



Agenda

Call to Order

National Anthem

1.0 Additions to the Agenda

2.0 Adoption of Agenda

3.0 Corrections or Amendments:

- | | |
|--|-----|
| 3.1. May 27, 2020, Regular Meeting of Council Minutes | 3-7 |
| 3.2. June 10, 2020, Special Meeting of Council Minutes | 8 |

4.0 Adoption of:

- | |
|--|
| 4.1. May 27, 2020, Regular Meeting of Council Minutes |
| 4.2. June 10, 2020, Special Meeting of Council Minutes |

5.0 Delegations / Administrative Updates

- | | |
|--|----|
| 5.1. Pembina Physician Recruitment and Retention Committee – Pat Jeffery, Suné White | 9 |
| 5.2. Drayton Valley and District Historical Society – Pamela Schaub, Charlie Miner | 10 |

6.0 Decision Items Pages 11-93

| | |
|---|------------------------|
| 6.1. Amending Bylaw 2020/08/F – Amendment of Town of Drayton Valley Borrowing Bylaw 99-14 Presented for Third and Final Reading | 11-14 |
| 6.2. Traffic Enforcement Amending (Maximum Speed Limits) Bylaw 2020/10/P Presented for First Reading | 15-19 |
| 6.3. North-West (NW) Alberta Electric Vehicle (EV) Charging Network Initiative | 20-42 |
| 6.4. Proposed Drayton Valley Bench Dedication Program Policy CS-01-20 | 46-56 |
| 6.5. Specialized Transportation RFP 02-2020/02-C | 57-71 |
| 6.6. Proposed 2020 Purchasing and Tendering Policy TF-01-20 | 72-93 |
| 6.7. Confidential: Property Tax Forgiveness Request – FOIP section 16(1)(a)(ii) | Distributed separately |
| 6.8. Confidential: Joint Venture with Bluebird Renewables – Solar Benches – FOIP section 16(1)(b) | Distributed separately |

7.0 Department Reports

| | |
|--|---------------------------------|
| 7.1. Planning and Development | Matt Ellis |
| 7.2. Community Services and FCSS | Annette Driessen |
| 7.3. Emergency Services | Tom Thomson |
| 7.4. Safety and Protective Services | Merlin Klassen |
| 7.5. CAO/Administration/Capital Project Update | Winston Rossouw/ Debby Weber |

| | | |
|------|--|--------------|
| 8.0 | Council Reports | |
| 8.1. | Councillor McGee | |
| 8.2. | Councillor Wheeler | |
| 8.3. | Councillor Ballas | |
| 8.4. | Councillor Peebles | |
| 8.5. | Deputy Mayor Dodds | |
| 8.6. | Councillor Gammana | |
| 8.7. | Mayor Doerksen | |
| 9.0 | Information Items | Pages 94-154 |
| 9.1. | Drayton Valley Brazeau Recreation Board – February 27, 2020 | 95-97 |
| 9.2. | Drayton Valley Municipal Library Board Meeting Minutes – April 2, 2020, and April 23, 2020 – and Policy Manual Section 1 and Section 2 | 98-145 |
| 9.3. | Childcare Operational Board Minutes – May 12, 2020 | 146-148 |
| 9.4. | Brazeau Foundation Minutes – May 14, 2020, and April 30, 2020 | 149-154 |
| 10.0 | Adjournment | |



Meeting Minutes

THOSE PRESENT:

| | |
|--|---|
| Mayor Doerksen | Nathan Palovcik, Manager of Information Services |
| Councillor Ballas (call in) | Sabine Landmark, Administrative Assistant |
| Deputy Mayor Dodds | Tom Thomson, Fire Chief |
| Councillor Gammama | Matt Ellis, Senior Planner |
| Councillor McGee | Khaled Mouallem, Utilities Manager |
| Councillor Peebles | Milton Ferretti, Civil Engineer |
| Councillor Wheeler | Graham Long, Drayton Valley and District Free Press (call in) |
| Winston Rossouw, CAO | Cathy Weetman, Western Review (call in) |
| Debbi Weber, Assistant CAO | Members of the Public (call in) |
| Jennifer Fancey, General Manager of Finance and Corporate Services | |
| Annette Driessen, General Manager of Community Services | |

ABSENT:

CALL TO ORDER

Mayor Doerksen called the meeting to order at 9:04 a.m.

Mayor Doerksen recognized the passing of Mr. John MacKenzie with a moment of silence.

1.0 Additions to the Agenda

Following items were added to the Agenda:

- 6.7. Letters to the Government of Alberta - Premier Kenney and Minister Madu
- 6.8. MacKenzie Conference Center Temporary Opening

2.0 Adoption of Agenda

RESOLUTION #083/20

Councillor Peebles moved to adopt the Agenda for the May 27, 2020, Regular Meeting of Council, as presented.

CARRIED

3.0 Corrections or Amendments:

3.1. May 6, 2020, Regular Meeting of Council Minutes

There were no corrections or amendments to the May 6, 2020, Regular Meeting of Council Minutes.

3.2. May 14, 2020, Special Meeting of Council Minutes

There were no corrections or amendments to the May 14, 2020, Special Meeting of Council Minutes.

4.0 Adoption of:

4.1. May 6, 2020, Regular Meeting of Council Minutes

RESOLUTION #084/20

Councillor Gammama moved to adopt the Minutes of the May 6, 2020, Regular Meeting of Council, as presented.

CARRIED

4.2. May 14, 2020, Special Meeting of Council Minutes

RESOLUTION #085/20

Councillor Dodds moved to adopt the Minutes of the May 14, 2020, Special Meeting of Council, as presented.

CARRIED

5.0 Delegations / Administrative Updates

5.1. Drayton Valley and District Free Press – Brandy Fredrickson

Mrs. Fredrickson presented Council with an update of the first months of operation of the Drayton Valley and District Free Press.

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

5.2. Drayton Valley RCMP Stats – March and April 2020 – S/Sgt. Malcolm Callihoo

S/Sgt. Callihoo presented Council with the stats from the months of March and April 2020. He reminded the community to take any valuables out of and to lock their vehicles. He also noted that, in case of an active investigation, pictures might be shared through media release for public awareness. The RCMP made use of the camera footage collected under the Safe Community pilot on several occasions. S/Sgt. Callihoo advised that the RCMP Multi-Year Financial Plan was submitted to Administration.

Mayor Doerksen called a break at 10:02 a.m.

Mayor Doerksen reconvened the meeting at 10:16 a.m.

6.0 Decision Items

6.1. Amending Bylaw 2020/08/F – Amendment of Town of Drayton Valley Borrowing Bylaw 99-14, Presented for Second Reading

RESOLUTION #086/20

Councillor Wheeler moved that Council give Second Reading to Bylaw 2020/08/F - Amendment of Town of Drayton Valley Borrowing Bylaw 99-14, as presented.

CARRIED

Ms. Driessen and Mrs. Taylor entered at the meeting at 10:23 a.m.

Mrs. Polard entered the meeting at 10:26 a.m.

6.2. Resolution to AUMA – Education Property Tax Collection

RESOLUTION #087/20

Councillor McGee moved that Council endorse the resolution entitled "Education Property Tax Collection" provided as an attachment to the May 27, 2020, agenda report entitled "Resolution to AUMA - Education Property Tax Collection" and refer it to the 2020 Alberta Urban Municipalities Association (AUMA) Convention for their consideration.

CARRIED

RESOLUTION #088/20

Councillor Dodds moved that Council appoint Councillor Fayrell Wheeler as the Resolution Champion for the "Education Property Tax Collection" that is to be referred to the 2020 Alberta Urban Municipalities Association (AUMA) Convention.

CARRIED

6.3. Eagle Point – Blue Rapids Parks Council: Letter of Support Request

RESOLUTION #089/20

Councillor McGee moved that Council provide a Letter of Support for the grant application to Alberta Environment and Parks by Eagle Point – Blue Rapids Parks Council.

CARRIED

6.4. Mat/Shelter Program Relocation

Councillor Wheeler exited the meeting at 10:37 a.m.

Councillor Wheeler returned to the meeting at 10:41 a.m.

RESOLUTION #090/20

Councillor Dodds moved that Town Council approve the relocation of the Mat and Shelter Program from the Alliance Church to the Curling Rink Lounge for the remainder of the agreement term of June 30, 2020.

CARRIED

6.5. Early Childhood Development Centre (ECDC) Partial Re-Opening Strategy

RESOLUTION #091/20

Councillor Peebles moved that Town Council grant authorization to Town Administration to manage the re-opening of the Early Childhood Development Centre.

CARRIED

6.6. Proposed 2020 Purchasing and Tendering Policy

RESOLUTION #092/20

Councillor McGee moved to develop Policy TF-01-20 2020 Purchasing and Tendering Policy for Town Council's review on June 17, 2020.

CARRIED

6.7. Letters to the Government of Alberta - Premier Kenney and Minister Madu

RESOLUTION #093/20

Councillor Peebles moved that Council approve sending attached proposed letters to Premier Kenney and to Minister Madu.

6.8. MacKenzie Conference Center Temporary Opening

RESOLUTION #094/20

Councillor Gammama moved that Council approve the temporary opening of the MacKenzie Conference Center for the sole purpose of facilitating a funeral service for the late Mr. John MacKenzie from 9:00 a.m. until 4:00 p.m. on May 29, 2020, with the requirements that all users follow the current Public Health orders and all safety precautions and recommendations from the Government of Alberta.

CARRIED

Mayor Doerksen called a break at 11:23 a.m.

Mayor Doerksen reconvened the meeting at 11:34 a.m.

7.0 Department Reports

7.1. Planning and Development

Mr. Ellis advised that the department is working on the Land Use Bylaw review and streamlining processes.

7.2. Community Services and FCSS

Ms. Driessen advised that Community Services Department and FCSS are assisting other organizations to get provincial support funding. The department is working on an alternative celebration for Canada Day. She will bring Councillor Peebles' comments about the fireworks and a "parade at home deco" to the committee.

7.3. Emergency Services

Fire Chief Thomson shared the Fire Services stats for April 2020.

7.4. Safety and Protective Services

There was nothing to report under this section.

7.5. CAO/Administration/Capital Project Update

Ms. Weber introduced Mr. Milton Ferretti and Mr. Khaled Mouallem as new Town employees.

Mr. Rossouw provided further updates from the HR department and Public Works department. He advised that tenders have been uploaded and the landfill cell has been awarded to a local contractor.

8.0 Council Reports

8.1. Councillor Gammana

- Meeting with MLA and Minister of Advanced Education
- Pembina Physician Recruitment and Retention Committee meeting

8.2. Councillor McGee

- Commemorated Mr. John MacKenzie and thanked for the opportunity to allow the celebration of his life at the MacKenzie Conference Centre

8.3. Councillor Wheeler

- Had nothing to report.

8.4. Councillor Ballas

- Had nothing to report.

8.5. Councillor Peebles

- Had nothing to report.

8.6. Deputy Mayor Dodds

- Education meetings
- Economic Development Committee Meeting
- Agenda Setting
- Meeting with MLA and Minister of Advanced Education
- Homelessness and Poverty Reduction Strategy Committee meeting
- Drayton Valley Municipal Library Committee meeting
- FCSS Board meeting

8.7. Mayor Doerksen

- Conversations with the local business community

Regular Meeting of Council
Minutes of May 27, 2020
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9.0 Information Items

- | |
|--|
| 9.1. Drayton Valley Municipal Library Board Minutes – April 2, 2020 – and Stats – March and April 2020 |
| 9.2. Drayton Valley / Brazeau County Fire Services Stats – April 2020 |
| 9.3. Drayton Valley RCMP Stats – March and April 2020 |
| 9.4. Childcare Operational Board Minutes – January 7, 2020 |
| 9.5. Brazeau Foundation Minutes – March 12, 2020 |

RESOLUTION #095/20

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

CARRIED

10.0 Adjournment

Mayor Doerksen adjourned the meeting at 12:14 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Meeting Minutes

THOSE PRESENT:

Mayor Doerksen
Councillor Ballas
Deputy Mayor Dodds
Councillor Gammana
Councillor McGee
Councillor Wheeler
Winston Rossouw, CAO
Debbi Weber, Assistant CAO
Jennifer Stone, Intergovernmental
Relations & Communications
Alysia Tiffen, Human Resource
Professional

Annette Driessen, General Manager of
Community Services
Sabine Landmark, Administrative
Assistant
Nathan Palovcik, Manager of Information
Services
Graham Long, Drayton Valley and District
Free Press

ABSENT:

Councillor Peebles

1.0 CALL TO ORDER

Mayor Doerksen called the meeting to order at 9:00 a.m.

2.0 Adoption of Agenda

RESOLUTION #096/20

Deputy Mayor Dodds moved to adopt the Agenda for the June 10, 2020, Special Meeting of Council, as presented.

CARRIED

3.0 Decision Items

3.1 Town Facilities Re-Opening to the Public

RESOLUTION #097/20

Councillor McGee moved that Council grant authorization to the CAO or designate to manage the re-opening for the following Town facilities, as supported by the Province of Alberta:

- Civic Centre;
- Omniplex/MacKenzie Conference Centre/Total Works Fitness Centre;
- Park Valley Pool;
- Clean Energy Technology Centre.

CARRIED

4.0 Adjournment

Mayor Doerksen adjourned the meeting at 9:08 a.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Town of Drayton Valley

Delegation Request Form

Name(s): Pat Jeffery, Sunc' White, Vern Harrison, Jacalyn
 Organization: Pembina Physician Recruitment & Retention Committee
 Contact Number: FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)
 Contact E-mail: FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)
 Mailing Address: FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

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)

Presentation outlining the current status of
 PPRRC and accomplishments during the past
 2 years. Included will be the current
 vision and mission statements for PPRRC.

Additional Information Provided

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

Please indicate any preference you have for meeting:

March 18, 2020

Please submit your request by:

Fax: 780.542.5753

E-mail:

admin-support@draytonvalley.ca

In person: 5120-52 ST



Town of Drayton Valley

Delegation Request Form

RECEIVED
Jun 10 2012

Name(s): Pamela Schaub, Charlie Miner
 Organization: Drayton Valley & District Historical Society
 Contact Number: 780 542-5482 Contact E-mail: dvmuseum@gmail.com
 Mailing Address: Box 5099, Drayton Valley, AB T7A 1R3

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)

To make a presentation to the Council regarding temporary fulltime employment for a one staff person for an Executive Director for a Collaborative Oral History project. Also, to make council aware of our volunteer person Pamela Schaub of her moving out of the area.

Additional Information Provided

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

Please indicate any preference you have for meeting:

Please submit your request by:

Fax: 780.542.5753

E-mail:

admin-support@draytonvalley.ca

In person:

5120-52 ST

TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION



| | |
|----------------------|--|
| SUBJECT: | Amending Bylaw 2020/08/F - Amendment of Town of Drayton Valley Borrowing Bylaw 99-14 Presented for Third and Final Reading |
| MEETING: | June 17, 2020 Regular Meeting of Council |
| PRESENTED BY: | 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 of Third and Final reading. 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, section 251</i> |
| 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 Third and Final Reading to Bylaw 2020/08/F - Amendment of Town of Drayton Valley Borrowing Bylaw 99-14, as presented.
- B. That Council give Third and Final 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 Third and Final 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 Third and Final 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



| | |
|----------------------|---|
| SUBJECT: | Traffic Enforcement Amending (Maximum Speed Limits) Bylaw 2020/10/P Presented for First Reading |
| MEETING: | June 17, 2020 Regular Meeting of Council |
| PRESENTED BY: | Rick Wheatley General Manager of Engineering |

1. PROPOSAL AND BACKGROUND:

It has been requested that to amend the speed zone on Madsen Avenue around the Hospital. Amending bylaw 2020/10/P will define a new 30 km/h zone along Madsen Avenue from 47 Street to 39 Avenue and to ensure that it becomes part of Traffic Bylaw 2016/03/P Schedule A.

This amending bylaw is also being presented to update and ensure the correct description of all non-playground or school speed zones within the Town of Drayton Valley. Attached to this amending bylaw is the corrected Schedule A of Bylaw 2016/03/P.

After Council has given first reading to this bylaw, changes will be advertised for a minimum of two (2) weeks with the bylaw returning to Council on July 8, 2020, for the Public Hearing and the Second and Third Readings for the bylaw.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

No budget, grant, or resource implications.

3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

| Type of Document | Yes ~ N/A ~ Partial | Comments |
|---|---------------------|---|
| Provincial Acts / Regulations | Yes | Traffic Safety Act - Section 107 (as of 2018) |
| Municipal Bylaws | Yes | Traffic Bylaw 2016/03/P |
| 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 Amending Bylaw 2020/10/P.
- B. That Council give First Reading to Amending Bylaw 2020/10/P, with following changes: _____.
- C. That Council decline to give First Reading to Amending Bylaw 2020/10/P.

5. RECOMMENDATION

Administration recommends that Council give First Reading to Amending Bylaw 2020/10/P (Maximum Speed Limits) to be incorporated into Traffic Bylaw 2016/03/P (schedule A).

6. ATTACHMENTS:

1. DRAFT Bylaw No. 2020/10/P

| | | | |
|---------------------|---|--------------|---|
| REPORT PREPARED BY: |  | REVIEWED BY: |  |
| APPROVED BY: |  | | |

BYLAW NO. 2020/10/P

Name of Bylaw: Traffic Enforcement Amending (Maximum Speed Limits) Bylaw

WHEREAS the Traffic Safety Act, R.S.A. 2000, c.T-6 as amended or repealed and replaced from time to time, authorizes a municipal Council to pass Bylaws not inconsistent within the Traffic Safety Act, respecting highways under its direction, control and management, for the regulation and control of traffic within the boundaries of the Town;

AND WHEREAS the Council for the Town of Drayton Valley deems it to be in the best interests of the public to provide further regulations for traffic on specific roadways within the Town;

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 “Traffic Enforcement Amending (Maximum Speed Limits) Bylaw” for the Town of Drayton Valley.

PURPOSE

2. The purpose of this Bylaw is to amend Town of Drayton Valley Traffic Enforcement Bylaw 2016/03/P to include provisions for maximum speed limits on specified roadways.
3. The following shall be added to:
 - a) Article II, Speed Restrictions, Section 8:
8.2 Notwithstanding Section 8.1, additional maximum speed limits will be set on the roadways as indicated in Schedule A.
 - b) The inclusion of Schedule “A”, as attached to this Bylaw, will be added to Bylaw 2016/03/P.
 - c) The following will be added to Schedule “B”, Fines and Penalties, in numerical order

| Section | Violation | Penalty |
|--------------|---|--|
| 8.2 | Operating a vehicle in excess of the maximum speed. | In accordance with <i>Traffic Safety Act</i> . |
| Schedule “A” | Operating a vehicle in excess of the maximum speed. | In accordance with <i>Traffic Safety Act</i> . |

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 _____, 2020, A. D.

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

Read a Third and Final time this _____ day of _____, 2020, A. D.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Schedule “A”

Maximum Speed Limits

The maximum speed limit on the following roadways within the **Town of Drayton Valley RV Campground** will be twenty kilometers (20 km/h) per hour:

- 41 Avenue between 60 Street and east end;
- 44 Avenue between Highway 22 E Service Road and 59 Street;
- 60 Street between 44 Avenue and 41 Avenue; and
- RV Park Access Road between 44 Avenue and School Access Road.

The maximum speed limit on the following roadways will be thirty kilometers (30 km/h) per hour:

- 22 Avenue between 50 Street and west end (**CETC Site**);
- 44 Avenue between 60 Street and Highway 22 E Service Road;
- 45 Avenue between 56 Street and School Access Road;
- Highway 22 E Service Road between Highway 22 and 44 Avenue;
- School Access Road between RV Park Access Road and West Valley Park Road; and
- West Valley Park Road between 45 Avenue and 49 Avenue
- **Madsen Avenue from 47 street to 39 Avenue.**

The maximum speed limit on the following roadways will be sixty kilometers (60 km/h) per hour:

- 35 Street (Range Road 73) between Township Road 491 and Township Road 493;
- 50 Avenue (Township Road 492) between 62 Street and west Town boundary; and
- 50 Street between Highway 22 and 34 Avenue.
- **RR 72 (No Thru Road) from Secondary highway 620 to North end of roadway.**

The maximum speed limit on the following roadways will be eighty kilometers (80 km/h) per hour:

- **34 Avenue between west side of 64 street and west Town boundary;**
- 35 Street (Range Road 73) between Township Road 493 and Township Road 494;
- Township Road 485 between Highway 620 and east end;
- Township Road 493 between Range Road 72 and Range Road 73;
- Township Road 494 between Highway 22 and Range Road 72;
- Range Road 72 between Township Road 493 and south end; and
- Range Road 75 between Highway 620 and north end.

TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION



| | |
|----------------------|---|
| SUBJECT: | North-West (NW) Alberta Electric Vehicle (EV) Charging Network Initiative |
| MEETING: | June 17, 2020 Regular Meeting of Council |
| PRESENTED BY: | Aishah Mohd Isa Energy Program Coordinator |

1. PROPOSAL AND BACKGROUND:

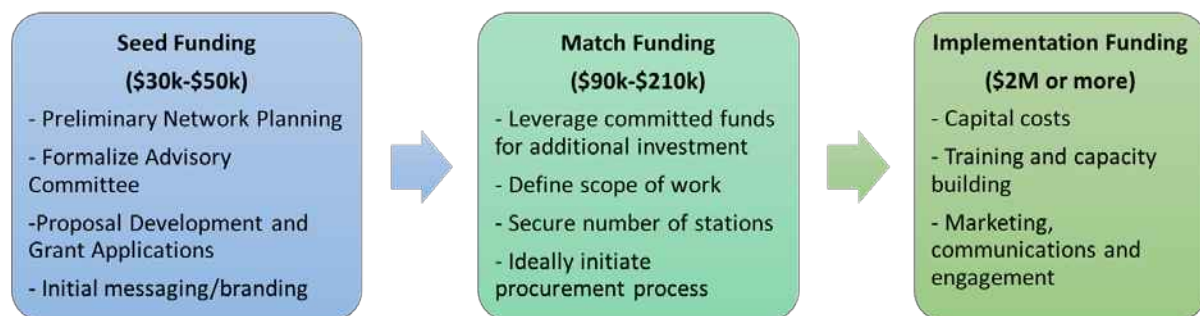
On May 25, 2020, the Town of Drayton Valley received a letter from the Mayor for the Town of Edson requesting support and endorsement for a regional collaborative initiative for a North-West (NW) Alberta Electric Vehicle (EV) Charging Network. The goal is to promote regional long-term economic growth and tourism as well as connect the region to the rest of Alberta and British Columbia.

Despite a lack of incentives, Alberta has the highest adoption of electric vehicles among provinces that have no vehicle purchase or infrastructure incentive program. Most electric vehicle users are concentrated in the central areas of Calgary and Edmonton. Drayton Valley already has two Level 2 chargers in Town, one at the Ramada hotel and a second one at the Foundation Dealership. In other parts of Alberta, there are pockets of work already underway, but in an ad-hoc and uncoordinated manner. This could lead to missed opportunities and additional costs.

A well-designed and well-marketed EV network could entice the growing segment of EV drivers to travel beyond large urban centres by addressing "range-anxiety" concerns and encourage longer distance travel. This will benefit the participating municipalities by:

- Stimulating and sustaining local economic development (economic activity from increased tourism, new business opportunities to cater to EV after-sales service);
- Maximizing potential co-benefits across the region while minimizing risk and liability of any one community;
- Connecting North-West Alberta to existing EV networks in surrounding jurisdictions; and
- Supporting new innovative engagement in Alberta's electrical energy system.

Examples of collaborative EV network projects that have been successfully implemented are the Accelerate Kootenays project in British Columbia and the Peak-to-Prairies project for Southern Alberta. Both projects leveraged on strong regional partnerships and were able to secure significant funding (approximately \$2 million for each project). A similar funding framework is proposed for the NW Alberta EV Charging Network Initiative:



The formation of this regional project will require minimal financial investment from interested partner municipalities, estimated at \$30,000 in total to engage a project manager. The project

manager would be tasked to complete the planning study and apply for provincial and federal grants to proceed to the next stages of project (procurement and implementation). Under the Peaks-to-Prairies project, the appointed project manager initiated a competitive process that identified a third party to install, own and operate the charging network. A similar process could be beneficial for NW Alberta initiative as it alleviates local communities from that responsibility and liability.

There is value in being an early member of the NW Alberta EV Charging Network Initiative to ensure that the Town of Drayton Valley's interest are highlighted as this project takes place, and this goes beyond the siting of chargers in Town. There are educational and tourism opportunities that the Town could possibly leverage on once the project is underway.

Administration seeks Council's decision to positively respond to Mayor of Edson's invitation.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

As outlined in the Town of Edson's letter, the proponents of this initiative are seeking:

- Advocacy efforts from the municipality for this project.
- Contribution to the \$30,000 shared seed fund towards the professional completion of a formal plan and supporting documents for grant funding.
- Municipal staff resources to participate in working group meetings.

The Town of Drayton Valley could include an additional offer to host any meeting, capacity building and training for this initiative at Town facilities.

Potential site locations for Drayton Valley to boost tourism could likely be at:

- The Eagle Point Blue Rapids Park/Wiley West Campground: Goat yoga and glamping
- Near the Eleanor Pick-Up Arts Centre/Downtown Parking: Central to Town and within walking distance to arts centre, local bakery, local handmade gift shops, diverse restaurants, children's playground, etc.

This collaborative project would be eligible for the Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative by the Government of Canada which targets collaborative efforts in underserved areas. Other funding, corporate sponsorship and partnership opportunities can be explored once the planning stage is completed. The project is expected to be almost completely funded by grants, similar to the recent Peaks and Prairies Project.

3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

| Type of Document | Yes ~ N/A ~ Partial | Comments |
|---|---------------------|--|
| Provincial Acts / Regulations | N/A | |
| Municipal Bylaws | N/A | |
| Municipal Development Plan | N/A | |
| Sustainability Vision 2019-2021 | Yes | Stewardship Pillar, this leverages on regional partnerships to achieve mutual goals of enhancing infrastructure and spur economic development. |
| Town of Drayton Valley Strategic Plan 2019-2021 | Yes | Goal One: Recovery in Drayton Valley, this can be a diversification strategy with positive economic outcomes |
| Other Plans or Policies | N/A | |

4. POTENTIAL MOTIONS:**A. OPTION A**

That Council direct Administration to proceed with the North-West (NW) Alberta Electric Vehicle (EV) Charging Network Initiative and positively respond to Mayor of Edson's letter, and signal the Town's agreement to:

- Advocate for this project;
- Contribute an equal percentage to the \$30,000 shared seed fund;
- Appoint municipal staff to the core committee to highlight Town's interests; and
- Offer to host meetings, capacity building, training and/or other events at Town facilities.

B. OPTION B

That Council direct Administration to proceed with the North-West (NW) Alberta Electric Vehicle (EV) Charging Network Initiative, with the following directions and conditions

_____.

C. OPTION C




That Council decline to proceed with the North-West (NW) Alberta Electric Vehicle (EV) Charging Network Initiative.

5. RECOMMENDATION

Administration recommends that Council proceeds with the Initiative.

6. ATTACHMENTS:

1. Letter from Mayor for the Town of Edson
2. Energy Future's Lab Briefing Notes and Case Study

| | | | |
|---------------------|---|--------------|---|
| REPORT PREPARED BY: |  | REVIEWED BY: |  |
| APPROVED BY: |  | | |



TOWN OF EDSON

Office of the Mayor

605 – 50th Street
P.O. Box 6300
Edson, AB T7E 1T7
www.edson.ca

May 25, 2020

Mayor and Council
Town of Drayton Valley
5120 – 52 Street, Box 6837
Drayton Valley, Alberta T7A 1A1

Dear Mayors and Councils,

Re: Northwest Alberta Electric Vehicle (EV) Charging Network

The Mayor and Council for the Town of Edson endorse a regional collaborative initiative for a Northwest Alberta Electric Vehicle Charging Network. We would like to invite your municipality to join us in advocating for senior government, sector-related supports and grants for this initiative as its benefit in promoting regional long-term economic growth and tourism as well as connecting our citizens to the rest of Alberta and British Columbia.

Further, we invite those communities wanting to collaborate to contribute seed funding estimated at a shared total of \$30,000 at the initial phase towards the professional completion of a formal plan and supporting documents for known grant funding. The estimated cost may be revised as we move to the next phases. If your municipality would like to be part of the core committee members to drive this initiative and contribute toward the seed funding, we would share the burden in building this seed funding to drive the project forward. We expect that this project will be almost completely funded by grants, as seen in the recent Peaks to Prairies initiative in Southern Alberta.

We would appreciate your response to indicate your support as a regional collaborator and your interest in being a core committee member by the middle of June due to the federal grant deadline of July 23, 2020. If interested, could you also provide a potential site location within your municipality.

Sincerely,

His Worship Kevin Zahara
Mayor, Town of Edson

CC: Brazeau County, City of Grande Prairie, Municipal District of Greenview, Municipality of Jasper, Parkland County, Town of Athabasca, Town of Barrhead, Town of Drayton Valley, Town of Fox Creek, Town of High Prairie, Town of Hinton, Town of Rocky Mountain House, Town of Slave Lake, Town of Westlock, Town of Whitecourt, Woodlands County, Yellowhead County

Town of Edson Northwest Electric Vehicle Charging Network



Outline



- INTRODUCTION & BACKGROUND
- QUICK REVIEW
- PREVIOUS PROJECT SAMPLES
- SITE SELECTION
- WORKING GROUP STRUCTURE
- KEY TO FUNDING AND PARTNERSHIPS
- BENEFITS
- NEXT STEP



Introduction & Background



- Priority in placing Electric Vehicle (EV) Charging station at Edson facility
- Estimated cost of approximate \$100,000 for a Level 3/ Direct Current Fast Charger (DCFC) station
- The Town reviewed other mobility options with consideration on regional network to enhance tourism outcome



Community Energy Association. (2020)

Quick Review: The Charging Infrastructure



L1

level 1 charging
AC, 120V

Plugs into any wall.
Often comes with the
purchase of vehicle.
Can take hours, if not
days to charge.



