0380
Annexed Non-Residential - DIP				13.1166
Machinery & Equipment				13.0399
Machinery & Equipment - DIP				13.1185
Annexed Machinery & Equipment				9.2610
Annexed Machinery & Equipment - DIP				9.3396

3. That this bylaw shall take effect on the date of the third and final reading.

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Read a third time and passed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Town of Drayton Valley

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION

DRAYTON VALLEY



<b>SUBJECT:</b>	2020 Final Total Works Fitness Centre Fee Schedule
<b>MEETING:</b>	May 6, 2020 Regular Meeting of Council
<b>PRESENTED BY:</b>	Jennifer Fancey General Manager of Finance & Corporate Services

### 1. PROPOSAL AND BACKGROUND:

In conjunction with the 2020 Final Budget considerations, Administration from each Town Facility and department has reviewed its respective fees for the coming year. The 2020 Final Total Works Fee Schedule reflects the Town's goal to provide affordable services while balancing fiscal responsibility, and where possible achieve cost recovery.

Administration presents the attached 2020 Final Total Works Fee Schedule for Council's consideration and adoption, with the intention the fees be implemented on May 6, 2020.

### 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

The Fee Schedule supports the 2020 Final Budget.

### 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	YES	<i>Municipal Government Act</i> Section 61(2): A municipality may charge fees, tolls and charges for the use of its property, including property under the direction, control and management of the municipality.
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	N/A	

### 4. POTENTIAL MOTIONS:




- A. That Town Council approve the 2020 Final Total Works Fee Schedule as presented.
- B. That Town Council approve the 2020 Final Total Works Fee Schedule with the following amendment(s)\_\_\_\_\_.
- C. That Town Council does not approve the 2020 Final Total Works Fee Schedule as presented.

### 5. RECOMMENDATION

Administration recommends approving the 2020 Final Total Works Fee Schedule as presented.

### 6. ATTACHMENTS:

1. Draft 2020 Final Total Works Fee Schedule

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

14.0 TOTAL WORKS FITNESS CENTRE

14.1 FITNESS CENTRE - GST INCLUDED			
Fitness Centre Pass	Adult (19+)	Student/Senior	Family
Yearly	458.50	319.25	1,071.25
6 Months	310.00	223.50	752.00
3 Months	206.00	144.25	484.00
Monthly	76.50	53.00	179.00
PAP Yearly (monthly pre-authorized payment, one year contract)	45.50	32.00	106.00
PAP Monthly (monthly pre-authorized payment, no contract)	64.75	45.25	152.00
10 Visit Punch Pass	67.00		47.00
Drop-in	8.50		6.00
Super Seniors (70 and over)			Free
Combined Pass (Pool and Fitness Centre)			
Yearly	551.00	367.75	1,179.50
6 Months	386.25	257.50	824.00
3 Months	248.25	165.00	530.50
Monthly	92.50	62.00	196.25
PAP Yearly (monthly pre-authorized payment, one year contract)	55.50	37.00	117.00
PAP Monthly (monthly pre-authorized payment, no contract)	78.25	53.00	167.00
Schools - Per hour			51.50
Locker - Monthly			6.00
Locker - Annually			60.00

14.2 INDOOR TRACK - GST INCLUDED		
Passes	Adult (19+)	Student/Senior
Yearly	170.00	120.50
6 Months	119.00	84.50
Monthly	28.50	20.25
10 Visit Punch Pass	31.75	24.25
Drop - In	4.75	3.75
Preschool (5 and under)		Free
55 Alive (55+)		Free
Boxing Club	per month	50.00
Schools - hourly rate	per hour	17.50

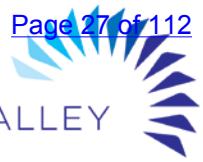
14.3 RACQUET/SQUASH COURTS - GST INCLUDED		
Passes	Adult (19+)	Student/Senior
Yearly	257.50	181.50
Monthly	43.75	30.25
10 Visit Punch Pass	38.25	23.50
Drop - In	5.75	3.50

14.4 PERSONAL TRAINING RATES (Ages 12+) - ADD GST			
	1 Person	2 People	3 People
1 session	60.00	100.00	135.00
4 sessions	228.00	360.00	480.00
8 sessions	440.00	640.00	840.00
1 session/week (12 weeks)	624.00	960.00	1,260.00
2 sessions/week (12 weeks)	1,248.00	1,680.00	2,160.00
3 sessions/week (12 weeks)	1,692.00	2,160.00	2,700.00
1 session/week for 3 weeks (3 month expiry)			120.00
3 sessions (3 month expiry)			150.00

# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION

DRAYTON VALLEY



<b>SUBJECT:</b>	2020 Final Fee Schedule
<b>MEETING:</b>	May 6, 2019 Regular Meeting of Council
<b>PRESENTED BY:</b>	Jennifer Fancey General Manager of Finance & Corporate Services

### 1. PROPOSAL AND BACKGROUND:

In conjunction with the 2020 Final Budget considerations, Administration from each Town Facility and department has reviewed its respective fees for the coming year. The 2020 Final Fee Schedule reflects the Town's goal to provide affordable services while balancing fiscal responsibility and where possible achieve cost recovery.

Administration presents the attached 2020 Final Fee Schedule for Council's consideration and adoption, with the intention the fees be implemented May 6, 2020.

### 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

The Fee Schedule supports the 2020 Final Budget.

### 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	YES	<i>Municipal Government Act</i> Section 61(2): A municipality may charge fees, tolls and charges for the use of its property, including property under the direction, control and management of the municipality.
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	N/A	

### 4. POTENTIAL MOTIONS:




- A. That Town Council approve the 2020 Final Fee Schedule as presented.
- B. That Town Council approve the 2020 Final Fee Schedule with the following amendment(s)\_\_\_\_\_.
- C. That Town Council does not approve the 2020 Final Fee Schedule as presented.

### 5. RECOMMENDATION

Administration recommends approving the 2020 Final Fee Schedule as presented.

### 6. ATTACHMENTS:

1. Draft 2020 Final Fee Schedule

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

# **TOWN OF DRAYTON VALLEY**

## **2020 FEE SCHEDULE**



DRAFT

1.0 ADMINISTRATION

1.1 LICENSES / SERVICES - GST EXEMPT

NSF Cheque Charges	50.00
FOIP fees and fee estimates	Per FOIP Regulation (Schedule 2)

1.2 PAPER SERVICES - GST INCLUDED

Photocopying	Black & White	Colour
8.5 x 11 paper	0.25	1.00
8.5 x 14 paper	0.25	1.00
11 x 17 paper	1.00	1.50
Fax		
Incoming	first page	1.00
Outgoing	first page	2.00
Additional pages	additional pages	0.25

1.3 PROMOTIONAL ITEMS - ADD GST

Town Pins	
Logo	2.00 each
Icon	2.00 each
Crest	2.50 each
Chain of Office	3.00 each
Chain of Office Full Set	10.00 set of four

1.4 ELECTRONIC SIGN - ADD GST

	Day	Week
Commercial / All Other Users	35.00	225.00

NOTE: Charities and Not-For-Profit organizations are eligible for free advertising.

1.5 ROOM RENTALS - ADD GST

Conference Room # 1	40.00 / half day or 70.00 / day
Conference Room # 2	40.00 / half day or 70.00 / day
Projector- LCD (In-house only)	40.00 / hour or 200.00 / day
Council Chambers	70.00 / half day or 120.00 / day

1.6 TAX RECOVERY - GST EXEMPT

Proceedings Fee	80.00
Tax Certificate	25.00
Tax Search	10.00
Assessment Appeal Filing	
Residential 3 or fewer dwellings & farmland	50.00
Residential 4 or more dwellings	300.00
Non-residential (assessed value under \$2 million)	300.00
Non-residential (assessed value over \$2 million)	650.00

1.7 ANIMAL CONTROL - DOG - GST EXEMPT

Licence - Spayed Female and/or Neutered Male	25.00 / year
Licence - Male or Female Animals	75.00 / year
Nuisance Dog	150.00 / year
Impound Fees	25.00 first day; 15.00/day thereafter
Destruction of Animal	Amount Expended
Veterinary Fees	Amount Expended
Adoption Fees	50.00
Replacement Tag	5.00

1.8 ANIMAL CONTROL - CAT - GST EXEMPT

Licence - Spayed Female and/or Neutered Male	15.00 / year
Licence - Male or Female Animals	45.00 / year
Impound Fees	25.00 first day; 15.00/day thereafter
Destruction of Animal	Amount Expended
Veterinary Fees	Amount Expended
Adoption Fees	50.00
Replacement Tag	5.00

NOTE: If during the course of the year for which a breeding animal license has been issued, proof of spay or neuter of the licensed animal, in a form acceptable (ie. veterinarian receipt), is provided to the Town, the Town shall reimburse the owner the monetary difference of an altered animal license versus a breeding animal license.

1.9 BUSINESS LICENSES - GST EXEMPT

Transfer of ownership or change of name	30.00
Transfer of business location	60.00
Hawker / Peddler	500.00 / year
Hawker / Peddler	100.00 / day
Local Business	100.00 / year (50.00 after July 1st)
Rural resident (within 5m radius of town boundary)	200.00 / year (100.00 after July 1st)
Non-resident (outside of 5m radius of town boundary)	375.00 / year (187.50 after July 1st)
Home Occupation	100.00 / year (50.00 after July 1st)
Adult Business	1,250.00 / year (625.00 after July 1st)
Cannabis Retail Store	500.00 / year (250.00 after July 1st)
Cannabis Counselling Services	100.00 / year (50.00 after July 1st)

2.0 AIRPORT

2.1 HANGAR LEASES - ADD GST

Private	1.10 / sq. m.
Commercial	1.50 / sq. m.
Hay Lease	45.00 / acre

3.0 BUILDING & DEVELOPMENT

3.1 PERMITS - GST EXEMPT

Residential Developments	Development	Building
1 - 4 Dwelling Units (Single family homes, duplexes, triplexes and fourplexes) including modular/mobile/manufactured homes	200.00	Total square footage of all floors x 0.60
5+ Units (Apartment Buildings and Townhouses)	400.00 for 1st unit + 500.00/unit thereafter	9.00 per 1,000 construction value
Deck / patio / balcony - over 2 feet from the ground	30.00	60.00
Portable carports/garages	50.00	60.00
Retaining wall 4' & over	25.00	50.00
Secondary Suite	30.00	60.00
Basement development	30.00	60.00
Detached garage/carport	100.00	100.00
Shed, greenhouse, playhouse, etc.	50.00	(over 110 sq. ft.) 50.00
Permanent hot tub or pool	25.00	50.00
Commercial Developments		
Principle Building & Secondary Use Buildings	400.00	9.00 per 1,000 construction value
Detached garage, shed, storage building	100.00	9.00 per 1,000 construction value
Retaining wall 4' & over	25.00	50.00
Signs - permanent	60.00	60.00
Signs - temporary	25.00	50.00
Demolition / moving	75.00	100.00
Excavation, tree removal, top soil stripping, site preparation and/or service installation	300.00	N/A
As-built penalty- residential and commercial/industrial	Double the permit fees up to a maximum of \$5,000.00	
<b>NOTE: 4% Safety Code fee is applied to all Building Permits, in addition to the permit fee (minimum of \$4.50 and a maximum of \$560.00).</b>		
<b>Refund of Building Permit Fees - If the construction does not begin within 120 days from the date of the permit issued or the project is abandoned. The applicant can apply for a refund for the portion of the building permit. Non Refundable Fee: 15% of assessed permit fee or minimum of \$25.00 (whichever is higher).</b>		
<b>A fee will be charged for an amendment to an application received during the Development Officer's consideration of the original Development/Building Permit Application submitted. This fee will be levied at the discretion of the Development Officer, but in no case will it exceed the original permit application fee.</b>		
<b>A fee similar to that charged for the original Permit will be levied for any amendments to a Development/Building Permit Application received after issuance by the Development Officer, as such amendment will be deemed a new application.</b>		
<b>For commercial developments, the Applicant shall provide the fair market "construction value" on its application. If in the opinion of the Development Officer the "construction value" entered on the application appears low, the Development Officer shall have the right to amend the "construction value" of the development to its fair market value.</b>		

3.2 FEES - GST EXEMPT

Discretionary Use Notification fee	200.00
Time Extension Application for Development Permit	100.00
Compliance Certificate - 3 working days (expedited)	200.00
Compliance Certificate - 7 working days (standard)	100.00
LUB Amendment (Text Amendment or Re-zoning)	800.00
LUB Amendment (Direct Control District)	1000.00
ASP Adoption Application	1000.00
ASP Amendment Application	800.00
Variance Application Fee	75.00 if variance is within 30% considered by Development Officer. 200.00 if variance is greater than 30% and is considered by Council.
Preparation of Development Agreement	1,000.00
Preparation of Easements, Encroachment Agreements, Caveats, Rights-of-way and other agreements	200.00 per agreement (Town prepares & registers agreement) 50.00 (Applicant's lawyer prepares & registers agreement)
Discharges	50.00
Road Closure Application	500.00
Non-statutory Public Hearing or Open House	300.00
Development Appeal	300.00
Bylaw Amendment	1000.00
Copies of Land Use Bylaw, Minimum Design Standards	40.00
File Search (not including Environmental Search)	75.00
File Search (including Environmental Search)	155.00
Extensive File Search (not including Environmental Search)	150.00
Extensive File Search (including Environmental Search)	230.00
Rush file search fee	Double the standard fee noted above
<b>NOTE: Miscellaneous services shall be charged on a per case basis at the discretion of the Development Officer.</b>	
<b>All file search requests must be submitted in writing (fax, delivery and e-mail are acceptable). Processing time is 2 - 3 business days and rush requests are 1 business day.</b>	

3.3 MAPS - GST EXEMPT			
Printed Wall Map - Address	42" x 56"		35.00
NOTE: Minimum 48 hours notice for printed requests and a minimum 24 hours notice for digital requests.			

4.0 CEMETERY

4.1 LEASE OF BURIAL RIGHTS - ADD GST			
		Resident	Non-Resident
Adult		450.00	625.00
Adult - Perpetual Care		173.00	216.00
Child		300.00	375.00
Child - Perpetual Care		103.00	130.00
Infant		200.00	250.00
Infant - Perpetual Care		69.00	88.00
Cremation		300.00	375.00
Cremation - Perpetual Care		103.00	132.00
Veteran		140.00	176.00
Veteran - Perpetual Care		69.00	88.00

4.2 OPENING AND CLOSING - ADD GST			
		Summer	Winter
Adult		550.00	750.00
Adult - Weekends, holidays and after 4 pm		750.00	950.00
Child		300.00	375.00
Infant		200.00	275.00
Cremated remains		250.00	450.00
Cremated remains - Weekends, holidays and after 4 pm		350.00	550.00
Scattering of ashes		200.00	200.00

4.3 MISCELLANEOUS - ADD GST			
Concrete vault		690.00 or Cost + 10%, whichever is greater	
Disinterment			370.00
Monument Permit Fee			40.00

5.0 OMNIPLEX

5.1 ARENA FEES - GST INCLUDED			
		Jan/20 - Jul/20	Aug/20 - Apr/21
Public Skating			
All ages		Free	Free
Senior Skate			
55+			Free
Kid Skate (Ages 5 and under)			
Drop in (per child)		3.00	3.00
Shinny Practice (Ages 12 and under)			
Drop in (per child)		3.00	3.00
Shinny Game (Ages 13 - 18)			
Drop in (per child)		4.50	4.50
Morning & Noon Hockey (Ages 19 and up)			
Drop in (per adult)		6.00	6.00
Season Pass (per adult)		96.00	100.00
Women's Noon Hockey (Ages 19 and up)			
Drop in (per adult)		6.00	6.00
Season Pass (per adult)		63.00	63.00
NOTE: Rental agreement rates are based on the year the rental agreement is signed.			

5.2 ICE RENTAL RATES - ADD GST/HR RATE			
Youth -under 18 yrs.		Jan/20 - Jul/20	Aug/20 - Apr/21
Prime Rate (3pm-12am weekdays, and all day weekends)	per hour	94.25	94.25
Non-prime Rate (weekdays only 6am-3pm)	per hour	67.00	67.00
Adult Sports			
Prime Rate (3pm-12am weekdays, and all day weekends)	per hour	171.75	171.75
Non-prime Rate (weekdays only 6am-3pm)	per hour	120.50	120.50
Group (adult & youth)			
Prime Rate (3pm-12am weekdays, and all day weekends)	per hour	131.50	131.50
Non-prime Rate (weekdays only, 6am-3pm)	per hour	92.00	92.00
Schools			
Hourly Rate (weekdays only, 8am-3pm)	per hour	59.25	59.25
Thunder - Practice			
Prime Rate (3pm-12am weekdays, and all day weekends)	per hour	109.50	109.50
Non-prime Rate (weekdays only 6am-3pm)	per hour	76.75	76.75
Thunder - Games & Camps			
Games	per hour	159.75	159.75
Camps	per hour	109.50	109.50

5.3 OMNI I & II - ADD GST			
Daily Rates	Adult (19+)	Non-Profit	Youth/Senior
Omni I PAD with lobby	978.50	782.75	587.00
Omni II PAD with lobby	927.00	741.50	556.25
Omni I lobby	150.00	150.00	150.00
Omni II lobby	200.00	200.00	200.00
Omni I & II lobby	250.00	250.00	250.00

Hourly Rates			
Omni I or II PAD with lobby (4 hour max)	92.75	74.25	55.65
Omni I lobby (4 hour max)	20.00	20.00	20.00
Omni II lobby (4 hour max)	25.00	25.00	25.00
Nerf			
Birthday Party			85.00

5.4 OMNI III - PAD/LOUNGE/KITCHEN/MEETING ROOM - ADD GST

Daily Rates	Adult (19+)	Non-Profit	Youth/Senior
Lounge - Kitchen not included	345.00	275.00	206.00
Lounge - Kitchen included	495.00	395.00	297.00
Kitchen - Lounge not included	200.00		122.00
Meeting Room	85.00		51.50
Omni III PAD	582.00	465.00	350.00
PAD, Kitchen and Lounge	927.00	741.00	556.00
Hourly Rates			
Lounge - Min 2hr, Max 4hr - Kitchen not included	55.00		35.00
Meeting Room - 4 hour rental	55.00		35.00
Omni III PAD - 4 hours max.	69.00	55.00	42.00

5.5 ADDITIONAL ITEMS - ADD GST

		Non-Profit	Regular
Coffee service - Pot	per pot		15.00
Coffee service - Urn Set (on-site only)	per set		50.00
Coffee urn (urn only, on-site only)	per unit	10.00	12.00
Corkage	per can		1.00
Cow wash bay	per animal		25.00
Delivery/pick-up of equipment (in-town only)	per trip		55.00
Draping - 4'	per drape		1.60
Draping - 8'	per drape		2.40
Extra cleaning	per hour		40.00
Fridge - Daily rate	daily		25.00
Horse riding	rider/per hour		15.00
Lobby extra setup (For any additional setup over the standard 2 tables & 8 chairs for	per hour		40.00
Metal stage	per section		22.00
Overnight staff (per person/per hour)	per hour		40.00
Power box - Daily rate	per unit		26.00
Projector and screen - Daily rate	per unit		50.00
Projector Screen 8' (on-site only)	per unit		15.00
Running your own bar (no glassware included)	daily	150.00	200.00
Table skirting	per skirt		3.75
Tables - Daily rate	per table	7.50	9.00
Ticket booths	per unit		26.75
NOTE: Additional items shall be charged based on fee schedule rates in the year the event takes place.			

