



Agenda

Call to Order

National Anthem

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2.0	Adoption of Agenda	
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9.0	Department Reports	
	9.1. Planning and Development	Matt Ellis
	9.2. Engineering	Owen Olynyk
	9.3. Community Services and FCSS	Annette Driessen
	9.4. Emergency Services	Tom Thomson
	9.5. Safety and Protective Services	Merlin Klassen
	9.6. CAO/Administration/Capital Project Update	Annette Driessen
10.0	Council Reports	
	10.1. Councillor Ballas	
	10.2. Councillor Peebles	
	10.3. Councillor Dodds	
	10.4. Deputy Mayor Gammana	
	10.5. Councillor McGee	
	10.6. Councillor Wheeler	
	10.7. Mayor Doerksen	
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	11.2. Drayton Valley Municipal Library Meeting Minutes – November 19, 2020	113-116
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Meeting Minutes

THOSE PRESENT:

Mayor Doerksen
Councillor Ballas
Councillor Dodds
Deputy Mayor Gammana
Councillor McGee
Councillor Peebles
Councillor Wheeler
Annette Driessen, Acting CAO
Elvera Thomson, General Manager of Finance
Bree Motkoski, Executive Assistant
Sabine Landmark, Administrative Assistant
Nathan Palovcik, Manager of Information Services

Matt Ellis, Senior Planner
Khaled Mouallem, Utilities Manager
Owen Olynyk, General Manager of Engineering
Tom Thomson, Fire Chief
Merlin Klassen, Manager of Safety
Acting S/Sgt. Erin Matthews, RCMP
Graham Long, Drayton Valley and District Free Press (Call-In)
Cathy Weetman, Drayton Valley Western Review (Call-In)
Members of the Public

ABSENT:

CALL TO ORDER

Mayor Doerksen called the meeting to order at 9:02 a.m.

1.0 Additions to the Agenda

There were no additions or deletions to the Agenda.

2.0 Adoption of Agenda

RESOLUTION #001/21

Deputy Mayor Gammana moved to adopt the Agenda for the January 20, 2021 Regular Meeting of Council, as presented.

CARRIED

3.0 Corrections or Amendments:

3.1. December 16, 2020, Regular Meeting of Council Minutes

There were no corrections or amendments to the December 16, 2020, Regular Meeting of Council Minutes.

4.0 Adoption of:

4.1. December 16, 2020, Regular Meeting of Council Minutes

RESOLUTION #002/21

Councillor Wheeler moved to adopt the Minutes of the December 16, 2020, Regular Meeting of Council, as presented.

CARRIED

5.0 Public Hearings

5.1. Town of Drayton Valley Land Use Bylaw 2020/12/D

A separate set of minutes was recorded for this item.

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6.0 Delegations

- 6.1. Noble Growth Corp (Scott Huska)
Mr. Huska provided Council with an update on the activities of Noble Growth and asked for property tax forgiveness for the year 2021.
- 6.2. Drayton Valley RCMP Stats – December 2020 – Acting S/Sgt. Erin Matthews
Acting S/Sgt. Matthews presented Council with the stats for the month of December 2020. She further provided an update on the pilot project that she is working on with Alberta Health Services. She invited Council to participate in the meetings for the pilot program. Councillor Dodds expressed her interest.

Mayor Doerksen asked if Council agreed to deal with decision item 7.8 RCMP Furniture Request while Acting S/Sgt. Matthews is present. Council agreed.

7.0 Decision Items

7.8. RCMP Furniture Request

RESOLUTION #003/21

Councillor Peebles moved that Council approve the RCMP Detachment funding request for furniture and renovations of \$12,217.30.

CARRIED

7.1. Town of Drayton Valley Land Use Bylaw 2020/12/D, Presented for Second and Third Reading

Mrs. Thomson exited the meeting at 10:12 a.m.

Mrs. Thomson returned to the meeting at 10:14 a.m.

Councillor Peebles exited the meeting at 10:14 a.m.

Councillor Peebles returned to the meeting at 10:17 a.m.

Councillor Wheeler exited the meeting at 10:17 a.m.

Councillor Wheeler returned to the meeting at 10:20 a.m.

Councillor Dodds exited the meeting at 10:25 a.m.

Councillor Dodds returned to the meeting at 10:28 a.m.

RESOLUTION #004/21

Councillor McGee moved that Council give Second Reading to proposed Land Use Bylaw 2020/12/D, as presented.

CARRIED

RESOLUTION #005/21

Councillor Dodds moved that Council give Third Reading to proposed Land Use Bylaw 2020/12/D, as presented.

CARRIED

Mayor Doerksen called a break at 10:34 a.m.

Mayor Doerksen reconvened the meeting at 10:43 a.m.