L1 charger



L2

level 2 charging
AC, 240V

Great for overnight
home or workplace
charging. Also good for
tourism or recreation
sites. 8-12 hr charge.



L2 home charger



DCFC

dc fast charging
variable DC voltage

Requires 3-Phase power.
Good for shorter stops,
either quick top ups, or
generally 40 – 120 min
to full.



public DC fast charger

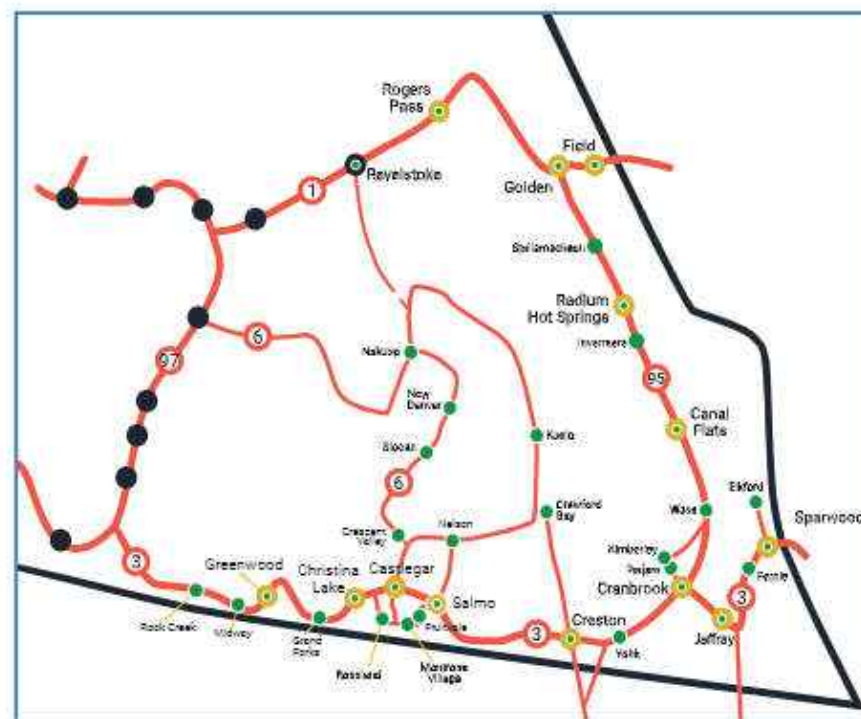


Previous Projects: Accelerate Kootenays

- Canada's 1st community driven collaborative strategy
- 3-year, \$1.89 million project partially grant funded
- 40 Communities; 13 DC Fast Charging's; 40 Level 2's



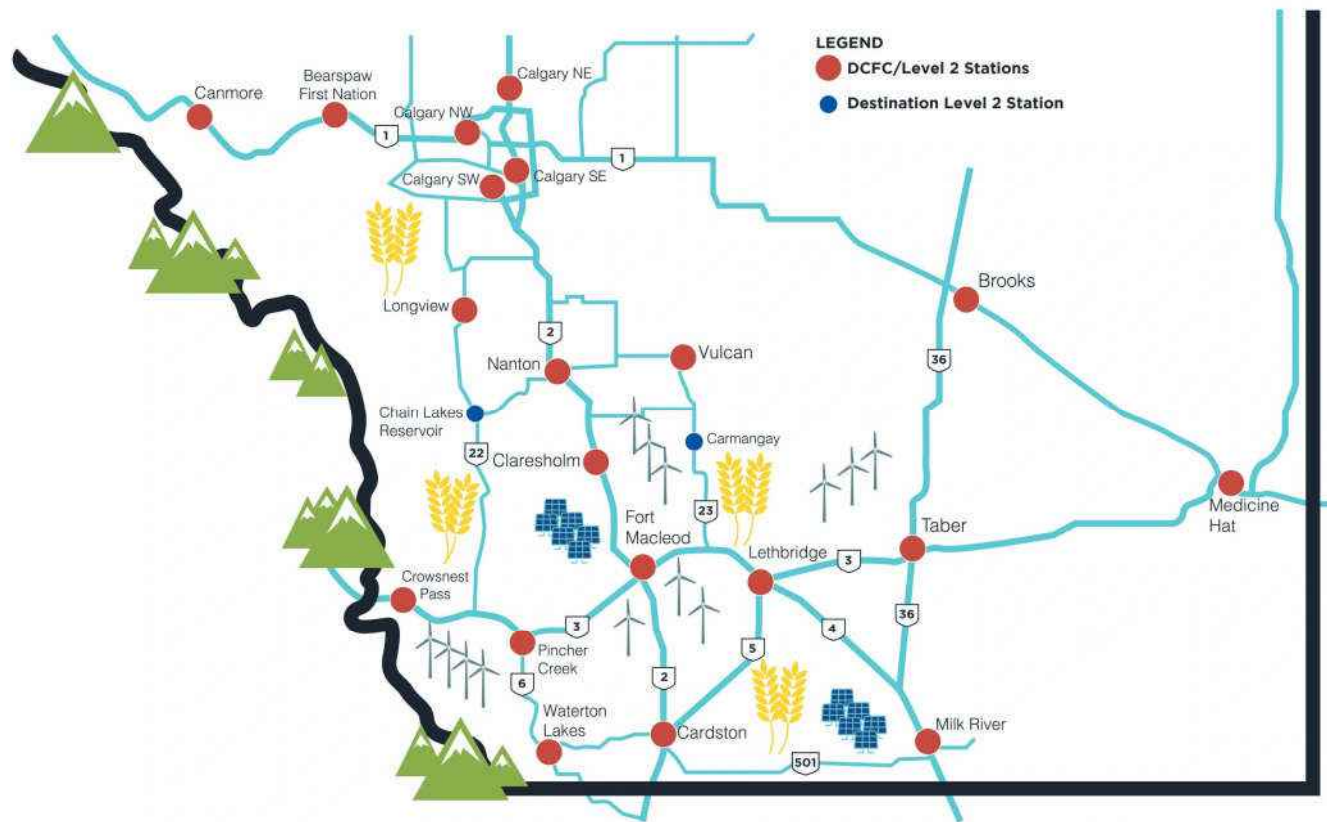
- Existing DCFC
- Accelerate Kootenays DCFC & Level 2
- Accelerate Kootenays Level 2



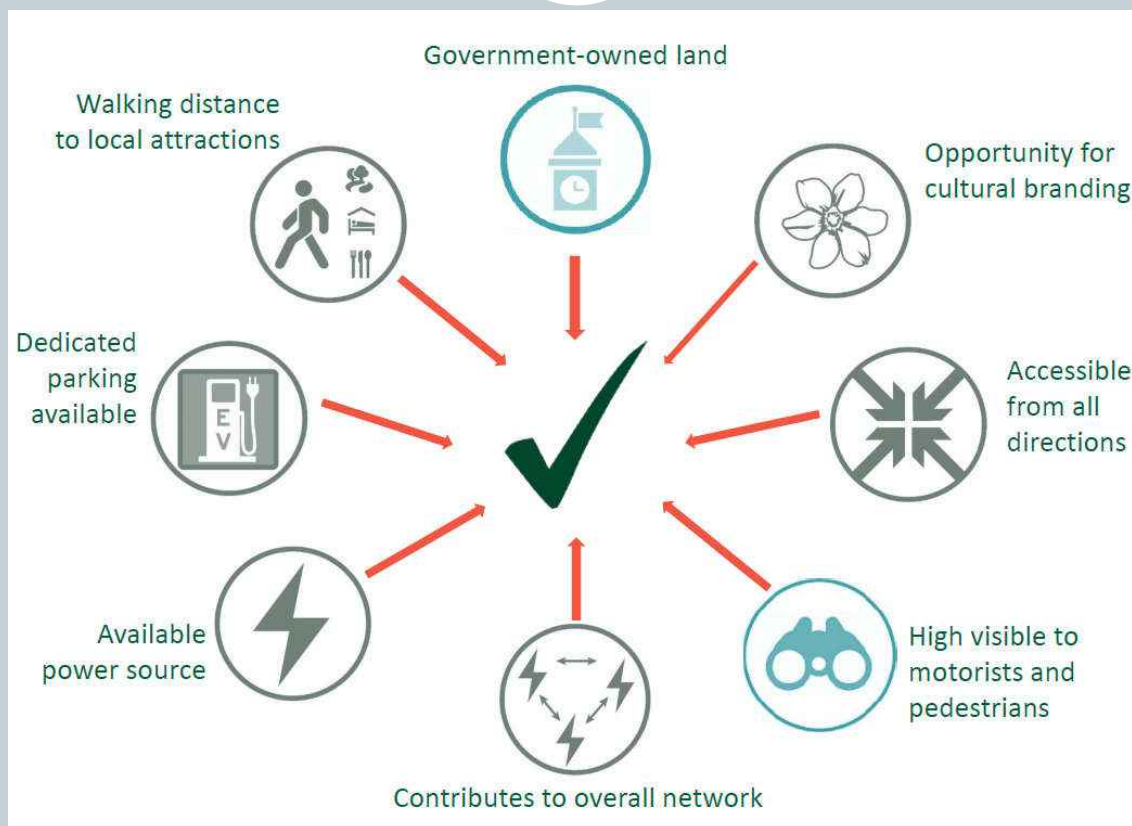


Previous Projects: Peaks to Prairies

- Community-driven initiative to support EV travel to and within Southern Alberta
- Install 20 fast charging/ Level 2 stations throughout the region



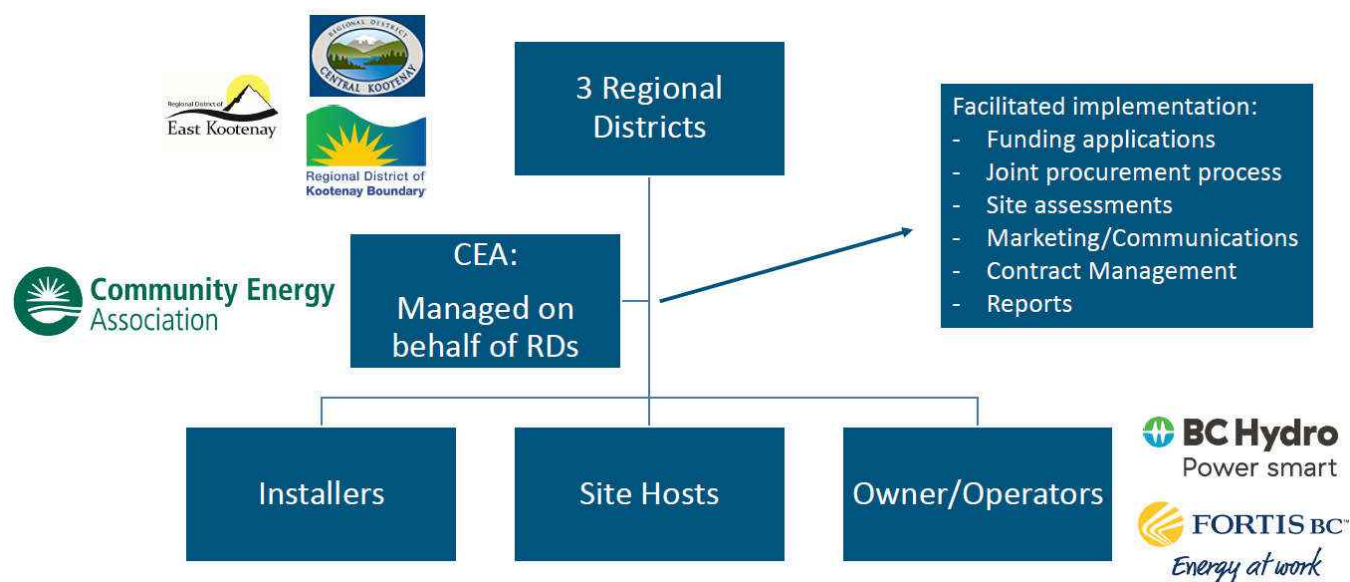
Site Selection





Previous Project Working Group Structure

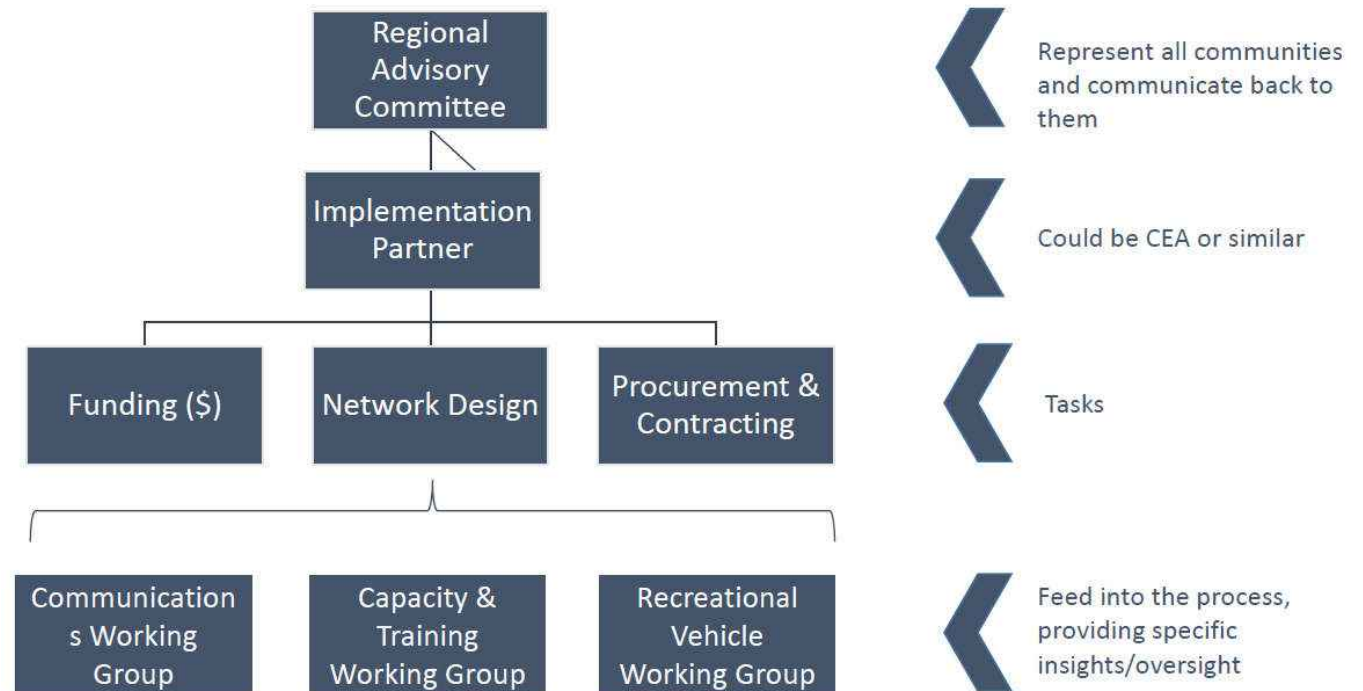
This structure was used for the Accelerate Kootenays Project





Proposed Working Group Structure for NW Alberta

This structure was proposed for the Northwest Electric Vehicle Charging Network.



Key to Funding and Partnerships



| | | | | |
|----------------------|--|--|---|--|
| Accelerate Kootenays | Seed Funding (\$30,000) \$30,000, approximately RDEK Energy Management | Match Funding (\$90K) \$30,000 – Regional District of Kootenay Boundary \$30,000 – Regional District of Central Kootenay \$30,000 – Regional District of East Kootenay | Implementation Funding (\$1.94 M) Teck, Columbia Basin Trust, BC MEM and MOTI, Fortis BC, BC Hydro, Government of Canada- FCM + Match | DCFC Owner/Operators BC Hydro Fortis BC |
| Peaks to Prairies | Seed Funding (\$30,000) \$15,000 – City of Calgary \$5,000 – REDA – SouthGrowth \$5,000 – REDA Alberta SW \$5,000 – REDA – Calgary Region | Match Funding (\$210K) \$60,000 – 2 local REDAs \$30,000 – MH College and City of MH \$120K – City of Calgary | Implementation Funding (\$2.2 M) \$750K – FCM \$1.2 M – G of A + Match | DCFC Owner/Operators ATCO |

Key to Funding and Partnerships



- Key to the current stage

| | | | | |
|----------------------|---|--|---|--|
| Accelerate Kootenays | Seed Funding (\$30,000) \$30,000, approximately RDEK Energy Management | Match Funding (\$90K) \$30,000 – Regional District of Kootenay Boundary \$30,000 – Regional District of Central Kootenay \$30,000 – Regional District of East Kootenay | Implementation Funding (\$1.94 M) Teck, Columbia Basin Trust, BC MEM and MOTI, Fortis BC, BC Hydro, Government of Canada- FCM + Match | DCFC Owner/Operators BC Hydro Fortis BC |
| | Seed Funding (\$30,000) \$15,000 – City of Calgary \$5,000 – REDA –SouthGrow \$5,000 – REDA Alberta SW \$5,000 – REDA – Calgary Region | Match Funding (\$210K) \$60,000 – 2 local REDAs \$30,000 – MH College and City of MH \$120K – City of Calgary | Implementation Funding (\$2.2 M) \$750K – FCM \$1.2 M – G of A + Match | DCFC Owner/Operators ATCO |

Key to Funding and Partnerships



- Seed Funding Used for:

Stand-alone as part of a collaborative contribution from local partners



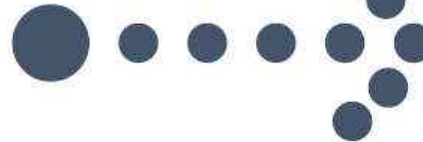
Stand-alone from a funder or other partner



Leveraged with match funding for implementation



Seed
Funding
(~\$30,000)



Used for:

- Preliminary network planning
- Formalizing Advisory Committee
- Proposal development and grant applications
- Initial messaging/brand and marketing design

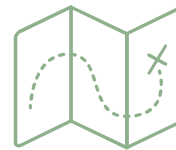
Benefits on Regional Collaborations



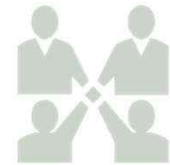
- ✓ **FUNDING OPPORTUNITIES**
- ✓ **REDUCE SINGLE COMMUNITY IMPACT**



- ✓ **STIMULATE LOCAL ECONOMY**
- ✓ **CAPTURE NEW ECONOMIC OPPORTUNITY**



- ✓ **INCREASE REGIONAL TOURISM**
- ✓ **CONNECT NW ALBERTA TO SURROUNDING JURISDICTIONS**

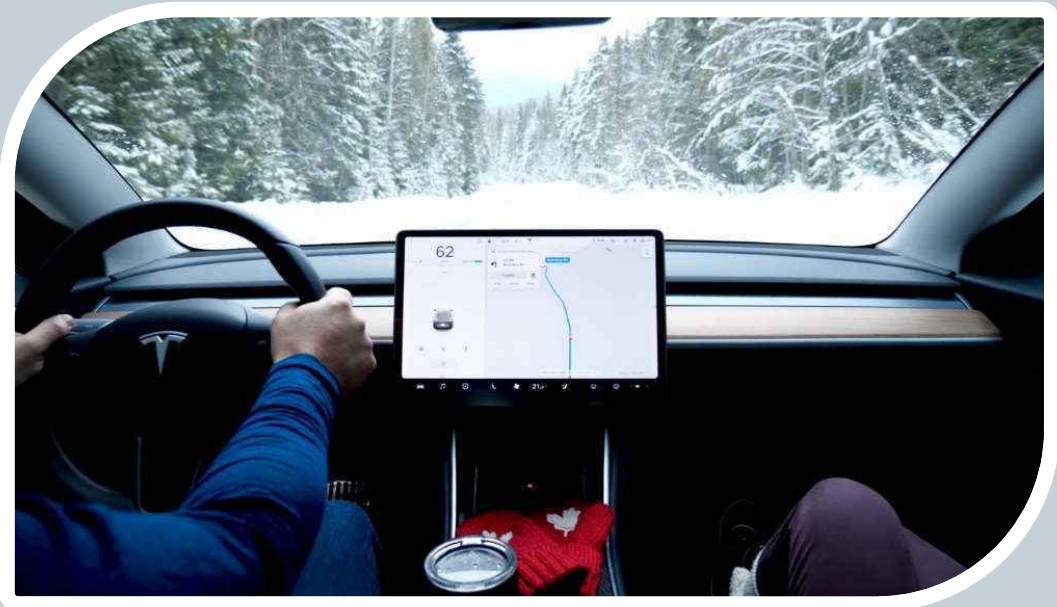


- ✓ **RELATIONSHIP BUILDING**
- ✓ **FUTURE PROJECTS COLLABORATION OPPORTUNITIES**

Next Step



- Request Council provide support for the initiative
- Seek Council to endorse a letter to neighbour municipalities seeking partnership to gain seed and/or grant funding
- Administration Initiate a technical working committee for the partnership



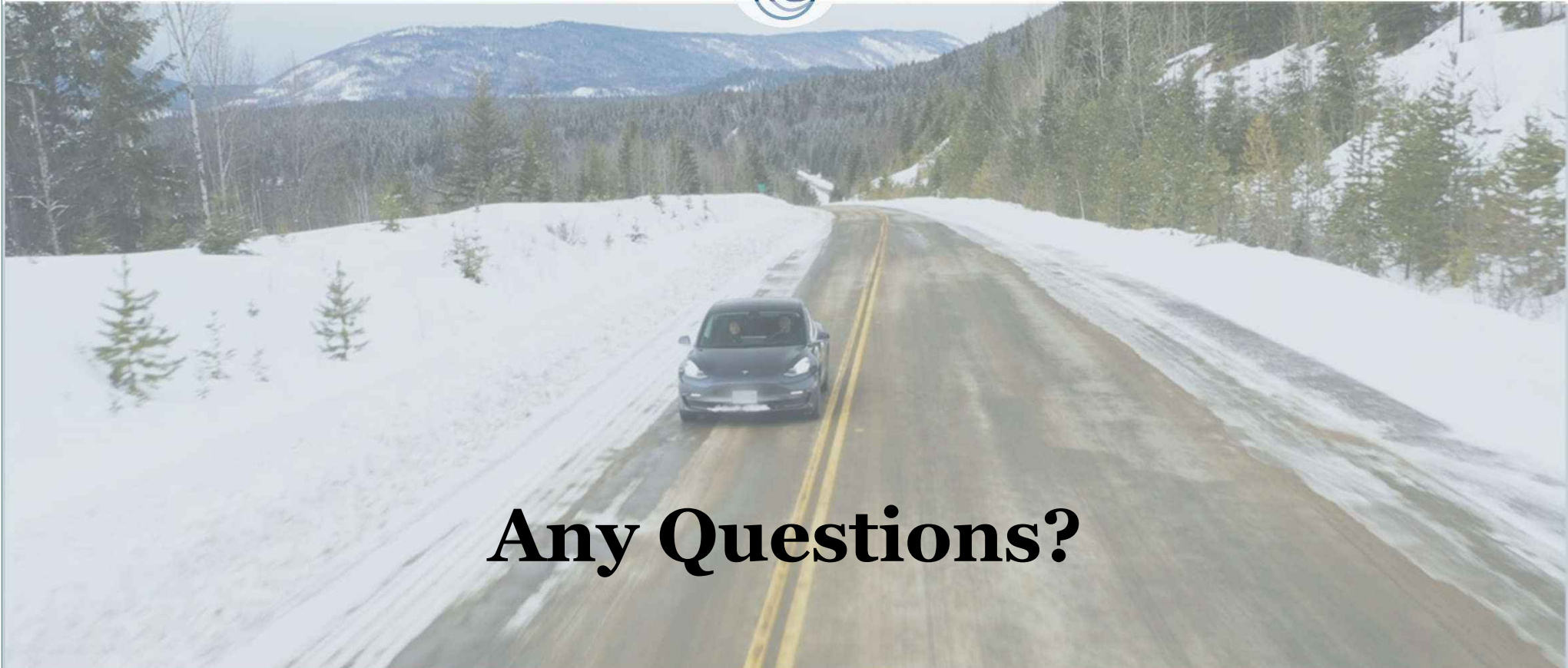
References



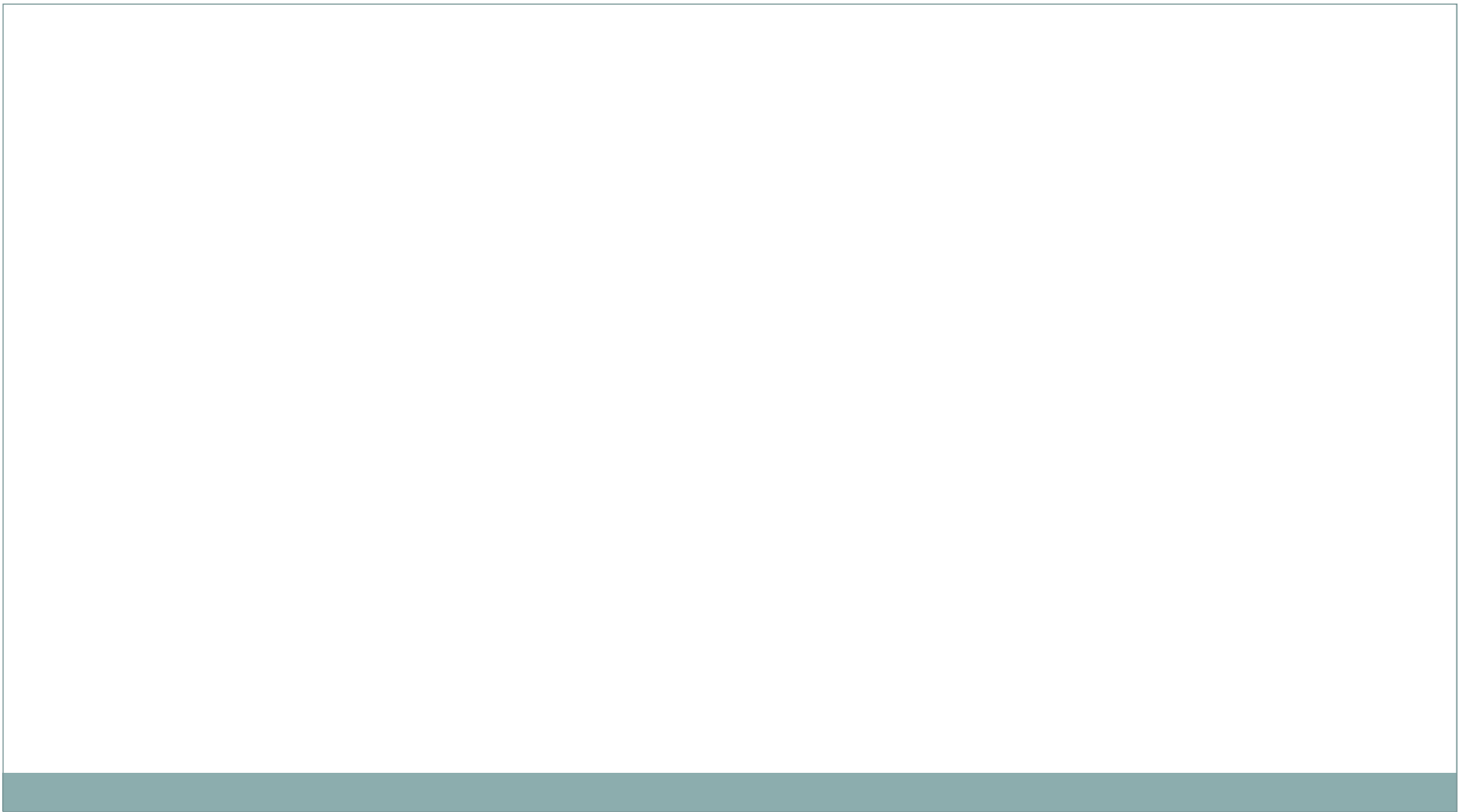
Accelerate Kootenays. (2020). *Accelerate Kootenays*. Retrieved from <http://acceleratekootenays.ca/>

Community Energy Association. (2020). NW Alberta EV Network [PowerPoint presentation]
Peaks to Prairies. (2020). Electric Vehicle Travel From Peaks to Prairies. Retrieved from <https://peakstoprairies.ca/>

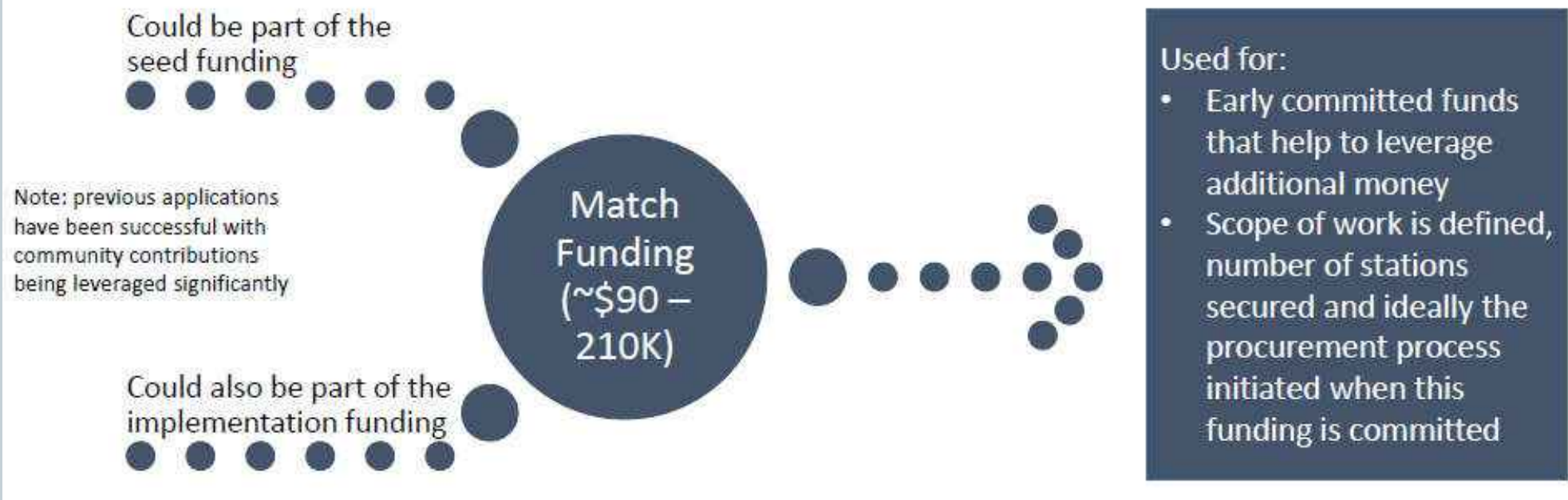
Thank you!