5.6 GYMNASIUM - ADD GST

	Adult (19+)	Non-Profit	Youth/Senior
Boxing - Daily	160.00	133.00	106.00
Boxing - Hourly (4 hour max)	42.00	37.00	26.50
Boxing Club -Hourly Rate			Contract basis

5.7 ICE ADVERTISING - ADD GST

		Jan/20 - Jul/20	Aug/20 - Apr/21
Display case Omni I - Lobby	per month	200.00	200.00
Omni II advertisement 3' x 4' - Prime	per year	525.00	525.00
Omni II advertisement 3' x 4' - Non Prime	per year	265.00	265.00
Omni II advertisement 3' x 8' - Prime	per year	950.00	950.00
Omni II advertisement 3' x 8' - Non Prime	per year	525.00	525.00

5.8 OMNIPLEX - OTHER SERVICES

		Jan/20 - Jul/20	Aug/20 - Apr/21
Tunnel 2			
Lockers in Ref Rooms and Change area per year		25.00	25.00
Cages 1 to 16 per year per cage		100.00	100.00
Cage 17 per year per cage		150.00	150.00
Cage 18 per year per cage		125.00	125.00
Wooden Storage Cabinets 19 to 22 per cabinet per year		25.00	25.00
Tunnel 1		150.00	150.00
Rental Spaces - Pro shop or Concession			Contract basis
Photocopying - GST Included			
Black & White	per page		0.25
Colour	per page		1.00
Fax - GST Included			
Incoming	first page		1.00
Outgoing	first page		2.00
Additional pages	additional pages		0.25
Whiteboard Paper Pad (GST included)	per pad		40.00



6.0 PARK VALLEY POOL

6.1 POOL FEES - GST INCLUDED				
Pool	Adult (19+)	Student/Senior	Preschool	Family
Yearly	404.50	248.25	120.50	495.50
6 Months	284.25	174.00	84.50	347.00
3 Months	182.00	112.00	54.50	223.25
Monthly	67.75	42.50	20.25	83.00
PAP Yearly (monthly pre-authorized payment, one year contract)	39.50	25.50		50.00
PAP Monthly (monthly pre-authorized payment, no contract)	56.00	36.00		70.50
10 Visit Punch Pass	58.00	39.50	27.75	139.00
Drop-in	6.50	4.50	3.25	15.50
Combined Pass (Pool and Fitness Centre)				
Yearly	551.00	367.75		1,179.50
6 Months	386.25	257.50		824.00
3 Months	248.25	165.00		530.50
Monthly	92.50	62.00		196.25
PAP Yearly (monthly pre-authorized payment, one year contract)	55.50	37.00		117.00
PAP Monthly (monthly pre-authorized payment, no contract)	78.25	53.00		167.00

6.2 PROGRAM FEES - GST EXEMPT		
Program Fees - 10 Lessons		
Starfish - Up to 12 Months		48.50
Ducks - Up to 24 Months		48.50
Seaturtle - Up to 36 Months		48.50
Seaotters - 3 to 5 years		63.00
Salamander, Sunfish, Crocodile, Whale - 3 to 5 years		48.50
Levels 1 to 6 - 5 and up		48.50
Levels 7 to 10 - 5 and up		63.00
Adult Lessons		63.00
Private lessons (per half hour)	per 1/2 hr	36.00
Administrative Fee		10.00
School lessons (during school hours)	per child	29.50
Lifeguard Club		
Recreational JLC Wednesday Only (September to December)		258.00
Recreational JLC Full Year (September to April)		345.00
Competitive JLC Full Year (September to April)		690.00
Competitive JLC PAP Option (September to April)		98.57
Dolphins - 1 day a week (September to December)		85.00

6.3 FITNESS PROGRAMS - GST INCLUDED		
	Arthritic/65+/Disabled	Aquapump
Yearly	392.75	421.25
6 Months	276.00	295.00
3 Months	176.75	189.75
Monthly	65.75	70.50
PAP Yearly (monthly pre-authorized payment, one year contract)	39.50	47.50
PAP Monthly (monthly pre-authorized payment, no contract)	56.00	59.50
10 Visit Punch Pass	55.75	79.00
Drop-in	6.25	8.75

6.4 RENTAL RATES - GST INCLUDED		
Preschool Area (includes hot tub and sitting area)	per hour	39.50
Birthday Bash (during public swim, up to 11 swimmers, includes sitting area)	two hours	65.00
Whole Pool Rental	per hour	236.00
Extra Lifeguards	per hour	37.00
Swim Clubs		
Whole Pool Rental	per hour	90.00
5 Lanes	per hour	55.75
4 Lanes	per hour	52.75
3 Lanes	per hour	49.75
2 Lanes	per hour	47.00
1 Lane	per hour	43.50

7.0 PUBLIC GROUNDS

7.1 WEST VALLEY PARK - ADD GST	
Rodeo Grounds (day rate)	250.00
Midway Area (day rate)	250.00
Parking lot area equal to or less than 150 spaces (day rate)	250.00
Parking lot area - Large Area (with exception of Fitness Centre parking) (day rate)	500.00
NOTE: CAO has the discretion to make adjustments as necessary with respect to the parking lot large area fee.	

7.2 CAMPGROUNDS - GST INCLUDED	
	Per Day
Full service	40.00
Power only	25.00
Unserviced	20.00
Group site up to 10 trailers (power only)	200.00
NOTE: All fees listed include a 3% Destination Marketing Fee.	

7.3 BALL DIAMONDS AND SOCCER FIELDS		
Practice/Game/Tournament		
Youth (person / per season)		4.50
Adult (person / per season)		7.00
Bookings		
Weekday use (per diamond/field)		25.00
Weekend use - Friday/Saturday/Sunday (per diamond/field)		50.00
Washrooms at West Valley Park		60.00
Bleacher rental (per bleacher/per day) - West Valley Park only		60.00
Extra cuts/maintenance (per diamond/field)		25.00
Extra cleaning cost (per person/per hour)		40.00
NOTE: User groups minor ball, slow pitch & soccer. Cleanup deposit equal to the rental fee.		

8.0 CLEAN ENERGY TECHNOLOGY CENTRE

8.1 EVENT SPACE BOOKING FEES - ADD GST		
Meetings, Training Sessions, Lectures, Open Houses	Non-profit/Youth	Regular
Weekday - Half Day (max. 6 hours)	405.00	450.00
Weekday - Full Day	585.00	650.00
Weekend - Full Day	1350.00	1500.00
Special Events, Weddings, Private Parties		
Weekday or Weekend - Full Day (8am - 2am)	1350.00	1500.00
NOTE: All booking fees are due when date of booking is confirmed. Rental agreement rates are based on the year the rental agreement is signed.		

8.2 ROOM BOOKING FEES - ADD GST		
Classroom	per day	100.00
Board Room	per day	100.00
Corridor	per day	100.00
Staff Charge for evenings and weekends		35.00 (per hour/per staff)

8.3 FACILITY RENTALS & EXTRA SERVICES - ADD GST		
Kitchen Rental - Caterer		200.00
Kitchen Supervisor	hourly	45.00
Coffee & Tea Service		75.00 (per day/per station)
Linens	each	12.00
Setup Day Before or Take (min. of 2 hrs, max. of 4 hrs)	hourly	40.00
Staff Charge - Extra Setup/Take Down		35.00 (per hour/per staff)
Staff Charge - Extra Cleaning/Custodial		35.00 (per hour/per staff)
Staying past 2:00 am		Penalty of full day rate charged
Damage Fee		Same as booking fee

9.0 PUBLIC WORKS

9.1 PUBLIC WORKS - ADD GST		
Subcontractor Invoices / Materials / Supplies		Cost + 10%
Snow Hauling Permit		58.00 / season / per truck
Equipment and service rates		Per Alberta Road Builder Rates
Rural Residential Snow Clearing		Per current Alberta Road Builder Rates (min. 25.00)
Dust suppressant -2nd application		150.00
Snow Disposal Site Permit		100.00

9.2 VEHICLE IMPOUNDMENT - ADD GST		
First 24 hours or part thereof		35.00
Charge for next 24 hrs. or part thereof		30.00
Vehicle Removal Charge		Towing + 10%

10.0 EARLY CHILDHOOD DEVELOPMENT CENTRE

10.1 CHILDCARE SERVICES - GST INCLUDED		
Registration fees		65.00
12 - 18 months (per month)		550.00
19 - 36 months (per month)		550.00
3 - 4.5 years (per month)		550.00
4.5 years and up (per month)		550.00
Drop-in Care (per day)		25.00
NOTE: Children registered as full time, as defined in the Parent Handbook, will be charged for all days booked including Statutory Holidays. No		

11.0 MACKENZIE CONFERENCE CENTRE

11.1 RENTAL RATES - ADD GST		
	Regular	Non-profit
Full Hall - weekday	550.00	440.00
Full Hall - weekend day (Fri, Sat & Sun)	800.00	640.00
Half Hall - weekday	450.00	360.00
Half Hall - weekend day (Fri, Sat & Sun)	600.00	480.00
Additional staff / bartenders (per person)	per hour	22.00
Coffee/tea service (1 urn of each)	per set	50.00
Corkage (per can)		1.00
Flip-chart paper (per pad)		40.00
Juice	per litre	4.00
Kitchen Rental	per day	200.00

Kitchen Supervisor	per hour	30.00
MCC provided Bar Service	Minimum of 500.00	
Meetings (up to 50 people - Min 2 hr., Max 4 hr.)	per hour	125.00
Polishing cutlery and or glassware (two weeks notice prior to event required)	per hour	40.00
Portable stage	per section	22.00
Running your own bar (glassware, portable bar x2 & fridge x2 included)		250.00
Setup day before or take down (max 4 hr.)	per hour	40.00
Use of additional projectors	per day	100.00
<b>NOTE: Weekday (Monday - Thursday), Weekend (Friday - Sunday).</b>		
<b>Booking Fees are equal to the rental rate, must be paid in advance to confirm bookings, and are non-refundable.</b>		
<b>Rental agreement rates are based on the year the rental agreement is signed.</b>		

12.0 FIRE DEPARTMENT FEE SCHEDULE

<b>12.1 OPERATIONS - GST INCLUDED</b>		
Gelco 100 per kg		46.00
Gelco 200 per kg		70.00
Foam - per pail		105.00
Fireworks permits		10.00
<b>12.2 SPECIAL OPERATIONS - APPARATUS* - GST INCLUDED</b>		
381 Command Truck - per hour		185.00
382 Command Truck - per hour		185.00
351 Aerial Apparatus - per hour		630.00
342 Pumper - per hour		630.00
331 Rescue -per hour		630.00
<b>*Includes staffing</b>		
<b>12.3 FIRE INSPECTION REPORT - GST INCLUDED</b>		
Lawyer or Realtor Agency request		80.00
Occupancy Load Certification		80.00
Environmental scans		80.00
<b>12.4 FIRE REPORTS - GST INCLUDED</b>		
Insurance company requests		80.00
<b>12.5 FALSE ALARMS - GST INCLUDED</b>		
First false alarm within a year		80.00
Second false alarm within a year		260.00
Third and all subsequent false alarms within a year		500.00
<b>12.6 CAMPS</b>		
Kids Camp Registration		100.00

13.0 UTILITIES

<b>13.1 WATER</b>			
Residential commodity charge per m3 - inside Town boundary			2.10
Residential commodity charge per m3 - outside Town boundary			2.10
Commercial commodity charge per m3 - inside Town boundary			2.10
Commercial commodity charge per m3 - outside Town boundary			2.10
Unmetered - Commodity charge - inside Town boundary	per month		42.00
Unmetered - Commodity charge - outside Town boundary	per month		42.00
Unmetered - Fixed charges	per month		20.25
Sustainability charge per m3			0.00
Monthly fixed charges (by line size)		Fixed Charges No Rebate	Fixed Charges After 25% Rebate
15mm	per month	20.25	20.25
19mm	per month	29.65	29.65
20mm	per month	32.64	32.34
25mm	per month	47.89	37.09
37 mm	per month	99.31	75.66
38mm	per month	105.50	79.55
50mm	per month	177.48	134.29
75mm	per month	393.45	296.26
100mm	per month	695.81	523.03
150mm	per month	1,559.70	1,170.95
<b>NOTE: Monthly fixed charges include a capacity charge based on line size and a \$4.70 admin/billing fee.</b>			
<b>The rebate only applies to customers within Town boundaries with line sizes 25mm or larger.</b>			
<b>The rebate can only be applied to the point it reduces the capacity charge to that of the next lower line size.</b>			
Bulk water per m3			9.25
Meter rental			115.00
Service connection fee			45.00
Penalty on outstanding balance owing			2.5%
Reconnection fee			65.00
Meter check deposit			40.00
Damaged meter + all out of pocket costs			40.00 + costs
Temporary water turn on			67.00 + 46.00/week
Emergency Water Shutoff			65.00
Hydrant Maintenance + all out of pocket expenses			75.00

13.2

SEWER		
Residential commodity charge per m3 - inside Town boundary		2.75
Residential commodity charge per m3 - outside Town boundary		2.75
Commercial commodity charge per m3 - inside Town boundary		2.75
Commercial commodity charge per m3 - outside Town boundary		2.75
Unmetered - Commodity charge and fixed fee - inside Town boundary	per month	55.00
Unmetered - Commodity charge and fixed fee - outside Town boundary	per month	55.00
Sewer dumping charge	per load	75.00
Sewer effluent per m3		5.50

13.3

WASTE AND RECYCLE COLLECTION		
Monthly Flat Rate	one bin	19.00
Garbage Tote Replacement	per tote	90.00

13.4

ASPEN WASTE MANAGEMENT AUTHORITY		
Commercial	per tonne	78.00
Construction / Demolition / Debris(mixed Loads)	per tonne	67.00
Town Residential Collection or Public Works Department	per tonne	78.00
Residential Homeowners / Rental Property	per tonne	5.00/load (75.00 minimum)
Compostable(Commercial only)/Residential-No Charge	per tonne	32.00
Recycling(mixed loads)	per tonne	75.50
Sump Waste	per tonne	64.00
Clean Concrete	per tonne	17.25
Asphalt	per tonne	17.25
Revenue Generated Cover		Negotiated
Clean Fill (one time pre-approval fee of \$150 is charged)	per tonne	5.00
Scrap Metals (excluding mixed loads)	per tonne	60.00
White Goods and CFC Units	per unit	60.00
Asbestos		Negotiated
Special or Event Waste		Negotiated
Other (Event or Contracted)		Negotiated
NOTE: Residential Blue Bags - No Charge.		
Asbestos loads must be pre-approved with shipping document and access code. Placement fee of \$50.00. Rate negotiated prior to acceptance.		
Waste streams that require additional handling or administration or are deemed beneficial. Rate negotiated prior to acceptance.		

# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION

DRAYTON VALLEY



<b>SUBJECT:</b>	2020 Final Operating Budget (Excluding the Fitness Centre) and Capital Budget
<b>MEETING:</b>	May 6, 2020 Regular Meeting of Council
<b>PRESENTED BY:</b>	Jennifer Fancey General Manager of Finance & Corporate Services

### 1. PROPOSAL AND BACKGROUND:

Pursuant to the *Municipal Government Act* s242(2) and s245, Council may adopt an interim operating budget for part of a calendar year and Council must adopt operating and capital budgets for each calendar year. Accordingly, the proposed 2020 Final Operating and Capital Budgets are presented for Council's consideration.

Administration presents the attached 2020 Final Operating Budget (excluding the Fitness Centre) and 2020 Final Capital Budget for Council's consideration and adoption, with the intention the budgets be implemented January 1, 2020.

The Operating Budget for 2021 and 2022 are for information only.

### 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

Outlines the Operating Budget (excluding the Fitness Centre) and Capital Budget for the 2020 Final Budget.