Councillor Wheeler entered the meeting at 10:44 a.m.

Councillor Gammana entered the meeting at 10:45 a.m.

7.2. Town of Drayton Valley Public Works Equipment Debenture Bylaw 2021/01/F, Presented for First Reading

RESOLUTION #006/21

Councillor Ballas moved that Council give First Reading to proposed Borrowing Bylaw 2021/01/F.

CARRIED

7.3. Internal Sustainability Committee – Terms of Reference

RESOLUTION #007/21

Councillor McGee moved that Council approve the Terms of Reference for the Internal Sustainability Committee, as presented.

CARRIED

7.4. Request for Letter of Resolution for Alberta Community Partnership Grant

RESOLUTION #008/21

Deputy Mayor Gammana moved that Council provide a letter of support for the Alberta Community Partnership (ACP) grant application.

CARRIED

7.5. Community Grants, First Quarter Allocations

RESOLUTION #009/21

Councillor Dodds moved that Council award Elevated Experience Camping Society \$2,500 from the Community Events Grant to help the costs associated with supplying the Operation Food Trailer with two (2) months' worth of food supplies from April 30 to October 3, 2021; AND that Council award the Frank Maddock High School – Family Wellness \$2,500 from the Community Events Grant to help cover rental costs associated with hosting the Equine Therapy in the spring of 2021.

CARRIED

7.6. 2021 Census of Population

RESOLUTION #010/21

Deputy Mayor Gammana moved that the Council of the Corporation of the Town of Drayton Valley supports the 2021 Census, and encourages all residents to complete their census questionnaire online at www.census.gc.ca. Accurate and complete census data support programs and services that benefit our community.

CARRIED

7.7. Town of Drayton Valley/Brazeau County Co-Mediation IDP/ICF

RESOLUTION #011/21

Councillor Wheeler moved that Town Council appoint Mr. Andrew Fulton as mediator/arbitrator; AND approve in principle Brazeau County's appointment of Bill Sutherland as mediator for matters related to the Intermunicipal Collaboration Framework (ICF); AND send a letter to Alberta Minister of Municipal Affairs Hon. Ric McIver in support of the Alberta Community Partnership (ACP) – Mediation and Cooperative Processes Grant.

CARRIED

Councillor Wheeler declared a pecuniary interest and Councillor Dodds declared perceived bias with item 7.9. 2021 Property Tax Forgiveness Request – Noble Growth Alberta Limited Partnership and exited the meeting at 11:20 a.m.

7.9. 2021 Property Tax Forgiveness Request – Noble Growth Alberta Limited Partnership

RESOLUTION #012/21

Deputy Mayor Gammana moved that Council approve the forgiveness of municipal taxes for Tax Roll 70417600 for the 2021 year.

RESOLUTION #013/21

Councillor McGee made a tabling motion to take this to a strategic planning session to talk about it in a holistic way for further clarity.

CARRIED

RESOLUTION #012/21 TABLED

Councillor Wheeler and Councillor Dodds returned to the meeting at 11:36 a.m.

8.0 Department Reports

8.1. Planning and Development

Mr. Ellis provided an update of the activities in the Planning and Development department.

8.2. Engineering

Mr. Olynyk provided an update from the Engineering and Public Works department and advised that various Requests for Proposals are being prepared.

8.3. Community Services and FCSS

Ms. Driessen provided an update from the Community Services department, Early Childhood Development Centre, and FCSS. She noted that Eagle Point Blue Rapids Parks Council is preparing COVID-friendly events for Family Day.

8.4. Emergency Services

Fire Chief Thomson presented Council with the statistics for the months of November and December 2020.

8.5. Safety and Protective Services

Mr. Klassen provided an update on the COVID-19 situation as well as from the Safety department and Emergency Planning department.

8.6. CAO/Administration/Capital Project Update

Ms. Driessen provided an update on capital projects and on activities from Administration. She recognized Ms. Jocelyn Whaley for her contribution to the community as Brazeau County Chief Administrative Officer.

9.0 Council Reports

9.1. Councillor Wheeler

- Headwaters Alliance meeting

9.2. Councillor Ballas

- Public engagement

9.3. Councillor Peebles

- Recognized the 100th birthday of community member Gladys Seltenrich

9.4. Councillor Dodds

- Education meetings
- Joint Council meeting

9.5. Deputy Mayor Gammana

- Education meetings

9.6. Councillor McGee

- Eagle Point Blue Rapids Parks Council meeting
- Brazeau Foundation/Shangri-La Lodge meeting
- Recognized the 100th birthday of community member Gladys Seltenrich

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- 9.7. Mayor Doerksen
- Various stakeholder meetings

10.0 Information Items

10.1. STAR Catholic Schools Board Meeting Highlights – December 2020

10.2. Drayton Valley / Brazeau County Fire Services Stats – November and December 2020

10.3. Drayton Valley RCMP Stats – December 2020

RESOLUTION #014/21

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

CARRIED

11.0 Adjournment

Mayor Doerksen adjourned the meeting at 12:21 p.m.