Any Questions?



Match Funding



Implementing Funding



NRCan – offering 50% up to \$50K per station

Other government avenues?

Private investment

Leverage from procurement process

Implementing Funding (~\$2M+)

Used for:

- Capital costs – procurement of stations, installation, etc.
- Training and capacity building
- Marketing, communications and engagement



Briefing Note & Case Study

Context

Electric vehicle (EV) adoption has been accelerating globally over the past decade at an approximate rate of 60% annually (McKinsey & Company) through 2018. In Canada, electric vehicle adoption has varied by province, with Quebec, Ontario and British Columbia having the highest EV sales, primarily as a result of incentives and investment in charging infrastructure. Despite the lack of incentives, and relatively limited public EV charging infrastructure provincially, Alberta has the highest adoption of electric vehicles among provinces that have no vehicle purchase or infrastructure incentive program.

Why this collaborative conversation is important now

The Federal Government, via Natural Resources Canada (NRCan) recently released a [Request for Proposal for EV infrastructure](#) with a priority on addressing EV charging infrastructure gaps across Canada. This represents one avenue of funding that could be explored by the regional partners in NW Alberta. Should the region choose to move forward with detailed planning for an EV network, further funding opportunities can be explored. **It has been the experience of the Community Energy Association that demonstrating strong regional collaboration leads to significant funding opportunities**, as the impact of a regional initiative vs a single community is much greater.

Economic Opportunities

This presents a great opportunity to expand EV infrastructure in rural regions like NW Alberta. The growth of electric vehicle (EV) sales in Alberta is driving an expansion in charging station deployment as a means to better connect to existing networks to support further EV adoption, but also to encourage a growing segment of the tourism market - which is electric vehicle drivers. By strategically deploying fast charging stations throughout NW Alberta, we can support rural communities in gaining economic benefits from EV travel all while supporting greater adoption of EVs across the province by enabling long distance travel. With strategic siting and regional collaboration, such a network could bolster local economies, connect NW Alberta to surrounding jurisdictions (e.g. forthcoming Charge North project along BC's HWY 16) and support new innovative engagement in Alberta's electrical energy system.

A Regional Approach

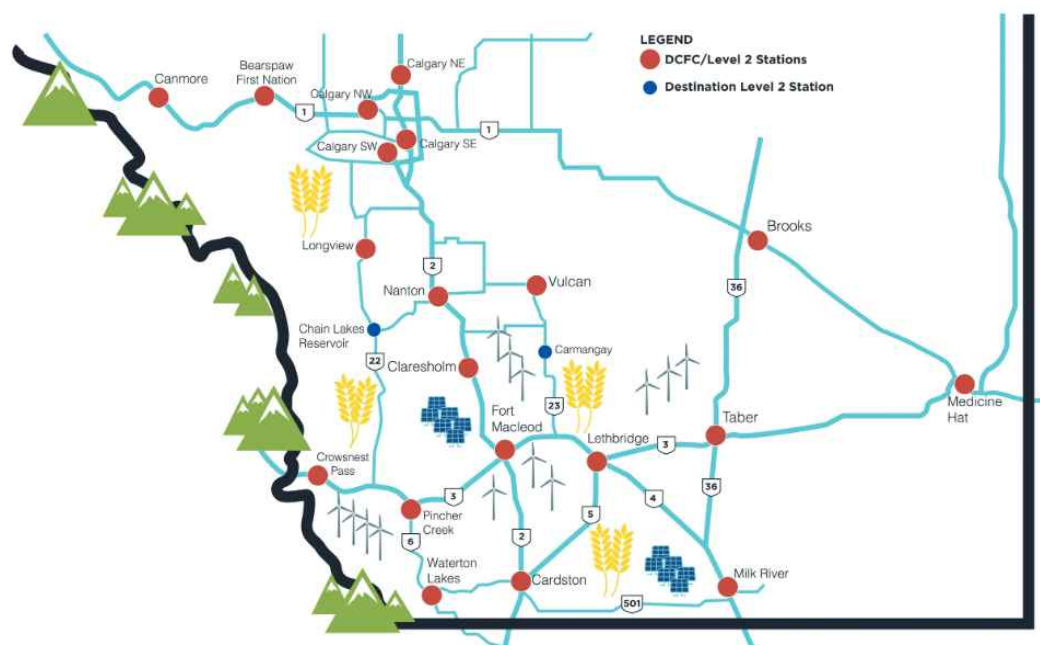
The rural and dispersed nature of NW Alberta communities demands solutions that are innovative, collaborative and reflective of the local challenges and opportunities. Further, a coordinated approach maximizes the potential co-benefits across the region, and minimizes the risk and liabilities on any one community. This is particularly important for small and rural communities, as the capital and on-going maintenance and operations costs of fast charging equipment are significant. Inspiration and lessons learned can be drawn from the experience of



communities in Southern Alberta, who have worked over the past three years to establish an electric vehicle network in that region. It should be noted that the approach and rationale in NW Alberta may be quite different from Southern Alberta, but the collaborative nature, and procurement/operations and maintenance structure may be worth exploring as an approach to reducing burden on local communities.

Case Study - Peaks to Prairies in Southern Alberta

The Peaks To Prairies EV Network is a community-driven, collaborative initiative that was developed by Alberta SouthWest Regional Alliance, SouthGrow Regional Initiative, The City of Calgary, City of Lethbridge, City of Medicine Hat and Medicine Hat College. The initiative established an EV charging network across Southern Alberta, connecting communities from Crowsnest Pass to Medicine Hat, Pincher Creek to Calgary, and west to Canmore. The full network includes 20 direct-current fast chargers (DCFCs) and Level 2 co-located stations, resulting in over 1,100kms of highway connected for EV travel. The network facilitates travel to and within the region, positioning Southern Alberta communities to benefit from increased electric vehicle tourism.



Peaks to Prairies Network Map



Peaks to Prairies is the result of collaboration across the Southern Alberta region including economic development organizations, non-profits, municipalities, provincial and federal government along with private industry. The initial seed funding from the 5 advisory partners (totaling \$210,000) was leveraged to secure grants from the Federation of Canadian Municipalities and the Government of Alberta to deploy the project at its full scope (totaling \$2.2 million).

Community Energy Association supported the regional collaboration with the planning, procurement, funding and implementation of the Peaks to Prairies project. A competitive process identified the third-party that would install, own and operate the charging network, alleviating local communities from that liability. Local governments supported through land-use agreements where the stations were sited on public property. The project will be completed in Summer 2020.

Moving Forward

Support is being provided by both Energy Futures Lab (EFL) and Community Energy Association (CEA) to progress the conversation. Moving forward, the regional partners may wish to consider formalizing an advisory committee, and seek funding for the development of a formal plan and proposal. This is work that can be supported by CEA, but would require more direct and formal structure in order to progress the work through to the planning and implementation phases.

TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION



| | |
|----------------------|--|
| SUBJECT: | Proposed Drayton Valley Bench Dedication Program Policy CS-01-20 |
| MEETING: | June 17, 2020 Regular Meeting of Council |
| PRESENTED BY: | Annette Driessen General Manager of Community Services |

1. PROPOSAL AND BACKGROUND:

Town Council has requested Administration develop a policy for contributions received for the purpose of creating a lasting memorial to honour, remember, and pay tribute to a person or an event.

The policy addresses the manner in which a dedication plaque can be made and the Town's authority to manage the dedication program. Administration has also presented a fee structure for the program.

The attached Bench Dedication Program policy has been drafted for Council's review and consideration.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

The Bench Dedication Program is based on a cost-recovery basis, therefore there is no impact to the annual operating budget. Council would revise the Program's fees and charges during the review of the Annual Fee Schedule.

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 | 2020 - 2024 Social Development Plan <ul style="list-style-type: none"> Establish standards on infrastructure which are aligned with the goal of community beautification; and Fosters community pride through local initiatives. |




4. POTENTIAL MOTIONS:


- A. That Council adopt the Bench Dedication Program Policy CS-01-20 as presented.
- B. That Council adopt the Bench Dedication Program Policy CS-01-20 with following changes:
_____.
- C. That Council not adopt the Bench Dedication Program Policy CS-01-20 as presented.

5. RECOMMENDATION

6. ATTACHMENTS:

1. Drayton Valley Bench Dedication Policy CS-01-20
2. Drayton Valley Bench Dedication Application Form
3. Drayton Valley Bench Locations and Dedication Status Map

| | | | |
|---------------------|---|--------------|---|
| REPORT PREPARED BY: |  | REVIEWED BY: |  |
| APPROVED BY: |  | | |

| | | | | |
|-----------------------------|---------------------------------|---------------------|----------|---|
| Subject: | Drayton Valley Bench Dedication | Policy No.: | CS-01-20 |  |
| Department: | Community Services | | | |
| Approval Date: | | Review Date: | | |
| Associated Policies: | | | | |

Drayton Valley Bench Dedication

Purpose

This policy establishes guidelines for the consistent decision-making process related to the acceptance, placement and long-term maintenance of bench contributions and dedications in Town owned Public Places.

General Policy

The Town of Drayton Valley provides the opportunity for individuals or groups to make contributions towards enhancing Town owned Public Places through the Drayton Valley Bench Dedication Program. The Town desires to encourage contributions while at the same time manage aesthetic impacts and mitigate on-going maintenance costs. Contributions to the Drayton Valley Bench Dedication Program may be acknowledged by a dedication plaque. A bench dedication plaque is symbolic of the contribution and does not entitle the contributor to ownership of the bench or dedication plaque.

Definitions

1. **Contributor** means the person who signed the original application form or their designate.
2. **Public Place** means lands under the Town's management and control including:
 - a. land developed as a public park, sports or athletic field, playground or recreational area;
 - b. land acquired as Municipal Reserve or Environmental Reserve;
 - c. land developed as a parking lot;
 - d. land developed as a pathway or trail; and/or
 - e. land developed for public utilities.

| | | | |
|-----------------------|---------------------------------|---------------------|--------|
| Subject: | Drayton Valley Bench Dedication | Page: | 2 of 6 |
| Department: | Community Services | | |
| Approval Date: | | Review Date: | |

Scope

This policy applies to contributions for bench dedications that have not been made at the time this policy comes into force.

Responsibilities

1. Council is responsible to review and approve any revisions to this policy.
2. The Town CAO is responsible for ensuring appropriate administrative policies and procedures are developed approved, implemented, and monitored.
3. The General Manager of Community Services is responsible for implementing, monitoring, and evaluating this policy.

Standards

1. Fees
 - a. The Drayton Valley Bench Dedication Program is intended to be operated on a full cost recovery basis.
 - b. Program fees are reviewed annually by Council and are subject to change.
2. Locations
 - a. Town of Drayton Valley staff will approve, identify and maintain a list of approved benches and approved sites that are available for bench contributions.
 - b. Not all benches located in the Town may be considered for dedication.
 - c. Locations of Public Lands outside of the listed approved sites may be considered on a case by case basis, subject to review by the Town CAO or their designate. If approved, any extraneous costs will be the responsibility of the applicant.

| | | | |
|-----------------------|---------------------------------|---------------------|--------|
| Subject: | Drayton Valley Bench Dedication | Page: | 3 of 6 |
| Department: | Community Services | | |
| Approval Date: | | Review Date: | |

3. Benches and Dedication Plaques

a. Style

- Bench model(s) will be determined by the Town and will be of the style approved for its location, as determined by the Town.

b. Purchase and Installation

- The Town will be responsible for the purchase and installation of all benches. Benches purchased and installed will be of high quality related to the style, appearance, durability and ease of maintenance.
- New benches shall be ordered one time per year based on demand.
- The installation of new benches will occur when outdoor conditions permit.

c. Bench Dedication Plaques

- The Town will purchase and install a metal plaque for dedication purposes.
- Dedications may be made to allow commemorative memorials, giving the public an opportunity to create a lasting memorial to honour, remember and pay tribute to a person or an event.
- A maximum of two plaques per bench are permitted.
- The plaque size, font, and design specifications will be determined by the Town. Text is subject to approval of the Town.
- The Town assumes no responsibility for claims or damages resulting from errors in layout, formatting or design, including but not limited to errors in wording, spelling, or other inaccuracies related to inscribed information.

d. Maintenance

- Benches and dedication plaques are the property of the Town.

| | | | |
|-----------------------|---------------------------------|---------------------|--------|
| Subject: | Drayton Valley Bench Dedication | Page: | 4 of 6 |
| Department: | Community Services | | |
| Approval Date: | | Review Date: | |

- The Town is responsible to maintain benches in Town Public Places.
- The Town will be responsible for the maintenance of bench plaques for a period of 10 years, including the replacement of the plaque if it is damaged or stolen.
- Contributors will be responsible for all costs associated with maintaining and/or replacing the plaque beyond the 10 year period from its installation.
- The Town reserves the right to remove a bench plaque if, in the opinion of the Town, new information indicates that the individual or event commemorated supported discrimination, prejudice or violence of any kind.

e. Relocation

- The Town reserves the right to re-locate a bench or plaque in the eventuality that such a move is necessary (eg. bench is subject to recurrent vandalism, the park is scheduled for re-development, servicing upgrades, etc.). The Town will attempt to contact the contributor for consultation prior to re-location.

4. Special Requests

- a. There may be other contributions possible, other than those expressly listed or contained within this policy, or a special request that may not meet the provided criteria and presents a unique circumstance. The Town may accept those contributions subject to a review and approval of the Town CAO or their designate.

5. Application Procedures

- a. Contributors wishing to participate in the Drayton Valley Bench Dedication Program may do so by completing an application form.
- b. The contributor will select a location based on the list of approved benches and approved sites that are available for bench donation. Location selection will be on a first come, first-served basis.
- c. Applications will be accepted throughout the year and shall be reviewed and approved by the Town CAO.

| | | | |
|-----------------------|---------------------------------|---------------------|--------|
| Subject: | Drayton Valley Bench Dedication | Page: | 5 of 6 |
| Department: | Community Services | | |
| Approval Date: | | Review Date: | |

d. Contributions for bench dedications are accepted provided that:

- There is an approved bench or an approved site for a bench available as determined by the Town; and
- The payment in full of the dedication fee is received.

6. General Regulations

- a. Any private dedication ceremony is the responsibility of the contributor. As benches are located in a Public Place, exclusive use of the area surrounding benches is not available for private dedications.
- b. The placement of any mementos (eg. wreaths, flowers, vases, statues, etc.) in the vicinity of the bench is not permitted.

Related Documents

Attachments

1. Appendix One: Fee Schedule
2. Application Form
3. Bench/Site Inventory

Mayor

Approval Date

| | | | |
|-----------------------|---------------------------------|---------------------|--------|
| Subject: | Drayton Valley Bench Dedication | Page: | 6 of 6 |
| Department: | Community Services | | |
| Approval Date: | | Review Date: | |

Appendix One: Fee Schedule

DRAYTON VALLEY BENCH DEDICATION FEES AND CHARGES

Dedication Plaque (each) \$1,000

- ❖ For a new bench, the cost of the purchase and installation will be borne by the Applicant, or as otherwise determined by the Chief Administrative Officer or their Designate.
- ❖ Dedications in locations outside of approved sites may be considered. If approved, any extraneous costs will be the responsibility of the applicant.

DRAFT



DRAYTON VALLEY BENCH DEDICATION

COMMEMORATIVE MEMORIAL APPLICATION

Name of Applicant: _____ Date: _____

Mailing Address: _____

PO. Box/Street Address City/Town Province Postal Code

Email: _____ Contact Phone: _____

MEMORIAL DETAILS

Name of Person/Event for dedication plaque: _____

Reason for Commemoration:

REQUESTED TYPE OF ACTIVITY - (Tick applicable box)

Please give at least three (3) locations for placement of Bench and Plaque

| | |
|---------------------------------|---|
| <input type="checkbox"/> BENCH | Proposed Location* (existing bench or new location) |
| <input type="checkbox"/> PLAQUE | Proposed Inscription* |

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 applicant or authorized designate of the applicant requesting sponsorship.
3. I understand and agree that this application, or any information related there to, is not confidential information and may be released by the Town of Drayton Valley.

Applicant's Signature: _____ Date: _____

MAIL TO:

Town of Drayton Valley
Drayton Valley Bench Dedication
Box 6837
Drayton Valley, AB T7A 1A1

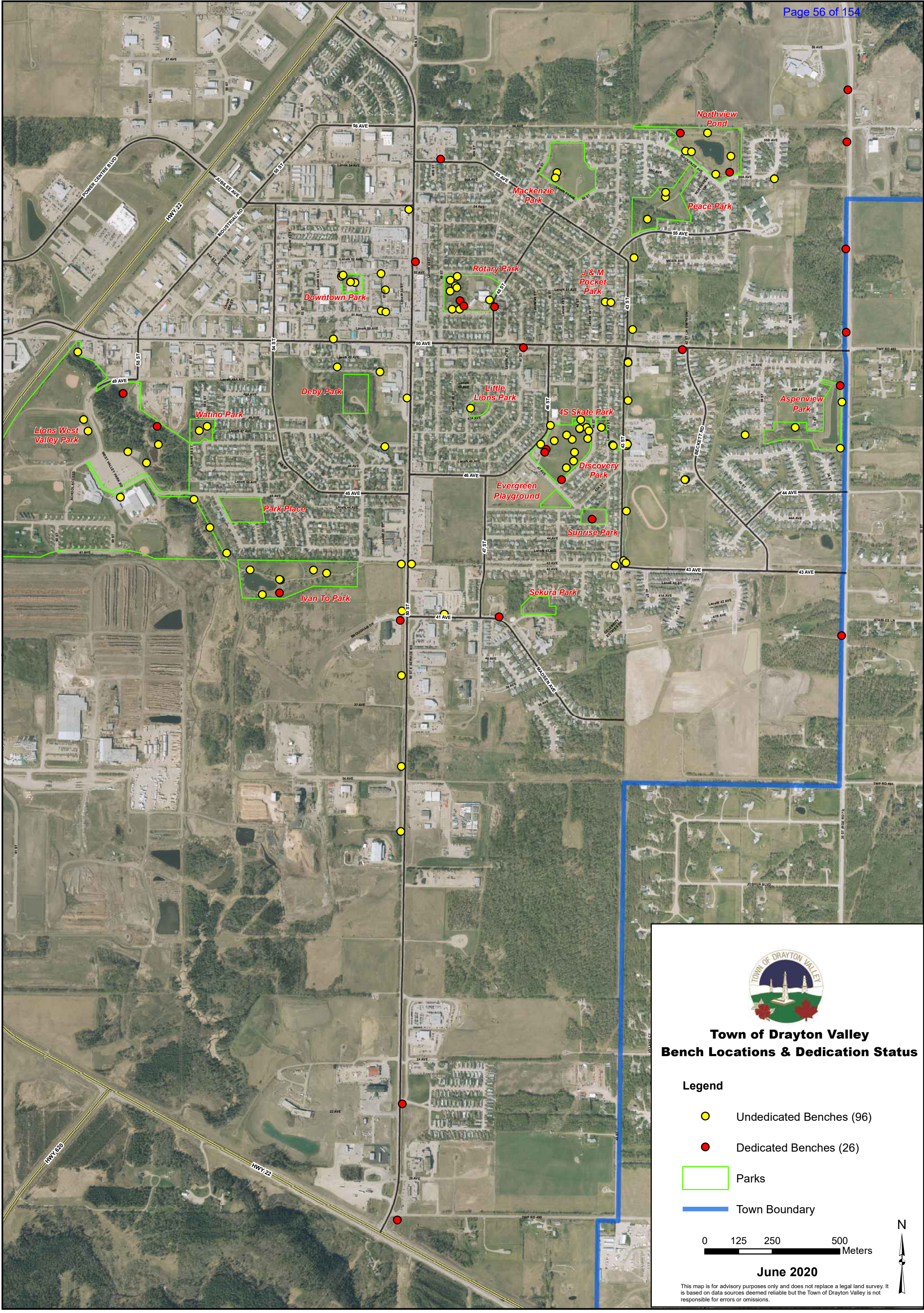
DELIVER TO:

Town of Drayton Valley
Drayton Valley Bench Dedication
5102 - 52 Street
Drayton Valley, AB

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) STATEMENT

The personal information on the Drayton Valley Bench Dedication 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 the Dedication Program. 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 Program or questions about the collection, use or disclosure of our personal information, please contact the Town of Drayton Valley at (780) 514-2200.

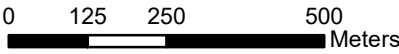
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**Town of Drayton Valley
Bench Locations & Dedication Status**

Legend

- Undedicated Benches (96)
- Dedicated Benches (26)
- Parks
- Town Boundary



June 2020

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



TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION



| | |
|----------------------|--|
| SUBJECT: | Specialized Transportation RFP 02-2020/02-C |
| MEETING: | June 17, 2020 Regular Meeting of Council |
| PRESENTED BY: | Annette Driessen, General Manager of Community Services |

1. PROPOSAL AND BACKGROUND:

Over the past four years, the community has been endeavoring to establish a Specialized Transportation Service. A previous service, operated through Care by Mere, ran for two years before closing its business in 2012.

The Town has been working with the Drayton Valley Community Bus Association and other community stakeholders in obtaining the necessary funds to purchase a wheelchair accessible van. In March of 2020, the Bus Association received approval of its grant application to the Province's Community Initiatives Program, for a grant award of \$47,204. With additional funds provided through contributions from the Bus Association, the Drayton Valley Lamplighters, the Drayton Valley Community Foundation and Family Community Support Services (FCSS), the total amount of funding available to purchase a Handi Van is \$101,063.40. Quotes for the purchase of a Handi Van have been received and the funding is adequate to purchase the vehicle with the required amenities.

The Specialized Transportation program is based on a non-municipal entity operating the service. The Handi Van will be under the Town's ownership, with a lease agreement with the operating entity.

To secure an appropriate and qualified operator for this community service, Town Administration has prepared a Request for Proposal. Of the major responsibilities, the Operator will be required to:

- establish a registration and booking system;
- provide highly qualified and trained personnel;
- establish operational hours that respond to the community;
- establish a fee schedule that meets approval of the Town; and
- provide adequate maintenance, security and regulatory measures for the vehicle.

Town Council is being presented with the Draft RFP for their review and consideration.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

The required capital funds for the purchase of the Handi Van are secured. The purchase of the Handi Van has been approved within the Town's 2020 Capital Budget.

The Town's 2020 Operating Budget includes an annual operating contribution of \$25,000 to assist in covering the operational expenditures, with a goal of minimizing the cost to the seniors and those with mobility issues.

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>March 2012 - Brazeau County-Drayton Valley Specialized Transportation Review</p> <ul style="list-style-type: none"> At the October 26, 2011, Joint Council meeting both Councils expressed concerns regarding how the transportation needs of seniors, individuals with disabilities, and low-income individuals were being met. <p>The 2020-2024 Social Development Plan, through its objectives sets out to</p> <ul style="list-style-type: none"> Complete the community goal of obtaining a wheelchair accessible van to offer specialized transportation services to seniors and those with mobility issues; and That Seniors are actively engaged and supported to allow healthy, independent living. |




4. POTENTIAL MOTIONS:

- A. That Council approve the Specialized Transportation Request for Proposal 02-2020/02-C as presented.
- B. That Council approve the Specialized Transportation Request for Proposal 02-2020/02-C with the recommended changes.
- C. That Council not approve the Specialized Transportation Request for Proposal 02-2020/02-C as presented.

5. RECOMMENDATION

6. ATTACHMENTS:

1. Specialized Transportation Request for Proposal

| | | | |
|---------------------|---|--------------|---|
| REPORT PREPARED BY: |  | REVIEWED BY: |  |
| APPROVED BY: |  | | |



REQUEST FOR PROPOSAL (RFP)

RFP NUMBER: 02-2020/02-C

SPECIALIZED TRANSPORTATION SYSTEM

TERMS OF REFERENCE

APRIL 10, 2020

Section 1.0 - REQUEST

- 1.1 The Town of Drayton Valley is requesting a detailed and comprehensive proposal from qualified firms/individuals for the operation and management of a Specialized Transportation System. The Town of Drayton Valley is in the process of purchasing an ten-seat Passenger Van with wheelchair adaptability for two wheelchairs. The Town is seeking proposals for the lease and operation of the Specialized Transportation Van.

The proposal to lease and operate the van for a Specialized Transportation System is to address the following:

- a. developing and implementing a business plan for the service;
 - b. establishing standard practices for the administration, management, and growth of the service;
 - c. employing tools and actions to achieve the financial sustainability of the Specialized Transportation operations, both in the short-term and long-term; and
 - d. designing and implementing a promotions and marketing strategy for the service.
- 1.2 General information is available from Annette Driessen, General Manager of Community Services, Town of Drayton Valley, 5102-52nd Street, Drayton Valley, AB. Phone 780 514 2200.
- 1.3 **Submissions will be accepted at the Town until 2:00pm local time, May 8, 2020.**
- 1.4 Responses can be mailed to the Town of Drayton Valley, Box 6837, Drayton Valley, AB, T7A 1A1 or hand delivered to the Town of Drayton Valley Civic Centre, 5120-52nd Street, Drayton Valley, AB. The submission must be in a sealed envelope and clearly marked as:

**Request for Proposal
Specialized Transportation System
Town of Drayton Valley**

- 1.6 Submission inquiries are to be directed to:

Annette Driessen
General Manager of Community Services
Town of Drayton Valley
Phone: 780 514 2200
Email Address: community@draytonvalley.ca

Section 2.0 - REQUIREMENTS

2.1 PURPOSE

The purpose of the Request for Proposal is to recruit a qualified firm/individual that will operate a Specialized Transportation System for seniors and those with mobility issues. The successful proponent will need to enter into a Lease Agreement with the Town of Drayton Valley to operate the van and manage the service to meet the intended goals.

2.2 LOCATION

The service will be provided to the Drayton Valley community.

2.3 AVAILABLE INFORMATION:

The Town can supply the following information and materials:

- a. Specifications on the Handi-van;
- b. Licensing requirements to operate the Handi-Van; and
- c. Reports on the Care By Mere service, which operated from 2013-14.

2.4 MINIMUM PROPOSAL REQUIREMENTS

Each proposal must contain the following information:

- a. Proponent organization and strength;
- b. Expertise and experience related to similar or related services;
- c. Presentation of proposed methodologies and processes to achieve goals;
- d. Clear identification of services included;
- e. Identification of major issues, challenges and risks associated with the project, and means to mitigate the risks;
- f. Detailed budget breakdowns for the operation of the service;
- g. Proposal conveys the Proponent's service plan in a clear and concise manner;
- h. Cost allocations and controls within the stated budget;
- i. Co-ordination of work with the Town;
- j. Proposed accessibility to service by clientele. i.e. assurance that service meets the intended clientele's transportation needs;

- k. Proposed fee schedule for clientele (eg. in-town service, County service, Edmonton trips);
- l. Vehicle maintenance schedule; and
- m. Current qualifications and certification of each of the Proponent's employees and/or contractors proposed to operate the service.

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Section 3.0 - SCOPE OF WORK

3.1 The Town of Drayton Valley has established the following goals for the Specialized Transportation System.

- a. To provide transportation service to the local seniors (65 years of age and older) of the community and to local residents who have mobility challenges;
- b. To make the transportation service to seniors and mobility-challenged individuals affordable;
- c. To make the transportation service to seniors and mobility-challenged individuals accessible, whereupon the service is available at all reasonable hours, including weekends;
- d. To provide a transportation service that extends courtesy and compassion to its clientele, and strives to provide quality customer care; and
- e. To provide a transportation service that is delivered by professional and highly qualified individuals.

The following services will be required in the performance of this contract in order to achieve the Town's project objectives. Modifications to this scope of work will be considered.

- a. Capital Asset
 - House the Handi-Van;
 - Provide security for the asset;
 - Obtain and maintain appropriate licensing and registration;
 - Maintain the asset to industry standards (A commitment has been made by OK Tire to provide new tires as required and regular maintenance as required for the life-time of the vehicle, labour and materials included);
 - Provide fuel;
 - Maintain decals on the vehicle (The initial decals recognizing sponsors will be provided); and
 - Cleaning interior and exterior of vehicle (There is an expectation that the vehicle will be cleaned, interior and exterior, as required and to a standard that is reflective of a service of excellence).

I. PERSONNEL

- Ensure and maintain licensing and qualifications of personnel, including:
 - i. Class 4 Driver's License with clean record;
 - ii. Standard First Aid and CPR;
 - iii. Criminal Record Check: and
 - iv. Vulnerable Record Check (Children's Services).