### 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	YES	<i>Municipal Government Act</i> Section 242(2): A council may adopt an interim operating budget for part of a calendar year; Section 245: Each council must adopt a capital budget for each calendar year.
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	N/A	

**4. POTENTIAL MOTIONS:**

- A. That Council approve the 2020 Final Operating Budget (excluding the Fitness Centre) and the Capital Budget as presented for the Town of Drayton Valley with the below and accept 2021 and 2022 Operating Budget as information:

Operating Revenues	19,739,842
Taxes (gross)	14,662,963
School and Seniors Requisitions	<u>(3,937,566)</u>
Total Revenue	<u><u>30,465,239</u></u>

Operating Expenditures	28,721,022
Depreciation	-
Debt Repayment	1,277,501
Transfers to Reserves	<u>466,716</u>
Total Expenditures	<u><u>30,465,239</u></u>

Capital Expenditures and Financing	25,788,705
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- B. That Council approve the 2020 Final Operating Budget (excluding the Fitness Centre) and Final Capital Budget with amendment(s) to: \_\_\_\_\_ and accept 2021 and 2022 Operating Budgets (excluding the Fitness Centre) as information.
- C. That Council does not approve the 2020 Final Operating (excluding the Fitness Centre) and Final Capital Budget and accept 2021 and 2022 Operating Budgets (excluding the Fitness Centre) as information.

**5. RECOMMENDATION**

Administration recommends approving the 2020 Final Operating Budget (excluding the Fitness Centre) and Capital Budget as presented.

**6. ATTACHMENTS:**

1. Draft 2020 Final Operating Budget (excluding the Fitness Centre) with 2021 and 2022 Operating Budget as information, and 2020 Capital Budget

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

Town of Drayton Valley  
Capital Projects - 2020 Final Budget



CP	Area	Project Name	Total Cost	Town Reserves	Operating Fund	Town Debenture 15yr	Donations	Brazeau/Parkland Funding	Grant Funding
375	Administration	Civic Centre Maintenance - Roof Membrane	275,000	-	275,000	-	-	-	-
188	Common Services	Snow Dump Site	60,000	60,000	-	-	-	-	-
188	Common Services	Snow Dump Site	500,000	-	500,000	-	-	-	-
418	Common Services	Parks Equipment	126,000	126,000	-	-	-	-	-
437	Community Services	Historical Society - Rocky Rapids Store Roof	8,000	-	8,000	-	-	-	-
439	Community Services	Specialized Vehicle	96,000	-	-	-	33,796	-	62,204
424	Economic Development	Entrance Signage	45,000	-	45,000	-	-	-	-
425	Economic Development	Town Revitalization	202,635	-	202,635	-	-	-	-
154	Landfill	Facility Upgrades & Scale House - Design & Drilling	50,000	49,848	152	-	-	-	-
377	Landfill	New Cell (4D) - Construction, Material & Lining	950,000	86,365	863,635	-	-	-	-
206	Planning	BIO Mile Subdivision Land and Development	10,000	10,000	-	-	-	-	-
292	Planning	Municipal Development Plan/Land-Use & Signage Bylaws	66,000	66,000	-	-	-	-	-
95	Recreation	Aquatic Facility	10,620,660	1,138,666	-	1,826,825	152,609	2,500,000	5,002,560
222	Recreation	Diamond #2 Replacement	89,104	19,617	-	-	-	3,367	66,120
331	Recreation	Omniplex Signage	18,000	9,000	-	-	-	9,000	-
407	Recreation	Sunrise Park	50,000	50,000	-	-	-	-	-
416	Recreation	Omniplex Refrigeration Plant Code Compliance	40,465	20,233	-	-	-	20,232	-
417	Recreation	Parks & Recreation Program	350,000	-	350,000	-	-	-	-
421	Recreation	Ball Diamond #5 Restoration	75,000	-	75,000	-	-	-	-
436	Recreation	Omniplex Lighting Retrofit	105,000	-	30,618	-	-	34,257	40,125
459	Recreation	RV Campground Improvements	95,000	-	95,000	-	-	-	-
244	Roads	62 Street - Rebuild (50 Avenue North)	1,037,776	-	-	-	-	-	1,037,776
419	Roads	Roads, Sidewalks & Trails Program	496,700	-	496,700	-	-	-	-
422	Roads	Pavement Overlay	600,000	-	600,000	-	-	-	-
423	Roads	Sidewalk Replacement	547,365	-	547,365	-	-	-	-
432	Roads	Ring Road Connection - 18 Avenue Resurfacing	1,600,000	-	900,743	-	-	-	699,257
434	Roads	Sunrise Pond Ancillary Work (Benches and Trails)	250,000	-	250,000	-	-	-	-
435	Safety	Radios Upgrade	95,000	-	95,000	-	-	-	-
302	Sewer	Phase 1a South Sanitary Trunk Twinning and Lining	4,800,000	-	292,438	-	-	400,000	4,107,562
307	Sewer	Waste Water Facility Upgrade (Polishing Cell) - Incl. Land & Lagoon Upgrade	1,200,000	1,200,000	-	-	-	-	-
300	Water	High Lift Pump Station - Raw Water	1,200,000	441,690	-	-	-	-	758,310
464	Water	Watermain Upgrade Master Plan	130,000	-	-	-	-	-	130,000
			25,788,705	3,277,419	5,627,286	1,826,825	186,405	2,966,856	11,903,914

**Total by Area**

Administration	275,000	-	275,000	-	-	-	-	-
Common Services	686,000	186,000	500,000	-	-	-	-	-
Community Services	104,000	-	8,000	-	33,796	-	62,204	-
Economic Development	247,635	-	247,635	-	-	-	-	-
Landfill	1,000,000	136,213	863,787	-	-	-	-	-
Planning	76,000	76,000	-	-	-	-	-	-
Recreation	11,443,229	1,237,516	550,618	1,826,825	152,609	2,566,856	5,108,805	-
Roads	4,531,841	-	2,794,808	-	-	-	1,737,033	-
Safety	95,000	-	95,000	-	-	-	-	-
Sewer	6,000,000	1,200,000	292,438	-	-	400,000	4,107,562	-
Water	1,330,000	441,690	-	-	-	-	888,310	-
			25,788,705	3,277,419	5,627,286	1,826,825	186,405	2,966,856
								11,903,914



## Town of Drayton Valley Operating Budget 2020 - 2029

	Budget 2020	Budget 2021	Budget 2022
<b>Revenue</b>			
Taxation	(14,011,220)	(14,291,444)	(14,577,273)
Utilities	(616,439)	(628,768)	(641,344)
Grants in lieu	(35,303)	(35,303)	(35,303)
Penalties	(183,000)	(184,830)	(187,602)
Franchise Fees	(1,329,219)	(1,329,219)	(1,329,219)
Interest Revenue	(450,000)	(450,000)	(450,000)
Other Municipal Revenue	(80,000)	(80,800)	(82,012)
<b>Total Revenue</b>	<b>(16,705,182)</b>	<b>(17,000,365)</b>	<b>(17,302,754)</b>
<b>Expenses</b>			
Requisitions	3,937,566	3,937,566	3,937,566
Council	660,855	674,073	687,554
	<b>4,598,421</b>	<b>4,611,638</b>	<b>4,625,120</b>
<b>ADMINISTRATION</b>			
Revenue	(122,000)	(123,220)	(125,068)
<b>Expenses</b>			
General Administration	1,422,194	1,450,638	1,479,651
Grounds & Equipment - Civic Centre	118,616	120,988	123,408
Assessment & Tax	811,148	79,560	81,151
Information Technology	519,915	504,814	514,910
Finance	119,992	122,392	124,840
Asset Management	157,305	160,451	163,660
	<b>3,149,170</b>	<b>2,438,843</b>	<b>2,487,620</b>
<b>Net Deficit Administration</b>	<b>3,027,170</b>	<b>2,315,623</b>	<b>2,362,551</b>
<b>RCMP</b>			
Revenue	(516,392)	(517,322)	(518,731)
Expenses	2,020,457	2,060,867	2,102,084
<b>Net Deficit RCMP</b>	<b>1,504,065</b>	<b>1,543,545</b>	<b>1,583,353</b>
<b>COMMUNITY POLICING</b>			
Revenue	(35,000)	(35,350)	(35,880)
Expenses	128,009	130,425	132,889
<b>Net Deficit Community Policing</b>	<b>93,009</b>	<b>95,075</b>	<b>97,009</b>
<b>FIRE SERVICES</b>			
Revenue	(545,180)	(569,481)	(589,245)
Expenses	1,018,101	1,078,463	1,117,232
<b>Net Deficit Fire Services</b>	<b>472,921</b>	<b>508,981</b>	<b>527,987</b>
<b>DISASTER SERVICES</b>			
Expenses	15,000	15,300	15,606
<b>SAFETY</b>	616,279	297,104	303,046
Expenses			
<b>BYLAW CONTROL</b>			
Revenue	(1,500)	(1,515)	(1,538)
Expenses	18,000	18,360	18,727



	Budget 2020	Budget 2021	Budget 2022
<b>Net Deficit Bylaw Control</b>	16,500	16,845	17,189
<b>ANIMAL CONTROL</b>			
Revenue	(19,900)	(20,099)	(20,400)
Expenses	33,885	34,562	35,254
<b>Net Deficit Animal Control</b>	13,985	14,463	14,853
<b>COMMON SERVICES</b>			
Revenue	(57,753)	(58,908)	(60,086)
Expenses			
Common Services	485,155	494,858	504,755
Equipment & Vehicles	672,666	686,119	699,841
Shop & Yard	155,372	158,480	161,649
	1,313,193	1,339,457	1,366,246
<b>Net Deficit Common Services</b>	1,255,440	1,280,549	1,306,160
<b>ROADS, STREETS &amp; SIDEWALKS</b>			
Revenue	(4,000)	(4,040)	(4,101)
Expenses			
Roads & Sidewalks	258,246	252,025	246,039
Street Cleaning	84,159	85,843	87,560
Blvd., Easements & Drainage	208,456	212,625	216,878
Street Lights	551,000	477,020	486,560
Traffic Signs	169,563	97,954	99,913
Snow & Ice Removal	587,448	599,197	611,181
Festive Lights	8,886	9,064	9,245
	1,867,759	1,733,729	1,757,376
<b>Net Deficit Roads, Streets &amp; Sidewalks</b>	1,863,759	1,729,689	1,753,276
<b>AIRPORT</b>			
Revenue	(28,303)	(57,475)	(58,571)
Expenses	91,458	93,287	95,153
<b>Net Deficit Airport</b>	63,155	35,812	36,582
<b>STORM, SEWER &amp; DRAINAGE</b>			
Expenses	169,711	123,105	125,567
<b>WATER</b>			
Revenue	(2,814,720)	(2,842,867)	(2,885,510)
Expenses			
Engineering	177,894	181,452	185,081
Water Billing	51,589	52,621	53,673
Water Treatment	1,144,906	1,150,182	1,156,328
Maintenance & Service	447,765	454,234	460,736
Water Reservoir	151,165	154,189	157,272
	1,973,320	1,992,677	2,013,090
<b>Net Surplus Water</b>	(841,400)	(850,191)	(872,420)
<b>SEWER</b>			
Revenue	(2,372,000)	(2,395,720)	(2,431,656)
Expenses			
Engineering	189,334	193,121	196,983
Sewer	174,607	176,029	177,399
Sewer Treatment	938,080	650,853	657,827
	1,302,022	1,020,003	1,032,209
<b>Net Surplus Sewer</b>	(1,069,978)	(1,375,717)	(1,399,447)

	Budget 2020	Budget 2021	Budget 2022
<b>WASTE MANAGEMENT</b>			
Revenue	(2,321,465)	(2,344,679)	(2,379,849)
Expenses			
Waste	217,288	221,634	226,066
Landfill	48,970	49,729	50,504
Environmental	215,332	219,639	224,031
AWMA	1,112,984	1,135,244	1,157,949
	1,594,574	1,626,246	1,658,550
<b>Net Surplus Waste Management</b>	<b>(726,890)</b>	<b>(718,433)</b>	<b>(721,299)</b>
<b>COMMUNITY SERVICES</b>			
<u>Community Services</u>			
Expenses			
School Liaison	12,890	12,890	12,890
<u>Family &amp; Community Support Services</u>			
Revenue	(609,579)	(609,746)	(610,590)
Expenses			
Youth	25,000	25,500	26,010
Homelessness & Poverty	107,738	89,412	91,200
Seniors	15,891	16,209	16,533
Community Development	194,374	198,261	202,227
Management	198,292	202,257	206,303
FCSS - Other	109,932	112,130	114,373
Neighbourhood Place	0	0	0
	651,227	643,770	656,645
<b>Net Deficit Family &amp; Community Support Services</b>	<b>41,647</b>	<b>34,023</b>	<b>46,055</b>
<u>Early Childhood Development Centre</u>			
Revenue	(1,486,000)	(1,494,600)	(1,503,372)
Expenses	1,454,342	1,479,928	1,505,938
<b>Net (Surplus) Deficit Early Childhood Development Centre</b>	<b>(31,658)</b>	<b>(14,672)</b>	<b>2,566</b>
<u>Affordable Housing</u>			
Revenue	(100,000)	(101,000)	(102,515)
Expenses	69,412	68,070	66,644
<b>Net Surplus Affordable Housing</b>	<b>(30,588)</b>	<b>(32,930)</b>	<b>(35,871)</b>
<u>Community Services</u>			
Expenses	327,590	334,141	340,824
<u>Theatre</u>			
Expenses	5,923	6,041	6,162
<b>PLANNING &amp; DEVELOPMENT</b>			
<u>Cemeteries</u>			
Revenue	(38,000)	(38,380)	(38,956)
Expenses	20,518	20,929	21,347
<b>Net Surplus Cemeteries</b>	<b>(17,482)</b>	<b>(17,451)</b>	<b>(17,609)</b>
<u>Planning &amp; Zoning</u>			
Revenue	(150,000)	(151,500)	(153,773)
Expenses	345,818	352,734	359,789
<b>Net Deficit Planning &amp; Zoning</b>	<b>195,818</b>	<b>201,234</b>	<b>206,016</b>
<u>Subdivision Land &amp; Development</u>			
Revenue	0	0	0
Expenses	25,899	22,384	18,761
<b>Net Deficit Subdivision Land &amp; Development</b>	<b>25,899</b>	<b>22,384</b>	<b>18,761</b>

	Budget 2020	Budget 2021	Budget 2022
<b>ECONOMIC DEVELOPMENT</b>			
Revenue	0	0	0
Expenses	194,130	11,220	11,444
<b>Net Deficit Economic Development</b>	194,130	11,220	11,444
<b><u>Clean Energy Technology Centre</u></b>			
Revenue	(235,500)	(237,230)	(177,351)
Expenses	664,713	678,007	691,567
<b>Net Deficit Clean Energy Technology Centre</b>	429,213	440,777	514,216
<b><u>Sustainability</u></b>			
Expenses	5,500	5,610	5,722
<b>TOWN PROMOTION</b>			
Expenses	101,075	102,197	103,341
<b>OMNIPLEX &amp; CONFERENCE CENTRE</b>			
<b><u>Omniplex</u></b>			
Revenue	(829,674)	(807,261)	(797,314)
Expenses	1,377,025	1,404,566	1,432,657
<b>Net Deficit Omniplex</b>	547,351	597,305	635,343
<b><u>Curling</u></b>			
Revenue	(75,236)	(69,529)	(70,468)
Expenses	74,291	75,776	77,292
<b>Net (Surplus) Deficit Curling</b>	(945)	6,248	6,824
<b><u>MacKenzie Conference Centre</u></b>			
Revenue	(229,598)	(275,151)	(307,424)
Expenses	338,841	433,171	523,232
<b>Net Deficit MacKenzie Conference Centre</b>	109,243	158,019	215,808
<b>POOL</b>			
Revenue	(700,673)	(692,653)	(688,698)
Expenses	1,068,560	1,089,932	1,111,730
<b>Net Deficit Pool</b>	367,887	397,278	423,033
<b>RECREATION</b>			
<b><u>Parks</u></b>			
Revenue	(76,033)	(69,827)	(66,322)
Expenses	485,242	474,850	484,250
<b>Net Deficit Parks</b>	409,209	405,023	417,928
<b><u>Campground</u></b>			
Revenue	(120,000)	(121,200)	(123,018)
Expenses	101,196	103,220	105,284
<b>Net Surplus Campground</b>	(18,804)	(17,980)	(17,734)
<b><u>Splash Park</u></b>			
Revenue	(16,861)	(17,136)	(16,558)
Expenses	42,469	43,318	44,185
<b>Net Deficit Splash Park</b>	25,608	26,183	27,626
<b><u>Library</u></b>			
Expenses	397,436	395,205	392,834

	Budget 2020	Budget 2021	Budget 2022
Contingencies	765,423	765,423	765,423
<b>TOTAL SURPLUS</b>	<b>(1,744,218)</b>	<b>(3,489,618)</b>	<b>(3,412,732)</b>

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# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION

DRAYTON VALLEY



<b>SUBJECT:</b>	2020 Final Budget for Fitness Centre
<b>MEETING:</b>	May 6, 2020 Regular Meeting of Council
<b>PRESENTED BY:</b>	Jennifer Fancey General Manager of Finance & Corporate Services

### 1. PROPOSAL AND BACKGROUND:

Pursuant to the *Municipal Government Act* s242(2) and s245, Council may adopt an interim operating budget for part of a calendar year and Council must adopt operating and capital budgets for each calendar year. Accordingly, the proposed 2020 Final Operating Budget for the Fitness Centre is presented for Council's consideration.

Administration presents the attached 2020 Final Operating Budget for the Fitness Centre for Council's consideration and adoption, with the intention the budgets be implemented January 1, 2020.

### 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

Outlines the Operating Budget for the Fitness Centre for the 2020 Final Budget.

### 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	YES	<i>Municipal Government Act</i> Section 242(2): A council may adopt an interim operating budget for part of a calendar year; Section 245 Each council must adopt a capital budget for each calendar year.
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	N/A	

### 4. POTENTIAL MOTIONS:

- A. That Council approve the 2020 Final Operating Budget for the Fitness Centre as presented for the Town of Drayton Valley with:

Operating Revenues	254,690
Operating expenditures	282,142
Net Deficit	\$27,452

- B. That Council approve the 2020 Final Operating Budget for the Fitness Centre with amendment(s) to: \_\_\_\_\_ and to accept the 2021 and 2022 Operating Budget as information.