MAYOR

ACTING CHIEF ADMINISTRATIVE OFFICER

MINUTES OF PUBLIC HEARING

January 20, 2021
BYLAW 2020/12/D

THOSE PRESENT:

Mayor Doerksen
Councillor Ballas
Councillor Dodds
Deputy Mayor Gammana
Councillor McGee
Councillor Peebles
Councillor Wheeler
Annette Driessen, Acting CAO
Elvera Thomson, General Manager of Finance
Bree Motkoski, Executive Assistant
Sabine Landmark, Administrative Assistant
Nathan Palovcik, Manager of Information Services

Matt Ellis, Senior Planner
Khaled Mouallem, Utilities Manager (Call-In)
Owen Olynyk, General Manager of Engineering (Call-In)
Tom Thomson, Fire Chief (Call-In)
Acting S/Sgt. Erin Matthews, RCMP
Graham Long, Drayton Valley and District Free Press (Call-In)
Cathy Weetman, Drayton Valley Western Review (Call-In)
Members of the Public

ABSENT:

ITEM

Bylaw No. 2020/12/D – Land Use Bylaw

CALL TO ORDER

Mayor Doerksen declared the Public Hearing open at 9:07 a.m.

PURPOSE OF THE PUBLIC HEARING

To receive comments, concerns, and questions from the public with regard to the proposed Land Use Bylaw 2020/12/D.

BACKGROUND

The above Bylaw received First Reading at the October 28, 2020, Regular Meeting of Council, and may receive Second and Third Readings today, depending upon the comments received at this Public Hearing.

Notification of the Bylaw, requesting comments from the public, and advising them of the Public Hearing, has been provided through in accordance with Town of Drayton Valley Bylaw 2018/07/A (Electronic Advertising Bylaw). To facilitate the Public Hearing process, any comments received (written or verbal) will be presented as a package at the time of the Public Hearing.

CALL FOR COMMENTS FROM THE FLOOR

There were no comments from the floor.

CALL FOR COMMENTS OR WRITTEN SUBMISSIONS

There was no written submission received.

ADJOURNMENT

Mayor Doerksen declared the Public Hearing closed at 9:10 a.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Town of Drayton Valley

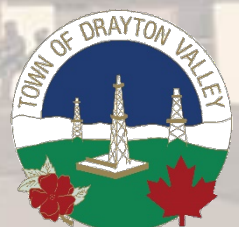
Proclamation

Psychology Month February 2021

- WHEREAS:** Psychology Month is celebrated every February and recognizes the many contributions of Alberta's approximately 4,000 registered psychologists and registered provisional psychologists; and
- WHEREAS:** the COVID-19 pandemic has had, and continues to have, a significant affect and impact on the lives and mental wellbeing of Albertans; and
- WHEREAS:** psychologist provide quality assessment, therapeutic and consultative services in schools, universities, hospitals, and community organizations, as well as through employee assistance and private practice settings; and
- WHEREAS:** psychologists provide proven, effective treatments for a broad array of health concerns and work alongside other health professionals to provide collaborative health care.
- THEREFORE:** I, Mayor Michael Doerksen, on behalf of the Council of the Town of Drayton Valley, do hereby proclaim the month of **February 2021** as "**Psychology Month**" in the Town of Drayton Valley. This month, I encouraged everyone to be mindful of their own mental health as well as those around them and seek out help if they are struggling during this difficult time.

DATED at the Town of Drayton Valley,
in the Province of Alberta,
this 10th day of February, 2021.

Mayor Michael Doerksen



Town of Drayton Valley

Proclamation

BLACK HISTORY MONTH

February 2021

WHEREAS Black History Month reminds us of the struggles of African-Canadians for fair treatment and equal opportunity. It is a time to reflect on the history and experience of escaped slaves and of the freedom found for over 30,000 slaves through the Underground Railroad;

AND WHEREAS African-Canadians have made significant contributions to Canada's diversity, culture, economy, literature, sports and politics. Many renowned African-Canadians have held prominent positions in public office;

AND WHEREAS Black History Month is an important reminder of the struggles and achievements of African-Canadians and their role in Canada's history. The Town of Drayton Valley acknowledges these contributions and reaffirms its ongoing commitment to building awareness and an inclusive society.

THEREFORE I, Michael Doerksen, Mayor of Drayton Valley do hereby proclaim February 2021, as "Black History Month" in the Town of Drayton Valley.

DATED at the Town of Drayton Valley,
in the Province of Alberta,
this 10th day of February, 2021.