- Train personnel in the following areas;
 - i. Recognizing Mental Illness; and
 - ii. De-escalation Training.

II. ADMINISTRATION

- Establish procedures and protocols for receiving requests from clientele.
- Establish a fee schedule for transportation services, keeping the following factors in consideration:
 - i. distances travelled (eg. in-town, out-of-town);
 - ii. number of individuals (up to capacity of the vehicle);
 - iii. waiting times;
 - iv. client accompanied by aide; and
 - v. multiple use rate(s)
- Maintain and submit detailed reports on the Specialized Transportation System to the Town of Drayton Valley, including a mileage log that reconciles mileage to the services provided.
- Establish a mechanism to ensure seniors and mobility-challenged individuals are assured of transportation services as needed.
- Establish a marketing and advertising strategy to inform the community of the service.

III. BUDGET

- Establish an annual budget to operate the service, reflecting the following factors:
 - i. in-kind contribution for tires and maintenance; and
 - ii. financial contribution of \$25,000 by the Town of Drayton Valley.
- Establish the payment process for fees, including:
 - i. receipts for payment;
 - ii. accountability for all revenues (cash transactions); and
 - iii. on-line/electronic payments.
- Annual Audit to be submitted to the Town of Drayton Valley.

Section 4.0 - REPORTING

- 4.1 Quarterly reports are required. The Proponent will meet with the Town's Administration Team responsible for the service to review the requests. Consideration will be given to video-conferencing or teleconferencing where satisfactory.
- 4.2 The Town's Administration Team consists of:
Annette Driessen, General Manager of Community Services
Lola Strand, FCSS Manager

Ex-Officio: Debbi Weber, Assistant Chief Administrative Officer
- 4.3 Quarterly reports will be presented to the Administration Team two (2) weeks prior to the review date. The Administration Team, in collaboration with the Proponent, will review the report and make necessary revisions and/or redirect the Proponent to achieve the desired outcomes.
- 4.4 The Proponent may be required to present a Service Report to Town Council upon request.

Section 5.0 - GENERAL INFORMATION

5.1 BUDGET

Establish a budget to reflect the financial and in-kind contributions provided to operate this service. There will be no payments for any expenses beyond this budget, unless approved by the Town.

5.2 CONTRACT REQUIREMENTS

- a. The successful Proponent is required to have a valid Town of Drayton Valley Business License prior to Contract execution.
- b. The successful Proponent will be required to enter into a Service Agreement with the Town within fifteen (15) days after delivery of the Agreement to the successful Proponent by the Town.
- c. If the successful Proponent fails to execute and return the Agreement to the Town within fifteen (15) days, the Town may cease all discussions and have no obligation to the Proponent, and may, if it chooses to do so, award the Contract to another Proponent, all without affecting any claim which the Town may have against the Proponent as a result thereof.

5.3 SUBMISSION OF PROPOSAL

- a. The Proponent shall submit two (2) copies of its Proposal with all accompanying schedules, appendices or addenda in a sealed envelope or package marked with the Proponent's name and the RFP title up to the Closing Time set out on the date and at the location shown on the title page of this RFP.
- b. Proposals received after the Closing Time or in locations other than the address indicated, will not be accepted and will be returned. The Town may elect to extend the Closing Time.
- c. Amendments to a Proposal may be submitted if delivered in writing prior to the Closing Time in a sealed envelope or package, marked with the Proponent's name and the RFP title.
- d. Proposals may be withdrawn by written notice only, provided such notice is received at the administration office of the Town prior to Closing Time.
- e. All costs associated with the preparation and submission of the Proposal, including any costs incurred by the Proponent after the Closing Time, will be borne solely by the Proponent.

5.4 CONFLICT OF INTEREST

By submitting a Proposal, the Proponent warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Proponent, has any financial or personal relationship or affiliation with any elected official or employee of the Town or their immediate families which might in any way be seen by the municipalities to create a conflict.

5.5 EVALUATION OF PROPOSALS

- a. Proposals will be evaluated on the basis of the overall best value to the Town based on quality, service, price, and any other criteria set out herein including, but not limited to:
 - i. the Proponent's ability to meet the requirements, qualifications, and competencies set out herein;
 - ii. the Proponent's ability to deliver the services when and where required;
 - iii. proposed clientele fee schedule;
 - iv. the Proponent's business and technical reputation and capabilities, experience and where applicable, the experience of its personnel, financial stability, track record, and references of current and former customers;
 - v. quality of Proposal; and
 - vi. any other criteria set out in the RFP or otherwise reasonably considered relevant.
- b. The Town may elect to short list some of the Proponents and may require short listed Proponents to provide additional information or details, including making a presentation, supplying samples, demonstrations, and/or additional technical literature.
- c. The Town may elect to enter into negotiations with the Proponent or with any other Proponents concurrently. In no event will the Town be required to offer any modified terms to any Proponent prior to entering into a Contract, and the Town will not be liable to any Proponent as a result of such negotiations.
- d. All sub-contractors of the Proponent will be subject to the same evaluation process. It is the responsibility of the Proponent to guarantee that all its sub-contractors will comply with all the requirements and terms and conditions set out herein.

5.6 EVALUATION CRITERIA

Proposals will be evaluated for their adherence to, interpretation of and response to the issues as set out in this document. The following established criteria will be used:

- a. Proponent organization and strength;
- b. expertise and experience related to similar or related services;
- c. presentation of proposed methodologies and processes to achieve goals;
- d. clear identification of services included;
- e. demonstrated budget breakdowns for time and effort for each deliverable;
- f. proposal conveys the service delivery in a clear and concise manner;
- g. cost allocations and controls within the stated budget;
- h. co-ordination of work with the Town; and
- i. Proponent's approach to risk assessment.

5.7 ACCEPTANCE AND REJECTION OF PROPOSALS

- a. Notwithstanding any other provision in the Proposal documents, the Town has in its sole discretion, the unfettered right to:
 - i. accept any Proposal;
 - ii. reject any Proposal;
 - iii. reject all Proposals;
 - iv. accept a Proposal which is not the lowest priced Proposal;
 - v. accept a Proposal that deviates from the Requirements, Specifications or the conditions specified in this RFP;
 - vi. reject a Proposal even if it is the only Proposal received by the Town;
 - vii. accept all or any part of a Proposal; and
 - viii. split the Services between one or more Proponents.
- b. All Proposals shall be irrevocable and remain open for acceptance for at least one hundred and twenty (120) days after the Closing Time, whether or not another Proposal has been accepted.
- c. The Town is not under any obligation to award a Contract and may elect to terminate this RFP at any time.

5.8 PROPOSAL TIMELINE

The Timeline for the RFP process is as follows:

- a. RFP issued to vendors – April 10, 2020;
- b. RFP closes – May 8, 2020;
- c. Presentations (if applicable) – from May 11, 2020 to May 22, 2020;
- d. Completion of evaluation process and award – May 29, 2020.

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Section 6.0 - PROPOSAL FORM



REQUEST FOR PROPOSAL SUBMISSION SPECIALIZED TRANSPORTATION SYSTEM PAGE 1 OF 2

Proponent's Name: _____

Address _____

Mailing Address (if different from above) _____

Telephone: _____ Fax: _____

Key Contact Person: _____

Telephone (if different from above) _____

Email: _____

The undersigned Proponent, having carefully read and examined the RFP, including all sections, and having full knowledge of the requirements described herein, does offer to provide the goods and/or services in accordance with the requirements, terms and conditions set out in the RFP and in accordance with the pricing as described within.

Signature of Authorized Signatory

Date

Print Name and Title

REQUEST FOR PROPOSAL SUBMISSION SPECIALIZED TRANSPORTATION SYSTEM PAGE 2 OF 2

REQUIRED PROPOSAL DOCUMENTS

By initialing each item, the Proponent confirms it has completed and enclosed the following documentation in its Proposal, and has identified any deviations or items of non-compliance providing an explanation of where it does not comply.

Initial

- | | |
|-------|---|
| _____ | 1. The Proponent's Alberta WCB registration number is _____. The Proponent warrants that it is in good standing as to all WCB assessments and requirements. |
| _____ | 2. The Proponent confirms that it will comply with all occupational health and safety requirements, policies and procedures of the Town and all statutory occupational health and safety requirements under, or in connection with the <i>Worker's Compensation Act</i> . |
| _____ | 3. Brief description of Proponent's company, purpose, and history of successes. |
| _____ | 4. Information on size of firm, number of partners, and staff employed. |
| _____ | 5. Information on relevant experience performed during the last five (5) years. |
| _____ | 6. Indication of the number and size of other municipalities where like services have or are currently being provided. |
| _____ | 7. Identification of key personnel to be assigned to this Contract, setting out their names, responsibilities, qualifications, and relevant experience. |
| _____ | 8. Provision of a minimum of two (2) service contract engagements that the Proponent has been affiliated with within the last five (5) years. Indicate the name, phone number and e-mail address of the principle client contact. |
| _____ | 9. Submission of the work plan outlining planning, communications, and methodology to perform the services required. |
| _____ | 10. Submission of a detailed budget breaking down all revenues and expenditures for the service. |
| _____ | 11. Submission of a detailed list of any deviations and/or variations from the terms and conditions set out in this RFP and, if applicable, detailed proposed amendments. |

TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION

DRAYTON VALLEY



| | |
|----------------------|--|
| SUBJECT: | Proposed 2020 Purchasing and Tendering Policy TF-01-20 |
| MEETING: | June 17, 2020 Regular Meeting of Council |
| PRESENTED BY: | Winston Rossouw CAO |

1. PROPOSAL AND BACKGROUND:

2020 has presented many challenges including falling oil prices and a struggling economy which has been further impacted by the COVID-19 pandemic. These unprecedented conditions have led to Council's decision to undertake additional capital and operational projects utilizing local contractors. Further, the Government of Alberta has requested a list of "Shovel-Ready Projects" in an effort to get Albertans back to work.

To accommodate Town Council's "Getting Drayton Valley Back to Work" initiative as part of the 2020 Budget, Administration requested Council's approval to prepare a policy which would allow for the procurement of local resources to complete infrastructure maintenance and repairs in 2020 and future years.

Proposed 2020 Purchasing and Tendering Policy TF-01-20 allows for the Chief Administrative Officer, or his/her designate, the ability to manage and adjudicate capital and operational projects as part of Town Council's "Get Drayton Valley Back to Work" initiative and the potential projects being funded from the Province for "Shovel Ready Projects."

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

This policy has no impact to the budget.

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 | Policy TF-01-20 provides the Town the ability to procure local suppliers and or local contractors as an exception to undertake capital and operational projects |

4. POTENTIAL MOTIONS:




- A. That Town Council approve 2020 Purchasing and Tendering Policy TF-01-20, as presented.
- B. That Town Council approve 2020 Purchasing and Tendering Policy TF-01-20 with the following amendments_____.
- C. That Town Council decline to approve 2020 Purchasing and Tendering Policy TF-01-20.

5. RECOMMENDATION

Administration recommends the approval of 2020 Purchasing and Tendering Policy TF-01-20.

6. ATTACHMENTS:

Proposed Purchasing and Tendering Policy TF-01-20

| | | | |
|---------------------|---|--------------|---|
| REPORT PREPARED BY: |  | REVIEWED BY: |  |
| APPROVED BY: |  | | |



TOWN OF DRAYTON VALLEY

| | | | |
|-----------------------------|---------------------------------|---------------------|----------|
| Subject: | Purchasing and Tendering Policy | Policy: | TF-01-20 |
| Department: | Treasury/Finance | | |
| | | Review Date: | |
| Associated Policies: | Standing Offer Policy | | |

Purchasing and Tendering Policy

PURPOSE

The objective of this Policy is to detail the processes to be followed in order to obtain the best value when purchasing goods or contracting services for the Town of Drayton Valley (hereinafter referred to as the "Town"). Further, this Policy is intended to encourage competitive bidding in order to obtain the best value in goods and services for public fund expenditures and to conduct such bidding in a fair and open process.

Additionally, this Policy shall strive to strengthen public relations through the proper communications with suppliers and maintain effective purchasing and expenditure controls.

This Policy shall serve as a general internal guideline for the process to follow and the content to include in any procurement requests issued by the Town. However, staff members remain responsible for following the requirements and instructions specifically set out in any particular tender, request for proposal, request for quotation or other procurement process, notwithstanding any conflict with this Policy. Nothing in this Policy shall limit any rights or privileges available to the Town in any such procurement documents or at law.

GENERAL POLICY

- 1.0 This Policy applies to the Town, its departments and any other board which receives seventy-five (75%) percent or more of its annual funding from the Town (unless the entities' approved purchasing practices are more restrictive than this Policy).
- 2.0 This Policy authorizes and requires each Department Head to:
 - 2.1 procure by purchase, rental or lease, the necessary quantity and quality of goods and services in an efficient and cost-effective manner;
 - 2.2 administer the procurement process;

- 2.3 encourage open competitive bidding on all acquisitions and disposal of goods and services, where practical;
 - 2.4 maintain good vendor relations and be responsible for the conduct of all negotiations with vendors, subject to the other provisions of this Policy; and
 - 2.5 conform to good materials management practices by simplifying and standardizing, wherever possible, like requirements with previous purchases and with different departments
- 3.0 Dollar amounts specified in this Policy, setting parameters for the purchasing process, except as otherwise stated, will be the costs, in Canadian dollars, excluding all taxes and freight.
- 4.0 Except as otherwise stipulated, the purchase of goods and services shall be made on a competitive basis in keeping with accepted public purchasing practices and in accordance with applicable Federal, Provincial and Municipal Laws.
- 5.0 Any failure to comply with the provisions of the Policy and related procedures shall be reported to the Treasurer.
- 6.0 Documentation of each purchase process will be retained on file for future reference for a minimum period of the completion of the project plus one (1) year.
- 7.0 Tenders, proposals, quotations, expressions of interest or pre-qualifications received later than the predetermined time shall not be accepted by the Town and are to be returned unopened.
- 8.0 Without prior approval by Council, no tender, proposal or quotation will be accepted from any company inclusive of its sub-contractor, which has a claim or instituted a legal proceeding against the Town or against whom the Town has a claim or instituted a legal proceeding.
- 9.0 No purchases shall be made by the Town for the personal use of an individual employee, elected official or any appointed member of a board or commission. Council may authorize Town programs which allow for certain purchases to be made for all employees or elected officials.
- 10.0 Suppliers or potential suppliers shall not ordinarily be requested to expend time, money or effort to design or develop specifications or otherwise help define a requirement beyond the normal level of service expected from suppliers. If such extraordinary services are required, the Treasurer will be advised, in writing. If there is no alternative but to request such services, then the company providing same may be compensated at a fee pre-determined by the Department Head and/or Treasurer, subject to the purchasing parameters. The resulting specifications shall become the property of the Town for use in obtaining competitive bids.
- 12.0 RESPONSIBILITIES AND AUTHORITY
- 12.1 The CAO, or his/her designate, and Department Heads will submit a listing in January of each year to the Finance Manager specifying the authority for approval of invoices for

payment delegated to their designates. The listing will specify the employee's position, type of expenditure and dollar limits, as well as provide a sample of the employee's signature. The approval authority is attached as Schedule "A".

- 12.2 Budget approval by Council of capital and operating expenditures shall constitute authorization for any purchase of materials and services necessary to carry out work within the approved cost of an approved project, provided such purchases are made in accordance with this Policy. The Treasurer will ensure that goods and services are properly approved and that funds are available.
- 12.3 Where expenditure estimates approved in the budget have been subject to quotations, tenders or request for proposals which are subsequently quoted at an amount greater than the estimated expenditure for that item, a staff request for decision regarding such amendment to the budget shall be submitted to Council for approval.
- 12.4 Normal operating expenditures incurred prior to the adoption of the annual budget shall not require notice and approval and shall be deemed ratified upon the adoption of the annual budget.
- 12.5 If a matter arises which, in the opinion of the CAO, or his/her designate:
- a) is considered to be of an urgent or time-sensitive nature,
 - b) which could affect the health or well-being of the residents of the Town of Drayton Valley,
 - c) if a state of emergency is declared, or
 - d) if so advised by a Provincial Ministry,
- the notice requirements of this Policy may be waived and the CAO, or his/her designate, shall make best efforts to provide as much notice as is reasonable under the circumstances.
- 12.6 It shall be the responsibility of the user department to enforce any terms, conditions and specifications from the award of any contract resulting from the purchasing process.
- 12.7 All employees and elected officials are expressly prohibited from accepting, directly or indirectly, from any person, company or entity to which any purchase or contract is or might be awarded, any rebate, gift, money or anything of value whatsoever, except where given for the use and benefit of the Town.
- 12.8 Department Heads or their designate shall provide, or assist the Treasurer in the preparation of, estimates of requirements for time or specific works to consolidate and plan the purchase of such requirements.

12.9 The signatures of the Mayor and CAO, or their designates, when legally required, are necessary on all agreements to purchase, lease or contract for goods and services.

12.10 Where any purchase of goods and services has been authorized under this Policy, the CAO, or his/her designate, may authorize disbursement of additional funds, provided that such additional funds shall not exceed five (5%) percent of the original budget for this purchase.

13.0 PURCHASING PARAMETERS

13.1 For purchases in the dollar ranges of:

- a) Goods costing \$75,000.00 or less;
- b) Services costing \$75,000.00 or less; and
- c) Construction costing \$200,000.00 or less

the selection of a supplier shall be at the discretion of the Department Head. Staff shall solicit a minimum of three (3) competitive quotations whenever practicable.

13.2 For purchases in the dollar ranges of:

- a) Goods costing \$75,000.01 or more;
- b) Services costing \$75,000.01 or more;
- c) Construction costing \$200,000.01 or more,

a formal sealed bid, tender or request for proposal, posted through an electronic tendering mechanism, which may include but is not limited to the Alberta Purchasing Connection, will be awarded by the Department Head issuing the request for tender or proposal.

In the case of a tender, proposal, or quote where the lowest compliant bid is not being recommended, for values of less than \$500,000.00 for goods or services, or less than \$1,000,000.00 for construction, a referral shall be made by the Department Head to the CAO, or his/her designate, for approval. The CAO, or his/her designate, will have discretion to approve an alternate bid, which is within ten (10%) percent of the low compliant bid.

If the variance for the preferred bid is outside the ten (10%) percent variance granted to the CAO, or his/her designate, or for values of \$500,000.00 or greater for goods or services, or \$1,000,000.00 or greater for construction, a recommendation shall be made to Council for approval.

14.0 EXCEPTIONS

- 14.1 Departments may make a request in writing to the CAO, or his/her designate, that certain goods and services be excluded from the provisions of this Policy. Circumstances which may warrant a purchase being excluded from the provisions of this Policy, upon written approval of the CAO, or his/her designate, are as follows:
- a) emergency purchases of goods and services essential to prevent serious delays in the work of any department, which might involve danger to life or damage to property. The Department Head or designate shall make every effort to procure services by the open market procedure at the lowest obtainable price. The purchase shall be reported to the CAO, or his/her designate;
 - b) where there is merit in purchasing at a public auction;
 - c) where there is a limited number of acceptable sources of supply;
 - d) where matching existing equipment forming part of a functioning system is appropriate for reasons of consistent operation or efficiency; or
 - e) where extenuating or unusual conditions exist regarding certain goods and services.
- 14.2 At all times the methods of acquisition shall be those accepted as standard negotiating procedures that employ fair and ethical practices. The information pertinent to and the results of all such negotiations shall be reported to the CAO, or his/her designate.
- 14.3 In special or extenuating circumstances, preference to local suppliers and contractors, where such experience exists, shall be at the discretion of the CAO, or his/her designate.

15.0 TENDERS / REQUEST FOR QUOTATIONS / REQUEST FOR PROPOSALS

- 15.1 Each Department Head shall be responsible for the issuing of all tenders and request for proposal calls and receiving tenders and proposals, which in most cases should contain the following requirements and procedures.
- 15.2 Tenders and proposals must be submitted in an envelope, or by electronic methods or as determined time to time, and addressed to the Department Head and which only makes reference to the bid identification detail as requested in the tender or proposal document.
- 15.3 The closing time for all tenders and proposals shall be 2:00:00 p.m. Tenders and proposals received at 2:00:01 shall be rejected as late. The Town's phone system clock shall be the official time.
- 15.4 Request for proposals may be issued rather than a tender when the requirements for goods and services needed cannot be definitively specified or where innovative

solutions to a problem are sought. The selection of the successful proponent will be based on the effectiveness of the proposed solution rather than on price alone. Each request for proposal document shall include a list of evaluation criteria and shall be evaluated by a committee. Evaluation criteria may include but is not limited to, price, experience and qualifications, methodology, references, schedules and project approach. Departments may use the request for proposal procedure to obtain a qualified list of suitable goods and service providers, in various areas of expertise, as established under the Town's Standing Offer Policy.

- 15.5 A request for information or expression of interest may be issued in advance of a tender or request for proposal to assist in the development of a more definitive set of documents.
- 15.6 The issuing department shall be responsible for the preparation of formal specifications when required and shall be definitive, where possible and practical, as to quantity, quality and function. Specifications shall not be designed or written to allow only one manufacturer, supplier, distributor or bidder to submit a bid. Such specifications shall not limit the bidding to only one make/model of equipment or one source of service.
- 15.7 Unless explicitly specified in a request for proposal or tender, a consultant retained to assist with the preparation of the specifications which are included in a request for proposal or a tender cannot bid on the same project or be affiliated with any contractors bidding on the same project.
- 15.8 Tenders prepared for the Town by outside consultants will be subject to review and approval by the Department Head prior to issue.
- 15.9 In those instances where bidders are responding to a requirement based on generalized specifications, the award of a contract will be based on criteria established prior to opening of the tender or quotation from prospective bidders. In general, these criteria would include one or more of the following:
 - a) price;
 - b) warranty;
 - c) service (personnel, availability and qualifications);
 - d) experience; or
 - e) consistency with existing systems.
- 15.10 All departments in conjunction shall review their contracts and specifications to ensure that wherever possible and economical, specifications provide for expanded use of products and services that contain a post-consumer recyclable waste or recyclable content to the maximum level allowable, without significantly affecting the intended use or performance of the product or service.

- 15.11 If the successful bidder or proponent fails to sign the contract and provide a performance bond or other required documentation satisfactory to the Town within the specified time, additional time may be granted at the Town's discretion to fulfil the necessary requirements. Alternatively the contract shall be cancelled and awarded to the next qualified bidder or proponent.
- 15.12 If the successful bidder or proponent notifies the Town in writing that the successful bidder or proponent will not execute the contract, the contract shall be cancelled and awarded to the next qualified bidder or proponent.
- 15.13 The Town may claim damages as appropriate where there was no bid deposit and the successful bidder or proponent fails to provide the required security, fails to enter a contract or fails to perform under a contract.
- 15.14 Performance security may be required to ensure the successful completion of a contract by a supplier/contractor. The acceptable forms of required security are fully detailed in section 18.6 and 18.7.
- 15.15 If a tender or proposal has received no response, the Department Head will review all aspects of the tender/proposal (including but not limited to the due date, quantity, type of commodity or service being requested). A report, detailing their findings, will be forwarded to the CAO, or his/her designate, for final determination on the acquisition.
- 15.16 All tenders, quotations and proposals submitted by suppliers will be reviewed by the Department Head and evaluated for adherence to requested specifications and all requirements of the bid document.
- 15.17 Advertising for tenders, request for quotations, request for proposals and expressions of interest will be placed in at least one regional and one local newspaper and placed on the Town's website.
- 15.18 Site meetings may be called, at the option of the user department, to afford potential suppliers an opportunity to obtain or clarify information relative to the project.
- 15.19 Tenders, proposals, and quotes shall expressly reserve the Town's right to not to accept the lowest or other tender/proposal/quote, and to consider other factors such as set out in section 16.6 of this Policy. Tenders, proposals, and quotes shall also provide the Town with the discretion to accept or reject any or all tenders/proposals/quotes, and to waive any defect, irregularity, mistake or non-compliance.

16.0 REQUEST FOR PROPOSAL – PROCEDURES

- 16.1 Request for proposals may be issued rather than a tender when the requirements for goods and services needed cannot be definitively specified or where innovative solutions to a problem are sought.

- 16.2 The Department Head may advertise or contact directly those qualified suppliers to obtain “expressions of interest” (EOI) where required.
- a) EOI will be reviewed and may be ranked according to criteria included in the EOI document. The Department Head and others may be involved in the evaluation. Suppliers may be personally interviewed as part of the selection process.
 - b) Once the expression of interest stage is completed, all or only those suppliers selected will be invited to submit a proposal to the Town. The following request for proposal process shall then be followed.
- 16.3 The Department Head will determine a minimum of three proponents to submit detailed proposals. The proposals should include, but not be limited to:
- a) outline of work to be done;
 - b) names, qualifications and experience of staff assigned;
 - c) time schedule, including reports;
 - d) proposed per diem and/or other rate structure; and
 - e) estimated total cost including upset cost.
- 16.4 Request for Proposals will clearly outline the evaluation criteria and applicable ratings assigned that will form the basis of the contract award.
- 16.5 The selection of the successful proponent will be based on the effectiveness of the proposed solution rather than on price alone. Each proposal document shall be evaluated by a committee.
- 16.6 Request for Proposal Evaluation/Selection Criteria
- The following criteria, among others detailed in the Request for Proposal document, may be considered in the selection process:
- a) qualifications / expertise;
 - b) past performance;
 - c) evaluation of the proposed project manager;
 - d) cost estimate / price / fees;
 - e) completeness of the proposal;
 - f) variety of disciplines in-house/in consortium;

- g) proximity of service office or branch;
- h) estimated time required for the project / schedules;
- i) proponents knowledge of the Town; and
- j) methodology / project approach.

The relative weighting of selection criteria will vary according to the nature and scope of the project.

16.7 Criteria Description and Method of Use

a) Qualifications or Expertise

Consideration should be given to the number of similar projects completed, the manner in which they were undertaken, their success, and the financial health of the proponent.

b) Past Performance

Evaluation of past performance will be important in determining the probable successful and acceptable completion of the projects within the estimated time and budget limits. Client references and reputation of the proponent within the industry/profession are very important facets of this criterion. Would the proponent's past customers utilize their services again.

c) Evaluation of Proposed Project Manager

The project manager is integral to the success of the project and should be evaluated on the following basis:

- i) status within the firm (eg. senior partner will have more freedom in staff allocation);
- ii) past experience in directing or being involved in similar projects;
- iii) specialized field, expertise or experience;
- iv) compatibility with Town staff; and
- v) understanding of the proposed project.

d) Cost Estimate / Price / Fees

Cost estimates will be evaluated with the fewest points being given for the highest estimate to the most points being given for the lowest estimate. Consideration will also be given to the completeness of all cost estimates.

e) Completeness of Proposal

A logical, well-documented proposal is indicative of a firm that should be able to proceed with a minimum of delay. The proposal should indicate the firm's complete understanding of the project objectives, as well as viable alternative or innovative approaches.

f) Variety and Application of Disciplines In-House or In-Consortium

The weighting of this criteria will vary with the type of project. Various projects require different strengths and mixes of disciplines. Consideration should be given to creativity, support capabilities and availability of personnel.

g) Proximity of Service Office or Branch

Advantages of a local facility include:

- i) better accessibility to and by the proponent;
- ii) minimized per diem mileage and long distance expenses; and
- iii) expeditious on-site supervision when required

h) Estimated Time Required for Project / Schedules

Time varies in importance between projects. The weighting factor should therefore be in accordance with the urgency of the project relative to the availability of the proponent. Consideration should also be given to the amount of Town staff time, facilities and data that will be necessary for the project under each Proposal.

i) Proponent's Knowledge of the Municipality

The criteria may be of greater importance to certain studies as opposed to construction projects. Also important may be the firm's familiarity with local standards and approval processes.

k) Methodology / Project Approach

The weighting of this criteria will vary with the type of project. The proponent's methodology and approach to the project will be evaluated to ensure that the proponent's proposed process is consistent with the Town's requirements.

16.8 Request for Proposal Performance Evaluation – Completion of Project

Upon completion of each assignment, the department involved in the project should prepare a written evaluation of the proponent's performance and forward the evaluation to the Treasurer.

17.0 BID OPENING

17.1 Tenders shall be opened following the process specified in the bid documents, which shall generally include:

- a) the Department Head or their designate or agent will be present at the opening;
- b) a list of bidders prepared by the user department shall be available at the opening;
- c) the Department Head or their designate or agent shall announce the name/number of the bid, the name of the bidder, the total amount of the bid and keep a written record of this information in a prescribed format;
- d) where two or more bids for the same project are submitted in the same envelope, the one bearing the lowest price shall be considered as the bid;
- e) where more than one bid is opened at the same opening, a low bidder on a contract may withdraw their bid on the remaining contract or contracts; and
- f) as soon as practical following the opening of bids, each bid shall be checked to ensure compliance with all the requirements/specifications. The review is to be documented in a prescribed format. Should an issue arise the Department Head shall follow section 18 of this Policy.

17.2 Proposals will not be opened in public. At the option of the Town and at a convenient time to the Town a debriefing meeting may be held to inform those unsuccessful proponents the circumstances of the award.

18.0 BID PROCEDURES

18.1 Bid Irregularities

When a bid irregularity arises, the Department Head shall follow the process as specified in the bid documents, which shall generally be in accordance with Schedule "B" forming part of this Policy. In the event that a tender, quotation or proposal contains an informality or irregularity not described in Schedule "B", the Department Head shall report the nature of the informality or irregularity to the Town Manager for final determination.

18.2 Bids with Equal Total Prices

If two bids in response to a tender or request for quotation are found to be equal in price, quality and service, the successful bidder shall be chosen by "flip of a coin". This action shall be taken in the presence of both bidders. If more than two bidders are equal in all three areas – price, quality, service – the determination of the successful bidder shall be established in the presence of the bidders by lot (drawing a name from a container).