C. That Council does not approve the 2020 Final Operating Budget for the Fitness Centre and to accept the 2021 and 2022 Operating Budget as information.

**5. RECOMMENDATION**

Administration recommends approving the 2020 Final Operating Budget for the Fitness Centre as presented and accepting the 2021 and 2022 Operating Budgets as information.

**6. ATTACHMENTS:**

1. Draft 2020 Final Operating Budget for the Fitness Centre

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			



**Town of Drayton Valley**  
**Operating Budget 2020 - 2029**

	Budget 2020	Budget 2021	Budget 2022
<b><u>Fitness Centre</u></b>			
Revenue	(254,690)	(258,593)	(260,259)
Expenses	282,142	287,785	293,540
<b>Net Deficit Fitness Centre</b>	27,452	29,192	33,281

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# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION

<b>SUBJECT:</b>	2019 Audited Financial Statements
<b>MEETING:</b>	May 6, 2020 Regular Meeting of Council
<b>PRESENTED BY:</b>	Jennifer Fancey General Manager of Finance and Corporate Services

### 1. PROPOSAL AND BACKGROUND:

As is proper municipal protocol, the annual audit of the Town's Financial Statements is conducted by an independent accounting firm and the results of that audit are presented to Council. Following the presentation of the 2019 Audited Financial Statements by the representative of Metrix Group LLP (formerly Hawkings Epp Dumont LLP), Mr. Phil Dirks, CPA, CA, Council has the ability to accept the same as information.

Administration recommends that Council pass a Resolution to accept the 2019 Audited Financial Statements as information. Following the acceptance of the audit results, the Finance Department will finalize its year-end reporting and, once signed, publish the information on the Town's website.

### 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

N/A

### 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	N/A	

### 4. POTENTIAL MOTIONS:




- A. That Council accepts the 2019 Audited Financial Statements for the Town of Drayton Valley as presented by Mr. Phil Dirks of Metrix Group LLP, as information.
- B. That Council does not accept the 2019 Audited Financial Statements for the Town of Drayton Valley as presented by Mr. Phil Dirks of Metrix Group LLP, as information.

### 5. RECOMMENDATION

Administration recommends that Council accepts the 2019 Audited Financial Statements for the Town of Drayton Valley as presented by Mr. Phil Dirks of Metrix Group LLP, as information.

### 6. ATTACHMENTS:

The 2019 Audited Financial Statements will be distributed separately.

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			



May 6, 2020

Town of Drayton Valley  
5120-52 Street  
Drayton Valley, AB  
T7A 1A1

**Attention: Town Council Members**

Dear Council Members:

**RE: 2019 AUDIT FINDINGS REPORT**

The purpose of this communication is to summarize certain matters arising from the audit that we believe would be of interest to Council. The objective of our audit was to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Our audit was not designed for the sole purpose of identifying matters to communicate. Accordingly, our audit would not necessarily identify all such matters that may be of interest to Council and it is inappropriate to conclude that no such matters exist.

This communication should be read in conjunction with the financial statements and our report thereon, and it is intended solely for the use of Council and should not be distributed to external parties without our prior consent. Metrix Group LLP accepts no responsibility to a third party who uses this communication.

**SIGNIFICANT FINDINGS FROM THE AUDIT**

Our objective is to communicate appropriately to Council any deficiencies in internal control that we have identified during the audit and that, in our professional judgment, are of sufficient importance to merit being reported to Council.

The audit findings contained in this letter did not have a material effect on the Town's financial statements, and as such, our audit report is without reservation with respect to these matters.

**Significant Deficiencies in Internal Control**

Our audit procedures did not reveal any significant deficiencies in internal control.

... /2

### **Significant Qualitative Aspects of Accounting Practices**

Management is responsible for determining the significant accounting policies. The choice of different accounting policy alternatives can have a significant effect on the financial position and results of the Town. The application of those policies often involves significant estimates and judgments by management.

The Town has made the following significant accounting estimates in preparing its financial statements.

- *Landfill Closure Post-Closure Liability - \$3,300,000 (2018 - \$3,300,000)*

The nature of this estimate is very subjective, depends on many variables, and is based on information provided by consultants that specialize in this area. Due to the specialized nature of this estimate, typically, the Town has hired a consultant annually to provide updated information / calculations regarding this liability. The Town did not obtain updated information / calculations for 2019. To avoid having a qualified audit opinion regarding this balance in 2020, the Town should retain the services of a consultant to update these calculations. Furthermore, as a minimum, to continue to ensure this estimate is as accurate as possible, Town staff should discuss this information annually with the consultant and critically evaluate it to ensure the estimate is prepared using the most reasonable assumptions and figures.

- *Allowance for Doubtful Accounts - \$619,766 (2018 - \$492,169)*

The Town's allowance for doubtful accounts includes \$577,000 (2017 - \$466,000) for Valley Power Corp (VPC) tax receivables which totaled \$727,288 at December 31, 2019, leaving an unallowed balance of \$150,288. Due to the financial difficulties VPC has been experiencing, the current economic conditions, and that a buyer has not been identified, in our opinion it would have been prudent for the Town to establish an allowance for the entire \$727,288 outstanding.

- *Amortization of Tangible Capital Assets - \$6,308,970 (2018 - \$6,174,872)*

The number of years the Town's tangible capital assets are being amortized over are estimates.

- *Contributed Tangible Capital Assets*

During 2019 the Town discovered Final Acceptance Certificates (FAC) had been issued for infrastructure (municipal improvements) in Meraw Estates during 2010 – 2019. In the year the Town issues a FAC the value of the assets received should be recorded as an increase in tangible capital assets and revenue. The Town has recorded these transactions in their entirety in the 2019 fiscal year.

We are of the opinion that the significant accounting policies, estimates and judgments made by management, and financial disclosures do not materially misstate the financial statements taken as a whole.

#### *Negative Reserve Balances*

The Town's landfill post-closure and landfill capital equipment reserve balances were negative \$271,441 (2018 - \$388,993) and \$88,375 (2018 - \$107,035) respectively. While this is not a departure from Canadian public sector accounting standards, the Town may wish to consider "repaying" these negative balances with a transfer from unrestricted surplus.

#### **Uncorrected Misstatements**

Uncorrected misstatements aggregated by our Firm for the year ended December 31, 2019 amount to a \$163,096 overstatement of the 2019 annual surplus.

After considering both quantitative and qualitative factors with respect to the uncorrected misstatements we accumulated during the audit, we agree with management that the financial statements are not materially misstated.

#### **Significant Difficulties Encountered During the Audit**

We encountered no significant difficulties during our audit that should be brought to the attention of Council. We had the full co-operation of the Town management and staff throughout our work and we received full access to all necessary records and documentation.

#### **Management Representations**

Management's representations are integral to the audit evidence we will gather. Prior to the release of our report, we will require management's representations in writing to support the content of our report.

#### **Management Letter**

We will be submitting a letter to Town management on other matters that we feel should be brought to their attention.

#### **AUDITOR INDEPENDENCE**

We believe it is important that we communicate, at least annually, with Town Council regarding all relationships between the Town and our firm that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by CPA Alberta and applicable legislation, covering such matters as:

- (a) holding a financial interest, either directly or indirectly, in a client;
- (b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- (c) personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- (d) economic dependence on a client; and
- (e) provision of services in addition to the audit engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters.

We are not aware of any relationships between the Town and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence that have occurred from January 1, 2019 – May 6, 2020.

We wish to express our appreciation for the co-operation we received during the audit from Elvera Thomson, Jennifer Fancey and all the other Town staff.

Yours truly,

**METRIX GROUP LLP**



Philip J. Dirks, CPA, CA  
Partner

cc: Winston Rossouw, Chief Administrative Officer

**TOWN OF DRAYTON VALLEY**  
**Consolidated Financial Statements**  
**For the Year Ended December 31, 2019**

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## **INDEPENDENT AUDITORS' REPORT**

To the Mayor and Council of the Town of Drayton Valley

### *Opinion*

We have audited the accompanying consolidated financial statements of the Town of Drayton Valley (the Town), which comprise the consolidated statement of financial position as at December 31, 2019, and the consolidated statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the Town as at December 31, 2019, the consolidated results of its operations and accumulated surplus, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the Town in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements*

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Town's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Town or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Town's financial reporting process.

*Auditors' Responsibilities for the Audit of the Consolidated Financial Statements*

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Town's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Town to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**METRIX GROUP LLP**

Chartered Professional Accountants

Edmonton, Alberta  
May 6, 2020

**TOWN OF DRAYTON VALLEY**  
**Consolidated Statement of Financial Position**  
**As at December 31, 2019**

	2019	2018
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents <i>(Note 2)</i>	\$ 22,548,696	\$ 24,747,543
Receivables <i>(Note 3)</i>	5,487,396	3,666,824
Land inventory held for resale	286,274	286,274
	<b>28,322,366</b>	<b>28,700,641</b>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	4,783,385	2,724,592
Deposits	310,764	296,497
Deferred revenue <i>(Note 4)</i>	5,174,450	7,690,222
Landfill closure and post-closure <i>(Note 5)</i>	3,300,000	3,300,000
Long-term debt <i>(Note 6)</i>	12,500,418	13,775,738
	<b>26,069,017</b>	<b>27,787,049</b>
<b>NET FINANCIAL ASSETS</b>	<b>2,253,349</b>	<b>913,592</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets <i>(Note 8)</i>	120,846,948	113,983,884
Inventory for consumption	125,965	68,120
Prepaid expenses and other assets	27,218	27,400
	<b>121,000,131</b>	<b>114,079,404</b>
<b>ACCUMULATED SURPLUS <i>(Note 9)</i></b>	<b>\$123,253,480</b>	<b>\$114,992,996</b>
Contingencies <i>(Note 16)</i>		

**ON BEHALF OF THE TOWN COUNCIL:**

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**TOWN OF DRAYTON VALLEY**  
**Consolidated Statement of Operations and Accumulated Surplus**  
**For the Year Ended December 31, 2019**

	2019 (Budget)	2019 (Actual)	2018 (Actual)
<b>REVENUE</b>			
Net taxation ( <i>Schedule 2</i> )	\$ 10,738,922	\$ 10,802,103	\$ 11,889,855
Sales and user charges ( <i>Schedule 4</i> )	9,069,566	8,499,848	8,118,792
Government transfers for operating ( <i>Schedule 3</i> )	3,380,998	4,324,142	3,761,903
Franchise and concession contracts ( <i>Note 12</i> )	1,338,302	1,208,934	1,176,853
Rentals	696,400	709,618	669,931
Investment income	483,765	454,571	257,800
Penalties and costs on taxes	204,630	218,641	267,682
Licenses and permits	254,000	201,599	176,561
Fines	137,000	73,670	119,435
Other	51,500	60,289	60,440
Development levies	-	-	46,336
	<u>26,355,083</u>	<u>26,553,415</u>	<u>26,545,588</u>
<b>EXPENSES</b>			
Recreation and culture	4,470,014	4,780,080	4,561,355
Water and wastewater	3,555,649	3,206,347	3,188,198
Public health and welfare	2,316,874	2,467,119	2,288,219
Roads, streets, walks, and lighting	2,024,469	2,338,918	2,066,041
Administration	2,220,872	2,254,591	2,523,678
Police	2,227,181	2,123,111	2,022,392
Waste management	1,728,117	1,563,556	1,485,551
Common and equipment pool	909,884	1,470,850	949,574
Subdivision land and development	1,238,408	1,226,525	1,370,460
Fire and disaster services	1,076,119	995,348	1,045,786
Council	657,545	515,512	561,016
Other	561,078	231,244	(33,404)
Airport	91,448	82,643	102,679
Bylaws enforcement	52,500	48,888	120,632
Amortization of tangible capital assets	2,197,000	6,308,970	6,174,872
	<u>25,327,158</u>	<u>29,613,702</u>	<u>28,427,049</u>
<b>ANNUAL SURPLUS (DEFICIT) BEFORE OTHER REVENUE</b>	<u>1,027,925</u>	<u>(3,060,287)</u>	<u>(1,881,461)</u>
<b>OTHER REVENUE (EXPENSE)</b>			
Contributed tangible capital assets ( <i>Note 15</i> )	-	5,739,462	-
Government transfers for capital ( <i>Schedule 3</i> )	12,665,080	5,576,706	2,258,930
Donations for tangible capital assets	17,759	10,000	5,000
Gain (loss) on disposal of tangible capital assets	-	(5,397)	(137,793)
Cash in lieu of parks	-	-	(39,150)
	<u>12,682,839</u>	<u>11,320,771</u>	<u>2,086,987</u>
<b>ANNUAL SURPLUS</b>	<u>13,710,764</u>	<u>8,260,484</u>	<u>205,526</u>
<b>ACCUMULATED SURPLUS, BEGINNING OF YEAR</b>	<u>114,992,996</u>	<u>114,992,996</u>	<u>114,787,470</u>
<b>ACCUMULATED SURPLUS, END OF YEAR (<i>Note 7</i>)</b>	<u>\$128,703,760</u>	<u>\$123,253,480</u>	<u>\$114,992,996</u>

The accompanying notes are an integral part of these financial statements.

**TOWN OF DRAYTON VALLEY**  
**Consolidated Statement of Changes in Net Financial Assets**  
**For the Year Ended December 31, 2019**

	2019 (Budget)	2019 (Actual)	2018 (Actual)
<b>ANNUAL SURPLUS</b>	<b>\$ 13,710,764</b>	<b>\$ 8,260,484</b>	<b>\$ 205,526</b>
Acquisition of tangible capital assets	(18,177,720)	(7,452,305)	(1,887,116)
Contributed tangible capital assets <i>(Note 15)</i>	-	(5,739,462)	-
Proceeds on disposal of tangible capital assets	-	14,336	77,000
Amortization of tangible capital assets	2,197,000	6,308,970	6,174,872
Loss on disposal of tangible capital assets	-	5,397	137,793
	(15,980,720)	(6,863,064)	4,502,549
Use (acquisition) of prepaid expenses	-	182	(7,584)
Acquisition of inventory for consumption	-	(57,845)	(15,924)
	-	(57,663)	(23,508)
<b>INCREASE (DECREASE) IN NET FINANCIAL ASSETS</b>	<b>(2,269,956)</b>	<b>1,339,757</b>	<b>4,684,567</b>
<b>NET FINANCIAL ASSETS, BEGINNING OF YEAR</b>	<b>913,592</b>	<b>913,592</b>	<b>(3,770,975)</b>
<b>NET FINANCIAL ASSETS, END OF YEAR</b>	<b>\$ (1,356,364)</b>	<b>\$ 2,253,349</b>	<b>\$ 913,592</b>

**TOWN OF DRAYTON VALLEY**  
**Consolidated Statement of Cash Flows**  
**For the Year Ended December 31, 2019**

	2019	2018
<b>OPERATING ACTIVITIES</b>		
Cash from operations		
Annual surplus	\$ 8,260,484	\$ 205,526
Non-cash items included in annual surplus		
Amortization of tangible capital assets	6,308,970	6,174,872
Contributed tangible capital assets (Note 15)	(5,739,462)	-
Provision for landfill closure and post-closure (recovery)	-	(200,000)
Loss on disposal of tangible capital assets	5,397	137,793
Change in non-cash working capital balances related to operations:		
Receivables	(1,820,572)	(146,369)
Inventory for consumption	(57,845)	(15,925)
Accounts payable and accrued liabilities	2,058,793	(3,038)
Deposits	14,267	3,849
Prepaid expenses	182	(7,584)
Deferred revenue	(2,515,772)	3,572,596
	<u>6,514,442</u>	<u>9,721,720</u>
<b>FINANCING ACTIVITIES</b>		
Long-term debt advances	-	2,362,330
Repayment of long-term debt	(1,275,320)	(1,182,557)
	<u>(1,275,320)</u>	<u>1,179,773</u>
<b>CAPITAL ACTIVITIES</b>		
Proceeds on disposal of tangible capital assets	14,336	77,000
Purchase of tangible capital assets	(7,452,305)	(1,887,116)
	<u>(7,437,969)</u>	<u>(1,810,116)</u>
<b>INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS DURING THE YEAR</b>	<u>(2,198,847)</u>	<u>9,091,377</u>
<b>CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR</b>	<u>24,747,543</u>	<u>15,656,166</u>
<b>CASH AND CASH EQUIVALENTS, END OF YEAR</b>	<u>\$ 22,548,696</u>	<u>\$ 24,747,543</u>

The accompanying notes are an integral part of these financial statements.