Mayor Michael Doerksen



PUBLIC HEARING

February 10, 2021

9:00 A.M.

Council Chambers – Civic Centre

1. DECLARE PUBLIC HEARING OPEN

Bylaw No. 2021/01/F – Public Works Equipment Debenture Bylaw

2. PRESENT

3. PURPOSE OF THE PUBLIC HEARING

To receive comments, concerns, and questions from the public with regard to the proposed Public Works Equipment Debenture Bylaw 2021/01/F.

4. BACKGROUND

The above Bylaw received First Reading at the January 20, 2021, Regular Meeting of Council, and may receive Second and Third Readings today, depending upon the comments received at this Public Hearing.

Notification of the Bylaw, requesting comments from the public, and advising them of the Public Hearing, has been provided through in accordance with Town of Drayton Valley Bylaw 2018/07/A (Electronic Advertising Bylaw). To facilitate the Public Hearing process, any comments received (written or verbal) will be presented as a package at the time of the Public Hearing.

5. CALL FOR COMMENTS FROM THE FLOOR.

6. CALL FOR COMMENTS OR WRITTEN SUBMISSIONS.

7. DECLARE PUBLIC HEARING CLOSED.



Town of Drayton Valley

Delegation Request Form

Name(s): Sandra Bannard
 Organization: Eagle Point-Blue Rapids Parks Council
 Contact Number: 780-898-7275 Contact E-mail: sandra@epbrparkscouncil.org
 Mailing Address: Box 7355 Drayton Valley, AB T7A 1S6

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)

CAO Driessen asked that we explain to Council the activities lined up for the Family Day Weekend- Fire & Ice Valentine Scavenger Hunt.

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

Delegation Request Form

Name(s): Brad Kelly
 Organization: Local Gyms
 Contact Number: 780-238-3889 Contact E-mail: sbgdraytonvalley@gmail.com
 Mailing Address: _____

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

- ☒ Council Meeting
- ☐ Governance & Priorities Committee Meeting
- ☐ Special Meeting/Presentation
- ☐ Administration Meeting

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

Reason for Requesting Delegation:

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

Letter of support from the Town to the Province regarding gyms reopening fully _____

Additional Information Provided

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

Please indicate any preference you have for meeting:

February 10, 2021

Please submit your request by:

Fax: 780.542.5753

E-mail:

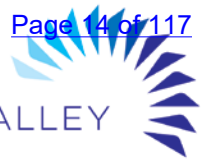
admin-support@draytonvalley.ca

In person: 5120-52 ST

TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION

DRAYTON VALLEY



SUBJECT:	Town of Drayton Valley Public Works Equipment Debenture Bylaw 2021/01/F Presented for Second and Third Readings
MEETING:	February 10, 2021 Regular Meeting of Council
PRESENTED BY:	Elvera Thomson General Manager of Finance

1. PROPOSAL AND BACKGROUND:

As per the 2021 Capital Budget, the attached proposed Borrowing Bylaw 2021/01/F is for the purpose of purchasing equipment for the Town's Public Works department for a total of \$591,200. This includes the following:

- Parks Equipment \$157,342
- Tandem Truck \$211,500
- 2 Toro Workman GTX 4-Seat \$45,728
- Ford F550 1Ton Dumpbody \$101,000
- KM 8000 Asphalt Hotobox \$75,630

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

This will increase the Town's debt and subsequent principal and debt payments.

3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	Yes	MGA, Section 187, 230, 251, 254
Municipal Bylaws	N/A	
Municipal Development Plan	N/A	
Sustainability Vision 2019-2021	N/A	
Town of Drayton Valley Strategic Plan 2019-2021	N/A	
Other Plans or Policies	N/A	

4. POTENTIAL MOTIONS:




- A. That Council give Second Reading to proposed Borrowing Bylaw 2021/01/F as presented.
That Council give Third Reading to proposed Borrowing Bylaw 2021/01/F as presented.
- B. That Council give Second Reading to proposed Borrowing Bylaw 2021/01/F with the following amendment(s): _____.
That Council give Third Reading to proposed Borrowing Bylaw 2021/01/F as amended.
- C. That Council table the Second Reading to proposed Borrowing Bylaw 2021/01/F to request from Administration information regarding _____.
- D. That Council does not give Second Reading to proposed Borrowing Bylaw 2021/01/F.

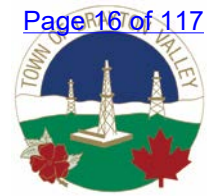
5. RECOMMENDATION

Administration recommends that Council give Second and Third Reading to Borrowing Bylaw 2021/01/F.