18.3 Lowest of Any Bids

Bids will be analyzed and evaluated on a consistent basis to determine which bid is in the best interest of the Town. The lowest or any bid will not necessarily be accepted.

18.4 Withdrawal of Bids – Prior to Opening

- a) At any time, prior to closing, bids maybe withdrawn at the bidder's / proponent's request and shall be returned.
- b) Withdrawal requests shall be made in writing to the Department Head. Verbal requested for withdrawal shall not be considered.
- c) Withdrawal requests on behalf of a bidding Municipality must be made by an authorized signing officer of that Municipality.
- a) The withdrawal of the bid does not disqualify a bidder / proponent from submitting another bid on the same bid call.
- e) Withdrawal requests received after the closing time shall not be considered.
- f) Every withdrawal under this section is final.

18.5 Bid Deposits

- a) Bid deposits may be required and shall be 10% of the amount of the estimated total contract price, excluding applicable taxes. The deposit shall be in the form of one of the following:
 - i) certified cheque or cash;
 - ii) irrevocable letter of credit;
 - iv) bank draft; or
 - v) bid bond.
- b) All bid deposits must be issued by Canadian Chartered Banks or other financial or insurance institutions acceptable to the Town. All bid deposits other than those associated with the lowest and second lowest bids, shall be returned to the applicable bidders after identification of the two lowest submissions. The bid deposit of the second lowest bidder will be held until either a contract is executed or to a maximum of 60 days, whichever comes first. The bid deposit of the lowest bidder may be returned after the sixty (60) day period but before a contract is executed with the approval of the Treasurer. No interest shall be paid for bid deposits.
- c) The bid deposit of a successful bidder who fails to enter into a contract shall be forfeited to the Town.

18.6 Performance Security, Insurance and Workplace Safety, Insurance Board Certificates and Business License

- a) Performance security to guarantee the completion of the contract is required for the supply and installation of equipment and materials and all services/construction involving Town property. Where performance security is deemed necessary, it shall take the form of one, or a combination of one or more, of the following:
 - i) performance bond;
 - ii) labour and material payment bond;
 - iii) irrevocable letter of credit;
 - iv) certified cheque or cash; or
 - v) other appropriate security that is sufficient and satisfactory to the Town in the circumstances, or at the discretion of the CAO, or his/her designate.

- b) The above noted security will be required with respect to the following:
 - i) renovation contracts;
 - ii) construction contracts;
 - iii) new buildings;
 - iv) demolition of buildings;
 - vi) service contracts where the work involves contractors working on/with Town owned property;
 - vii) supply and installation of equipment and materials and all service / construction involving Town owned property; and
 - viii) when otherwise deemed appropriate and necessary by the Town Manager.
- c) In order to further protect the Town, the following certificates will be required from all successful Bidders / Proponents:
 - i) a current and valid insurance certificate for amounts specified in the bid document;
 - ii) a current and valid Workplace Safety and Insurance Board (WSIB) certificate; and
 - iii) evidence of a current and valid Business License issued by the Town of Drayton Valley.

18.7 Unsolicited Proposals, Tenders, Quotes and Bids

Unsolicited proposals, tenders, quotes and bids are not required to be accepted, but can be received by the Town for consideration, subject to the terms of this Policy.

19.0 EXECUTION OF CONTRACT

- 19.1 When the tender or proposal has been accepted the formal contract agreement shall be submitted to the successful bidder / proponent for execution. The successful bidder/proponent shall be allowed ten (10) working days from the date of mailing of the agreement to return the executed contract to the Town.
- 19.2 If the bidder / proponent is a Municipality or registered corporation, the seal of the Municipality or corporation must accompany the signature. If the bidder / proponent is

a private individual, their signature must be witnessed and be accompanied by a properly sworn Affidavit of Execution.

20.0 CONTRACT ADMINISTRATION

- 20.1 The successful bidder / proponent will be expected to complete the work described within the total amount of the bid. Any change in amounts or upset limit must be approved in writing by the Town.
- 20.2 It is the successful bidder or proponent's responsibility to keep the Town informed of the progress of the project. The successful bidder / proponent shall include, with the pertinent invoices, a statement, including supporting documents, indicating work completed and work remaining, in percentages and dollar amounts. Payment of any invoice or fees, which in sum with previous payments, exceeds the total amount bid or upset limit, will be withheld until the prescribed work is satisfactorily completed and the additional funding is duly authorized.
- 20.3 It shall be the responsibility of all user departments to enforce contract terms, specifications and conditions. Where terms, conditions or specifications are not being adhered to, the user department may request that the CAO, or his/her designate, or Treasurer contact the successful bidder / proponent and attempt to negotiate to have the said deficiencies corrected.

21.0 EXCLUSIONS

- 21.1 Subject to any requirements under the New West Partnership Trade Agreement if applicable, competitive bids shall not be required for the following goods and services:
- a) advertising services (radio, television, newspaper, magazine);
 - b) government agencies;
 - c) travel expenses including meals, conferences, seminars, conventions, trade shows and accommodations;
 - d) courses;
 - e) staff development / workshops;
 - f) memberships;
 - g) magazines, books and periodicals;
 - h) licenses, certificates (including hardware and software licenses);
 - i) ongoing maintenance for existing computer hardware and software;

- j) professional and skilled services provided to individuals as part of an approved program(s) within the Town including but not limited to medical services and counseling services;
- k) postage; or
- l) utilities (water, sewage, hydro, gas, telephone, cable or satellite TV).

DEFINITIONS

22. Within this Policy the following definitions shall apply (in keeping with Articles 502, 504, 518 of Agreement on Internal Trade) :

22.1 *construction* means the erection, reconstruction, demolition, repair, or renovation of a building, structure, or other civil engineering or architectural work, and includes:

- a) site preparation;
- b) excavation;
- c) drilling;
- d) seismic investigation;
- e) the supply of products and materials;
- f) the supply of equipment and machinery, if they are included in and incidental to the construction; and
- g) the installation and repair of fixtures of a building, structure, or other civil engineering or architectural work; but

does not include professional consulting services related to the construction contract, unless they are included in the procurement;

22.2 *Contract for the Procurement of Construction* means where the largest portion of the procurement involves construction

22.3 *Contract for the Procurement of Goods* means where the largest portion of the procurement is for goods;

22.4 *Contract for the Procurement of Services* means where the largest portion of the procurement is for services

- 22.5 *goods* means moveable property (including the costs of installing, operating, maintaining, or manufacturing such moveable property) and includes but may not be limited to raw materials, products, equipment, and other physical objects of every kind and description, whether in solid, liquid, gaseous, or electronic form, unless they are procured as part of a general construction contract;
- 22.6 *services* means all professional and general acts or deeds performed on behalf of the Town, including but not limited to consultancy, expert or specialized business support, assistance obtained through licensed professionals, training and professional development.

This Policy, upon approval by Town Council, shall repeal and replace Policy TF-01-15.

Mayor

Date of Approval

SCHEDULE "A"

| DEPARTMENT | SUB - DEPARTMENT | POSITION | TYPE OF EXPENDITURES | MAXIMUM EXPENDITURE |
|-----------------------|--|--|-------------------------|------------------------|
| Administration | Administration (including Economic Development) | CAO | All Corporate | Unlimited |
| | Legislative Services/Records Management | Legislative Services Coordinator | All Departmental | \$25,000.00 |
| | Human Resources | Human Resources Coordinator | All Departmental | \$25,000.00 |
| | Communications and Marketing | Communications and Marketing Coordinator | All Departmental | \$25,000.00 |
| | Information Services / GIS | Information Services Manager | All Corporate | \$50,000.00 |
| Community Services | Administration | Director of Community Services | All Departmental | Unlimited |
| | FCSS | Program Manager | All Departmental | \$50,000.00 |
| | ECDC | Program Manager | All Departmental | \$50,000.00 |
| | Recreation | Recreation and Culture Manager | All Departmental | \$50,000.00 |
| | PV Pool | Facility Manager | Facility Expenses | \$25,000.00 |
| Omniplex | Omniplex | Facility Manager | Facility Expenses | \$25,000.00 |
| | MCC | Assistant Manager | Facility Expenses | \$25,000.00 |
| Emergency Services | Fire Department | Director of Emergency Services Deputy Fire Chief | All Departmental | Unlimited |
| | Bylaw Enforcement | Director of Emergency Services Deputy Fire Chief | All Departmental | Unlimited |
| | Safety and Health | Workplace Safety and Emergency Manager | All Departmental | \$50,000.00 |
| | Emergency Operations | DEM Designee of DEM | All Corporate | Unlimited |

| DEPARTMENT | SUB - DEPARTMENT | POSITION | TYPE OF EXPENDITURES | MAXIMUM EXPENDITURE |
|---|--------------------------------|---|-------------------------------|------------------------|
| Engineering, Planning and Development | Infrastructure | Director of Engineering and Development | All Departmental | Unlimited |
| | Infrastructure | Infrastructure Manager | All Departmental | \$50,000.00 |
| | RV Park & Campground | Manager of Public Works | Facility Expenses | \$50,000.00 |
| | Airport | Facilities Manager | Facility Expenses | \$50,000.00 |
| | Public Works | Manager of Public Works | All Departmental | \$50,000.00 |
| | Parks | Manager of Public Works | Park Related Expenses | \$50,000.00 |
| | Water and Wastewater Plants | Utilities Manager | Facility Expenses | \$50,000.00 |
| | Landfill | Infrastructure Manager | Facility Expenses | \$50,000.00 |
| | Planning and Development | Manager of Planning and Development | All Departmental | \$50,000.00 |
| | Sustainability | Sustainability Coordinator | Sustainability Initiatives | \$25,000.00 |
| Finance /Treasury | Corporate Services | Treasurer | All Corporate | Unlimited |
| | Accounts Receivable | Payroll/Payables Clerks | All Departmental | \$50,000.00 |
| | Utilities | Revenue Manager | All Departmental | \$50,000.00 |

Note: If any of the above-noted positions is vacant or dissolved, the signing authority reverts to the Department Head or the CAO, or his/her designate.

SCHEDULE "B"

| BID IRREGULARITIES | |
|---|--|
| BID IRREGULARITY | RESPONSE |
| Late bids / expressions of interest / pre-qualifications | Automatic rejection; bid remains sealed and is returned to the bidder if the envelope contains a return address |
| Unsealed envelopes | Automatic rejection |
| Insufficient financial bid security (bid deposit / bid bond) | Automatic rejection |
| Failure to include a performance guarantee (agreement to bond / irrevocable letter of credit) | Automatic rejection |
| Responses which are incomplete, conditional or obscure or which contain additions not called for, erasures or alterations or irregularities of any kind | May be rejected as ambiguous, unless in the opinion of the Department Head or delegate the particular irregularities are trivial or not significant. |
| Failure to acknowledge addenda on the form of tender / quotation / proposal | Automatic rejection |
| Bids received on documents other than those provided by the Town | Automatic rejection |
| Failure to attend mandatory site meeting | Automatic rejection |
| Failure to include an authorized signature on the form of tender / quotation / proposal | Automatic rejection |
| Mathematical errors | If the amount bid for an item does not agree with the extension of the quantity and the unit price, the unit price shall govern and the total price bid shall be corrected accordingly. All corrections by the Department Head or delegate will be in red ink and initialed. |
| Conditions placed by the bidder on the total Price | Automatic rejection |
| Unit prices in the bid document which have been changed but not initialed by the bidder | 48 hours to initial |

Information Items

9.0 Information Items

Pages 94-154

| | | |
|------|--|---------|
| 9.1. | Drayton Valley Brazeau Recreation Board – February 27, 2020 | 95-97 |
| 9.2. | Drayton Valley Municipal Library Board Meeting Minutes – April 2, 2020, and April 23, 2020 – and Policy Manual Section 1 and Section 2 | 98-145 |
| 9.3. | Childcare Operational Board Minutes – May 12, 2020 | 146-148 |
| 9.4. | Brazeau Foundation Minutes – May 14, 2020, and April 30, 2020 | 149-154 |

MOTION:

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



**Regular Meeting of the
Drayton Valley Brazeau Recreation Board**
held on Thursday, February 27, 2020
at 9:30am in Boardroom Two, Town Civic Centre



MINUTES

PRESENT: Anthony Heinrich, Brazeau County Councillor (Chair)
Donna Wiltse, Brazeau County Councillor
Bill Ballas, Town of Drayton Valley Councillor
Corey Peebles, Town of Drayton Valley Councillor
Annette Driessen, General Manager of Community Services, Town of Drayton Valley
Lee Chambers, Director of Community Services, Brazeau County

1.0 CALL TO ORDER

The meeting was called to order at 9:34am by the Recording Secretary.

2.0 APPOINTMENT OF BOARD CHAIR

The Recording Secretary served as the Returning Officer for the Board and asked for nominations from the floor for the Chair and Vice-Chair positions.

Donna Wiltse nominated Anthony Heinrich for the position of Chair.
Corey Peebles nominated Bill Ballas for the position of Vice Chair.

MOTION BY Bill Ballas to have the nominations cease.

CARRIED

3.0 ADOPTION OF AGENDA

3.1 Additions or Deletions

The following additions were made to the agenda:

- 4.4 Community Foundation Dinners
- 4.5 Board Priorities

3.2 Approval

MOTION BY Corey Peebles to adopt the agenda as amended.

CARRIED

4.0 BUSINESS ARISING

4.1 Review of Recreation Board Authority and Responsibilities

The Recreation Bylaw was approved by Brazeau County. The Town of Drayton Valley has revised its Recreation Bylaw to be consistent with Brazeau County and will approve the revised bylaw at the next regular meeting of Council.

The Board reviewed the bylaw's roles and responsibilities for the Board members. Discussion ensued on the perceived tasks to be undertaken by the Board. This

discussion included financial analysis, reviewing efficiencies, general operations, and generating revenue.

MOTION BY Corey Peebles to receive the discussion on the Bylaw duties and responsibilities as information.

CARRIED

4.2 Recreation Cost-Sharing Agreement

The Board reviewed the proposal on the formula to determine the financial contributions by each municipality for the Recreation Cost-Sharing agreement. As the 2019 audit will be completed soon, it was recommended that the Board use the full 2019 calendar year to determine the budget figure for 2020.

MOTION BY Donna Wiltse that the Board recommend to Municipal Councils that the Cost-Sharing financial contributions for the current year be established following the municipal audit for the previous year, and further, that the first quarter payment be based on the previous year contribution, with adjustments to be made in the second quarter.

CARRIED

4.3 Update on Proposed Aquatic Project

- a. ICIP Grant Program
- b. County of Parkland Presentation

Annette Driessen presented an update on the following:

- the Provincial endorsement of the ICIP grant
- the Federal application process for the ICIP grant and timeline
- the work to complete the Climate Lens Assessment for the Federal application process for the ICIP grant
- the current grant application pending from CFEP
- the community group's efforts to complete grant applications
- the recommendation to present to Parkland County

MOTION BY Bill Ballas to recommend to Municipal Councils that a committee comprising of Corey Peebles, Donna Wiltse, Annette Driessen and a representative of the community group request to be present as a delegation to Parkland County to present the proposal for a new aquatic facility.

CARRIED

4.4 Community Foundation Dinners

Brazeau County received a letter from the Community Foundation requesting the municipality waive 50% of the MacKenzie Conference Centre rental fees. It was clarified that each municipality can make its own decision. Any reduction in fees not approved by the County would be reconciled when determining the cost-shared contribution.

It was recommended that these matters may be appropriate to be discussed by the Recreation Board prior to a decision by either municipality.

4.5 Board Priorities

Bill Ballas suggested that the Board members identify their top 5 priorities for the work of the Board. These priorities will be reviewed and discussed at the next meeting.

5.0 NEW BUSINESS

5.1 Meeting Schedule

Annette Driessen will suggest possible schedules for the regular meetings of the Board and request responses from the Board. The Chair, Vice-Chair and Annette Driessen will develop the meeting agendas.

6.0 NEXT MEETING DATE

The next meeting will take place on March 30th at 1:30pm at the Brazeau County Office.

7.0 ADJOURNMENT

MOTION BY Donna Wiltse to adjourn.

TIME: 11:55am

Approved

TOWN of DRAYTON VALLEY LIBRARY BOARD MEETING MINUTES

**The minutes of the Drayton Valley Municipal Library Board regular meeting held
April 2, 2020 at 1:15 pm, virtually via "Go-To-Meeting"**

PRESENT **Trustees:** Lyndara Cowper-Smith (Chair), Pat Adamson (Treasurer), Colleen Andersen, Donna Gawalko, Donna Wiltse (County Councillor), Nancy Dodds (Town Councillor), Rosemarie Mayan (Vice Chair)
Library Admin: Doug Whistance-Smith (Director), Dana Crawford (Recording Secretary)
Guest: Laurie Smith (Bookkeeper)

ABSENT **None**

CALL TO ORDER

Lyndara Cowper-Smith called the meeting to order at **1:15 pm**.
 Quorum Declared

ADOPTION OF AGENDA

Additions: None
 Deletions: None

MOTION 2020-020 **Donna Gawalko** moved to approve the agenda.

CARRIED

ADOPTION OF MINUTES

Additions: Colleen Anderson will be changed to Colleen Andersen
 Deletions: None

MOTION 2020-021 **Rosemarie Mayan** moved to adopt the minutes with changes from the **February 20th, 2020** meeting.

CARRIED

FINANCIAL

Accountants Review of 2019 Financial Statements

We received a large amount from the Town to reconcile any outstanding payments to separate financially from Town finances. This money was not put into a reserve account. We had a surplus of \$52,000 from 2018 that was paid by Town and recorded as surplus carry-over. We received more money than expected in 2019 from donations. We spent about \$10,000 less than expected on staffing.

MOTION 2020-022 **Pat Adamson** moved to adopt the accountants review of 2019 financial statements. **Donna Gawalko** Seconded the motion.

CARRIED

February Financial Reports

MOTION 2020-023 **Pat Adamson** moved to approve the February Financial Reports as information.

CARRIED

OLD BUSINESS AND DECISION

ALC Jasper

The Alberta Library Conference has been cancelled for 2020 and will resume in April 2021.
 All deposits have been refunded to the library.

NEW BUSINESS

COVID-19 Response

- The Director is looking at options to subsidize payroll and/or ensure employees are taken care of financially, however there is a large amount of information to sort through and it will take some time.
- 4 Staff remain in the library to work on collections, virtual programs, and administration.
- 6 staff continue to work from home to work on project assignments, and professional development opportunities.

- Layoff would terminate benefits and would then change eligibility for pre-existing health conditions upon rehire.
- Federal support incentives for retaining staff:
 1. We do not qualify for the 75% payroll coverage for small business.
 2. We do qualify for \$1375 payroll remittance savings per employee (monthly or at end of crisis?) This would be a 10% wage subsidy however staff would still lose benefits.

Update on staff – The Director, Programmer, and Community Outreach Specialist remain on site working their regular number of hours. The Manager works in the office 1 or 2 days per week and the remaining hours from home. The Cataloguer was working regular hours on-site, but self-isolated for a week due to symptoms, and will return to on-site work when symptoms clear up. Rotary Programmer is working half-time on-site and half-time from home for regular number of hours. All other Service Specialists are working entirely from home.

The board asked how long staff can continue work-at-home with modified duties. The Director has assigned specific tasks to staff and sends out continuing education opportunities with instruction that staff record and report weekly; it is uncertain how long this can continue.

The Board discussed the difference between webinar continuing education and Library-Tech diploma course work. The board determined that diploma-based course work should not qualify as work-from-home con-ed as the employee would be studying in the context as a student rather than an employee.

21 hours per week are required to qualify for benefits. If an employee is laid off, then investment benefits would have to terminate as the employee would need to claim it as income and would be disqualified from CERB. Questions remain unanswered by benefits provider about the employer covering the cost of health benefits through extended layoff. Most other libraries have been looking at the same issues and following similar approaches.

MOTION 2020-024 *Rosemarie Mayan* moved to cover payroll and retain staff until April 24th and reassess on April 23rd.

CARRIED

REPORTS

Operations Admin Report: No incidents or issues to report this month.

Library Director: The Director shared statistics from February and March of 2020.

e-Resources are well used. Patrons can renew and create cards online. We are working on cleaning up our holds shelf by calling patrons and arranging safe pickup.

Patron Purge: 491 patrons were purged from the system: \$11,428 in late fines were waived and \$14,970 in lost and damaged fines were waived. Since YRL has shut down operations it is unclear if the purge was completed.

We are currently working on inventory in the library.

Committee Reports

Strategic Planning: Strategic planning has been put on hold until social distancing measures are lifted. The Director would like to form a Friends of the Library group when we are able.

New Facility: A new facility has been narrowed down to 2 places, the Old Church and the Sears building. The Church would require steel beams to reinforce the floors. We will need quotes for the buildings which will include all repairs and renovations. Inspections were done on Friday, March 27th, and the committee is still waiting to hear back.

YRL: No Report

MOTION 2020-025 *Pat Adamson* moved to accept all reports as information.

CARRIED

CORRESPONDENCES

Incoming Information Items

- Feb 20: Minister of Muni. Affairs re Minister's Awards of Excellence in Public Libraries.

- Feb 24: Brazeau County re quarterly payments of status quo Municipal Appropriation funding until decision is reached regarding new location.
- Feb 27: PLSB re Provincial budget and AB Gov Operations grant at status quo in 2020.
- Mar 12-13: PLSB & LAA re plans to continue Board Basics and ALC Jasper conference as planned until further notice.

Action/ Decision Items

- Feb 27: **Karen Hickerty** application to join Library Board.
- Mar 4: Vincein Scott re Accountant's Draft of the Review of 2019 Financial Statements.
- Mar 10-ongoing: multiple email strings re Covid-19 and emergency pandemic planning.
- Mar 16: **Colleen Schoeninger** application to join Library Board.

There are 2 applications included in correspondence on decision items regarding board applications. We may not get a chance to meet these potential board members in person. Sandra blades appointment is scheduled for April 7th.

Outgoing Items

- Mar 16: Public service announcement re Government ordered closure of Libraries.

Signing Documents and Cheques

None

UPCOMING MEETINGS

Next Board meeting: **April 23rd, 2020 @ 10:15 am – Virtually via Go-To-Meeting.**

ADJOURNMENT

MOTION 2020-026

Colleen Andersen moved to adjourn the meeting at 2:22 pm.

CARRIED

Board Chair

Recording Secretary

Adopted on the ____ day of _____, 2020

TOWN of DRAYTON VALLEY LIBRARY BOARD MEETING MINUTES

**The minutes of the Drayton Valley Municipal Library Board regular meeting held
April 23, 2020 at 10:15 am, virtually via "Go-To-Meeting"**

PRESENT **Trustees:** Lyndara Cowper-Smith (Chair), Rosemarie Mayan (Vice Chair), Pat Adamson (Treasurer), Colleen Andersen, Donna Gawalko, Sandra Blades, Donna Wiltse (County Councilor), Nancy Dodds (Town Councilor)

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

ABSENT None

CALL TO ORDER

Lyndara Cowper-Smith called the meeting to order at **10:23 am**.

Quorum Declared

ADOPTION OF AGENDA

Additions: None

Deletions: None

MOTION 2020-027 **Donna Gawalko** moved to approve the agenda.

CARRIED

ADOPTION OF MINUTES

Amendments: Accountants Review of 2019 Financial Statement: Should indicate a surplus of \$52,000, (not \$520,000).

Deletions: None

MOTION 2020-028 **Rosemarie Mayan** moved to adopt the minutes with changes from the **April 2nd, 2020** meeting.

CARRIED

OLD BUSINESS AND DECISION

Continued Staffing and Payroll

The Director provided a report on the work being done by employees either in person at the library, part-time at library versus part-time at home, or entirely from home. Most Service Specialist staff are working entirely from home while the Libraries are closed to the public. At-home work has operational value, but these continuing education opportunities and task assignments cannot be sustained indefinitely.

The County of Brazeau and The Town of Drayton Valley are currently facing layoffs due to COVID-19. Funding from County and Town will likely be affected by the pandemic, whether in this budget year or in the 2021 budget year.

CRA considers the Library Board as a municipality therefore the Library does not qualify for Emergency Wage Subsidy grants. However, staff who get laid off would qualify for either CERB or EI. CERB would support laid off employees for 120 days and recent changes to EI now covers up to 180 days.

Employees who might be laid off would lose benefits including health coverage unless the Board decided to extend benefits during the temporary work interruption.

Two options were discussed:

1. Reducing payroll by providing 75% of hours to employees working from home.
2. Lay-off non-essential Service Specialists allowing them to apply for CERB/ EI.

MOTION 2020-029 **Pat Adamson** moved to lay-off Service Specialist employees and cover health benefits until they can return to work.

CARRIED

NEW BUSINESS

Transfer portion of 2019 unrestricted surplus to operational contingency

The review of 2019 financial statements identified an unrestricted surplus of \$85,751. The Board is advised to transfer a portion of this money to the contingency savings account to

cover operational expenses for at least one month in event of emergency. A minimum of \$50,000 was recommended.

MOTION 2020-030 *Donna Gawalko* moved to transfer \$50,000.00 of the unrestricted surplus to the Operational Contingency account.

Pat Adamson seconded the motion.

CARRIED

Purchase new slope face shelving using 2019 restricted surplus

Current spinner shelving that was received from other libraries for free in 2018-19 has proven to be an issue for organizing paperback collections. The Director recommended replacement with slope-face shelving and provided a quote from previous supplier for the preferred product.

Discussion about necessity if shelf-replacement and disposition. \$7426 from the insurance payout of the W.O.W. Van was recorded as restricted surplus in review of 2019 financial statements to be transferred into the capital reserve account. These funds could instead be directed to cover the cost of shelving replacement.

MOTION 2020-031 *Rosemarie Mayan* moved to spend 2019 restricted surplus on purchase of slope-faced shelving as quoted by Nansen Group.

Sandra Blades seconded the motion.

CARRIED

FINANCIAL

March Financial Reports

Tabled until next meeting.

Current Account Balance

Tabled until next meeting.

REPORTS

All Reports are tabled until next meeting.

CORRESPONDENCES

Outgoing Items:

- April 17: letters to CETC Energy Program Coordinator agreeing to formal partner for programs (escape room) and resources (energy solutions kit) with Library.

Incoming Information Items:

- April 8: TODV Office of Mayor re appointment of Sandra Blades to Library Board.
- April 20: PLSB re Alberta Government Operating Grant to be paid in two installments: first half to be paid immediately, 2nd half to be paid in fall.

Action/ Decision Items:

- Application for AB Government grant application – requires signature.
- Estey A-Frame shelving quote from Nansen Group: four units cost \$8,475.53 (quoted cost includes freight and GST).

Signing Documents and Cheques

None

UPCOMING MEETINGS

Next Board meeting: **May 21st, 2020 @ 10:15 am – Virtually via Go-To-Meeting.**

ADJOURNMENT

MOTION 2020-032 *Pat Adamson* moved to table remaining agenda points and adjourn the meeting at 11:15 am.

CARRIED

Board Chair

Recording Secretary

Adopted on the ____ day of _____, 2020

Town of Drayton Valley Library Board

1 Framework Legislations, Bylaws & Policies

- 1.0 Terms, Definitions & Abbreviations (in Legislations, Bylaws & Policies)
- 1.1 Adherence to Library Legislation
- 1.2 Adherence to Alberta Employment Standards Legislation
- 1.3 Adherence to FOIP Legislation
 - 1.3.1 Statement of Intellectual Freedom
 - 1.3.2 ^ Confidentiality ^
- 1.4 Adherence to Copyright Legislation
- 1.5 ^ Adherence to System Agreements ^ (TRAC, TAL & YRL)
- 1.6 ^ Adherence to Municipal Agreements ^
- 1.7 Policy on Library Bylaw & Schedules #
 - Procedure 1.7 Bylaw & Schedule Review & Transmission
- 1.8 ^ Library Board Policy & Procedure Development ^
 - 1.8.1 Policy & Procedure Transmission #
 - Procedure 1.8.1 Policy & Procedure Development & Transmission

Appendices to Framework Legislations, Bylaws & Policies

Appendix 1-A: *Town of Drayton Valley Bylaw 2019-15B*

Appendix 1-B: *Alberta Libraries Act c. L-11*

Appendix 1-C: *Libraries Regulations AR 141/98*

Appendix 1-D: *TRAC Operational Guidelines for Member Libraries*

Appendix 1-E: *Yellowhead Regional Library Membership Agreement*

Appendix 1-F: *MOU with Town of Drayton Valley*

Appendix 1-G: *MOA with Brazeau County*

Appendix 1-H: *Parkland County Agreement*

Appendix 1-I: *STAR Catholic Agreement*

Appendix 1-J: *Drayton Valley Library Board Bylaw & Schedules*

^ Indicates policies required under section 7 of the *Libraries Regulation*. These policies cannot be rescinded. Any amendment to these policies must be reported to the Municipal Affairs Public Libraries Services Branch in accordance with section 4 of the *Regulation*. ^

Indicates procedures attached to a policy.

POLICY MANUAL – SECTION 1: Framework Legislations, Bylaws & Policies

| | | | |
|--------------|-----|--|--------------|
| Policy: | 1.1 | Adherence to Alberta Library Legislation | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2023 |

Introductory Statement

Public Libraries in Alberta are legislated under the *Alberta Libraries Act* and *Libraries Regulation*.

The ministry responsible for public libraries in the province of Alberta is the Municipal Affairs, Public Libraries Services Branch.

Policy

The Town of Drayton Valley Library Board was established as a corporate body by resolution of the Town of Drayton Valley Council in accordance with the *Alberta Libraries Act*. The most current iteration of this Bylaw is included in this manual as **Appendix 1-A: Town of Drayton Valley Bylaw 2019-15B**.