**TOWN OF DRAYTON VALLEY**  
**Schedule of Equity in Tangible Capital Assets**  
**For the Year Ended December 31, 2019**

**Schedule 1**

	2019	2018
<b>BALANCE, BEGINNING OF YEAR</b>	<b>\$100,208,146</b>	\$105,890,469
Acquisition of tangible capital assets	13,191,767	1,887,116
Amortization of tangible capital assets	(6,308,970)	(6,174,872)
Net book value of tangible capital assets disposed of	(19,733)	(214,794)
Long-term debt advances	-	(2,362,330)
Long-term capital debt repayments	1,275,320	1,182,557
<b>BALANCE, END OF YEAR</b>	<b>\$108,346,530</b>	\$100,208,146
Equity in Tangible Capital Assets is Comprised of the Following:		
Tangible capital assets net book value	\$120,846,948	\$113,983,884
Long-term capital debt	(12,500,418)	(13,775,738)
	<b>\$108,346,530</b>	\$100,208,146

**TOWN OF DRAYTON VALLEY**  
**Schedule of Property Taxes**  
**For the Year Ended December 31, 2019**

**Schedule 2**

	2019 (Budget)	2019 (Actual)	2018 (Actual)
<b>TAXATION</b>			
Real property taxes	\$ 14,344,916	\$ <b>14,277,078</b>	\$ 15,429,023
Linear property taxes	587,865	<b>587,865</b>	624,396
Government grants in place of property taxes	35,812	<b>30,976</b>	40,636
Special assessments and local improvement taxes	-	<b>21,804</b>	21,437
	<u>14,968,593</u>	<u><b>14,917,723</b></u>	<u>16,115,492</u>
<b>REQUISITIONS</b>			
Alberta School Foundation Fund	3,956,654	<b>3,843,207</b>	3,945,474
Brazeau Foundation	273,017	<b>272,413</b>	280,163
	<u>4,229,671</u>	<u><b>4,115,620</b></u>	<u>4,225,637</u>
<b>NET MUNICIPAL TAXES</b>	<u>\$ 10,738,922</u>	<u>\$ <b>10,802,103</b></u>	<u>\$ 11,889,855</u>

**TOWN OF DRAYTON VALLEY**  
**Schedule of Government Transfers**  
**For the Year Ended December 31, 2019**

**Schedule 3**

	2019 (Budget)	2019 (Actual)	2018 (Actual)
<b>TRANSFERS FOR OPERATING</b>			
Provincial government	\$ 1,363,627	\$ 2,333,208	\$ 1,975,800
Local governments	2,017,371	1,990,934	1,786,103
	<u>3,380,998</u>	<u>4,324,142</u>	<u>3,761,903</u>
<b>TRANSFERS FOR CAPITAL</b>			
Provincial government	12,073,847	4,453,882	2,137,699
Federal government	-	895,456	6,300
Local governments	591,233	227,368	114,931
	<u>12,665,080</u>	<u>5,576,706</u>	<u>2,258,930</u>
<b>TOTAL GOVERNMENT TRANSFERS</b>	<u>\$ 16,046,078</u>	<u>\$ 9,900,848</u>	<u>\$ 6,020,833</u>

**TOWN OF DRAYTON VALLEY**  
**Schedule of Segmented Information**  
**For the Year Ended December 31, 2019**

**Schedule 4**

	General Administration	Protective Services	Water, Wastewater and Waste Management	Recreation and Culture	Roads, Streets, Walks and Lighting	Public Health and Welfare	All Other	Total
<b>REVENUE</b>								
Taxation	2,126,419	2,140,759	-	1,969,374	2,165,728	99,631	2,300,192	10,802,103
Sales and user charges	42,147	53,850	6,971,324	830,897	1,653	458,662	141,315	8,499,848
Government transfers	-	873,773	-	1,554,589	158,980	1,731,862	4,938	4,324,142
All other	86,026	84,565	55,230	1,500	-	51,591	1,938,792	2,217,704
Rentals	-	14,400	-	423,718	12,556	125,373	133,571	709,618
	<u>2,254,592</u>	<u>3,167,347</u>	<u>7,026,554</u>	<u>4,780,078</u>	<u>2,338,917</u>	<u>2,467,119</u>	<u>4,518,808</u>	<u>26,553,415</u>
<b>EXPENSES</b>								
Wages and benefits	1,250,279	974,668	980,498	2,333,233	583,355	1,849,360	1,117,364	9,088,757
Contracted and general services	156,196	1,896,747	1,278,851	801,744	31,609	368,830	691,369	5,225,346
Professional fees	766,326	164,140	945,999	368,941	704,341	117,292	1,060,531	4,127,570
Utilities	17,377	49,725	559,753	492,673	547,184	26,872	116,574	1,810,158
Repairs and maintenance	43,405	54,975	576,202	626,532	428,302	18,198	217,647	1,965,261
Interest on long-term debt	2,488	-	313,031	65,581	44,126	67,097	29,339	521,662
Insurance	18,521	27,092	115,568	91,374	-	19,470	62,709	334,734
Provision for allowances	-	-	-	-	-	-	231,244	231,244
	<u>2,254,592</u>	<u>3,167,347</u>	<u>4,769,902</u>	<u>4,780,078</u>	<u>2,338,917</u>	<u>2,467,119</u>	<u>3,526,777</u>	<u>23,304,732</u>
<b>NET REVENUE, BEFORE AMORTIZATION</b>	-	-	2,256,652	-	-	-	992,031	3,248,683
Amortization	<u>286,527</u>	<u>15,363</u>	<u>2,309,076</u>	<u>594,378</u>	<u>2,267,730</u>	<u>272,753</u>	<u>563,143</u>	<u>6,308,970</u>
<b>NET REVENUE (DEFICIT)</b>	<b>\$ (286,527)</b>	<b>\$ (15,363)</b>	<b>\$ (52,424)</b>	<b>\$ (594,378)</b>	<b>\$ (2,267,730)</b>	<b>\$ (272,753)</b>	<b>\$ 428,888</b>	<b>\$ (3,060,287)</b>

The accompanying notes are an integral part of these financial statements.

**TOWN OF DRAYTON VALLEY**  
**Schedule of Segmented Information**  
**For the Year Ended December 31, 2018**

**Schedule 4 (CONT'D)**

	General Administration	Protective Services	Water, Wastewater and Waste Management	Recreation and Culture	Roads, Streets, Walks and Lighting	Public Health and Welfare	All Other	Total
<b>REVENUE</b>								
Taxation	2,400,511	2,089,748	-	2,334,558	2,009,855	232,376	2,822,807	11,889,855
Sales and user charges	44,533	70,829	6,619,343	776,844	466	485,112	121,665	8,118,792
Government transfers	3,184	886,057	36,870	1,018,650	288,201	1,438,750	90,191	3,761,903
All other	75,450	126,240	111,083	3,596	-	53,279	1,735,459	2,105,107
Rentals	-	14,400	-	427,701	15,555	78,703	133,572	669,931
	<u>2,523,678</u>	<u>3,187,274</u>	<u>6,767,296</u>	<u>4,561,349</u>	<u>2,314,077</u>	<u>2,288,220</u>	<u>4,903,694</u>	<u>26,545,588</u>
<b>EXPENSES</b>								
Wages and benefits	1,434,830	1,098,240	984,954	2,451,627	551,771	1,687,500	1,142,764	9,351,686
Contracted and general services	178,637	1,679,489	1,291,462	651,825	46,483	297,915	651,481	4,797,292
Professional fees	751,767	215,864	837,811	355,540	528,306	163,600	845,294	3,698,182
Utilities	22,569	55,266	659,741	523,223	553,229	29,483	138,544	1,982,055
Repairs and maintenance	124,080	97,730	506,087	380,059	333,570	23,143	99,730	1,564,399
Interest on long-term debt	1,475	-	285,220	71,202	52,681	71,652	34,061	516,291
Insurance	10,320	40,685	108,473	127,873	-	14,927	73,398	375,676
Provision (recovery) for allowances	-	-	-	-	-	-	(33,404)	(33,404)
	<u>2,523,678</u>	<u>3,187,274</u>	<u>4,673,748</u>	<u>4,561,349</u>	<u>2,066,040</u>	<u>2,288,220</u>	<u>2,951,868</u>	<u>22,252,177</u>
<b>NET REVENUE, BEFORE AMORTIZATION</b>	-	-	2,093,548	-	248,037	-	1,951,826	4,293,411
Amortization	<u>293,850</u>	<u>12,450</u>	<u>2,280,831</u>	<u>588,510</u>	<u>2,181,855</u>	<u>266,971</u>	<u>550,405</u>	<u>6,174,872</u>
<b>NET REVENUE (DEFICIT)</b>	<u>\$ (293,850)</u>	<u>\$ (12,450)</u>	<u>\$ (187,283)</u>	<u>\$ (588,510)</u>	<u>\$ (1,933,818)</u>	<u>\$ (266,971)</u>	<u>\$ 1,401,421</u>	<u>\$ (1,881,461)</u>

The accompanying notes are an integral part of these financial statements.



**TOWN OF DRAYTON VALLEY**  
**Notes to Consolidated Financial Statements**  
**For the Year Ended December 31, 2019**

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**1. SIGNIFICANT ACCOUNTING POLICIES**

The consolidated financial statements of the Town of Drayton Valley (the "Town") are the representations of management prepared in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the Town are as follows:

*(a) Reporting Entity*

The consolidated financial statements reflect assets, liabilities, revenue and expenses and changes in net financial debt and financial position of the Town which comprises all the organizations that are accountable for the administration of their financial affairs and resources to the Town and are owned or controlled by the Town as follows:

Town of Drayton Valley Aspen Waste Management  
 Bio-Arcs Drayton Valley Ltd.

The schedule of taxes levied also includes requisitions for education, health, social and other external organizations that are not part of the Town.

The statements exclude trust assets and liabilities that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

*(b) Basis of Accounting*

Revenues are accounted for in the period in which the transactions or events occurred that gave rise to the revenues.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers are recognized in the consolidated financial statements as revenue in the period in which the events giving rise to the transfer occurred, providing the transfers are authorized, any eligibility criteria have been met by the municipality, and reasonable estimates of the amounts can be made.

Expenses are recognized in the period the goods and services are acquired and a liability is incurred or transfers are due.

*(c) Cash and cash equivalents*

Cash and cash equivalents includes items that are readily convertible to known amounts of cash, are subject to an insignificant risk of change in value, and generally have a maturity of three months or less at acquisition.

*(d) Taxation Revenue*

Taxation revenue is based on market value assessments determined in accordance with the *Municipal Government Act*. Tax mill rates are established annually. Taxation revenues are recorded at the time tax billings are issued. Assessments are subject to appeal.

Construction and borrowing costs associated with local improvement projects are recovered through annual special property tax assessments during the period of the related borrowings. These levies are collectible from property owners for work performed by the Town and are recognized as revenue in the year they are levied.

(CONT'D)

**TOWN OF DRAYTON VALLEY**  
**Notes to Consolidated Financial Statements**  
**For the Year Ended December 31, 2019**

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**1. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

*(e) Inventories*

Inventories for consumption are valued at the lower of cost and net realizable value with cost determined by the average cost method.

Land held for resale is recorded at the lower of cost or net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping, and levelling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks, and street lighting are recorded as capital assets under their respective function.

*(f) Tangible Capital Assets*

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

Engineered structures:	
Roads	20 and 35 years
Water systems	25 years
Sewer systems	40 - 60 years
Other	20 - 50 years
Buildings	40 - 50 years
Machinery and equipment	5 - 15 years
Vehicles	3 and 6 years

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

Works of art for display are not recorded as tangible capital assets but are disclosed.

*(g) Contaminated Sites*

Contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard. A liability for remediation on contaminated sites is recognized, net of any recoveries, when an environmental standard exists, contamination exceeds the environmental standard, the Town is directly responsible for or accepts responsibility for the liability, future economic benefits will be given up, and a reasonable estimate of the liability can be made.

*(h) Pension Costs*

Contributions made by the Town to the defined contribution pension plan are recorded as expenses in the year in which they are paid.

*(i) Over-Levies and Under-Levies*

Over-levies and under-levies arise from the difference between the actual levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and reflected as property tax revenue.

Requisitions for tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

(CONT'D)

**TOWN OF DRAYTON VALLEY**  
**Notes to Consolidated Financial Statements**  
**For the Year Ended December 31, 2019**

**1. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)**

*(j) Use of Estimates*

The preparation of the consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenue and expenditures during the period. Where measurement uncertainty exists, the consolidated financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

The Town has used estimates to determine accrued liabilities, tangible capital asset useful lives, contributed tangible capital assets, landfill closure and post-closure liabilities, as well as provisions made for allowances for amounts receivable or any provision for impairment.

*(k) New Accounting Standards not yet Adopted*

Effective for fiscal years beginning on or after April 1, 2021, PS 3280 Asset Retirement Obligations provides guidance on how to account for and report liabilities for retirement of tangible capital assets.

Effective for fiscal years beginning on or after April 1, 2022, PS 3400 Revenue provides guidance on how to account for and report revenue, and specifically, it addresses revenue arising from exchange transactions and unilateral transactions.

**2. CASH AND CASH EQUIVALENTS**

	<b>2019</b>	<b>2018</b>
Deposit accounts	<b>\$ 22,547,816</b>	\$ 24,746,663
Cash on hand	<b>880</b>	880
	<b><u>\$ 22,548,696</u></b>	<b><u>\$ 24,747,543</u></b>

**3. ACCOUNTS RECEIVABLE**

	<b>2019</b>	<b>2018</b>
Taxes and grants in place of taxes		
Arrears	<b>\$ 562,017</b>	\$ 513,590
Arrears on property held for tax recovery	<b>40,652</b>	40,652
Current	<b>184,761</b>	148,381
	<b>787,430</b>	702,623
Trade and other	<b>4,551,447</b>	2,850,586
Local improvement taxes	<b>439,264</b>	531,628
Goods and Services Tax	<b>329,021</b>	74,156
	<b>6,107,162</b>	4,158,993
Less: Allowance for doubtful accounts	<b>(619,766)</b>	(492,169)
	<b><u>\$ 5,487,396</u></b>	<b><u>\$ 3,666,824</u></b>

**TOWN OF DRAYTON VALLEY**  
**Notes to Consolidated Financial Statements**  
**For the Year Ended December 31, 2019**

**4. DEFERRED REVENUE**

Funding has been received under various government grant programs. The use of these funds is restricted to eligible projects as approved under the funding agreements.

	Opening	Receipts	Revenue	Ending
Municipal Sustainability Initiative Capital	\$ 3,115,355	\$ 1,252,959	\$ (1,407,780)	\$ 2,960,534
Alberta Community Resilience Program	2,905,321	39,903	(2,181,442)	763,782
Other	615,341	68,160	(108,783)	574,718
Federal Gas Tax Funding	701,849	12,129	(300,561)	413,417
Alberta Community Partnership Program	281,796	6,051	(13,248)	274,599
Minister of Children's Services - Early Learning and Child Care Centre	70,560	889,898	(773,058)	187,400
	<b>\$ 7,690,222</b>	<b>\$ 2,269,100</b>	<b>\$ (4,784,872)</b>	<b>\$ 5,174,450</b>

**5. LANDFILL CLOSURE AND POST-CLOSURE LIABILITY**

Alberta environmental law requires closure and post-closure care of landfill sites, which includes final covering and landscaping, pumping of ground water and leachates from the site, and ongoing environmental monitoring, site inspections and maintenance.

The estimated total liability is based on the sum of discounted future cash flows for closure and post-closure activities for 25 years after closure using a real discount rate of 1.5% and assuming annual inflation of 2.0%.

The accrued liability portion is based on the cumulative capacity used at year end compared to the estimated total landfill capacity. The estimated remaining site life for Cell 4A, Cell 4B, Cell 4C, Cell 4D, and Cell 4E is approximately seven years (2025). Cells C, D, and 3D essentially have no additional capacity.

The Town has not designated assets for settling closure and post-closure liabilities.

	2019	2018
Estimated post-closure costs	\$ 3,429,965	\$ 3,429,965
Estimated closure costs	2,597,915	2,597,915
Estimated total liability	<b>6,027,880</b>	6,027,880
Estimated capacity remaining	45.3 %	45.3 %
Portion of total liability remaining to be recognized	<b>2,727,880</b>	2,727,880
Estimated capacity used	54.7 %	54.7 %
Accrued liability portion	<b>\$ 3,300,000</b>	\$ 3,300,000

**TOWN OF DRAYTON VALLEY**  
**Notes to Consolidated Financial Statements**  
**For the Year Ended December 31, 2019**

**6. LONG-TERM DEBT**

	<u>2019</u>	<u>2018</u>
Alberta Capital Finance Authority debentures bearing interest at rates ranging from 2.177% to 6.000% per annum and maturing in years 2022 through 2035. Debenture debt is issued on the credit and security of the Town at large.	<b>\$ 6,263,263</b>	\$ 7,252,950
Federation of Canadian Municipalities loan bearing interest at 4.000% per annum, requiring blended semi-annual payments of \$271,851 are required.	<b>6,237,155</b>	6,522,788
	<b><u>\$ 12,500,418</u></b>	<b><u>\$ 13,775,738</u></b>

Principal and interest payments are due as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2020	\$ 1,277,501	\$ 477,880	\$ 1,755,381
2021	1,309,795	430,225	1,740,020
2022	1,267,644	382,139	1,649,783
2023	989,167	339,156	1,328,323
2024	1,027,561	300,762	1,328,323
Thereafter	6,628,750	1,307,776	7,936,526
	<b><u>\$ 12,500,418</u></b>	<b><u>\$ 3,237,938</u></b>	<b><u>\$ 15,738,356</u></b>

Interest on long-term debt amounted to \$521,662 (2018 - \$516,291).

The Town's total cash payments for interest during 2019 were \$523,897 (2018 - \$564,106).