6. ATTACHMENTS:

1. DRAFT Borrowing Bylaw 2021/01/F

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			



BYLAW NO. 2021/01/F

Name of Bylaw: Public Works Equipment Debenture Bylaw

WHEREAS

The Council of the Municipality has decided to issue a bylaw pursuant to Section 258 of the *Municipal Government Act* to authorize the financing, undertaking and purchasing of the Public Works equipment.

Plans and specifications have been prepared and the total cost of the project is estimated to be \$591,200.00 and the Municipality estimates the following grants and contributions will be applied to the project:

Capital Reserves	\$0
Provincial Grants	\$0
Debentures	<u>\$591,200.00</u>
Total Costs	\$591,200.00

In order to complete the project, it will be necessary for the Municipality to borrow the sum of \$591,200.00, for a period not to exceed 10 years, from the Province of Alberta or another authorized financial institution, by the issuance of debentures and on the terms and conditions referred to in this bylaw.

The estimated lifetime of the project financed under this bylaw is equal to, or in excess of 5 years.

The principal amount of the outstanding debt of the Municipality at December 31, 2020, is \$11,222,916.81 and no part of the principal or interest is in arrears.

All required approvals for the project have been obtained and the project is in compliance with all Acts and Regulations of the Province of Alberta.

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 "Public Works Equipment Debenture Bylaw" of the Town of Drayton Valley.

PURPOSE

2. That for the purpose of purchasing Public Works equipment, the sum of Five Hundred Ninety-one thousand and two hundred DOLLARS (\$591,200) be borrowed from the Province of Alberta or another authorized financial institution by way of debenture on the credit and security of the Municipality at large, of which amount the full sum of is to be paid by the Municipality at large.

INTERPRETATION

3. The proper officers of the Municipality are hereby authorized to issue debenture(s) on behalf of the Municipality for the amount and purpose as authorized by this bylaw, namely the purchase of Public Works equipment.
4. The Municipality shall repay the indebtedness according to the repayment structure in effect, namely semi-annual or annual equal payments of combined principal and interest instalments not to exceed 10 years calculated at a rate not exceeding the interest rate fixed by the Province of Alberta, or another authorized financial institution, on the date of the borrowing and not to exceed (three) percent.
5. The Municipality shall levy and raise in each year municipal taxes sufficient to pay the indebtedness.
6. The indebtedness shall be contracted on the credit and security of the Municipality.
7. The net amount borrowed under the bylaw shall be applied only to the project specified by this bylaw.

SEVERABILITY

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

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:	Town of Drayton Valley Business Licence Amending Bylaw 2021/01/D Presented for First, Second and Third Readings
MEETING:	February 10, 2021 Regular Meeting of Council
PRESENTED BY:	Matt Ellis Senior Planner

1. PROPOSAL AND BACKGROUND:

With the newly passed Town of Drayton Valley Land Use Bylaw (LUB) 2020/12/D, land use regulations for Home-Based Businesses are now more appropriately addressed in the LUB, as they are in most municipalities.

To avoid the contradiction of this land use (defined as Home Occupations) being addressed in two Town Bylaws, the elimination of the Home Occupation related regulations of current Business Licence Bylaw 2008/18/D is necessary. Administration also notes, as updated Business Licence applications have been posted on the Town's website, these applications must be removed from the Bylaw for it to remain current.

Administration, therefore, presents Business License amending Bylaw 2021/01/D (**See Attachment 1-Business Licence Amending Bylaw 2021/01/D**) for First, Second and Third Readings, Second and Third Readings. Bylaw 2021/01/D proposes the following changes to current consolidated Business Licence Bylaw 2008/18/D, noted in red font:

- Deletion of Part II (Section 7)- Home Occupations
- Deletion of Business Licence applications- Schedule B Form A through Form E
- Re-numbering of remaining Parts and sections to reflect deletion of Home Occupations regulations (Part II- Section 7) (**See Attachment 2- Consolidated Business Licence Bylaw 2008/16/D with changes**).

Bylaws, such as Business Licence Bylaw 200/18/D that passed after a public hearing is held may typically be amended only after the holding of a similar public hearing. However, Corrections and Consolidations Bylaw 2014/24/B allows this amending bylaw to be passed without a public hearing because the proposed changes that are technical and clerical in nature are only for the purpose of avoiding two potentially conflicting Town Bylaws addressing the same issue.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

Administration does not anticipate that Business Licence Amending Bylaw 2021/01/D would result in any budget/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 (MGA)</i>
Municipal Bylaws	Yes	Business License Bylaw 2008/18/D Land Use Bylaw 2020/12/D, Section 4.7 (Home Office), Section 4.8 (Home-Based Business)
Municipal Development Plan	Yes	Section 2.7.16, which states "home

		business will continue to be part of residential areas"
Sustainability Vision 2019-2021	N/A	
Town of Drayton Valley Strategic Plan 2019-2021	Yes	Goal One- modernization of delivery systems Goal Two – Identify service levels the Town provides and clarify whether “the way things have always done” is acceptable
Other Plans or Policies	N/A	

4. POTENTIAL MOTIONS:

- A. That Council give First Reading to proposed Business Licence Amending Bylaw 2021/01/D as presented.