The Library Board shall operate public facilities under its jurisdiction in accordance with legislations and regulations governing libraries in the province of Alberta.

The legislation is included in its entirety in this manual as **Appendix 1-B: Alberta Libraries Act** and **Appendix 1-C: Libraries Regulation**.

POLICY MANUAL – SECTION 1: Framework Legislations, Bylaws & Policies

| | | | |
|--------------|------------|--|---------------------|
| Policy: | 1.2 | Adherence to Alberta Employment Standards Legislation | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2023 |

Introductory Statement

The Alberta *Employment Standards Code* defines the minimum standards for terms and conditions of employment. The Code recognizes that ‘a mutually effective relationship between employees and employers is critical to the capacity of Albertans to prosper,’ and that ‘employees and employers are best able to manage their affairs when... statutory rights and responsibilities are clearly established and understood.’

The Code establishes ‘legislation that encourages fair and equitable resolution of matters arising over terms and conditions of employment’ with the realization ‘that the employee-employer relationship is based on a common interest in the success of the employing organization, best recognized through open and honest communication between affected parties.’

Policy

The Town of Drayton Valley Library Board employs a master’s level Librarian to the position of Library Director to act as the Board’s agent on business matters including human resource management.

The Director employs such staff as required to maintain business operations; the Director ensures that employees comply with safe workplace practices as outlined in the *Occupational Health & Safety Act, Regulations, and Code*.

The Board, the Director, and the employees will work together to maintain effective and amiable employer-employee relations in accordance with the *Employment Standards Code*.

POLICY MANUAL – SECTION 1: Framework Legislations, Bylaws & Policies

| | | | |
|--------------|------------|--------------------------------------|---------------------|
| Policy: | 1.3 | Adherence to FOIP Legislation | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2023 |

Introductory Statement

Drayton Valley Libraries are committed to providing services where people have the freedom to explore and access information without fear of judgments or disclosures regarding individual reading preferences or accessed materials deemed private under the *FOIPP (Freedom of Information and Protection of Privacy) Act*. Libraries collect information under authority of the Minister of Municipal Affairs for the operation of material lending and tracking. Personal information is used only for the purpose under which it is collected in accordance with sections 33 and 39 of the *FOIP Act*.

Policy

Drayton Valley Library employees collect personal information from users under authority of the *FOIP Act*, section 33. In accordance with section 39 of the *Act*, personal information may only be used for the purpose under which it is collected.

Personal information collected from Library patrons is used to:

- Track the lending of collection items and other properties owned by the Library Board,
- Monitor the lending of materials to users that have stated a desire to maintain reading lists,
- Send notices regarding patron accounts including follow-up on lost or damaged items,
- Announce changes to services that apply to library users or advertise programs & activities.

Personal information is considered confidential and is used by library employees and administrators for work-related tasks only. Library staff cannot release personal information to third parties without the written consent of the patron whose information is requested.

Drayton Valley Libraries restricts access to records, including digital and paper files, containing personal information. Access to records is restricted to library employees and administrators: computers with digital file access are password-protected; paper files are stored in secure office and work areas in lockable cabinets. Volunteers and contracted employees will not have access to patron records unless otherwise approved by the Library Director.

The Library Director acts on behalf of the Board as the FOIP coordinator. The Director will be consulted in the event of a request for personal information by any agency or individual.

Library employees will respect that library users have the freedom to access library resources without fear that their personal privacy is being scrutinized, judged or violated contrary to the Canadian Federation of Library Association's (CFLA) *Statement of Intellectual Freedom & Libraries*.

Staff and Trustees will adhere to strict guidelines regarding the disclosure of personal information.

Routine Disclosure of Information

Drayton Valley Libraries are public bodies governed in trust by the Library Board; therefore, general information regarding operations may be disclosed to the public.

Routine disclosure includes the release of information contained in public documents such as Board meeting minutes, annual or monthly reports, statistics and trends in service for public awareness.

Routinely disclosed information is available for access by the public in either hard copy or electronic format. A member of the public may request assistance in locating routinely disclosed information by asking Library staff directly without having to submit a formal request.

Routine disclosure does not allow for release or reference to personal information regarding patrons, staff, or trustees without that persons expressed and explicit consent.

Formal Request for Information

The *FOIP Act*, section 7, outlines a mechanism for requesting information not available to the public by other means, or that involves detailed investigation and records search.

Formal requests for information must be submitted to the Director in writing with clearly defined details of the request. A service fee will be charged for processing a formal request according to **Appendix 1-J: Drayton Valley Library Board Bylaw - Schedule E**.

Additional fees may be charged based on Schedule 2 of the *FOIP Regulation*. A written letter will be sent to the person or party submitting the request to outline the fee schedule as applicable to their request; the formal request will not be processed until the originator agrees to the terms for fee payment.

There is no guarantee of full disclosure of information to the complete satisfaction of the person or party submitting the request. Personal information may be severed from documents to protect individuals or specific details not included in the formal request. Severed information may include, but is not restricted to:

- An individual's name
- An individual's telephone number
- An individual's business telephone number
- An individual's home or business address
- An individual's age, sex, marital or family status
- An identifying number, or symbol assigned to the individual
- An opinion expressed about the individual by a separate party

Subpoena of Information

The Director is the only employee authorized to release personal information. This will only be done when a subpoena is produced by the court with specifics of the request, or when the release of information is otherwise required by law.

POLICY MANUAL – SECTION 1: Framework Legislations, Bylaws & Policies

| | | | |
|--------------|--------------|--|---------------------|
| Policy: | 1.3.1 | Statement of Intellectual Freedom | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2023 |

Policy

The Town of Drayton Valley Library Board endorses the Canadian Federation of Library Association's (CFLA) *Statement of Intellectual Freedom & Libraries*.

Drayton Valley Libraries will uphold and abide by the fundamental principles of the CLA's Statement of Intellectual Freedom in the conduct of all business dealings. All employees, trustees and volunteers will respect the individual rights of library users seeking information for personal intellectual pursuits, development of knowledge, or accessing library resources, services and programs.

The CFLA's *Statement of Intellectual Freedom & Libraries* is as follows:

The Canadian Federation of Library Associations recognizes and values the Canadian Charter of Rights and Freedoms as the guarantor of the fundamental freedoms in Canada of conscience and religion; of thought, belief, opinion, and expression; of peaceful assembly; and of association.

The Canadian Federation of Library Associations supports and promotes the universal principles of intellectual freedom as defined in the Universal Declaration of Human Rights, which include the interlocking freedoms to hold opinions and to seek, receive and impart information and ideas through any media and regardless of frontiers.

In accordance with these principles, the Canadian Federation of Library Associations affirms that all persons in Canada have a fundamental right, subject only to the Constitution and the law, to have access to the full range of knowledge, imagination, ideas, and opinion, and to express their thoughts publicly. Only the courts may abridge free expression rights in Canada.

The Canadian Federation of Library Associations affirms further that libraries have a core responsibility to support, defend and promote the universal principles of intellectual freedom and privacy.

The Canadian Federation of Library Associations holds that libraries are a key institution in Canada for rendering expressive content accessible and affordable to all. Libraries are essential gateways for all persons living in Canada to advance themselves through literacy, lifelong learning, social engagement, and cultural enrichment.

Libraries have a core responsibility to safeguard and facilitate access to constitutionally protected expressions of knowledge, imagination, ideas, and opinion, including those which some individuals and groups consider unconventional, unpopular or unacceptable. To this end, in accordance with their mandates and professional values and standards, libraries provide, defend and promote equitable access to the widest possible variety of expressive content and resist calls for censorship and the adoption of systems that deny or restrict access to resources.

Libraries have a core responsibility to safeguard and foster free expression and the right to safe and welcoming places and conditions. To this end, libraries make available their public spaces and services to individuals and groups without discrimination.

Libraries have a core responsibility to safeguard and defend privacy in the individual's pursuit of expressive content. To this end, libraries protect the identities and activities of library users except when required by the courts to cede them.

Furthermore, in accordance with established library policies, procedures and due process, libraries resist efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

Library employees, volunteers and employers as well as library governing entities have a core responsibility to uphold the principles of intellectual freedom in the performance of their respective library roles.

POLICY MANUAL – SECTION 1: Framework Legislations, Bylaws & Policies

| | | | |
|--------------|--------------|----------------------------|---------------------|
| Policy: | 1.3.2 | ^ Confidentiality ^ | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2023 |

Preamble

^ This policy is a requirement of the *Libraries Regulation* section 7.1(a). This policy cannot be rescinded. Any amendment to this policy must be reported to the Municipal Affairs Public Libraries Services Branch in accordance with section 4 of the *Regulation*.

Policy

Drayton Valley Libraries trustees, staff and volunteers will hold all personal information on staff and patrons (including patrons of any other libraries) in strict confidence. Violation of confidentiality is considered a serious breach of public trust and will result in disciplinary action.

Administrative discussions that may potentially or intentionally identify personal details of any individual library user, employee, trustee or volunteer should be conducted behind closed doors out of public view or hearing.

Drayton Valley Libraries employees collect only as much personal patron information as required to effectively track properties owned by the Board for public lending. The Library does not keep permanent record regarding the frequency or context of visits to the library or access to online resources by specific patrons unless violation of approved use of facilities and resources is detected.

All patron records will be kept confidential. Information is accessible to Drayton Valley Library staff and is only accessible by partner libraries for tracking library properties, collecting fines and retrieval of borrowed materials. Library users will sign a registration card acknowledging that their contact information is accurate and can be used for these purposes.

Patron information is stored in an Integrated Library System (ILS) database accessible to all TRAC system member libraries. Records of items borrowed by individual users are not permanently stored on the system database unless the patron specifically requests a reading list be maintained.

Any volunteer who is granted access or becomes privy to personal information in the conduct of their assigned duties will be held to the same standard as an employee for maintaining rules of confidentiality.

Drayton Valley Library Board trustees may become privy to personal or protected information in the conduct of Board business. If confidential information enters discussion during a public meeting, the Chairperson, or any other Trustee in attendance must move that the meeting go “in-camera” for the duration of conversation.

Personal or private information discussed “in-camera” must be kept confidential once the meeting comes out of chamber. Motions that arise from in-camera discussion will be worded in such a way as to protect a person’s identity either by direct indication or indirect implication.

POLICY MANUAL – SECTION 1: Framework Legislations, Bylaws & Policies

| | | | |
|--------------|-----|------------------------------------|--------------|
| Policy: | 1.4 | Adherence to Copyright Legislation | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2023 |

Introductory Statement

The Canadian *Copyright Act* protects the rights and intellectual property of copyright owners. Under Canadian Copyright Law, it is illegal to copy significant quantities of published materials without the permission of the copyright owner. Published materials can include: text, performances, sound and visual recordings. Copyright is implied and assumed in any creative work whether there is, or is not, a copyright statement attached to the material.

Policy

Drayton Valley Libraries manages collections of print, audio, video, and electronic resources available to the public. The Library Board pays an annual fee to *Access Copyright* to allow the Library patrons access to copying services. *Access Copyright* fees are calculated based on the number of photocopiers in the facility.

The Board recovers the expense of *Access Copyright* cost by charging fees for photocopying and printing services at Drayton Valley Libraries. Service fees are defined in **Appendix 1-J: Drayton Valley Library Board Bylaw - Schedule E**. The fee schedule will be posted at the library's service desk.

Drayton Valley Libraries complies with Copyright legislation by restricting photocopier access; patrons do not have direct access to the photocopying machine. All requests for copying services must be processed through the service desk.

The *Access Copyright* agreement will be posted adjacent to the photocopier for reference to terms and restrictions of the agreement. Employees are expected to understand fundamental principles and follow procedural guidelines that summarize the Canadian Copyright Act as they apply to copying published works. Employees are advised to consult with the Library Director if there is any uncertainty regarding a request for services or copying restrictions.

Digital media are subject to the same rules regulating copyright as those that apply to print formats. Digital rights management measures are established to prevent abuse of copyright; however, all public computers are networked to a central printer allowing patrons to make hard-copies of items accessed on-line without direct regulation by library staff to ensure copyright compliance.

POLICY MANUAL – SECTION 1: Framework Legislations, Bylaws & Policies

| | | | |
|--------------|-----|--|--------------|
| Policy: | 1.5 | ^ Adherence to System Agreements (TRAC, TAL & YRL) ^ | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2023 |

Preamble

^ This policy is a requirement of the *Libraries Regulation* section 7.2(c). This policy cannot be rescinded. Any amendment to this policy must be reported to the Municipal Affairs Public Libraries Services Branch in accordance with section 4 of the *Regulation*.

Introductory Statement

The Town of Drayton Valley Library Board recognizes its role in the larger operational system of networked libraries as defined in agreement provisions for resource-sharing on provincial and regional levels. The Board may enter into agreements that enhance the level of library services and resources available to library users and is responsible for ensuring compliance with terms outlined in the agreements.

The Public Libraries Services Branch of the Ministry of Municipal Affairs establishes standards for system agreements. The Ministry standards are updated as required to agree with changes in legislations and regulations, specifically the *Alberta Libraries Act* and the *Libraries Regulation*.

Policy

Drayton Valley Libraries agrees to share resources and services with other libraries to expand and enrich the materials available for all Albertans. Reciprocal resource-sharing and lending between partner libraries within the province of Alberta is accomplished through The Regional Automation Consortium (TRAC), The Alberta Library (TAL) Online Services and through participation in the Alberta Public Library Network.

TRAC

The Library Board is committed to providing access to resources for all libraries strengthened through the sharing of materials with other libraries in the province of Alberta as outlined by The TRAC Agreement.

TRAC's reciprocal resource sharing agreement is founded on three main principles:

- **Interdependence:** Libraries must, of necessity, share their resources through an organized system to assist every library in Alberta to meet the needs of its clientele.
- **Local Responsibility for self-sufficiency:** Local public libraries are primarily responsible for providing library services to its customers and should develop collections to meet local community needs. The Inter-Library Loan service is intended to supplement, not substitute, local service.
- **Reciprocity:** Exchange of resources and services for the mutual benefit of all participants in the network adhering to the terms set out in the negotiated agreement. Libraries that share resources practice reciprocity by being responsible at all stages of the process including: maintaining correct patron information, packaging and shipping items, tracking missing or lost items and ensuring that payment for items lost or damaged is provided to the owning library by the borrowing library.

Drayton Valley Libraries agrees with the principles of resource sharing and will abide by the terms laid out in **Appendix 1-D: TRAC Operational Guidelines for Member Libraries**.

TAL

Province-wide borrowing is also available to registered Library users through TAL Online service and the Alberta Public Library Network. TAL Online and the Alberta Public Library Network are supported in whole or in part by the Public Library Services Branch of Alberta Municipal affairs.

TAL Online is a discovery service that allows Albertans to discover and request items held in public and academic libraries across Alberta. The current TAL Online provides a search platform to access the catalogues of all TAL member libraries.

The Alberta Public Library Network supports broadband Supernet services to public libraries, courier delivery of interlibrary loans, public access licensing to electronic resources and access to services for persons with print disabilities.

There is no formal TAL or Public Library Network agreement between Drayton Valley Libraries and other libraries in Alberta. Libraries have the option of declining a request for lending an item; however, Drayton Valley Libraries will only restrict lending of the following Board-owned items:

- Reference collection items that are limited edition,
- Equipment intended for local use only (requires special lending agreement, borrower signature, equipment lease deposit and possible fee payment).

YRL System

Drayton Valley Libraries is governed by a Library Board consisting of trustees appointed by council representing constituents of the Town of Drayton Valley and Brazeau County. The municipalities maintain membership for extending and enhancing library services offered through Yellowhead Regional Library (YRL) System.

Partner municipalities pay a system levy to the regional library to enhance services and extend operations as per **Appendix 1-E: Yellowhead Regional Library Membership Agreement**. Partner municipalities appoint one elected council member to sit on the Yellowhead Regional Library Board to ensure regional representation.

POLICY MANUAL – SECTION 1: Framework Legislations, Bylaws & Policies

| | | | |
|--------------|------------|--|---------------------|
| Policy: | 1.6 | ^ Adherence to Municipal Agreements ^ | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2023 |

Preamble

^ This policy is a requirement of the *Libraries Regulation* section 7(3). This policy cannot be rescinded. Any amendment to this policy must be reported to the Municipal Affairs Public Libraries Services Branch in accordance with section 4 of the *Regulation*.

Introductory Statement

Sections 12.1 and 12.2 of the *Alberta Libraries Act* allows for municipalities to enter into agreement with one or two other municipalities respecting the establishment of an intermunicipal library board to provide services to the residents of the municipalities.

Section 17.1 of the *Libraries Regulation* outlines the required elements terms of an Intermunicipal Agreement. The Board is responsible for ensuring compliance with terms outlined in the agreements.

Policy***Memorandum of Understanding with the Town of Drayton Valley***

The Board has a formal agreement with the Town of Drayton Valley in the form of a Memorandum of Understanding (MOU). The MOU outlines the relationship and responsibilities of the Library as a tenant in Town-owned facilities.

The Agreement is reviewed no less than once every five years by a Management Committee that includes representation from each of the following: Town of Drayton Valley (as land-owners), Library Board and Library administration.

Amendments to the Agreement must be reviewed and approved by each party before coming into effect. Minor evolutions to Library operations may be introduced without requiring amendment to the Agreement; however, all parties must be informed of significant changes that affect Library services or access to facilities.

The current MOU is included as **Appendix 1-F: MOU with Town of Drayton Valley**.

Memorandum of Agreement with Brazeau County

The Board also maintains a formal agreement with Brazeau County in the form of a Memorandum of Agreement (MOA). The MOA outlines obligation by the Board to provide: reciprocal service access to County residents as well as regular reporting of library-use statistical, budgeting and financial reviews. relationship and responsibilities of the Library as a tenant in Town-owned facilities. The MOA also outlines the obligations of the County to provide: municipal appropriation funding as well as operational grant funding from Municipal Affairs based on a portion of County population.

The Agreement is reviewed annually by Library administration and Brazeau County administration prior to approval by the Board and Council.

The current Agreement is included as **Appendix 1-G: MOA with Brazeau County**.

Agreement with Parkland County Library Board

The Board also has a formal agreement with Parkland County Library Board. This agreement ensures that residents living near municipal service area boundaries have access resources at libraries other than their home community branch.

The Agreement is prepared annually by the Parkland County Library Board's administrator using statistics from Polaris to identify the number of library users residing in Parkland County borders that are registered at Drayton Valley Libraries. A per capita appropriation is then calculated and written into the Agreement before being reviewed and approved by the respective Library Boards.

The current Agreement is included as **Appendix 1-H: Parkland County Agreement**.

Agreement with STAR Catholic School Division

The Board also has a formal agreement with St. Thomas Aquinas Regional (STAR) Catholic School Division and the Town of Drayton Valley. This agreement allows for the operation of the Drayton Valley Rotary Children's Library within the Holy Trinity Academy Catholic School facility in accordance with **section 17** of the **Libraries Regulation, AR 141/98**.

The Agreement is reviewed annually by a Management Committee that includes representatives from each of the parties: Town of Drayton Valley (as land-owners), STAR Catholic School Division, Holy Trinity Academy administration, Library Board and Library administration.

Amendments to the Agreement must be reviewed and approved by each party before coming into effect. Minor adjustments to operational logistics may be introduced without requiring amendment to the Agreement; however, all parties must be informed of significant changes that affect Library services or access to school facilities.

The current Agreement is included as **Appendix 1-I: STAR Catholic Agreement**.

POLICY MANUAL – SECTION 1: Framework Legislations, Bylaws & Policies

| | | | |
|--------------|-----|---------------------------------------|--------------|
| Policy: | 1.7 | Policy on Library Bylaw & Schedules # | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2023 |

Introductory Statement

Bylaws are intended to empower and equip Library Boards with the legal authority to establish and enforce terms and conditions for use of the Library facilities or resources, establish fees for services, and pursue recovery or restitution for properties owned by the Board from those who violate lending agreements.

Library Boards must report all Bylaws and referenced schedules to the Minister of Municipal Affairs as soon as possible following endorsement from municipal council in accordance with section 36 of the *Alberta Libraries Act*.

Policy

Drayton Valley Library Board will review its Bylaw at least once every five years. The Board is responsible for ensuring that Bylaws and Schedules do not contravene provincial or municipal legislations or legal agreements to which the Board is a party. The Board is also responsible for ensuring that Library policies and procedures agree with Bylaws and Schedules.

Amendment to the Bylaw requires three readings by the Board before being approved:

First Reading: requires majority trustee approval to proceed to Second Reading.

Second Reading: requires unanimous trustee approval to proceed to Third Reading.

Third Reading: requires 2/3 majority trustee approval to pass into effect.

Amendments to Schedules do not require three readings to be approved by the Board, however motion to approve a change to Bylaw Schedules requires 2/3 majority trustee approval to pass into effect. Schedules do not require signature of the Board to be enforceable.

The Board is required to submit a written letter to municipal councils reporting on any amendment to the Bylaw or Bylaw Schedule within one month following approval by the Board. The Library Director or other representative of the Board may be required to attend council and speak to the amendment(s) and potential impact on services or funding.

Amendments to any Bylaw section or Schedule are not enforceable until it is accepted by council. Once approved by council the Bylaw and Schedules will be broadcast to the public and transmitted to the appropriate offices.

In accordance with Section 6 of the *Libraries Regulation*, the Bylaw and Schedules will be posted on the Library website for public access within two weeks following municipal approval.

Bylaw and Schedule updates will be forwarded to the Municipal Affairs Public Library Services Branch within one month following municipal approval.

Bylaw and Schedule updates will also be forwarded to CRA within one year following municipal approval:

Charities Directorate
Canada Revenue Agency
Ottawa, ON K1A 0L5

The current Bylaw and Schedules are included as **Appendix 1-J: Drayton Valley Library Board Bylaw & Schedules** along with the supplementary correspondences from each council approving the amended Bylaw or Schedule.

Refer to **Procedure 1.7 Bylaw & Schedule Review & Transmission** for additional explanation.

POLICY MANUAL – SECTION 1: Framework Legislations, Bylaws & Policies

| | | | |
|--------------|-----|--|--------------|
| Policy: | 1.8 | ^ Library Board Policy & Procedure Development ^ | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2023 |

Preamble

^ This policy is a requirement of the *Libraries Regulation* section 7. This policy cannot be rescinded. Any amendment to this policy must be reported to the Municipal Affairs Public Libraries Services Branch in accordance with section 4 of the *Regulation*.

Introductory Statement

In accordance with Section 7 of the *Libraries Regulation* and Section 12 of the *Alberta Libraries Act*, library boards are responsible for establishing policies that act as the framework for governance, operation, public use and accessibility of library facilities. Policies and procedures provide clear direction to board and staff and definition of service provision to the public. Policies are a tool used to assist in achieving the library's purpose and advancing the mission.

Policy

The Town of Drayton Valley Library Board is responsible for the development, review, revision, and implementation of policies that act as the framework for the governance of Drayton Valley Libraries. Policies and procedures are aimed at defining best practices for safe operations to advance the organizational mission.

Section 4 of the *Libraries Regulation* requires library boards to file with the Minister a report that contains the policies established by it under Section 7 of the *Regulation*. Following approval of the Library Bylaw, the Minister requires that the Board establish policies with respect to:

- 7.1 (a) confidentiality of patron records;
- 7.1 (b) orientation & continuing education of trustees and staff;
- 7.1 (c) matters relating to financial management;
- 7.2 (a) personnel related matters including job descriptions, qualification requirements, worker appraisals, conditions of employment, work hours and mechanism for filing grievance;
- 7.2 (b) collection development: acquisitions, dispositions and receipt of gifts and donations;
- 7.2 (c) resource-sharing agreements with libraries on provincial, regional and local levels;
- 7.2 (d) provision of service and resources for users with alternate abilities and needs;
- 7.2 (e) terms and conditions of collection and resource lending;
- 7.2 (f) hours of service at each library service point;
- 7.2 (g) terms and conditions of access and appropriate use of board-managed library facility areas.

The Director assists the Board in researching and developing policies that meet the requirements set out in the *Regulation*. When appropriate, the Director will seek input from staff in drafting policies and procedures that reflect operational realities and to ensure employee support and compliance with the Board's directives.

Policies developed and approved by the Board for Drayton Valley Libraries must:

- agree with legislations and regulations in the province of Alberta;
- not violate or contradict any conditions defined in system or municipal agreements;
- agree with Town of Drayton Valley Library Board Bylaws and schedules;
- be applicable to all service points unless otherwise specified;
- consider future service evolutions to reduce frequent changes in structure or content;

- present information in clear language to support understanding and compliance;
- support Drayton Valley Library Board's mission and philosophy;
- mitigate risk to the facility and institution;
- meet with majority approval by motion from the Board;
- bear the signature of a Board Executive Officer to be considered a legal binding document.

Original signed documents including Bylaws, policies, and agreements will be kept in the Library Director's office in a *Master Policy & Procedure Manual*. The Director is the only person allowed to access the original signed documents.

In the absence of policy, the Director is authorized to decide on a course of action. In such instances the Director will report to the Board on the situation, the course of action taken and recommendation for introducing policy or procedure.

Procedures developed for Drayton Valley Libraries are used to describe sequential steps to be followed by the intended audience as required to comply with policy. Procedures must:

- agree with Board-approved policies;
- meet with approval of both Library Director and Operations Administrator;
- use the same numbering system as the relevant policies to provide clear reference to documents;
- be applicable to all service points unless otherwise specified;
- present information in clear language to support understanding and compliance;
- include reference to forms required to conduct the procedure;
- provide options where applicable, such as protocol or decision-trees, to assist in iterative decision-making.

Procedures may be modified by the Director without Board approval only if the revision does not directly violate the existing policy. Procedures are reviewed and approved by the Board but do not require signature of a Board-appointed officer to be enforceable.

Policies and procedures will be reviewed and revised on an ongoing basis to ensure their continued relevance, effectiveness and adherence with legislations, agreements, Bylaws and other policies.

POLICY MANUAL – SECTION 1: Framework Legislations, Bylaws & Policies

| | | | |
|--------------|--------------|--|---------------------|
| Policy: | 1.8.1 | Policy & Procedure Transmission # | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2023 |

Policy

The Town of Drayton Valley Library Board is responsible for reviewing and maintaining its Policy & Procedure Manual to act as a guide for advising staff, trustees, volunteers, and library users regarding the accepted standards for effective and efficient library operation and safe public use.

The Library Director is responsible for the timely transmission of policies to the appropriate office or officer once approved by the Board.

Copies of all policies will be forwarded to the Municipal Affairs Public Library Services Branch and to Municipal Councils within one month of Board approval. Copies of any policy or procedure that policy may impact level of services or conditions of a legal agreement must be forwarded to all parties to that agreement within one fiscal quarter of the date of Board approval.

The Director will ensure that all employees are aware of amendments to Bylaw, schedules, policies and procedures within one month of approval; the Director is expected to explain context and answer questions regarding content at the next available staff meeting. Employees are expected to review the *Policy & Procedure Manual* and to seek clarification with the Director if they encounter issues not covered in policy or procedure or if they identify conflict with higher legislations or bylaws.

Policies that are applicable to public library services will be posted on the Library website for public access within one month following Board approval. Policies posted on the website will not bear the signature of the signing officer. Certain policies may be exempt from website posting only on reasonable grounds, such as risk reduction. Exemption from website posting requires motion from the Board. Procedures are exempt from website posting.

Hard-copy *Library Policy & Procedure Manuals* will be kept at each service point. The Director is responsible for ensuring manuals are updated whenever new or revised schedules, appendices, policies or procedures come into effect. Copies of the manual will be kept at the service desk for ease of access and staff reference.

The public is not allowed to access hard-copy versions of the *Library Policy & Procedure Manual* as the manual contains protected information including procedures. A member of the public wishing to view protected documents may submit a Formal Request for Information according to *FOIPP policy*.

Refer to **Procedure 1.8.1 Policy & Procedure Development & Transmission** for additional explanation on implementing and reporting policies and procedures.

Town of Drayton Valley Library Board

2 Board Governance & Planning

- 2.1 Board Overview & Organization
 - 2.1.1 Board Roles & Responsibilities
 - 2.1.1.1 Trustee Qualifications & Expectations
 - 2.1.1.2 Trustee Recruitment & Succession #
 - Procedure 2.1.1.2 Trustee Recruitment*
 - 2.1.1.3 Trustee Terms & Appointments #
 - Procedure 2.1.1.3 Trustee Nominations for Appointment*
 - 2.1.1.4 ^Trustee Orientation & Continuing Education ^
 - 2.1.1.5 Trustee Evaluation
 - 2.1.1.6 Director Evaluation
 - 2.1.2 ^AGM & Election of Executive Officers ^
 - 2.1.2.1 Board Chair – Roles & Responsibilities
 - 2.1.2.2 Vice Chair – Roles & Responsibilities
 - 2.1.2.3 Treasurer – Roles & Responsibilities
 - 2.1.2.4 Director – Roles & Responsibilities
- 2.2 Board Operations
 - 2.2.1 Board Meetings
 - 2.2.1.1 Quorum & Trustee Attendance
 - 2.2.1.2 Motions, Votes & Resolutions
 - 2.2.1.3 Reports & Correspondences
 - 2.2.1.4 Record of Meetings
 - 2.2.2 Committees & Working Groups
 - 2.2.2.1 Committee Mandates
 - 2.2.2.2 Committee Reports
 - 2.2.3 Communication
- 2.3 Strategic Planning
 - 2.3.1 Community Needs Assessment
 - 2.3.1.1 Library User Input & Feedback
 - 2.3.1.2 Community Input & Feedback
 - 2.3.1.3 Stakeholder Input & Feedback
 - 2.3.2 Priority Response
 - 2.3.2.1 Goals & Objectives
 - 2.3.2.2 Strategies & Outcome Measures
 - 2.3.3 Tracking & Reporting on Progress

Appendices to Organization & Library Governance

Appendix 2-A: *ALTA Trustees' Handbook*

Appendix 2-B: *Meeting Agenda Structure*

Appendix 2-C: *Plan of Service*

^ Indicates policies required under section 7 of the *Libraries Regulation*. These policies cannot be rescinded. Any amendment to these policies must be reported to the Municipal Affairs Public Libraries Services Branch in accordance with section 4 of the *Regulation*. ^

Indicates procedures attached to a policy.