**7. DEBT LIMITS**

Section 276(2) of the *Municipal Government Act* requires that debt and debt limits, as defined by Alberta Regulation 255/00, for the Town of Drayton Valley be disclosed as follows:

	<u>2019</u>	<u>2018</u>
Total debt limit	<b>\$ 39,830,123</b>	\$ 39,818,382
Total debt	<b>(12,500,418)</b>	(13,775,738)
Amount of debt limit unused	<b><u>\$ 27,329,705</u></b>	<u>\$ 26,042,644</u>
Service on debt limit	<b>\$ 6,638,354</b>	\$ 6,636,397
Service on debt	<b>(1,755,381)</b>	(1,799,217)
Amount of debt servicing limit unused	<b><u>\$ 4,882,973</u></b>	<u>\$ 4,837,180</u>

**TOWN OF DRAYTON VALLEY**  
**Notes to Consolidated Financial Statements**  
**For the Year Ended December 31, 2019**

**8. TANGIBLE CAPITAL ASSETS**

		Net Book Value	
		2019	2018
Engineered structures			
Roads	\$	27,086,540	\$ 24,319,487
Water systems		25,782,105	24,259,012
Sewer systems		18,835,355	15,109,859
Other		10,401,220	10,624,255
		82,105,220	74,312,613
Buildings		28,362,318	28,919,568
Land		7,716,194	7,716,194
Machinery and equipment		1,953,294	2,253,695
Vehicles		709,922	781,814
	\$	120,846,948	\$ 113,983,884

	Cost Beginning of Year	Additions	Disposals	Write-downs	Cost End of Year
Engineered structures					
Roads	\$ 54,161,545	\$ 5,031,640	\$ -	\$ -	\$ 59,193,185
Water systems	41,350,074	3,255,869	-	-	44,605,943
Sewer systems	26,089,993	4,226,422	-	-	30,316,415
Other	18,018,235	231,247	-	-	18,249,482
	139,619,847	12,745,178	-	-	152,365,025
Buildings	41,528,778	405,525	-	-	41,934,303
Land	7,716,194	-	-	-	7,716,194
Machinery and equipment	6,068,032	10,689	(129,632)	-	5,949,089
Vehicles	2,483,455	30,375	(13,511)	-	2,500,319
	\$ 197,416,306	\$ 13,191,767	\$ (143,143)	\$ -	\$ 210,464,930

	Accumulated Amortization Beginning of Year	Current Amortization	Disposals	Write-downs	Accumulated Amortization End of Year
Engineered structures					
Roads	\$ 29,842,058	\$ 2,264,587	\$ -	\$ -	\$ 32,106,645
Water systems	17,091,062	1,732,776	-	-	18,823,838
Sewer systems	10,980,134	500,926	-	-	11,481,060
Other	7,393,980	454,282	-	-	7,848,262
	65,307,234	4,952,571	-	-	70,259,805
Buildings	12,609,210	962,775	-	-	13,571,985
Machinery and equipment	3,814,337	291,357	(109,899)	-	3,995,795
Vehicles	1,701,641	102,267	(13,511)	-	1,790,397
	\$ 83,432,422	\$ 6,308,970	\$ (123,410)	\$ -	\$ 89,617,982

The costs above include \$3,530,943 (2018 - \$870,135) related to various projects that are under construction and not being amortized.

**TOWN OF DRAYTON VALLEY**  
**Notes to Consolidated Financial Statements**  
**For the Year Ended December 31, 2019**

**9. ACCUMULATED SURPLUS**

	<b>2019</b>	<b>2018</b>
Unrestricted surplus	\$ 5,252,991	\$ 4,514,926
Restricted surplus ( <i>Note 10</i> )		
Operating reserves	481,722	390,608
Capital reserves	9,172,237	9,879,316
Equity in tangible capital assets ( <i>Schedule 1</i> )	108,346,530	100,208,146
	<b>\$123,253,480</b>	<b>\$114,992,996</b>

**10. RESERVES**

	<b>2019</b>	<b>2018</b>
Operating Reserves:		
Operating contingency	\$ 525,000	\$ 525,000
Automated traffic enforcement	228,163	254,601
Landfill post-closure	(271,441)	(388,993)
	<b>\$ 481,722</b>	<b>\$ 390,608</b>
Capital Reserves:		
Carry-over projects	\$ 3,327,109	\$ 4,321,951
Pool	2,277,332	2,225,569
Landfill airspace depletion	1,103,074	902,316
General capital	1,000,000	1,000,000
Sewer capital	623,922	623,922
Water capital	475,925	475,925
Parkland capital	297,872	297,872
Storm capital	95,351	95,351
Affordable housing	60,027	43,445
Landfill capital equipment	(88,375)	(107,035)
	<b>\$ 9,172,237</b>	<b>\$ 9,879,316</b>

**11. CREDIT FACILITY**

The Town is approved for a revolving demand loan of \$4,000,000 that is available, if needed, for operating cash flows. The interest rate is set at prime minus 0.25%. The loan has not been drawn upon in the 2019 fiscal year.

**12. UTILITY FRANCHISE AGREEMENTS**

Disclosure of utility franchise agreement annual revenues as required by Alberta Regulation 313/2000 is as follows:

	<b>2019</b>	<b>2018</b>
Fortis Alberta Inc.	\$ 824,979	\$ 802,163
Atco Gas	383,955	374,690
	<b>\$ 1,208,934</b>	<b>\$ 1,176,853</b>

**TOWN OF DRAYTON VALLEY**  
**Notes to Consolidated Financial Statements**  
**For the Year Ended December 31, 2019**

**13. SALARIES AND BENEFITS DISCLOSURE**

Disclosure of salaries and benefits for elected municipal officials, the Chief Administrative Officer and designated officers as required by Alberta Regulation 313/2000 are as follows:

		Salary	2019 Benefits and Allowances	Total	2018 Total
Mayor	Michael Doerksen	\$ 67,944	\$ 9,044	\$ 76,988	\$ 73,769
Councillor	Dodds	57,600	4,823	62,423	55,274
Councillor	Ballas	49,256	8,137	57,393	53,054
Councillor	Gammana	52,672	4,582	57,254	48,496
Councillor	Peebles	44,104	4,719	48,823	52,185
Councillor	Wheeler	44,608	3,970	48,578	50,099
Councillor	McGee	36,516	7,228	43,744	4,025
Councillor	Butz	-	-	-	36,870
		<b>\$ 352,700</b>	<b>\$ 42,503</b>	<b>\$ 395,203</b>	<b>\$ 373,772</b>
Chief Administrative Officers					
	Winston Rossouw	\$ 188,181	\$ 48,053	\$ 236,234	\$ 97,016
	Dwight Dibben	-	-	-	293,194
	Pamela Livingston	-	-	-	130,565
		<b>\$ 188,181</b>	<b>\$ 48,053</b>	<b>\$ 236,234</b>	<b>\$ 520,775</b>
Designated Officers		<b>\$ 320,177</b>	<b>\$ 74,231</b>	<b>\$ 394,408</b>	<b>\$ 500,265</b>

Salary includes regular base pay, bonuses, overtime, lump sum payments, and any other direct cash remuneration.

Employer's share of all employee benefits and contributions or payments made on behalf of employee's include: pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, professional memberships and tuition.

Benefits and allowances figures also include the employer's share of the costs of additional taxable benefits including travel allowances and car allowances.

**14. FINANCIAL INSTRUMENTS**

The Town's financial instruments consist of cash and cash equivalents, receivables, accounts payable and accrued liabilities, deposits, and long term debt. It is management's opinion that the Town is not exposed to significant interest or currency risks arising from these financial instruments.

The Town is subject to credit risk with respect to taxes and grants in place of taxes receivable and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the Town provides services may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the carrying values of the financial instruments approximate their fair values.



**TOWN OF DRAYTON VALLEY**  
**Notes to Consolidated Financial Statements**  
**For the Year Ended December 31, 2019**

**15. CONTRIBUTED TANGIBLE CAPITAL ASSETS**

Meraw Estates development has been completed and the Town now has ownership of the infrastructure completed by the developer. The Town has recorded the contributed tangible capital assets at their estimated fair values as follows:

	2019
Roads	\$ 3,398,331
Sewer systems	1,515,535
Water systems	<u>825,596</u>
	<u>\$ 5,739,462</u>

**16. CONTINGENCIES**

The Town is a member of the Alberta MUNIX. Under the terms of the membership, the Town could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

**17. SEGMENTED INFORMATION**

The Town provides a wide range of services to its citizens. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in *Note 1*. For additional information see the Schedule of Segment Disclosure (*Schedule 4*).

**18. BUDGET FIGURES**

The 2019 budget data presented is based on the operating and capital budget approved by Council on May 8, 2019. The table below reconciles the approved financial plan to the figures reported in these consolidated financial statements.

	2019 (Budget)	2019 (Actual)
Annual surplus	13,710,764	8,260,484
Net transfers from (to) reserves	5,742,276	(615,965)
Acquisition of tangible capital assets	(18,177,720)	(13,191,767)
Debt principal repayments	<u>(1,275,320)</u>	<u>(1,275,320)</u>
	<u>\$ -</u>	<u>\$ (6,822,568)</u>

**TOWN OF DRAYTON VALLEY**  
**Notes to Consolidated Financial Statements**  
**For the Year Ended December 31, 2019**

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**19. COMPARATIVE FIGURES**

Certain comparative figures have been reclassified to conform with the current year's consolidated financial statement presentation.

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**20. SUBSEQUENT EVENT**

On March 11, 2020, the COVID-19 outbreak was declared a global pandemic by the World Health Organization and on March 17, 2020 the Province of Alberta declared a public health emergency. Many businesses and individuals in a vast array of sectors may experience an economic loss due to COVID-19 which may have a financial effect on the Town. An estimate of the potential financial impact cannot be made at this time.

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**21. APPROVAL OF FINANCIAL STATEMENTS**

Council and Management approved the consolidated financial statements.

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DRAFT

# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION

DRAYTON VALLEY



<b>SUBJECT:</b>	Community Grants, Second Quarter Allocation
<b>MEETING:</b>	May 6, 2020 Regular Meeting of Council
<b>PRESENTED BY:</b>	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 second quarter deadline was April 1, 2020.

A total of two (2) eligible applications under Council's purview were received for the Community Events Grant second quarter.

Organization	Event	Date(s)	Request
Drayton Valley Community Foundation	DV 100	Sept. 11 & 12	\$10,000
Drayton Valley Pro Rodeo Society	Drayton Valley Pro Rodeo	Aug. 28 to 30	\$6,600

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
Drayton Valley Lamplighters Events Group - Kids in Motion	To help cover the cost of purchasing 15 helmets	Sept. 6	\$750

Following the awarding of one (1) grant for the applications under the purview of Town Administration, there is a total of \$4,250 remaining in the second quarter allocation of the Community Events Grant for the two (2) applications under Council's purview.

The two (2) 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"> <li>• diversity is embraced and all residents are welcomed and involved, and participate in community activities;</li> <li>• arts are celebrated and opportunities to get involved are available for all ages;</li> <li>• Drayton Valley is host to a diversity of talent and creativity; and</li> <li>• all levels of public engagement within Drayton Valley are high.</li> </ul> <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"> <li>• support individual abilities by encouraging citizen engagement;</li> <li>• use the power of local organizations, including service clubs and private enterprises;</li> <li>• make the most of non-traditional assets such as parks, green spaces, and community pride;</li> <li>• build resilience in the community; and</li> <li>• improve the community's quality of life.</li> </ul>

#### 4. POTENTIAL MOTIONS:

OPTIONS FOR THE APPLICATION FROM THE DRAYTON VALLEY COMMUNITY FOUNDATION:

- 1) That Council award the Drayton Valley Community Foundation \$ from the Community Events Grant to help cover costs associated with hosting the DV100 on September 11 and 12, 2020.
- 2) That Council decline the funding request from the Drayton Valley Community Foundation to help cover costs associated with hosting the DV100 on September 11 and 12, 2020.




OPTIONS FOR THE APPLICATION FROM THE DRAYTON VALLEY PRO RODEO SOCIETY:

- 1) That Council award the Drayton Valley Pro Rodeo Society \$ from the Community Events Grant to help cover the cost of insurance, facility rental and an ambulance available on site for the Drayton Valley Pro Rodeo taking place on August 28-30, 2020.
- 2) That Council decline the funding request from the Drayton Valley Pro Rodeo Society to help cover cost of insurance, facility rental and an ambulance available on site for the Drayton Valley Pro Rodeo taking place on August 28-30, 2020.

**5. RECOMMENDATION**

**6. ATTACHMENTS:**

1. Second Quarter Grant Applications

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			



# TOWN OF DRAYTON VALLEY

## COMMUNITY EVENT GRANT CHECKLIST

### OFFICE USE ONLY

Name of Applicant: Drayton Valley Community Foundation

Name of Event: DV 100 - September 11 and 12, 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	Contributes funds to the Community Foundation, which supports local initiatives.
not duplicate past or present local services (unless a need can be demonstrated)	Does not duplicate another local event.
provide equal access to the service without discrimination	Open to all. Marketed across the province and attracts up to 300 participants - tourism potential
not already receiving direct or indirect support from the Town for the stated service	Up to \$5,000 in-kind support from Public Works (street cleaning, barricades, CPO, etc.) <b>SEE RESOLUTION UNDER COMMENTS</b>
address an identified need in the community or contribute to the common good of the community	Community Foundation contributes funds to local initiatives which address community needs
recognize the Town's contribution to the event or service sponsored	Promotional posters, on-site recognition and post-event newspaper ad
other revenue sources have been sought or obtained	Sponsorships and grants being sourced but not identified in application

Additional Information	Notes:
Has the Town directly sponsored this event before?	Yes - \$1,000 in 2015 - \$1,000 in 2016 - \$1,500 in 2017 - \$2,000 - \$5,000(in-kind) in 2018 - \$5,000(in-kind) & \$1,000 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.)?	Supported by Goals in the Social Development Plan (social and community service organizations)

Comments:

Requesting \$10,000 to help cover the costs in order to host the event.

#### RESOLUTION #163/18

Councillor Peebles moved that Council authorize Administration to provide the necessary support for the DV100 in the required fields to a maximum of \$3,000.00.

(CONT'D)

Councillor Butz proposed a friendly amendment to Resolution #163/18 to change the maximum of \$3,000.00 for in-kind contributions to a maximum of \$5,000.00 annually for DV100. Councillor Peebles accepted the friendly amendment.

**CARRIED AS AMENDED**

Recommendation to Council:

For Council Consideration



## TOWN OF DRAYTON VALLEY

### COMMUNITY EVENT GRANT APPLICATION FORM

Date: March 11, 2020 Event Date: September 11th and 12th, 2020

Organization Name: Drayton Valley Community Foundation

Mailing Address: Box 6836 Drayton Valley

Contact Name: Sheila Hegedus Title: Executive Director

Email: ed@dvcf.org Telephone: 587-464-0400

#### ORGANIZATION MANDATE

Description of the organization's mandate:

Drayton Valley Community Foundation was established in 1994 supporting Drayton Valley and surrounding area through investing donations and granting out the interest earned. In the past 5 years DVCF has granted back \$500,000 to community causes. DV100 is a large part of our foundation and serves as an annual fundraising event. DV100 brings tourism into Drayton Valley, Brazeau County, and Yellowhead county. Community members are involved in the initiative, on average we utilize around 170 volunteers for the event. This year we are adding more aspects of entertainment for our community members. We follow our foundation mandate by supporting our community, bringing people together and raising funds to allow us to continue to give back to our community.

#### STATED SERVICE

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

2020 will be the ninth year for DV100 Race or Ride. It is taking place on September 12, 2020, starting at the Drayton Valley Omniplex. We have routes for 20KM, 40KM, 100KM and 160KM. The 160KM will start at 8:00am, while the 100KM and 40KM 20KM routes will start at 9:00am. We are expecting to have 450 participants in our event, coming from all over Alberta and neighbouring provinces of British Columbia, and Saskatchewan. A large amount of participants bring their families to enjoy the festivities, creating a well attended event of about 600 participants and 170 volunteers. \*\*\*\*\* Please see attached description.

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

We are expecting to have 450 participants at our event, as well as 200 volunteers stationed along the four routes. This year we are planning on including festivities such as entertainment for children, a BBQ and hopefully live music September 11th, 2020 to encourage more participation from community members, as well as having live music, farmers market, and a beer tent on September 12th as to encourage riders to bring their families to enjoy the events while they embark on the race/ride. We are hoping to have around 800 people total in attendance.



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

DV100 brings close to 400 riders from all over including BC, Saskatchewan, Ontario and even the United States. All the riders that travel for the race, many bringing their families stay over night in hotels, eat at local restaurants and shop at local stores. This unique event brings people to our community and showcases what Drayton Valley, Brazeau County and the beautiful land surrounding us. It assists in boosting our economy and adding a weekend that businesses would not otherwise profit from tourism. We also benefit all our community members by giving a healthy activity to participate in whether it be volunteering, cycling or enjoying the family events.

**SPONSORSHIP REQUEST**

**Reason for request from the Town:**

We are requesting support from the Town of Drayton Valley because we believe that DV100 makes an impact in many ways in our Community. DV100 brings in tourism and opens the door for people visiting our town, we have received reviews from riders who attended our race that came back to bike our roads as well as visit the cross country ski trails. It also creates an opportunity for a large amount of volunteers to give back to their community through an enjoyable event, connecting with each other and building relationships. We also would like to utilize this grant to increase our scope of community involvement in the event. If we are granted funding to do so, we will put on an event for community members on the Friday night as well as the Saturday. This event is so much more than a race/ride. It is an opportunity for our community to come together and create a place that we love to call home.

**Nature of the request and/or amount requested:**

We are requesting a sponsorship of \$10,000.00 as well as an In-Kind Donation that will help with the execution of the event. In-Kind donations that we are requesting are as follows:

**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?**

The Town of Drayton Valley logo is already printed on all our promotional materials, road signage and promotional signage. Since inception, the Town of Drayton Valley has largely supported our event and we will execute all our promotions as the Town of Drayton Valley being a partner in our event, rather than just a sponsor. The Town of Drayton Valley Logo is also displayed on our website and social media accounts, we will also include the Town of Drayton Valley in all the thank you ads we put out, including a full page ad in the DV Free Press.

**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 Signatu

Date: March 12, 2020

**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.



**P.O. Box 6836**  
**Drayton Valley AB T7A 1S2**  
 Ph: (587) 464-0400  
 E-mail: [ed@dvcf.org](mailto:ed@dvcf.org)  
 Web page: [dvcf.org](http://dvcf.org)

## Board of Directors

### Chairperson

Robert Mulligan

### Vice-Chair

Chris Walsh

### Secretary

Brenda Christie

### Treasurer

Barry Carlson

### Directors –

Sandy Buchan

Mardi Dancey

Steve Holmstrom

Pat Jeffery

Chris Walsh

Tara Middlemiss

Glen Saunders

John Tkachuk

Isaiah Rye

Michael Ferrey

## DV100 Description of Event:

The DV100 Race or Ride is an annual fundraiser for the Drayton Valley Community Foundation. We are heading into our ninth consecutive year. This event was founded on the principals shared by the Foundation: to promote community vitality. The funds raised from DV100 are placed in the DV100 Race or Ride fund, and the investment income is granted back to community organizations.