That Council give Second Reading to proposed Business Licence Amending Bylaw 2021/01/D as presented.

That Council consider giving Third Reading to proposed Business Licence Amending Bylaw 2021/01/D, as presented

That Council give Third Reading to proposed Business Licence Amending Bylaw 2021/01/D, as presented

- B. That Council give First Reading to proposed Business Licence Amending Bylaw 2021/01/D, with amendments to _____.

That Council give Second Reading to proposed Business Licence Amending Bylaw 2021/01/D, with amendments to _____.

That Council consider giving Third Reading to proposed Business Licence Amending Bylaw 2021/01/D, as presented

That Council give Third Reading to proposed Business Licence Amending Bylaw 2021/01/D, as amended.

- C. That Council table proposed Business Licence Amending Bylaw 2021/01/D with direction to Administration as to next steps.



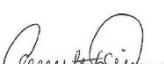
5. RECOMMENDATION

Administration recommends giving First, Second and Third Readings to proposed Business Licence Amending Bylaw 2021/01/D as presented (**See Attachment 2- Business Licence Amending Bylaw 2021/01/D**).

6. ATTACHMENTS:

1. Business Licence Amending Bylaw 2021/01/D

2. Consolidated Business Licence Bylaw 2008/18/D with Changes

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

ATTACHMENT 1-
Business Licence Amending Bylaw 2021/01/D

**BYLAW NO. 2021/01/D****Name of Bylaw: Business Licence Amending Bylaw**

WHEREAS Council deems it necessary to amend the current Business Licence Bylaw in regard to the provisions for Home Occupations;

AND WHEREAS the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta 2000 and amendments thereto, authorizes the Council to pass, repeal or amend a Bylaw;

AND WHEREAS Council of Town of Drayton Valley deems it expedient and proper, under the authority of and in accordance with the *Municipal Government Act*, RSA 2000, Chapter M-26 and amendments thereto, to make certain amendments to the Town of Drayton Valley Business Licence Bylaw;

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 "Business Licence Amending Bylaw" of the Town of Drayton Valley.

PURPOSE

2. The purpose of this Bylaw is to amend Town of Drayton Valley Business Licence Bylaw 2008/18/D by repealing the provisions regarding Home Occupations.
3. Business License Bylaw 2008/18/D is amended by repealing Part II – Home Occupations.
4. Business License Bylaw 2008/18/D is amended by re-numbering the remaining Parts and Sections that appear after Part II – Home Occupations in numerical order accordingly.

INTERPRETATION

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

SEVERABILITY

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

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 _____, 2021, A. D.

Read a second time this ____ day of _____, 2021, A. D.

Read a third and final time this ____ day of _____, 2021, A. D.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

ATTACHMENT 2-
Consolidated Business Licence Bylaw 2008/18/D
with Changes



BYLAW NO. 2008/18/D

BEING THE BYLAW OF THE TOWN OF DRAYTON VALLEY IN THE PROVINCE OF ALBERTA, FOR THE REGULATION OF ALL BUSINESSES AND INDUSTRY CARRIED ON WITHIN THE TOWN OF DRAYTON VALLEY.

WHEREAS pursuant to s. 7 of the *Municipal Government Act*, R.S.A 2000, c. M-26, as amended, Council may pass bylaws for municipal purposes respecting, *inter alia*, the following matters:

- a) The safety health and welfare of people and the protection of people and property; and
- b) Businesses, business activities and persons engaged in business.

AND WHEREAS pursuant to s. 8 of the MGA Council may, in bylaw, *inter alia*:

- a) Regulate or prohibit;
- b) Deal with any development activity, industry, business or thing in different ways, divide each of them into classes and deal with each class in different ways;
- c) Provide for a system of licenses, permits or approvals, including any or all of the following:
 - i) Establishing fees for licenses, permits and approvals, including fees for licenses, permits and approvals that may be in the nature of a reasonable tax for the activity authorized or for the purpose of raising revenue;
 - ii) Establishing fees for licenses, permits and approvals that are higher for persons or businesses who do not reside or maintain a place of business in the municipality;
 - iii) Prohibiting any development, activity, industry, business or thing until a license, permit or approval has been granted;
 - iv) Providing that terms and conditions may be imposed on any license, permit or approval, the nature of the terms and conditions and who may impose them;
 - v) Setting out the conditions that must be met before a license, permit or approval is granted or renewed, the nature of the conditions and who may impose them;

- vi) Providing for the duration of licenses, permits and approvals and their suspension or cancellation for failure to comply with a term or condition or the bylaw or for any other reason specified in the bylaw.
- vii) For the enforcement of bylaws;

AND WHEREAS Council for the Town deems it advisable to enact this Bylaw for the above mentioned purposes;

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

1. TITLE

This Bylaw may be cited as “The Business License Bylaw” of the Town of Drayton Valley.