POLICY MANUAL – SECTION 2: Board Governance & Planning

| | | | |
|--------------|-----|-------------------------------|--------------|
| Policy: | 2.1 | Board Overview & Organization | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2022 |

Introductory Statement

The branch of the provincial government responsible for public libraries in the province of Alberta is the Municipal Affairs, Public Libraries Services Branch (PLSB).

Municipal Library Boards are organizational bodies established under municipal bylaw that define the Board as a legal entity consisting of trustees appointed by their founding municipality. Library Boards have authority, as defined in section 7 of the *Alberta Libraries Act*, to manage the library's financial affairs and to enact bylaws, policies and procedures for governing the library's operations.

The municipal board, subject to any enactment that limits its authority, has full management and control of the municipal library and shall, in accordance with the regulations, organize, promote and maintain comprehensive and efficient library services in the municipality and may co-operate with other boards and libraries in the provision of those services.

The Board's duty is to provide comprehensive, effective and efficient public library service that reflects and responds to the community's needs.

Policy

The Town of Drayton Valley Library Board is a legal corporate body established by **Town of Drayton Valley Bylaw 2019-15B (Appendix 1-A)**. The Board has authority to govern library operations as a public trust for residents of Drayton Valley and surrounding communities. The Board advocates for ongoing enhancement to library services, resources and programs on behalf of the community.

The Board believes and is committed to the philosophy that libraries are vital to the community's ongoing development and success by providing public access to services, resources and programs that are integral to enhancing quality of life for all Albertans.

Any member of the public over the age of 18 years old may apply to serve as library trustee. Prospective trustees will complete and submit their application to the Drayton Valley Town office using the Town's form and accompanying documents that will then be forwarded to the Board for review. Applicants will be invited to attend at least one Library Board meeting before the Board votes to forward the nomination to municipal council requesting trustee appointment.

The Board elects executive officers annually from among its current member trustees to provide leadership to the governance team. Executive officers assume a higher level of accountability for the library's financial management; however, executive officers acknowledge that their authority does not extend beyond consensus of the Board. Any decisions regarding significant financial, organizational or legal matters must be presented and passed by majority vote from the Board.

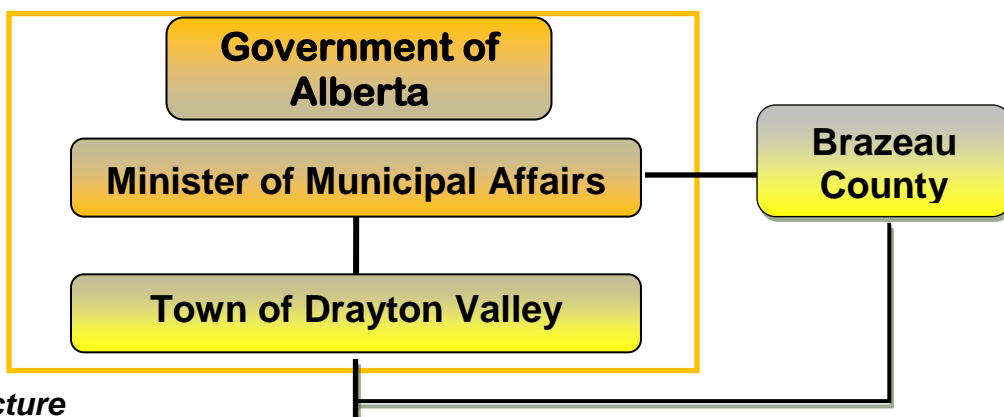
The Board is obliged to maintain the library's relevance by responding to evolving community needs in general and to library users specifically. The Director serves as the Board's administrative agent to ensure that organizational initiatives and directives are communicated to library staff, patrons, municipal stakeholders and community partners.

The Board maintains membership the Alberta Library Trustees' Association (ALTA) and upholds the principles of effective library representation and governance described in **Appendix 2-A: ALTA Trustees' Handbook** (<https://librarytrustees.ab.ca/trustee-handbook/>).

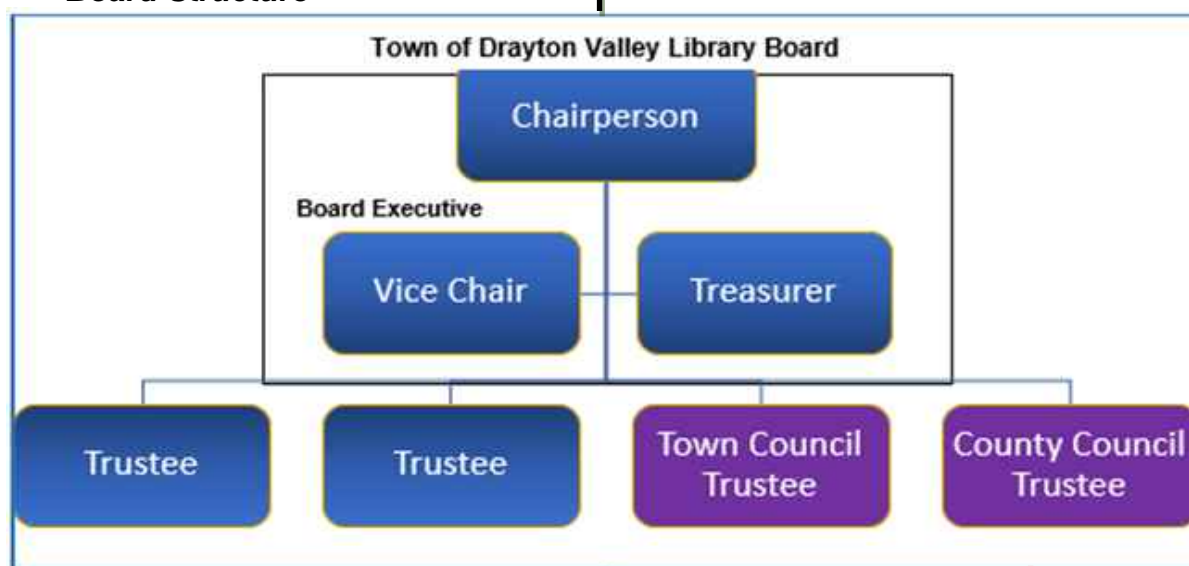
Organizational Chart

The following is a graphical representation of the governing hierarchy of Drayton Valley Libraries.

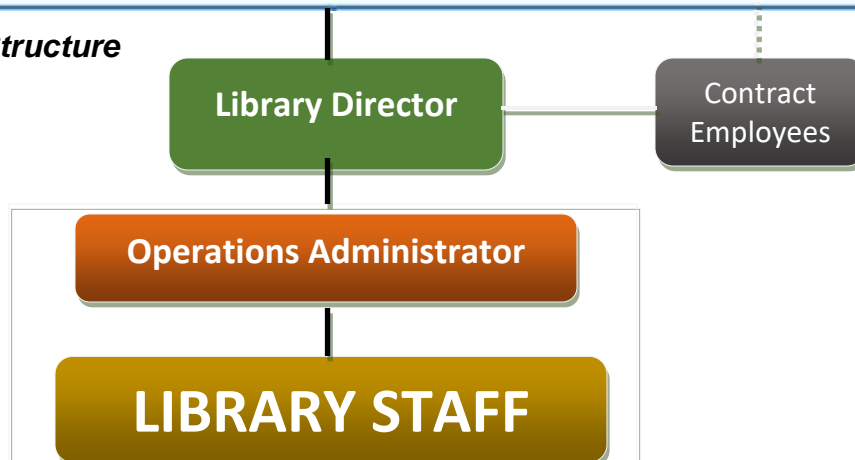
Regulatory Structure



Board Structure



Operational Structure



POLICY MANUAL – SECTION 2: Board Governance & Planning

| | | | |
|--------------|-------|--------------------------------|--------------|
| Policy: | 2.1.1 | Board Roles & Responsibilities | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2022 |

Policy

The Library Board is committed to providing an environment which promotes mutual respect, provides equal opportunities and is free from harassment.

The primary roles of the Library Board are to:

- Set the vision, mission and strategic direction for the library and, using strategic planning techniques, determine a strategy map to get there;
- Make policy within the framework of government legislation and regulations;
- Set fees where allowed by the *Libraries Act*;
- Prepare the annual budget in consultation with the director;
- Present and defend the budget to municipal councils each year;
- Oversee and report annually on the library's finances in accordance with public accounting principles and requirements;
- Monitor overall effectiveness of the library in meeting community needs in an efficient and effective manner and evaluate progress on the strategic plan;
- Hire and evaluate a qualified Library Director to implement the strategic plan and to manage the day-to-day delivery of public service and daily operations of the library;

In addition, the Board will support and participate in community engagement by:

- Promoting for the library as an essential community service;
- Building community pride in the library;
- Maintaining an open dialogue with the community;
- Building strong relationships with municipal council
- Being engaged in municipal planning and incorporating the library in context of community growth and development;
- Developing strategic partnerships with community groups and leaders.

The Board has authority to act on behalf of the library; individual trustees have no authority to act of their own accord or in their own interests on behalf of the Library without Board approval. Trustees act as advocates and ambassadors for the Board in promoting library services, resources and programs in the community and will represent the organization in a positive, professional manner always while in the public eye.

POLICY MANUAL – SECTION 2: Board Governance & Planning

| | | | |
|--------------|---------|---------------------------------------|--------------|
| Policy: | 2.1.1.1 | Trustee Qualifications & Expectations | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2022 |

Policy

Trustees appointed to the Board will act in good faith with the best interests of the library and the community in mind. The interests of the library and its users take precedence over personal interests, or those of any group, with which the trustee is associated.

Trustee applicants must meet the following minimum qualifications:

- Must be age of majority (18 years or older);
- Must be a primary resident of either the Town of Drayton Valley or Brazeau County;
- Must be a registered library card-holder in good standing.
- Must NOT be an employee of the library.

Trustees are expected to uphold the following commitments:

- to support the organizational mission, vision and values as defined in the Board's plan of service;
- to devote time, talents and efforts for the betterment of the Library;
- to be respectful of the talents and efforts of others on the governance and operation teams
- to share knowledge, experience and expertise without expectation of reward or recognition;
- to think clearly, question objectively and plan creatively;
- to willingly become more knowledgeable about library services and standards;
- to regularly attend Board and Committee meetings or to provide notice if unable to attend;
- to be receptive and respectful of opinions, beliefs and lifestyle choices of others;
- to represent the Board in public as advocate for library services, resources or programs.

Trustees are, furthermore, required to observe to the following code of ethics:

- to declare any personal conflicts of interest and avoid voting on issues that may appear to others as constituting a conflict of personal interest or gain;
- to not abuse the position of public trust for personal advantage or the personal advantage of friends and relatives;
- to avoid negative critique, either in or outside of the Board meeting, of fellow trustees or their expressed opinions;
- to observe confidential proceedings of the Board and avoid public discussion of privileged information or details that may violate FOIPP legislation;
- to support open discussion of issues within the context of Board meetings prior to voting, and to support the decision of the majority once a vote is decided;
- to avoid interference with the day-to-day work of library staff nor undermine the authority of the Library Director in the conduct of duties.

The Board routinely holds ten (10) monthly meetings each year unless special circumstances arise. Trustee time commitment is approximately 2 to 3 hours per month including pre-meeting preparation to read and consider reports and other information in the meeting package as well as the meeting time. Board members are also expected to participate in committees where added time commitment depends on the work at hand. On occasion, Board members are also required to participate in public meetings designed to seek community input on key library matters.

POLICY MANUAL – SECTION 2: Board Governance & Planning

| | | | |
|--------------|---------|------------------------------------|--------------|
| Policy: | 2.1.1.2 | Trustee Recruitment & Succession # | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2022 |

Policy

The Board is composed of not fewer than five and not more than ten appointed trustees with a provision that no more than one elected member from each municipal council may be appointed in accordance with *section 4* of the *Libraries Act*.

Trustee vacancies represents reduced capacity for the Board to conduct its governance function; therefore, trustee recruitment is vital to continued relevance and effectiveness of the library.

Trustees nearing the end of a term appointment are expected to notify the Board of their intent to continue service or resign their seat with fair warning prior to the end of each three-year term.

Trustee succession is necessary for continued relevance and responsiveness to changing dynamics of the community. The Board plans and prepares for trustee succession according to **Procedure 2.1.1.2 Trustee Recruitment**.

The Board will seek to recruit members-at-large from both the Town of Drayton Valley and Brazeau County to maintain an equitable representation of both municipalities.

The Board will maintain a list of individuals that meet the minimum qualifications requirements and have expressed interest in library governance.

When a trustee position becomes vacant, the Executive Committee will invite prospective trustees attend a Board meeting as an informal interview opportunity to determine the interest, expectations and suitability of individual trustee candidates in context with the Board's organizational needs.

POLICY MANUAL – SECTION 2: Board Governance & Planning

| | | | |
|--------------|---------|--------------------------------|--------------|
| Policy: | 2.1.1.3 | Trustee Terms & Appointments # | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2022 |

Policy

Drayton Valley Library Board members-at-large are appointed by the Town of Drayton Valley Council. Trustee appointments for members-at-large will commence on the date fixed by Town Council; this is generally assigned as beginning on November 1st and terminating on October 31st.

The Board nominates prospective members-at-large for trustee (re)appointment by Town Council according to **Procedure 2.1.1.3 Trustee Nominations for Appointment**.

Appointments for members-at-large are generally for a term of three years to a maximum of three successive terms or nine years. Additional term appointments beyond the maximum nine years require 2/3 majority vote of the Board and 2/3 majority vote by Town Council.

Prospective and returning trustees do not have authority to vote on Board matters until their appointment has been confirmed by the Town Council in writing.

Appointment terms should, when possible, be coordinated on a staggered three-year cycle to avoid possible disproportionate turnover of trustees in any one year.

Example: year one has 2-3 trustee (re)appointments, year two has 2-3 trustee (re)appointments, year three has 2-3 trustee (re)appointments.

The Town of Drayton Valley and Brazeau County may designate no more than one elected member from their respective councils to sit as trustees on the Board. Elected members are assigned to various boards each autumn as part of council's annual organizational meeting; delegate assignments may change each year, therefore, elected member appointments are considered as one-year terms.

POLICY MANUAL – SECTION 2: Board Governance & Planning

| | | | |
|--------------|---------|---|--------------|
| Policy: | 2.1.1.4 | ^ Trustee Orientation & Continuing Education ^ | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2022 |

Preamble

^ This policy is a requirement of the *Libraries Regulation* section 7.1(b) and (c). This policy cannot be rescinded. Any amendment to this policy must be reported to the Municipal Affairs Public Libraries Services Branch in accordance with section 4 of the *Regulation*.

Policy

The Library Board maintains membership with the Alberta Library Trustees Association (ALTA) and other library professional organizations to facilitate access to learning materials, resources, professional networks and continuing education opportunities.

The Board encourages all trustees to develop their knowledge of library governance for the benefit of the organization, the community and the individual Board members.

Newly appointed trustees will meet with the Chair and/or Director to discuss the duties, roles, responsibilities and expectations of Board members and to address any questions or concerns prior to their first official meeting. The Chair will instruct the new trustee on the legal and moral responsibilities associated with the governance of Drayton Valley Library including a declaration to uphold rules of confidentiality.

During this meeting the new trustee will be presented with copies of the *Alberta Libraries Act* and *Regulation*, Alberta Library Trustees Association (ALTA) handbook, Library Board bylaws and schedules, policies, procedures, the current year's budget as well as all current and/or working documents from the previous three months of Board business.

It is recommended that new trustees establish a mentoring relationship with an experienced Board member and maintain an ongoing rapport to seek clarification on issues, respond to questions and receive encouragement.

New trustees are required to attend a Public Library Services Branch (PLSB) *Board Basics* orientation workshop within their first three-year term appointment.

All trustees are expected to participate in continuing education activities to remain current in library evolutions and enhance the effectiveness of the Board. The Director will inform the Board of upcoming conferences, seminars, webinars or other events and will forward information on library-related issues or trends that may benefit the Board or individual trustees.

The number of trustees attending courses or conferences may be limited by budget. The Board should be informed, in advance, of a trustee's intent to attend a continuing education event where expenses will be incurred including registration fees, travel expenses, lodgings or meals.

Trustees are not compensated for attendance at Board or committee meetings. However, trustees will be reimbursed, in whole or in part, for expenses relating to approved continuing education activities according to *Finance Policies* and following proper procedures.

Trustees may be evaluated periodically by members of the Executive to recognize a trustee's efforts or to identify areas for professional development that enhance Board effectiveness.

POLICY MANUAL – SECTION 2: Board Governance & Planning

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|--------------|---------|--------------------|--------------|
| Policy: | 2.1.1.5 | Trustee Evaluation | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2022 |

Policy

The Board Executive Committee may evaluate a trustee periodically as a tool for professional development or as a disciplinary measure in response to performance issues. Evaluations are aimed at improving the effectiveness of the individual trustee as well as the overall efficiency of the Board as a governing body.

Evaluations are part of an ongoing development plan to encourage continued trustee interest and involvement, identifying areas for continuing education and to recognize individual efforts.

The professional development evaluation is an informal process that may include a one-on-one meeting between a trustee and a member of the Executive to identify and measure progress towards achieving personal and organizational goals.

Disciplinary evaluation is formal process to address significant infractions or failures to meet the expectations and obligations of a trustee:

- Inconsistent attendance at meetings,
- Publicly voicing dissent of majority rulings of the Board,
- Openly disrespectful behaviour towards other trustees or library employees,
- Actual or perceived use of trustee position for personal gain,
- Breach of confidentiality, etc.

The Board may recommend to Town Council that a trustee be removed from the Board depending on the nature and severity of the infraction. A 2/3 majority vote of the Board is required to recommend removal of a trustee from their position; a secret ballot vote is recommended.

POLICY MANUAL – SECTION 2: Board Governance & Planning

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|--------------|---------|---------------------|--------------|
| Policy: | 2.1.1.6 | Director Evaluation | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2022 |

Policy

The Library Director is employed by, and is answerable to, the Board. The Director acts as the Board's agent in business matters by overseeing, maintaining and reporting on library operations.

The Director's evaluation will be conducted at least once every two years to identify professional goals and personal performance. The evaluation also includes progress towards achieving the library's objectives identified in the Board's **Plan of Service (Appendix 2-C)**.

The Board Executive will conduct the Director's evaluation including formal interviews or informal discussions with employees, trustees, library patrons and community partners. The Director will provide information as requested or required by the Executive to evaluate performance, professional development or personal development.

The Chair will use whatever measure or mechanism deemed appropriate to compile a formal report with a summary of comments and recommendations for presentation to the Board. The report will be presented *in-camera* with the Director absent; the Director will be called into the *in-camera* session to respond to any questions from the Board or to address outstanding issues arising from the evaluation.

The Chair must meet with the Director within one month of the Board meeting to finalize and sign the Director's formal evaluation report. A copy of the report will be included in the Director's personnel file.

POLICY MANUAL – SECTION 2: Board Governance & Planning

| | | | |
|--------------|-------|---|--------------|
| Policy: | 2.1.2 | ^ AGM & Election of Executive Officers ^ | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2022 |

Preamble

^ This policy is a requirement of the *Libraries Regulation* section 7.1(c). This policy cannot be rescinded. Any amendment to this policy must be reported to the Municipal Affairs Public Libraries Services Branch in accordance with section 4 of the *Regulation*.

Policy

The Town of Drayton Valley Library Board elects executive officers from among current members-at-large as required by section 32 of the *Alberta Libraries Act*. Elections will be held during the Annual General Meeting (AGM) each November following confirmation of new and renewed trustee appointments by the Town of Drayton Valley Council.

Elected council members appointed to the Board by their municipality are exempt from serving as executive officers; however, elected council members may serve as committee chair or representative of the Board at regional library meetings.

Executive officers provide leadership on the library's governance team and carry added responsibility for coordinating advocacy efforts, financial activities and reporting to local and provincial government bodies on library initiatives and progress.

The AGM is chaired by the Library Director. The Director will read the roles and responsibilities for each executive officer position as defined in policy before opening the floor for nominations. Officer positions include: **Chair**, **Vice-Chair** and **Treasurer**. These elected officers constitute the Library Board Executive Committee.

A trustee may nominate any serving member-at-large or may volunteer their name for election to an executive position. A majority vote by secret ballot will be used to elect officers when there are two or more nominations for a specific executive office position. A vote is not required when there is only one nominee to an executive position; that nominee will fill the position by acclamation. The floor will be open to volunteers when there are no nominations for a specific executive position; if no volunteers offer their name then the election for that position will be tabled to subsequent Board meetings until the position is filled.

Following elections, a motion is required to forward the names of elected Executive Committee officers in a letter to the Board's financial institution requesting transfer of signing authority. Newly elected officers do not have signing authority until the financial institution confirms the completion of paperwork to transfer responsibility for accounts.

Retiring executive officers are expected to forward any relevant documents, information or files required by the succeeding executive. A retiring officer is also expected to mentor or be available to assist the succeeding officer during the transition.

Minutes of the AGM will be reviewed and moved for adoption as the first order of business at the next regularly scheduled monthly Board meeting. The names and contact information for executive officers will be forwarded to each municipal council for administrative use only; the Executive Committee contact list will be marked as 'CONFIDENTIAL'.

The Executive Committee may call for a snap election when an executive officer is unable to complete their appointment.

POLICY MANUAL – SECTION 2: Board Governance & Planning

| | | | |
|--------------|---------|--|--------------|
| Policy: | 2.1.2.1 | Board Chair – Roles & Responsibilities | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2022 |

Policy

The Library Board Chair is elected from among serving members-at-large to assume a leadership role for the Executive Committee and governance team by directing efforts and attention to achieving objectives identified in the Strategic Plan of Service.

Once elected, the Chair assumes the following roles & responsibilities:

- Acts as the senior-most executive officer representing the Board in all legal matters;
- Seeks opportunities to expand understanding of library governance, legislation, bylaws and policies by attending workshops, seminars, conferences or courses, and encouraging other Board members to do the same to improve the effectiveness of the governance team;
- Assumes a leadership role in recruitment, orientation and mentorship of new trustees;
- Schedules and approves the agenda for Board and Executive Committee meetings in consultation with the Director;
- Sets the tone and climate for Board meetings and activities;
- Directs Board meetings by calling to order, introducing agenda items, leading discussion when necessary, re-directing focus back to issues and closing meetings on time;
- Encourages trustees to participate in discussion and decision making;
- Ensures that proper meeting records are kept and signs official documents including minutes and administrative letters on behalf of the Board;
- Delegates work on issues to committees or assigns tasks to individual trustees;
- Ensures that each committee has an appointed chair, that chairs understand committee mandates, and calls for committee reports during Board meetings;
- Evaluates Board trustees in consultation with Executive Committee;
- Chairs the Personnel Committee:
 - assumes the position of principal employer for the Library Director and is the executive officer to whom the Director is immediately accountable,
 - conducts the Director's annual performance review,
 - provides mentorship in matters of personnel management and policy development,
 - temporarily assumes or delegates, the Director's roles and responsibilities in their absence or incapacitation.
- Has executive signing privileges to co-authorize legal agreements, expense payment cheques and approve money transfers according to Finance policies and procedures.

Refer to the *ALTA Trustees Handbook* for more information on the expectations, roles and responsibilities of the Board Chair.

POLICY MANUAL – SECTION 2: Board Governance & Planning

| | | | |
|--------------|---------|---------------------------------------|--------------|
| Policy: | 2.1.2.2 | Vice-Chair – Roles & Responsibilities | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2022 |

Policy

The Library Board Vice-Chair is elected from among serving members-at-large to assume a leading role on the Executive Committee and governance team by supporting the Board in its efforts to achieve objectives identified in the Strategic Plan of Service.

Once elected, the Vice-Chair assumes the following roles & responsibilities:

- Temporarily assumes the Chair's roles and responsibilities in their absence or incapacitation;
- Acts as the senior-most executive officer representing the Board in advocacy initiatives;
- Seeks opportunities to expand understanding of library governance, legislation, bylaws and policies by attending workshops, seminars, conferences or courses with a focus on advocacy and community engagement;
- Assumes a leadership role in recruitment, orientation and mentorship of new trustees;
- Chairs the Advocacy Committee:
 - schedules meetings to prepare for strategic planning through needs assessment and community engagement,
 - consults with the Director on scheduled data collection,
 - reviews draft PR-marketing materials, including brochures, questionnaires and surveys prior to distribution,
 - works with the Director to collate survey data and comments from questionnaires into comprehensive themes to develop the Five-Year Strategic Plan of Service,
 - reports on advocacy initiatives and activities to the Executive Committee and Board;
- Has executive signing privileges to co-authorize legal agreements, expense payment cheques and approve money transfers according to Finance policies and procedures.

Refer to the *ALTA Trustees Handbook* for more information on the expectations, roles and responsibilities of the Board Vice-Chair.

POLICY MANUAL – SECTION 2: Board Governance & Planning

| | | | |
|--------------|---------|--------------------------------------|--------------|
| Policy: | 2.1.2.3 | Treasurer – Roles & Responsibilities | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2022 |

Policy

The Library Board Treasurer is elected from among serving members-at-large to assume a leading role on the Executive Committee and governance team by supporting the Board in its efforts to achieve objectives identified in the Strategic Plan of Service.

Once elected, the Treasurer assumes the following roles & responsibilities:

- Temporarily assumes the Vice-Chair's roles and responsibilities in their absence or incapacitation;
- Acts as the senior-most executive officer representing the Board in financial matters;
- Seeks opportunities to expand understanding of library governance, legislation, bylaws and policies by attending workshops, seminars, conferences or courses with a focus on financial management, record-keeping and grant writing;
- Assumes a leadership role in recruitment, orientation and mentorship of new trustees;
- Chairs the Finance Committee:
 - schedules meetings to prepare the library's operating budget,
 - consults with the Director on grant application requirements and timelines,
 - leads in the search for and review of accounting professionals if/ when the Board puts the bookkeeper or auditor contract to tender,
 - reviews and asks the Director about aberrant entries on monthly financial reports,
 - reports on financial matters and activities to the Executive Committee and Board;
- Has executive signing privileges to co-authorize legal agreements, expense payment cheques and approve money transfers according to Finance policies and procedures.

Refer to the *ALTA Trustees Handbook* for more information on the expectations, roles and responsibilities of the Board Treasurer.

POLICY MANUAL – SECTION 2: Board Governance & Planning

| | | | |
|--------------|---------|---|--------------|
| Policy: | 2.1.2.4 | Library Director – Roles & Responsibilities | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2022 |

Policy

Drayton Valley Libraries provide services to residents of the Town of Drayton Valley, Brazeau County and surrounding areas representing a combined population in excess of 10,000. The Board employs a master-level librarian as Library Director in accordance with section 14(1) of the *Libraries Regulation*.

Section 4(2) of the *Libraries Act* states:

A person who is an employee of the municipal board is not eligible to be a member of that board.

Therefore, the Director is not a trustee and does not have voting privileges on matters before the Board. The Director serves the Executive and Board in an administrative and advisory capacity.

The Director assumes the following roles & responsibilities:

- Temporarily assumes the Chair's role for conducting the election of officers at the AGM;
- Acts as the Board's chief administrative assistant and agent in all business matters;
- Seeks opportunities to expand understanding of library governance, legislation and bylaws by attending workshops, seminars, conferences or courses, and encouraging trustees to do the same to improve the effectiveness of library organization;
- Seeks opportunities to expand understanding of human resource management, community engagement or any other aspect of library operations by attending workshops, seminars, conferences or courses, and encouraging staff to do the same to improve the effectiveness of library operations;
- Drafts agreements, bylaws, schedules, policies and procedures for review by the Board;
- Ensures staff and resources are within approved budgets to sustain effective library services.
- Provides professional expertise, leadership and advocacy for employees by conveying operational matters to the Board.
- Acts as liaison between Board, community and staff to identify change in service needs, develop meaningful service objectives, and to gauge public response.
- Reports to the Executive Committee by providing current and accurate information on changes to legislation, public policy, business practices or gaps in service, that may affect library operations:
 - reports to and consults with the Board Chair on personnel related matters as needed,
 - reports to and consults with the Vice-Chair on advocacy related matters as needed,
 - reports to and consults with the Treasurer on finance related matters as needed.
- Has executive signing privileges to co-authorize legal agreements, expense payment cheques and approve money transfers according to Finance policies and procedures.

An expanded job description for the Library Director is included in *Personnel Policies*.

POLICY MANUAL – SECTION 2: Board Governance & Planning

| | | | |
|--------------|-----|------------------|--------------|
| Policy: | 2.2 | Board Operations | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2022 |

Introductory Statement

As per section 3(4) of the *Libraries Act*, the library board is a corporation, with the responsibility to govern its operational and financial affairs independently. The relationship between the library board and municipal council is defined by the *Libraries Act* and Libraries Regulation.

Policy

The Library Board is the governing body responsible for providing accessible public library services, programs and resources for residents of the Town of Drayton Valley and surrounding areas including Brazeau County and adjacent districts.

The Board meets regularly to deliberate on operational issues and decide on organizational matters. Meetings are advertised in advance and are open to the public unless a meeting is moved *in camera* to discuss legal matters, personnel issues or other confidential subjects.