The Drayton Valley Community Foundation is a registered charity with the mission of granting monies to local community groups and organizations. We are one of one hundred and eighty one Community Foundations of Canada and have granted over \$500,000 to community causes in the past five years.

DV100 consists of four routes, 20KM, 40KM, 100KM, and 160KM, suiting the age and skill levels of all participants. Our eligible age to participate was recently lowered to 14 years old. Our event supports all participants from “new to the sport” to elite racing. Riders travel from all over Canada and as far as the United States to attend our Race/ Ride, bringing tourism to Drayton Valley, Brazeau County, and Yellowhead County.

We also see the value in creating a community event, where residents can participate and enjoy the festivities. This year we are focusing on activities that will attract community members to come to the grounds and join, we are inviting community members to go on September 11<sup>th</sup>, 2020 to enjoy a kick-off party that will include family activities, music, BBQ and a beer tent. On September 12<sup>th</sup> we are inviting residents to join us for a farmers market, live music, beer tent as well as be spectators as the race kicks off and finishes. We are also going to add an addition of a kiddie race to promote the sport in our younger generation.

Safety at our event is our number one concern, and we go to great lengths to ensure the safety of our athletes and all other participants. We have 170+ volunteers on the course directing traffic and cyclists. Each race route has lead and trail vehicles and support trucks roaming along the course, all equipped with qualified first-aid attendants. On the 160KM route at the turn around point on Hwy 753, we will have signage in both directions, alerting traffic until the cyclists’ pass. In addition to this, we also have RCMP support and Community Peace officers assisting along the routes and at the main traffic crossings over Hwy 22.

Hwy 22 and 50<sup>th</sup> Ave & Hwy 22 and Hwy 621 are designated stop areas equipped with bathrooms, water, first-aid, and volunteers with radios.

We will be placing appropriate signage throughout the race, notably at RR85, Hwy 753, and Hwy 620 and RR85, as well as at the above-noted intersections. We make every effort to alert traffic to the race in progress. All support trucks have DV100 signage in the back of them that lets other traffic know they are with our event.

If you require any further details about the event, please do not hesitate to reach out.

Sheila Hegedus, Executive Director, 587-464-0400, [ed@dvcf.org](mailto:ed@dvcf.org)

## Executive Director

Sheila Hegedus

## Accountant

Rob Feddema C.A.

## Book Keeper

Jesse Christian

**DV100 Revenue**

**DV100**

Sponsorship	\$ 35,000.00
Grants	\$ 12,500.00
Registration	\$ 46,000.00
Merchandise	\$ 6,000.00
Beer Gardens	\$ 2,400.00
Donations	\$ 2,000.00
<b>TOTAL</b>	<b>\$ 103,900.00</b>

**DV100 Expenses**

Race Day	\$ 10,000.00
Awards	\$ 35,000.00
Sign Tific	\$ 1,800.00
Marketing & Advertising	\$ 12,500.00
Live Streaming	\$ 2,000.00
Zone 4	\$ 5,500.00
Prizes	\$ 4,000.00
Merchandise	\$ 7,000.00
Alcohol	\$ 1,800.00
Licensing	\$ 1,600.00
Miscellaneous	\$ 4,000.00
<b>TOTAL DV100 EXPENSES</b>	<b>\$ 85,200.00</b>

<b>TOTAL PROFIT</b>	<b>\$ 18,700.00</b>
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# TOWN OF DRAYTON VALLEY

## COMMUNITY EVENT GRANT CHECKLIST

### OFFICE USE ONLY

Name of Applicant: Drayton Valley Pro Rodeo Society

Name of Event: Drayton Valley Pro Rodeo - August 28 to 30, 2020 (RESCHEDULED DATE)

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	- Large spectator base - tourism potential
not duplicate past or present local services (unless a need can be demonstrated)	No other rodeo within Town limits.
provide equal access to the service without discrimination	Yes
not already be receiving direct or indirect support from the Town for the stated service	No other direct support.
address an identified need in the community or contribute to the common good of the community	Supports agricultural community and local community directly and indirectly.
recognize the Town's contribution to the event or service sponsored	Various forms of recognition, depending on date of contribution.
other revenue sources have been sought or obtained	Seeking various sponsors - none identified. Brazeau County is contributing \$1,000 of in-kind services

Additional Information	Notes:
Has the Town directly sponsored this event before?	Yes - \$2,000 in 2015 - \$1,000 in 2016 - \$1,500 in 2017 - \$1,000 in 2018 - \$750 - 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.)?	Supported by Goals in the Social Development Plan (heritage, tourism, diversity of leisure opportunities)

#### Comments:

Requesting \$6,600 (\$2,000 in insurance, \$3,600 in hosting expenses and \$1,000 ambulance) The event was originally scheduled for April 30 to May 3. Due to the Covid-19 Pandemic, the Pro Rodeo has been rescheduled to August 28-30. The event will be held outdoors at the Lions Rodeo Grounds.

#### Recommendation to Council:

For consideration by Council.



## TOWN OF DRAYTON VALLEY

### COMMUNITY EVENT GRANT APPLICATION FORM

Date: February 27, 2020 Event Date: April 3-th- May 3rd, 2020

Organization Name: Drayton Valley Pro Rodeo Society  
FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

Mailing Address: \_\_\_\_\_

Contact Name: Carmen Pietsch Title: Treasurer

FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)  
 Email: \_\_\_\_\_ Telephone: 780-682-2273

#### ORGANIZATION MANDATE

Description of the organization's mandate:

The Drayton Valley Pro Rodeo Society is a non-profit organization, dedicated to bringing the very best in rodeo to Drayton Valley and the surrounding areas. We are bringing the best cowboys and stock in North America to our community for everyone's western entertainment.

#### STATED SERVICE

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

Slack(extra entries) April 30, 2020 10am-3pm  
 Perf #1 May 1st, 2020 7-10pm  
 Perf #2 May 2nd, 2020 7-10pm  
 Perf #3 May 3rd, 2020 2pm-5pm

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

We estimate that about 400 contestants, 4000 spectators, Four 4H groups at least 4 community groups, Local food bank, 20 local rodeo personnel and the businesses in the town of Drayton Valley will benefit from us putting on our rodeo. We are supporting many local businesses by buying our supplies at them. We also have a family admission rate so the whole family can come out and enjoy the fun for very little money.

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

They will benefit by us having a rodeo- Contestants will have a rodeo to participate at to help them make it to the Canadian and National finals. Spectators will have reasonably priced entertainment. Drayton Valley Thunder hosts a beergardens, DV food bank will receive food donations and money. The town can show case Drayton Valley with their Chili cook off & the Museum can showcase what they have to offer during their pancake breakfast. U of C 4H and Thunder raises money with the 50-50. DV Lions club hosts the dance. The businesses in town will benefit by having more people in town to spend money.

### SPONSORSHIP REQUEST

Reason for request from the Town:

We are looking at all levels of sponsorship and trying to pay for the rodeo which has a budget of over \$110 000, so anywhere we can get funds at this difficult time would be greatly appreciated.

Nature of the request and/or amount requested:

We would like money to cover the rent of the Omniplex and our insurance.  
Insurance is \$2000  
Rodeo Rent of Omniplex- \$3600.00  
Ambulance - \$1000  
The total we are applying for is \$6600 but we would appreciate any money you can give us.

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?

Depending on level of sponsorship the organizations will be recognized with• Flag in Grand Entry (Supplied by sponsor) • On poster if paid by March 1st and on radio/newspaper ads if paid by April 1st  
• ad on Website and Company Logo on our website home page  
• Full page ad in program  
• Banner on announcer stand (Supplied by sponsor)or • 1 Chute sign on the chutes  
•VIP Passes to rodeo weekend and sponsor night

**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: Carmen Pietsch

Date: Feb 27, 2020

**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.



## Drayton Valley Budget Sheet 2020 for grants

Page 89 of 112

Advertising	\$5,000.00	
Ambulance	\$1,000.00	
Approval Fees	\$2,700.00	
Banking	\$250.00	cheques & service fees
Big Screen	\$4,000.00	
Cowboy Therapy	\$450.00	Materials
CPRA	\$3,000.00	
Help	\$900.00	
Insurance	\$3,150.00	Director, Rodeo and WARMA
Lodging	\$6,000.00	
Night Security	\$1,000.00	
Office supplies	\$500.00	
Parking	\$600.00	
Prize Money	\$23,700.00	
Programs	\$250.00	
Putting dirt in-Extra costs	\$360.04	
Rent	\$4,000.00	Arena, Hall
Rental of bins, equipment, etc & haul away	\$4,000.00	
Rented Steel	\$7,350.00	
Rodeo Personnal	\$13,950.00	
Rodeo Supplies	\$2,000.00	Office Supplies, posts, ribbons, tubs
Sound-speaker	\$100.00	Speaker out back
Sponsor Night	\$1,500.00	
Sponsor/thank you Letters	\$800.00	
Stock	\$23,750.00	Regular, Timed event & Sub contractor
Tickets & stamps	\$100.00	
Trick Riders	\$1,500.00	
Website	\$150.00	

### Total Expenses

\$107,060.04

### Anticipated Income

Admission	\$35,000.00
Various sponsors	\$70,000.00
Local Grants	\$2,000.00

Total Income anticipated \$107,000.00

# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION

DRAYTON VALLEY



<b>SUBJECT:</b>	Appointment of Prohibited Noxious & Noxious Weed Inspectors for 2020 Season
<b>MEETING:</b>	May 6, 2020 Regular Meeting of Council
<b>PRESENTED BY:</b>	Merlin Klassen Manager, Safety and Protective Services Director Emergency Management

### 1. PROPOSAL AND BACKGROUND:

On March 20, 2020, the Town of Drayton Valley made an agreement with Brazeau County, requesting that Brazeau County provide weed control inspection services within the Town. The goal is to have a consistent, accurate, and equitable level of weed control regarding prohibited noxious and noxious weeds within the Town and County, while protecting the environmental conditions of all parcels.

In accordance with Section 7(1) and 9 of the *Alberta Weed Control Act*:

*Municipal inspectors*

*7(1) A local authority shall appoint inspectors to enforce and monitor compliance with this Act within the municipality.*

*Municipal inspectors – joint authority*

*9 An inspector appointed by a municipality may, with the consent of the local authority of another municipality, enforce and monitor compliance with this Act within the other municipality.*

Brazeau County Council has appointed Rhiannon Gressler, Dawnia McCann, and Corbyn Pankonin as Weed Inspectors for Brazeau County. In the past, the Town Council's appointment for a Weed Inspector mirrored the County's, however, for 2020 Town staff will be appointed in addition to the three County staff.

In response to service level requirements, Town staff has received training to assist with inspections regarding prohibited noxious and noxious weeds and enforce compliance. Accordingly, Council's formal appointment of Town staff members to act as Weed Inspectors is required.

### 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

Contract with Brazeau County from March 20, 2020 has agreed upon rates (section 3 (3.2)).

### 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	Yes	<i>Weed Control Act</i> , Section 7(1) and 9
Municipal Bylaws	Yes	Community Standards Bylaw, 2015/08/P 5.3(b)(iii)
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	Noxious Weeds Policy T-02-14




**4. POTENTIAL MOTIONS:**

- A. That Council appoint the following individuals as Weed Inspectors for the Town of Drayton Valley for the 2020 season:  
 Rhiannon Gressler, Weed Inspector, Brazeau County  
 Dawnia McCann, Manager Agriculture Services, Brazeau County  
 Corbyn Pankonin, Assistant Ag. Fieldman, Brazeau County  
 Dale Holst, Public Works, Town of Drayton Valley  
 Joan Elworthy, Public Works/Parks, Town of Drayton Valley
- B. That Council defer this item to Administration for \_\_\_\_\_.
- C. That Council decline appointing a Weed Inspector for the Town of Drayton Valley for the 2020 season.

**5. RECOMMENDATION**

Administration recommends appointing above listed individuals as Weed Inspectors for the 2020 season.

**6. ATTACHMENTS:**

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION

DRAYTON VALLEY



<b>SUBJECT:</b>	Town Facility Closures
<b>MEETING:</b>	May 6, 2020 Regular Meeting of Council
<b>PRESENTED BY:</b>	Winston Rossouw CAO

### 1. PROPOSAL AND BACKGROUND:

Due to COVID-19, all in-person services of the Town of Drayton Valley have been closed to the public. However, phone and email support continue to be available to the Town's residents. Also, all indoor and outdoor recreation facilities and hard surface play areas have been closed.

This measure supports Alberta Health's priority to limit larger social gatherings in our community and to prevent the spread of COVID-19. The closure includes the following Town facilities and playgrounds:

- Civic Centre
- Omniplex/MacKenzie Conference Centre/Total Works Fitness Centre
- Park Valley Pool
- Early Childhood Development Centre
- Clean Energy Technology Centre
- Playgrounds
- Skate Park

### 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

### 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	Yes	<i>Municipal Government Act</i>
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	N/A	

### 4. POTENTIAL MOTIONS:




A. That Council approve that following Town facilities and playgrounds are closed to the public due to the COVID-19 pandemic:

- Civic Centre
- Omniplex/MacKenzie Conference Centre/Total Works Fitness Centre
- Park Valley Pool
- Early Childhood Development Centre
- Clean Energy Technology Centre
- Playgrounds
- Skate Park

B. That Council decline to close any facilities or playgrounds.

**5. RECOMMENDATION**

**6. ATTACHMENTS:**

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION

DRAYTON VALLEY



<b>SUBJECT:</b>	ICF/IDP Committee Establishment
<b>MEETING:</b>	May 6, 2020 Regular Meeting of Council
<b>PRESENTED BY:</b>	Winston Rossouw CAO

### 1. PROPOSAL AND BACKGROUND:

Brazeau County has established a committee to re-open and review the ICF and IDP between Brazeau County and the Town of Drayton Valley. They have appointed three members of their Council to it and asked the Town to establish and appoint members to an ICF/IDP Committee as well to review the ICF and IDP.

This is presented for Council's consideration.

### 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

N/A

### 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:




Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	Yes	<i>Municipal Government Act (MGA)</i> , Section 631 (Intermunicipal Development Plans)  MGA, Section 708.29 (Intermunicipal Collaboration Frameworks)
Municipal Bylaws	Yes	Brazeau County-Drayton Valley Intermunicipal Development Plan 2020/03/D
Municipal Development Plan	Yes	MDP must be consistent with IDP, as per Section 632(4) of MGA.  Section 2.15 (Intermunicipal Planning) of the MDP specifically addresses IDP
Sustainability Vision 2019-2021	Yes	Ongoing creek bed and slope management addressed in Sustainability Plan. Environmental matters required to be addressed in IDP either specifically or generally, as per Section 631(8)(v) of MGA.
Town of Drayton Valley Strategic Plan 2019-2021	Yes	Goal One- streamlining referral processes for planning/development applications within IDP Referral Area  Goal Two- IDP is an example of increasing public trust and confidence by collaborating with municipal partners (County) for the improved delivery of

		current/future inter-municipal services that benefit residents and businesses.
Other Plans or Policies	Yes	Boards and Committees to Council Policy (C-05-04)  Other plans, policies and agreements pertaining to inter-municipal assets and services may be revised and completed in the future (i.e. transportation master plan, water/wastewater agreement) will be incorporated into the ICF and time of completion.

**4. POTENTIAL MOTIONS:**

- A. That Council establish an ICF/IDP Committee and appoint \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ as members to said Committee.
- B. That Council neither establish nor appoint any members to an ICF/IDP Committee.

**5. ATTACHMENTS:**

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

## Information Items

### 10.0 Information Items

Pages 96-112

10.1. Sustainability Committee Meeting Notes – March 20, 2020	97-99
10.2. Drayton Valley / Brazeau County Fire Services Stats – March 2020	100-101
10.3. Drayton Valley Municipal Library – Financial Statements 2019	102-112

### **MOTION:**

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





*Sustainability Committee Meeting  
Friday, March 20, 2020, 10:15 a.m.-12:00 p.m.  
Town of Drayton Valley Conference Rooms #2*

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**Meeting Notes**

---

**Present:** Councillor Nancy Dodds, Councillor Fayrell Wheeler, Aishah Mohd-Isa, Lisa Legeas, Rick Wheatley, Jennifer Stone, Annette Driessen

**1.0 Call to Order**

Councillor Dodds called the meeting to order at 10:20 a.m.

**2.0 Additions or Deletions to Agenda**

Nancy to add discussion about Energy Road Show in 7.0 (Information Items)

June – Clean up

**3.0 Adoption of Agenda**

Councillor Wheeler moved to approve the agenda as presented.  
Carried

**4.0 Approval of Committee Meeting Notes**

**4.1** Sustainability Committee Meeting Notes, February 18, 2020

Councillor Wheeler approved the Sustainability Committee Meeting Notes from February 18, 2020.  
Carried

**5.0 Discussion Items**

**5.1** Neighbourhood Project

Annette Driessen discussed how to identify as a neighbourhood and feeling connected with your neighbours. Establish some recognizable ideas within the community. Councillor Dodds suggested starting with a small pilot project such as the Art policy. Councillor Wheeler mentioned maybe to create a space that belongs to the People. Annette Driessen explained that FCSS provides \$150 for community members towards having block parties.

*Annette Driessen left the meeting at 10:30 a.m.*

## Sustainability Committee Meeting

March 20, 2020

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**5.2** E360 – Leanne Bertram (Conference Call)

Rick Wheatley discussed garbage pick up and recycling. Leanne Bertram advised it's either all weekly or all bi-weekly. Councillor Wheeler talked about reducing waste in the Landfill and increase in recycling. Options for people to make the switch to limited garbage pick up, 1<sup>st</sup> or 3<sup>rd</sup> week of each month with clearly marked bins. Leanne Bertram will look into this option and get back to us. Recycling has changed and it is confusing residents. Leanne Bertram to provide some posters regarding recycling and garbage waste during the COVID 19 pandemic and will be provided to Lisa Legeas for us to share.