2. DEFINITIONS

- 2.1 **ADULT BUSINESS** means any establishment or operation to which persons under the age of eighteen (18) years are not admitted or to which goods or services are not provided, but excludes places or operations where in the opinion of the Municipal Planning Commission the adult part of the total activity is not the primary function of the business. Examples of ‘adult businesses’ include but are not limited to:
- (a) strip clubs or live performance(s) which have nudity, or partial nudity, of any person;
 - (b) smoke shops or other shops dedicated to selling primarily smoking-related products;
 - (c) escort or dating services;
 - (d) liquor stores;
 - (e) stores which include the sale of drug paraphernalia, other than licensed pharmacies or medical or veterinary practices.
- [Amended by Bylaw 2012/26/D]
- 2.2 **APOPA** – means the *Alberta Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34, as amended.
- 2.3 **APPLICANT** – means the Person who applies for a license or a renewal of a license required by this Bylaw.
- 2.4 **APPLICATION FOR BUSINESS LICENSE** – means the Application attached hereto as Schedule “B” Form “A” and forming part of this Bylaw.

2.6 APPLICATION FOR A HOME OCCUPATION BUSINESS LICENSE - means the application attached hereto as Schedule “B” Form “C” and forming part of this Bylaw

2.7 APPLICATION FOR PEDDLER’S BUSINESS LICENSE – means the Application attached hereto as Schedule “B” Form “B” and forming part of this Bylaw.

2.8 BUSINESS – means any trade, profession, industry, occupation, employment or calling and the providing of goods and/or services.

2.9 BUSINESS LICENSE – means a license issued pursuant to this Bylaw.

2.10 BUSINESS PREMISES – means the store, office, warehouse, factory, structure, building, enclosure, yard, land or other place occupied or capable of being occupied for the purpose of carrying on a business.

2.11 CHARITABLE, NON-PROFIT ORGANIZATION OR NOT-FOR-PROFIT ORGANIZATION – means a Person acting for charity or in the promotion of general social welfare and includes:

- a) A religious society or organization;
- b) A service club;
- c) A community, veterans’ or youth organization;
- d) A social or fraternal organization or club; and
- e) Organizations responsible for planning not-for profit community functions.

2.12 DATING OR MATCHMAKING SERVICE – means a Business which focuses on long-term and marriage-oriented matchmaking or dating services, requiring users to complete compatibility questionnaires.

2.13 DRUG PARAPHERNALIA means any product, equipment, thing or material used or intended to be primarily used to produce, process, package, store, inject, ingest, inhale or otherwise introduce into the human body, or to disguise or hide the presence of, a controlled substance as defined in the *Controlled Drugs and Substances Act*, R.S.C. [Added by Bylaw 2012/26/D]

2.14 GENERAL CONTRACTOR – means a person who is engaged in the construction industry whether by entering into a contract or not with a principal to perform work or services and requires the services of subtrades to complete the construction project.

2.15 HAWKER OR PEDDLER OR TRANSIENT TRADER – means any person, whether as principal or agent, who:

- a) goes from house to house, or door to door selling or offering for sale any merchandise or service, or both, to any Person, and who is not a wholesale or retail dealer in such merchandise or services, and does not have a permanent Business Premise in the municipality, or
- b) offers or exposes for sale to any Person by means of samples, patterns, cuts or blueprints, merchandise or services, or both, to be afterwards delivered, and/or shipped into the municipality, but
- c) does not include those Persons who are participating in the provincially designated “Farmer’s Market” program, provided that those Persons are in fact eligible to participate in the program under the established guidelines, and
- d) does not include those Persons conducting business who are otherwise a Resident Business.

2.16 HOME OCCUPATION – means a Business carried on within a dwelling unit or residential accessory building which is secondary to the residential occupancy and does not change the character thereof.

2.17 LICENSEE – means a Person holding a valid and subsisting license issued pursuant to the provision of this Bylaw.

2.18 LICENSE INSPECTOR – means the Person authorized by a resolution of Town Council, or appointed by the Town Manager, to carry out the provisions of this Bylaw.

2.19 MGA – means the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended.

2.20 NON-RESIDENT BUSINESS – includes any trade, profession, industry, occupation, employment or calling and providing of goods and services, within the boundaries of the Town of Drayton Valley, whose Business Premise or branch Business Premise is located permanently outside the boundaries Town of Drayton Valley and outside a surrounding radius of 5 miles from the Town boundary.