Committees are responsible for researching and reflecting on matter relating to personnel, advocacy or financial before reporting back to the Board with recommendations for action or motion.

The Board must have a 2/3 quorum of trustees in attendance to vote on all but procedural motions. Motions on legal and financial matters require a second motion prior to voting.

Elected council members appointed to the Board provide insight into municipal development plans and how the Library can respond in the context of broader governance.

Decisions made by the Board are recorded in meeting minutes that, once verified and validated at the following monthly meeting, are forwarded to administrators of the Town of Drayton Valley and Brazeau County as information.

POLICY MANUAL – SECTION 2: Board Governance & Planning

| | | | |
|--------------|-------|----------------|--------------|
| Policy: | 2.2.1 | Board Meetings | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2022 |

Policy

Library Board meetings are forums for respectful discussion and rational decision making on matters of library organization and operation. Board meetings follow guidelines outlined in *Robert's Rules of Order* or any special rules of order adopted by the Board.

The Board meets ten times per year on a regular monthly schedule except July and December. Meetings are generally held on the third Thursday of each month in the library program room or in the Civic Centre meeting rooms.

Changes to the meeting schedule should be avoided unless it is known in advance that trustee attendance will not satisfy quorum, or the library is closed in response to an emergency.

Board meetings are open to the public and will be included in the library's activity calendars, website, social media, newsletters or other communication platforms.

The Director will consult with the Executive Committee prior to scheduled Board meetings to review business matters and to draft the meeting agenda using a standard format shown in [Appendix 2-B: Meeting Agenda Structure](#).

The Director will send the agenda and all relevant information or documents required for discussion to trustees via email several days before meetings. Trustees are expected to arrive on time for meetings prepared to discuss issues and will inform the Director or Chair if they are unable to attend. Trustees can add items to the agenda prior to its adoption.

Meetings will be chaired by the most senior executive officer in attendance. The chair determines quorum once the meeting is called to order; quorum requires attendance of at least 50% of trustees to legitimize motions.

Special Board meetings may be called at the direction of the Chair, or at the request of at least four trustees, for dealing with time-sensitive or important business matters.

POLICY MANUAL – SECTION 2: Board Governance & Planning

| | | | |
|--------------|---------|-----------------------------|--------------|
| Policy: | 2.2.1.1 | Quorum & Trustee Attendance | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2022 |

Policy

Quorum is defined as the minimum number of voting members in attendance as required to allow decisions on business matters. The Library Board defines quorum at 50% of serving trustees.

The Chair will determine quorum when calling a meeting to order. When quorum is established, the Board meeting can validate motions in conducting business; when quorum is not established, the Board meeting can only approve procedural motions including acceptance of reports and correspondences as information.

Quorum may be re-assessed during a meeting as trustees enter or exit a session. The note-taker will mark the time when trustees enter or exit and will inform the Chair of any changes to quorum.

Quorum includes trustees who attend a meeting remotely via telephone, video-conference, or other real-time virtual communication; trustees who are in virtual attendance participate in discussion, motions and voting as if they were physically present.

Quorum also includes trustees that conveys in-proxy voting privileges to an executive officer in advance of an expected absence according to policy on *Motions, Votes and Resolutions*.

Visitors, delegations and guests are not counted when determining quorum. This also applies to alternates designated by municipal councils to attend on behalf of an elected member duly appointed to the Board that is unable to attend a meeting.

Trustees are expected to inform the Chair in advance of a meeting when they are unable to attend and to explain the reason for their absence. A trustee is disqualified from remaining a member of a Board if the trustee fails to attend three consecutive meetings without authorization by a resolution of the Board in accordance with section 31 (1) of the *Libraries Act*.

POLICY MANUAL – SECTION 2: Board Governance & Planning

| | | | |
|--------------|---------|------------------------------|--------------|
| Policy: | 2.2.1.2 | Motions, Votes & Resolutions | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2022 |

Policy

The Board deliberates and discusses library organizational and operational matters prior to proposing a resolution by motion and vote. A quorum of trustees must attend the meeting whether physically, virtually or in-proxy for a vote to be considered legitimate.

Only procedural motions can be made in the absence of quorum. Procedural motions include adoption of the meeting agenda, accepting reports and correspondence as information or tabling agenda items to a future Board meeting.

Any member of the Board, appointed or elected, may propose a motion.

Visitors, guests and staff delegations may be invited to take part in discussions but are not allowed to propose a motion and do not have voting privileges. This also applies to alternates designated by municipal councils to attend on behalf of an elected member appointed to the Board that is unable to attend a meeting.

Visitors, guests and staff delegations are required to leave the room if a meeting is moved *in camera* unless otherwise permitted or requested by the Board.

All trustees have equal voice during discussion on issues and have equal voting status regardless of their position including executive officers or elected members: each trustee has one vote except for in-proxy voting.

In-proxy voting is permitted only when a trustee has completed *Form 2.2.1.2 Vote in Absentia* in advance of the meeting to another member of the Board. The trustee must specify agenda item(s) and propose motion(s) where applicable. The completed form must be submitted to the Chair before calling the meeting to order. The form must be signed by the trustee, the designate and the Chair. The person endowed with a proxy vote will have two votes only on those matters specified on the form.

Trustees are expected to abstain from voting on matters where a conflict of interest may exist; the trustee is not required to explain particulars of the conflict of interest. Abstention from a vote will be recorded in the meeting minutes.

The Director serves the Board as an advisor and may request, or recommend wording of, a motion but does not have voting privileges. The Director may request that a motion be repeated or restated to ensure recording accuracy.

Motions require majority vote (>50%) to be carried as a resolution of the Board. Motions involving legal issues, financial matters or special requests to municipal council require a second motion and a 2/3 majority vote.

The meeting Chair abstains from voting unless there is an unresolved vote; on these occasions, the Chair has the deciding vote.

Votes will be counted by a show of hands unless a trustee requests voting by secret ballot. Motions that receive majority vote are passed into resolution.

POLICY MANUAL – SECTION 2: Board Governance & Planning

| | | | |
|--------------|---------|---------------------------|--------------|
| Policy: | 2.2.1.3 | Reports & Correspondences | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2022 |

Policy

The Library Board receives information from delegates, administrators, working groups and elected members on progress or activities that are relevant to advise decision-making. Members-at-large are also welcome to share information of consequence to the Board's strategic plan or opportunities for community engagement.

Reports may be delivered verbally or in writing. A summary of verbal reports will be recorded in the meeting minutes; written reports will be read aloud at the Board meeting and will be included with other documents of record for the meeting.

Delegates that have been invited to attend a Board meeting to provide a detailed report on legal or financial matters will take priority on the agenda to be heard prior to other business matters.

All other reports will be scheduled on the meeting agenda following business unless the report is relevant to other discussion matters. Reports are accepted as information by procedural motion.

Correspondences that are of organizational importance will be reported to the Board and listed on the agenda chronologically indicating the date received via regular post, registered mail, courier or email. Correspondences include official outgoing letters, important incoming letters to be entered into record or those that require a Board decision or signature. Items that require decision or signature will be included on the agenda in business. Standard operational correspondences will not be listed on the agenda.

Correspondences are accepted as information by procedural motion and will be included with other reports or documents of record for the meeting.

POLICY MANUAL – SECTION 2: Board Governance & Planning

| | | | |
|--------------|---------|--------------------|--------------|
| Policy: | 2.2.1.4 | Record of Meetings | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2022 |

Policy

In accordance with section 34 of the *Libraries Act*, the Library Board is required to maintain accurate business records. The Minister of Municipal Affairs or a duly authorized representative may inspect the library's books, accounts and records including meetings minutes with proper notification as per section 39 of the *Act*.

The Board will designate a secretary prior to calling a meeting to order. The secretary's primary role is to take accurate notes of discussion on agenda items including:

- times for: call to order, trustee entering/ exiting meeting, entering/ exiting in-camera, adjournment,
- quorum declaration: trustee attendance/ absence or changes to quorum during meeting,
- summary of business discussions,
- name of trustees offering first or seconded motions including accurate phrasing of motions and vote outcomes.

The secretary is responsible for preparing the meeting minutes prior to the next scheduled Board meeting including assigning properly formatted sequential numbering of motions as follows:

- Motion identification to denote year and resolution number,
- Name of trustees offering first or seconded motions,
- Specifics of the motion including details for action and timeline for completion,
- Results of motion: CARRIED, NOT CARRIED, TABLED.

The secretary may pause the meeting to clarify wording of motions or details of discussion.

The Board reviews the previous meeting minutes as the first order of business on the agenda. The Chair will open the floor for any recommended amendments, additions or deletions prior to a procedural motion to adopt the minutes. The approved minutes are signed and dated by the Chair and secretary prior to adjournment; minutes must be signed within seven days if amendment is recommended or required. Minutes become legal records of Board proceedings once they have been reviewed, approved and signed.

Notes are not taken during *in-camera* discussion. Motions arising following *in-camera* sessions will exclude confidential details unless such details are essential to impart meaning to the motion.

The Director retains documents connected to Board meetings according to policy and procedure on *Records Retention*.

POLICY MANUAL – SECTION 2: Board Governance & Planning

| | | | |
|--------------|-------|-----------------------------|--------------|
| Policy: | 2.2.2 | Committees & Working Groups | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2022 |

Policy

The Board establishes committees to investigate and deliberate upon certain organizational matters and report on findings or recommendations to the Board.

Standing committees are led by executive officers according to their elected position:

- **Executive Committee** is led by the Board Chair and includes the Vice Chair and Treasurer
- **Personnel Committee** is led by the Board Chair
- **Advocacy Committee** is led by the Vice Chair
- **Finance Committee** is led by the Treasurer

Ad hoc committees may be formed to address specific concerns or issues that do not otherwise fall under the mandate of a standing committee.

Committee membership is decided following the election of executive officers at the November AGM. Trustees are expected to volunteer for at least one standing committee of choice and may be appointed to additional committees as work demands.

Standing committees require a minimum membership of two trustees plus the Library Director. The Director attends all committees administrative support, advisor and advocate for front-line staff to advise the development of operational policy.

The Director notifies committee leaders of pending activities and deadlines for response by the specific working group or the Board.

Committee leaders are responsible for scheduling and coordinating working group meetings; the committee chair consults with the Director to draft an agenda of issues and to distribute this along with any specific information to members in advance of the scheduled meeting.

Committee leaders preside over meeting discussion; in the absence of the committee chair, the most senior member will assume the control of the meeting.

Committee members are expected to arrive on time for scheduled meetings prepared to discuss the work at hand. Members are further expected to attend a minimum of two thirds of meetings; trustees who are unable to attend a meeting are responsible for contacting the committee leader or Director for updates on information missed.

The frequency and duration of committee meetings depend on the work at hand or the deadline for achieving mandate objectives.

Committee meetings are closed to the public unless the committee leader decides to open a meeting to solicit feedback or input directly from the community. Committee leaders may also invite special guests or envoys to attend a working group as advisors.

Committee leaders provide a summarized report on discussions and proposed directives from the working group to reduce time spent on deliberation during Board meetings.

POLICY MANUAL – SECTION 2: Board Governance & Planning

| | | | |
|--------------|---------|--------------------|--------------|
| Policy: | 2.2.2.1 | Committee Mandates | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2022 |

Policy

The Board's standing committees include: Executive, Personnel, Advocacy and Finance. Executive officers monitor changes in library operation or organization and provide leadership by overseeing the activities of working groups.

Executive officers acknowledge that their authority does not extend beyond consensus of the Board; any decisions regarding legal, financial or logistical matters must be presented and passed by majority vote from the Board.

Committee meetings are forums to discuss details of work required to address business matters in a private working group and to frame directives as recommendations for action by the Board in the context of the specific mandate for each committee.

Committees discuss specific details of library business that may include confidential information; therefore, committee meetings are neither advertised nor open to the general public unless otherwise specified.

Executive Committee

Committee Leadership: Board Chair

Committee Membership: Vice Chair, Treasurer, Director.

Meeting Exclusions: Meetings are closed to the general public.

Meeting Schedule: The committee meets prior to each Board meeting or as needs arise.

Authority: The committee is authorized to pass emergency motions with >66% majority vote of executive officers, (excluding the Director), on issues requiring immediate decision; the Board must be notified of all emergency motions or measures.

Mandated Responsibilities:

- Develop bylaws, schedules, agreements, policies, procedures or protocols regarding *Framework and Board Governance & Planning*;
- Assess progress towards goals and benchmarks identified in the Strategic Plan of Service;
- Coordinate activities of working groups to effectively manage workload, including schedule for committee meetings;
- Review and sign documents required to maintain administrative function of library operations or Board organization;
- Review draft version of the library's annual report, legal contracts or agreements before presenting final versions to the Board for approval.

Personnel Committee

Committee Leadership: Board Chair

Committee Membership: At least two other trustees plus the Library Director.

Meeting Exclusions: Meetings are closed to the general public.

Meeting Schedule: The committee meets at least twice per year or as needs arise.

Authority: The committee is not authorized to act or pass motions independent of the Board.

Mandated Responsibilities:

- Develop policies, procedures or protocols regarding *Personnel* or *Risk Management* policies relating to Employment Standards or Occupational Health and Safety

- Annual review of wage grid and payroll budget;
- Conduct Library Director's performance review (required at least once every two years);
- Plan public recognition event for Employee Years of Service Awards;
- Respond to personnel-related issues as needs arise.

Advocacy Committee

Committee Leadership: Board Vice-Chair

Committee Membership: At least two other trustees plus the Library Director.

Meeting Exclusions: Meetings are closed to the general public; however, the committee leader may advertise a session as open to the public.

Meeting Schedule: The committee meets at least twice per year or as needs arise.

Authority: The committee is not authorized to act or pass motions independent of the Board.

Mandated Responsibilities:

- Develop policies, procedures or protocols regarding *Operations & Service*;
- Plan and coordinate community needs assessment for Library's Five-Year Plan of Service;
- Review advocacy materials (fliers, brochures, official letters, etc.) for accuracy;
- Support library staff when hosting large public events;
- Plan public recognition event for Volunteer and Donor Recognition;
- Advising response to patron-related issues as needs arise.

Finance Committee

Committee Leadership: Board Treasurer

Committee Membership: At least two other trustees plus the Library Director

Meeting Exclusions: Meetings are closed to the general public; however, the Chair may invite the bookkeeper or accountant as guests to provide information regarding financial issues.

Meeting Schedule: The committee meets at least twice per year or as needs arise.

Authority: The committee is not authorized to act or pass motions independent of the Board.

Mandated Responsibilities:

- Develop policies, procedures or protocols regarding *Finance*.
- Review monthly financial reports and consult with bookkeeper about unusual entries;
- Monitor bank statements to ensure account volumes are adequate to sustain operations;
- Plan operational or capital project budgets and presents appropriation request to councils;
- Prepare grant applications for operational support funding and capital projects.
- Consult with bookkeeper and accountant to conduct annual review of financial statements.

Ad Hoc Committees

The Board may form and appoint members to ad hoc committees to address issues of special interest of concern regarding governance, facility operations, development of agreements, or community initiative planning.

Ad hoc committee structure will be defined by the Board within one month of motion to establish the working group. Defined structure includes designating leadership, membership, meeting exclusions, authorities, mandated responsibilities, and a timeline for achieving objectives.

Ad hoc committees report to the Board on activities and progress towards completing the mandate; the Board will move to dissolve the ad hoc committee once objectives are achieved.

POLICY MANUAL – SECTION 2: Board Governance & Planning

| | | | |
|--------------|----------------|--------------------------|---------------------|
| Policy: | 2.2.2.2 | Committee Reports | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2022 |

Policy

Committee leaders are responsible for reporting to the Board on the working group's activities including findings and recommended action or decision. Committee reports may be delivered as a written document or a verbal summary by the committee leader or designate member.

Reports will exclude confidential information or other specific details that are not required of relevant to the Board or the recommended course of action. The Board must go *in camera* to discuss specifics of a committee's deliberations or findings are protected by confidentiality rules.

Following delivery and discussion of the report by the Board the committee leader or designate member may propose a motion on behalf of the working group.

Verbal reports will be summarized in the meeting minutes in which they were presented indicating the committee and the presenting member. Written reports will be included in the documents of record for the Board meeting in which they were presented and will indicate the committee and the member preparing the notes.

The Director retains all documents related to Board meetings according to policy and procedure on *Records Retention Schedule*.

POLICY MANUAL – SECTION 2: Board Governance & Planning

| | | | |
|--------------|-------|---------------|--------------|
| Policy: | 2.2.3 | Communication | |
| Approved By: | | Approved: | May 21, 2020 |
| Signature: | | Review By: | 2022 |

Policy

The Board takes an active role in communicating the important role that libraries play in improving quality of life and economic well-being of community residents by providing accessible services, resources and programs.

The Executive Committee are official representatives for communicating directives and decisions on behalf of the Board.

- The Chair issues or approves correspondences and public statements on Board directives, legal matters and general announcements including trustee and Director recruitment.
- The Vice Chair issues or approves correspondences and public statements regarding advocacy initiatives, community engagement and plans of service.
- The Treasurer issues or approves correspondences and reports relating to the annual review of financial statements, grant applications and other business matters including tenders for bookkeeping or accounting services.

The Director is the official representative for all other communications regarding operational activities, service adjustments, promotional and marketing initiatives including staff and volunteer recruitment.

Outgoing communications may include official correspondence or public service announcements, casual or intentional conversations, interviews by phone or email, news articles or advertisements, posts on social media, library website, newsletter or any other means of broadcasting according to policies on *Public Relations*.

Incoming communications may include official correspondence to the Board or administration, patron feedback, comments, notes or survey responses. The Director will notify the Board of any significant correspondences to include as information or that require attention or action. Public comments or patron survey response will be reviewed and collated by the Director to inform the Board's community needs assessment and strategic planning process.



TOWN OF DRAYTON VALLEY CHILDCARE OPERATIONAL BOARD

held on Tuesday, May 12, 2020
at 9:30am in Boardroom One at the Town Civic Centre

MINUTES

PRESENT: Sharon MacLellan, Chair, Community Member
Annette Driessen, General Manager of Community Services
Bernice Taylor, Early Childhood Development Centre Program Manager
Cora Appleby, Administrative Assistant

VIA WEBEX VIDEO CONFERENCE: Darlene Ferris, Community Member
Lisa Buchan, Community Member

1.0 CALL TO ORDER

The meeting was called to order at 9:35am by Chair MacLellan.

2.0 AGENDA BUILDING

2.1 Additions or Deletions

There were no additions or deletions made to the agenda.

2.2 Approval of Agenda

MOTION BY Lisa Buchan to approve the May 12th meeting agenda as presented.

CARRIED

3.0 MINUTES FROM THE JANUARY 7, 2020 MEETING

3.1 Approval

MOTION BY Lisa Buchan to approve the January 7th meeting minutes as presented.

CARRIED

4.0 BUSINESS ARISING

4.1 Update COVID -19 Re-launch

Bernice Taylor reported that while it was originally announced that Childcare Centres could open on May 14th, the Province will confirm later this week if that schedule will be maintained. The Board was presented with information and options with respect to a future re-opening of the Centre. Considerations included:

- available space within the day homes
- scheduling the opening to coincide with the schools
- current guidelines to allow 30 people (children and staff) to be in the facility
- guidelines to control entry and exit to the facility
- decisions on who will be permitted to attend
- decisions on which staff members will be recalled

- requirements for PPE availability
- willingness of families to return to the Centre
- food and snack service
- children with special needs
- access to material and play equipment

The Board discussed a potential reopening date of June 22nd, Lori-Ann Schamehorn will return on June 10th and staff returns on June 15th. It was discussed that the lowest enrollment capacity at reopening should be 20 children aged 4 to 6 years old, food and snack will be provided by the Centre.

~ ACTION ITEM ~ Bernice Taylor will survey parents and ask about potential reopening date.

MOTION BY Darlene Ferris to have administration proceed with developing the reopening plan based on the following recommendations:

- **Assitant Manager return June 10th**
- **Programming Staff return on June 15th**
- **Reopen on June 22nd to families**
- **Lowest enrollment for opening is 20 children**
- **Provide childcare to children aged 4 to 6 years old**
- **Cannot support children with Special Needs or PUF due to limitation on spaces**
- **Hours of Operation decreased to reflect an 8 to 8.5 hour day**
- **Consistent guaranteed supply of PPE available**

4.2 Provincial Grants for Re-launch

Bernice Taylor reported that they do not qualify for Provincial Grants as they receive ELCC grant funding.

The Board discussed the potential budgets for various scenarios on the re-opening of the Centre and the monthly deficits that may be accrued.

4.3 COVID Child Care Guidelines

Bernice Taylor discussed the material produced by Ontario and Alberta for their respective re-opening guidelines. Due to the comprehensive guidelines contained within the Ontario example, Bernice Taylor will use the Ontario template while incorporating our Provincial requirements.

~ ACTION ITEM ~ Bernice Taylor will send the draft guidelines and proposed budgets to Board Members.

5.0 OTHER BUSINESS

5.1 Budget Update

Annette Driessen presented the Year End Financial Statement for 2019.

5.2 Policies

- **Medication Policy**

Bernice Taylor presented the Medication Policy and the changes that were made to the Policy.

MOTION BY Lisa Buchan to accept the Medication Policy as presented.

CARRIED

5.3 General Correspondence

Bernice Taylor reported on correspondence received from the Early Childcare Association and discussed the need for childcare financial support from the Province. The Association is advocating for a Universal Childcare to be provided across Canada.

The Board is recommending that Administration draft a letter advocating Provincial investment in childcare and the importance of providing Universal Childcare across Canada.

6.0 NEXT MEETING DATE

The next two meeting dates will take place on June 29th at 2:00pm via Webex and September 8th at 9:30am via Webex.

7.0 ADJOURNMENT

Chair MacLellan adjourned the meeting.

TIME: 11:07am

Approved



Brazeau Foundation

Managing Housing Solutions

5208 -47 Avenue,
Drayton Valley, Alberta, T7A 1N7
Phone: (780) 542-2712 Fax: (780) 542 2765
E-mail: bsf@telusplanet.net

SPECIAL MEETING OF THE BOARD OF DIRECTORS
CETC, Drayton Valley
May 14, 2020
1:30 PM

ATTENDANCE:

Directors Present:

Tom McGee- Chairperson
Jeannette Vatter
Cody Brooks
Marc Gressler
Janet Young- Vice-Chairperson

Town of Drayton Valley
Member at Large – Drayton Valley
Member at Large – Brazeau County
Brazeau County
Village of Breton

Administration Present:

Stella Keller
Laura Delesalle

Chief Administrative Officer
Finance Manager

1.0 CALL TO ORDER

T. McGee called the meeting to order at 1:35 PM.

2.0 AGENDA

2.1 APPROVAL OF AGENDA

Resolution #20-05-56: Moved by J. Vatter to approve the agenda with no additions.

3.0 CAO SUCCESSION PLAN

3.1 In-Private Session (Personnel/Legal)

Resolution #20-05-57: Moved by C. Brooks to go in-private to discuss personnel matters at 1:35 PM.

Motion ...Carried Unanimously

Resolution #20-05-58: Moved by M. Gressler to come out of in-private 2:49 PM.

Motion ...Carried Unanimously

Resolution #20-05-59: Moved by M. Gressler for the board to draft a contract for the CAO position with a job description with assistance from current CAO, review with legal and present to candidate prior to the 28th board meeting.

Motion ...Carried Unanimously

Stella
JK

4.0 FUTURE MEETING DATES

4.1 NEXT BSF BOARD MEETING – May 28, 2020 at the CETC @ 11:00 AM.

5.0 ADJOURNMENT

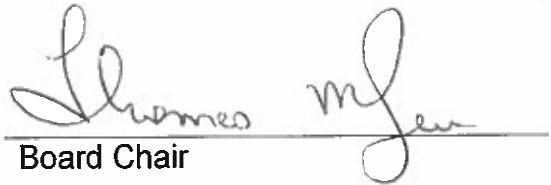
Resolution #20-05-60: Moved by C. Brooks to adjourn the meeting at 2:52 PM.

Motion ...Carried Unanimously

APPROVED AT THE May 28, 2020 MEETING OF THE BOARD



Chief Administrative Officer



Board Chair



MEETING OF THE BOARD OF DIRECTORS
CETC, Drayton Valley
April 30, 2020
11:00 AM

ATTENDANCE:

Directors Present:

| | |
|-------------------------------|----------------------------------|
| Tom McGee- Chairperson | Town of Drayton Valley |
| Jeannette Vatter | Member at Large – Drayton Valley |
| Cody Brooks | Member at Large – Brazeau County |
| Marc Gressler | Brazeau County |
| Janet Young- Vice-Chairperson | Village of Breton |

Administration Present:

| | |
|-----------------|------------------------------|
| Stella Keller | Chief Administrative Officer |
| Laura Delesalle | Finance Manager |

1.0 CALL TO ORDER

T. McGee called the meeting to order at 11:05 AM.

2.0 AGENDA

2.1 ADDITIONS TO AGENDA

8.2 Monthly Cheque Run

2.2 APPROVAL OF AGENDA

Resolution #20-04-39: Moved by J. Young to approve the agenda with the addition.

3.0 APPROVAL OF MINUTES

3.1 MINUTES FROM THE MARCH 12, 2020 REGULAR BOARD MEETING

Resolution #20-04-40: Moved by M. Gressler to approve the minutes of the February 20, 2020 Board Meeting as presented.

Motion ...Carried Unanimously

3.2 BUSINESS ARISING OUT OF THE MINUTES

4.0 FINANCIAL

4.1 FINANCIAL REPORTS – Foundation

Thomas

4.1.1 Foundation Disbursements for March 2020

Resolution #20-04-41: Moved by M. Gressler to accept the Payable Disbursements as information.

Motion ...Carried Unanimously

4.1.2 Visa Payable for March 2020

Resolution #20-04-42: Moved by J. Vatter to accept the Visa Payable as information.

Motion ...Carried Unanimously

4.1.3 Foundation Balance Sheet as of March 31, 2020

Resolution #20-04-43: Moved by J. Young to accept the Foundation Balance Sheet as information.

Motion ...Carried Unanimously

4.1.4 Financial Statements to June 30, 2019

4.1.4.1 Central Services / Lodge

4.1.4.2 Provincial Housing Units

Resolution #20-04-44: Moved by C. Brooks to accept the Financial Statements as information.

Motion ...Carried Unanimously

4.2 BOARD MEMBER EXPENSE

4.2.1 Board Member Expenses for March 2020

Resolution #20-04-45: Moved by J. Young to approve the Board Member Expenses of \$1023.21 for March 2020.

Motion ...Carried Unanimously

5.0 OLD BUSINESS

6.0 REPORTS

6.1 OPERATION'S REPORT

6.1.1 CAO's Report

6.1.1.1 Standards Update – rec'd written approval

6.1.1.2 COVID-19 – high stress ongoing

6.1.1.3 2019 Housing Carry Over - approved

6.1.1.4 Negotiations - postponed

6.1.1.5 Resident concerns – fear and mental wellness

6.1.2 Vacancy Report

Resolution #20-04-46: Moved by J. Young to accept the vacancy report as information.

Motion ...Carried Unanimously

Resolution #20-04-47: Moved by J. Vatter to approve construction of the south garden fence for up to \$30,000, \$10,000 to come from the comfort fund, remainder to come from reserves and or grant funding.

Motion ...Carried Unanimously

Resolution #20-04-48: Moved by J. Vatter to approve \$50 gift certificates for staff for their contributions to the Covid-19 response to date.

Motion ...Carried Unanimously

6.1.3 In-Private Session (Personnel/Legal)

Resolution #20-04-49: Moved by J. Young to go in-private to discuss personnel matters at 1:50 PM.

Motion ...Carried Unanimously

Resolution #20-04-50: Moved by J. Young to come out of in-private at 2:26 PM.

Motion ...Carried Unanimously

Resolution #20-04-51: Moved by J. Vatter to allow current out-of-scope employee to use employment service years while under temporary employment with the foundation to be added to current/past years of service.

Motion ...Carried Unanimously

6.2 Policy- *None at present*

7.0 CORRESPONDENCE

7.1 To: Village of Breton, Brazeau County, Town of Drayton Valley, Carlson Roberts Seely, MLA for Drayton Valley - Calmar RE: Board of Directors Meeting Minutes (March 27, 2020)

7.2 From: Alberta Seniors and Housing RE: 2019 Carryover to 2020 (March 27, 2020)

7.3 To: Alberta Seniors & Housing RE: Surplus of 2019 Funds (March 26, 2020)

7.4 From: Alberta Seniors & Housing RE: Supportive Living Accommodations Standards (March 30, 2020)

7.5 From: Alberta Seniors & Housing RE: 2019 Audit (March 30, 2020)

Resolution #20-04-52: Moved by J. Vatter to accept correspondence as information.

Motion ...Carried Unanimously

8.0 NEW BUSINESS

8.1 CAO Succession

Resolution #20-04-53: Moved by J. Vatter to proceed with our succession plan as discussed and accept retirement letter of present CAO.

Motion ...Carried Unanimously

8.2 Monthly Cheque Run

8.3 Honorarium Reduction

Resolution #20-04-54: Moved by M. Gressler to reduce rate of honorarium's by 10% from April- December 2020.

Motion ...Carried Unanimously

9.0 FUTURE MEETING DATES

9.1 SPECIAL BOARD MEETING –May 14, 2020 at the CETC @ 1:00 PM

9.2 NEXT REGULAR MEETING OF THE BOARD – May 28, 2020 @10 am

10.0 ADJOURNMENT


Resolution #20-04-55: Moved by C. Brooks to adjourn the meeting at 4:00 PM.

Motion ...Carried Unanimously

APPROVED AT THE May 28, 2020 MEETING OF THE BOARD



Chief Administrative Officer



Board Chair