**5.3** Walking Trail Plans

Rick Wheatley advised that he could not find any walking plans but said that he will be implementing it with the Traffic study.

*Jennifer Stone entered the meeting at 11:00 a.m.*

**5.4** Recollect Waste Sorting Games and Demo

Jennifer Stone explained they are no longer pursuing this as no communication of cost is being discussed by the other party. Kelsey Baker is preparing an info graphic instead.

**5.5** Water Disconnect – Stage 2 Discussion

Kelsey Baker and Jennifer Stone are working on this project. They are researching information on how it is done.

**5.6** Yellow Fish Road Program

Lisa Legeas discussed the attached map and final report to the committee. The map shows where they were to paint but the final report indicated that there were no storm drains done. Public Works to possibly drive around and make notes of the ones completed.

**5.7** Art Policy – Initial Discussion

1% art policy, Councillor Wheeler suggested any project over \$500,000.00 has the option to build a 1% art piece to accompany it. St. Albert, Edmonton, Red Deer are some of the municipalities currently taking part. How do they incorporate this into new projects? Lisa Legeas is to do some research and report back at the next meeting.

**5.8** Earth Day

April 22, 2020. Advised that the theme is Climate Action. Jennifer Stone has seeds to give out if that is an option. How many trees are still alive from when we planted last year? Rick to update committee. Councillors Dodd and Wheeler will take the idea to G&P.

**5.9** Christy Skelton – Review Business Plan

Pizza boxes – provide places to drop off. Discussed more convenient ways for the Town to help.

Jennifer Stone exited the meeting at 11:36 a.m.

*Sustainability Committee Meeting**March 20, 2020*

---

Councillors Dodds and Wheelers would like to ask for progress reports from Christy Skelton. Councillor Wheeler would like to send a response from the Town's perspective. Lisa to generate and get approved to send out.

**5.10 Spring Clean-up**

Rick confirmed dates for the Clean-up. Public Works had concerns with picking up garbage etc. with the COVID 19. Update to be given on May 1, 2020 as to what will be done.

**5.11 Engagement Event**

Posters were sent out but with no response yet unfortunately. The event has been put on hold.

**Standing Items****5.12 Sustainability Vision 2019-2021 – Action Plan****6.0 Other Business**

None

**7.0 Information Items**

Garbage trucks – Coming in from Edmonton. Councillor Wheeler would like to see a communication piece to the residents. The garbage trucks are used in other municipalities and is not easily accessible when garbage pick-up is missed.

**8.0 Items for Next Meeting**

- ALT delegation (Councillor Wheeler and Rick Wheatley)
- Community Involvement – Creative Ideas
- Waste and Recycling updates from Leanne
- Recycling at the Post Office etc.
- Water Disconnect – Stage 2 follow up
- Art policy follow up
- TD Tree Days – Location/Grant from Fortis
- Spring Clean up

**9.0 Next Meeting Date**

- April 27, 2020, 10:00 a.m. – 12:00 p.m. at Town of Drayton Valley in Conference Room #2

**10.0 Adjournment**

The meeting was adjourned at 11:50 a.m.



## **DRAYTON VALLEY/BRAZEAU COUNTY FIRE SERVICES**

### **Office of the Fire Chief**

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

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

### **March 2020 Stats**

#### **Town of Drayton Valley/ Brazeau County**

Fire Calls- 1

Rubbish and Grass Fires- 0

Motor Vehicle Collisions- 2

Rescue Calls- 0

Alarm Calls- 12

Assist another Agency- 2

Misc Calls- 2

**Total-19**

#### **Town of Drayton Valley**

Fire Calls- 0

Rubbish and Grass Fires- 0

Motor Vehicle Collisions- 0

Rescue Calls- 0

Alarm Calls- 5

Assist another Agency- 0

Misc Calls- 1

**Total- 6**

Tom Thomson  
Fire Chief  
[firechief@draytonvalley.ca](mailto:firechief@draytonvalley.ca)

Murray Galavan  
Deputy Fire Chief  
[dfc@draytonvalley.ca](mailto:dfc@draytonvalley.ca)

Kamil Lasek  
Deputy Fire Chief  
[fire.tso@draytonvalley.ca](mailto:fire.tso@draytonvalley.ca)

Carla Roy  
Administrative Assistant  
[fireadmin@draytonvalley.ca](mailto:fireadmin@draytonvalley.ca)

Mike Gramlich  
Training Officer  
[mgramlich@draytonvalley.ca](mailto:mgramlich@draytonvalley.ca)



## **DRAYTON VALLEY/BRAZEAU COUNTY FIRE SERVICES**

### **Office of the Fire Chief**

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

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

### **Brazeau County**

Fire Calls- 1

Rubbish and Grass Fire- 0

Motor Vehicle Collisions- 2

Rescue Calls- 0

Alarm Calls- 7

Assist another Agency-2

Misc Calls- 1

**Total- 13**

## **DRAYTON VALLEY MUNICIPAL LIBRARY**

**Drayton Valley, Alberta**

**December 31, 2019**

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### **Financial Statements (Unaudited)**

	<u><b>Page</b></u>
Review Engagement Report	1
Management's Responsibility for Financial Reporting	2
Statement of Financial Position	3
Statement of Operations and Accumulated Surplus	4
Statement of Change in Net Financial Assets	5
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Description of Organization and Significant Accounting Policies	7 - 8
Notes to the Financial Statements	9 - 10

# NGUYEN SCOTT LLP

CHARTERED PROFESSIONAL ACCOUNTANTS

St. Albert  
#203, 12 Perron Street  
St. Albert, AB, T8H 1E4  
Phone: 780-458-5479  
www.nguyenscottllp.ca

Drayton Valley  
5203 Industrial Road  
Drayton Valley, AB, T7A 1R9  
Phone: 780-542-9292  
office@nguyenscottllp.ca

Leduc  
5220 50 Street  
Leduc, AB, T9E 6Z6  
Phone: 780-902-5466  
Fax: 780-458-5981

## REVIEW ENGAGEMENT REPORT

To the members of **Drayton Valley Municipal Library**:

We have reviewed the statement of financial position of **Drayton Valley Municipal Library** as at December 31, 2019 and the statements of operations, changes in net financial assets, and cash flows for the year then ended and a description of the organization with a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on the financial statements.

### Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Drayton Valley Municipal Library as at December 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

*Nguyen Scott*  
*LLP*

St. Albert, Alberta

April 06, 2020

Nguyen Scott LLP

Chartered Professional Accountants

### **Management's Responsibility for Financial Reporting**

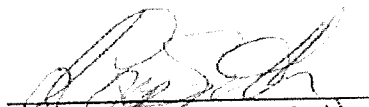
To the Chair of the Board and Members of the Board of the Drayton Valley Municipal Library

The integrity, relevance and comparability of the data in the accompanying financial statements are the responsibility of management.

The financial statements are prepared by management in accordance with Canadian public sector accounting standards. They necessarily include some amounts that are based on the best estimates and judgements of management.

To assist in its responsibility, management maintains accounting, budget and other controls to provide reasonable assurance that transactions are appropriately authorized, that assets are properly accounted for and safeguarded, and that financial records are reliable for preparation of financial statements.

Nguyen Scott LLP, Chartered Professional Accountants, have been appointed by the Board to review the Library's financial statements.

  
Ms. Lyndara Cowper-Smith  
Chair of the Board



## DRAYTON VALLEY MUNICIPAL LIBRARY

## STATEMENT OF FINANCIAL POSITION

December 31

(Unaudited)

2019

2018

**FINANCIAL ASSETS**

Cash	\$ 99,703	\$ 500
Due from Town of Drayton Valley	0	42,390
GST recoverable	<u>3,141</u>	<u>20,302</u>
	<u>102,844</u>	<u>63,192</u>

**LIABILITIES**

Accounts payable and accrued liabilities - Note 2	<u>11,926</u>	<u>19,483</u>
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**NET FINANCIAL ASSETS**

	90,918	43,709
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**NON FINANCIAL ASSETS**


Tangible capital assets - Note 1	<u>4,482</u>	<u>8,383</u>
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**ACCUMULATED SURPLUS - Note 3**

	<u>\$ 95,400</u>	<u>\$ 52,092</u>
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**APPROVED ON BEHALF OF THE BOARD**

  
 \_\_\_\_\_ Director

  
 \_\_\_\_\_ Director

The accompanying notes are an integral part of these financial statements

3.  
 Nguyen Scott LLP  
 Chartered Professional Accountants

**DRAYTON VALLEY MUNICIPAL LIBRARY****STATEMENT OF OPERATIONS AND CHANGE IN NET ASSETS****Year Ended December 31****Budget****(Unaudited)****2019****2019****2018****Revenue:**

Member requisitions - Note 4	\$ 581,797	\$ 600,086	\$ 556,593
Grants - Note 5	86,724	95,759	90,583
Sales of goods and services	11,000	13,797	15,081
Donations	5,000	7,180	2,300
Interest	0	0	1,215
	<u>684,521</u>	<u>716,822</u>	<u>665,772</u>

**Expenses:**

Payroll	481,550	471,262	450,975
Employee benefits	67,000	70,853	84,569
Utilities	41,000	36,093	43,088
Purchase of materials	38,000	27,306	43,122
Professional general services	9,000	13,202	7,400
Continuing education	9,500	9,643	2,907
Program	6,000	9,293	7,938
Equipment rentals	6,500	8,374	0
Office	10,000	6,395	0
Equipment purchases	5,000	5,521	12,444
Insurance	3,000	4,458	2,794
Amortization	0	3,901	15,745
Supplies	1,000	2,148	9,456
Repairs and maintenance	1,500	1,437	18,445
Postage	750	1,303	40
Interest and bank charges	1,000	1,258	1,581
Travel	2,500	689	2,896
Memberships	1,000	378	1,166
	<u>684,300</u>	<u>673,514</u>	<u>704,566</u>

<b>Annual Surplus / (Deficit)</b>	<b>221</b>	<b>43,308</b>	<b>(38,794)</b>
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<b>Accumulated Surplus - beginning of year</b>		<u><b>52,092</b></u>	<u><b>90,886</b></u>
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<b>Accumulated Surplus - end of year</b>		<u><b>\$ 95,400</b></u>	<u><b>\$ 52,092</b></u>
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The accompanying notes are an integral part of these financial statements

4.

Nguyen Scott LLP  
Chartered Professional Accountants

**DRAYTON VALLEY MUNICIPAL LIBRARY****STATEMENT OF CHANGES IN NET FINANCIAL  
ASSETS****Year Ended December 31****(Unaudited)****2019****2018**

<b>Annual Surplus / (Deficit)</b>	<b>\$ 43,308</b>	<b>\$ (38,794)</b>
<b>Amortization of tangible capital assets</b>	<b><u>3,901</u></b>	<b><u>15,745</u></b>
	<b>47,209</b>	<b>(23,049)</b>
<b>Net Financial Assets, Beginning of Year</b>	<b><u>43,709</u></b>	<b><u>66,758</u></b>
<b>Net Financial Assets, End of Year</b>	<b><u>\$ 90,918</u></b>	<b><u>\$ 43,709</u></b>

The accompanying notes are an integral part of these financial statements

5.  
 Nguyen Scott LLP  
 Chartered Professional Accountants

**DRAYTON VALLEY MUNICIPAL LIBRARY****STATEMENT OF CASH FLOWS****December 31****(Unaudited)****2019****2018****CASH PROVIDED BY / (USED IN):****Operating Activities**

Requisitions and grants

\$ 716,821

\$ 665,773

Suppliers and employees

(660,008)(712,425)56,813(46,652)**Financing Activities**

Advances from related parties

42,39046,652**Net Increase**99,2030**Cash, beginning of Year**500500**Cash, end of Year**\$ 99,703\$ 500

The accompanying notes are an integral part of these financial statements

6.

Nguyen Scott LLP  
Chartered Professional Accountants

**DRAYTON VALLEY MUNICIPAL LIBRARY****DESCRIPTION OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES****(Unaudited)****December 31, 2019****DESCRIPTION OF ORGANIZATION**

The Drayton Valley Municipal Library (the "Library") is set up to operate a public library and provide public Internet access for the residents of Drayton Valley and surrounding areas.

The organization is a registered charity, accordingly, no provision is made for income taxes pursuant to Section 149 (1) of the Income Tax Act.

**SIGNIFICANT ACCOUNTING POLICIES****Basis of Presentation**

The financial statements of the Drayton Valley Municipal Library are the representations of management, prepared in accordance with Canadian public sector accounting standards excluding the not-for-profit provisions contained in PS 4200 - PS 4700. Significant aspects of the accounting policies adopted by the Library are as follows:

**Revenue Recognition**

Revenues are accounted for in the period in which the transactions or events occurred that gave rise to the revenues.

Government transfers are recognized in the financial statements as revenues in the period that the events giving rise to the transfer occurred, providing the transfers are authorized, the Library has met any eligibility criteria and reasonable estimates of the amounts can be made.

Fines are recorded when received as a result of the difficulty in determining collectability.

**Use of Estimates**

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amount of revenue and expenses during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from these estimates.

**Financial Instruments**

The Library's financial instruments consist of cash, accounts receivable and accounts payable and accrued liabilities. Unless otherwise noted, the fair values of these financial instruments approximate their carrying values. It is management's opinion that the Library is not exposed to significant interest, currency or credit risks arising from these financial instruments.

**DRAYTON VALLEY MUNICIPAL LIBRARY****DESCRIPTION OF ORGANIZATION AND SIGNIFICANT ACCOUNTING POLICIES****(Unaudited)****December 31, 2019****SIGNIFICANT ACCOUNTING POLICIES - continued****Tangible Capital Assets**

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to the acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

Furniture and Fixtures	5 Years
Computers	5 Years
Vehicles	6 Years
Leasehold Improvements	10 Years

The library regularly reviews its tangible capital assets to eliminate obsolete items.

Only assets with an original cost of \$5,000 or more are capitalized. Tangible capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

Works of art for display are not recorded as tangible capital assets but are disclosed.

**Retirement and Post-Employment Benefits**

Retirement and post-employment benefits (benefits) are capped at maximum of 18% of the qualified employee's gross earnings. The Library's contribution towards benefits will not exceed 6% of the employee's gross earnings. The employee's minimum contribution towards benefits must at least match the employer's contributions of 6%. Employees may contribute up to an additional 6% of their gross earnings towards the benefits plan of their choice.

**DRAYTON VALLEY MUNICIPAL LIBRARY**  
**NOTES TO THE FINANCIAL STATEMENTS**

(Unaudited)

December 31, 2019

**NOTE 1 - TANGIBLE CAPITAL ASSETS**

	<b>Cost Beginning of Year</b>	<b>Additions</b>	<b>Disposals / Write-downs</b>	<b>Cost End of Year</b>
Library Furniture & Fixtures	\$ 421,010	\$ 0	\$ 0	\$ 421,010
Leasehold Improvements	26,233	0	0	26,233
Computers	<u>7,326</u>	<u>0</u>	<u>0</u>	<u>7,326</u>
	<u>\$ 454,569</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 454,569</u>
	<b>Accumulated Amortization Beginning of Year</b>	<b>Current Amortization</b>	<b>Disposals / Write-downs</b>	<b>Accumulated Amortization End of Year</b>
Library Furniture & Fixtures	\$ 419,264	\$ 1,746	\$ 0	\$ 421,010
Leasehold Improvements	19,596	2,154	0	21,750
Computers	<u>7,326</u>	<u>0</u>	<u>0</u>	<u>7,326</u>
	<u>\$ 446,186</u>	<u>\$ 3,900</u>	<u>\$ 0</u>	<u>\$ 450,086</u>

**NOTE 2 - ACCOUNTS PAYABLE AND ACCRUED LIABILITIES**

	<b><u>2019</u></b>	<b><u>2018</u></b>
Accounts payable	\$ 9,426	\$ 19,483
Accrued liabilities	<u>2,500</u>	<u>0</u>
	<u>\$ 11,926</u>	<u>\$ 19,483</u>

**NOTE 3 - ACCUMULATED SURPLUS**

	<b><u>2019</u></b>	<b><u>2018</u></b>
Unrestricted surplus	\$ 83,492	\$ 36,283
Restricted surplus	7,426	7,426
Equity in tangible capital assets	<u>4,482</u>	<u>8,383</u>
	<u>\$ 95,400</u>	<u>\$ 52,092</u>

**DRAYTON VALLEY MUNICIPAL LIBRARY****NOTES TO THE FINANCIAL STATEMENTS****(Unaudited)****December 31, 2019****NOTE 4 - MEMBER REQUISITIONS**

	<u>2019</u>	<u>2018</u>
Town of Drayton Valley	\$ 372,161	\$ 328,758
Brazeau County	<u>227,925</u>	<u>227,835</u>
	<u>\$ 600,086</u>	<u>\$ 556,593</u>

**NOTE 5 - GRANTS**

	<u>2019</u>	<u>2018</u>
Government of Alberta - operating	\$ 39,122	\$ 39,122
Yellowhead Regional Library	36,772	27,976
St. Thomas Aquinas Roman Catholic Schools	13,132	13,117
Summer Temporary Employment Program	3,528	2,737
Parkland County	3,205	3,101
Drayton Valley Community Foundation	<u>0</u>	<u>4,530</u>
	<u>\$ 95,759</u>	<u>\$ 90,583</u>

**NOTE 6 - CONTRACTUAL OBLIGATIONS**

The Library is obligated to make monthly payments to Ricoh of \$506 till June 2024 for use of printing and display equipment.

**NOTE 7 - APPROVAL OF FINANCIAL STATEMENTS**

These financial statements were approved by the Board of Directors and management.