2.21 NOTICE OF DECISION – means the Notice, as applicable to the License Inspector’s decision, as attached hereto as Schedule “B” Form “D” or Form “E” and forming part of this Bylaw.

2.22 PEACE OFFICER – includes a member of the RCMP, a Bylaw Enforcement Officer or a duly appointed Special Constable.

- 2.23 **PERSON** – includes a natural Person, firm, corporation, association or partnership.
- 2.24 **PROFESSIONAL BUSINESS(ES)** – includes professionals such as doctors, banks or mortgage/finance companies, insurance agents/agencies, lawyers, accountants, or others providing professional services, whose Business Premises or branch Business Premises is located permanently within the Town.
- 2.25 **RESIDENT BUSINESS** – includes any trade, profession, industry, occupation, employment or calling and providing of goods and services, whose Business Premises or branch Business Premise is located permanently within the boundaries of the Town of Drayton Valley.
- 2.26 **RURAL RESIDENT BUSINESS** - includes any trade, profession, industry, occupation, employment or calling and providing of goods and services, within the Town of Drayton Valley, whose Business Premises or branch Business Premise is located permanently within five (5) miles of the boundaries of the Town of Drayton Valley.
- 2.27 **TOWN** – means the Town of Drayton Valley.
- 2.28 **TOWN COUNCIL** – means the Municipal Council of the Town of Drayton Valley.
- 2.29 **TOWN MANAGER** – means the Manager of the Town of Drayton Valley and anyone designated by the Manager to act on his/her behalf.
- 2.30 **TOWN OF DRAYTON VALLEY** – means the municipality as outlined in Schedule “C” attached hereto and forming part of this Bylaw.
- 2.31 **VIOLATION TICKET** – means any ticket issued by the Town pursuant to a bylaw, or a Violation Ticket as defined by the *Alberta Provincial Offences Procedure Act*.
- 2.32 **WHOLESALEERS OR SUPPLIERS** – means those businesses providing goods and/or services to another business on a wholesale basis, and who do not engage in the provision of those goods or services to individuals or businesses on a retail level.

PART I - BUSINESS LICENSING

3. HOLDER OF VALID SUBSISTING LICENSE

- 3.1 No person shall carry on any Business within the Town of Drayton Valley without first being the holder of a valid and subsisting Business License to do so and having paid the Town the fees in the amount which is provided for in Schedule “A” attached hereto and forming part of this Bylaw.
- 3.2 Notwithstanding Section 3.1 above, no license shall be required:
- 3.2.1 for any business carried on by the Town, any Municipal Government, the Government of Alberta or the Government of Canada;
 - 3.2.2 for any school division or a provincially regulated child care provider (either private or public);
 - 3.2.3 for any health authority
 - 3.2.4 for any business which is excluded from the requirements of this Bylaw by an Act of the Legislature, the onus of proof of which lies on the business, including, but not restricted to:
 - 3.2.4.1 *Legal Professions Act*;
 - 3.2.4.2 *Medical Act*;
 - 3.2.4.3 *Pharmaceutical Act*;
 - 3.2.4.4 *Optometry Act*;
 - 3.2.4.5 *Chartered Accountants Act*;
 - 3.2.4.6 *Certified General Accountants Act*;
 - 3.2.4.7 *Certified Management Accountants Act*;
 - 3.2.4.8 *Insurance Act*;
 - 3.2.5 for any business carried on by any person participating in an annual Trade and Commerce Show;
 - 3.2.6 for any person or business participating in a regularly scheduled Farmer’s Market;
 - 3.2.7 all local Charitable, Non-Profit Organizations or Not-For-Profit Organizations.
- 3.3 In the cases where one Person is operating more than one business, the following shall apply:

- 3.3.1 more than one business operating out of the same Business Premises and owned by the same Person require one Business License.
- 3.3.2 more than one business operating out of separate Business Premises and owned by the same Person require individual Business Licenses.
- 3.3 A wholesaler, without Business Premises in Drayton Valley, conducting business on a wholesale supplier capacity shall be exempt from the necessity of obtaining a Business License.
- 3.4 Operations of taxis, cabs, hacks or limousines shall be exempt from this Bylaw and governed by the requirements of the Town of Drayton Valley's Traffic Bylaw

4. BUSINESS LICENSE APPLICATIONS

Unless indicated to the contrary in this Bylaw,

- 4.1 Every person applying for a Business License shall submit to the License Inspector a written application in the prescribed format, as per Form "A", Schedule "B" attached to this Bylaw. Such application shall be signed by the Applicant, or in the case of a corporation, its duly appointed agent.
- 4.2 Form "A", Schedule "B", must also be signed by the registered landowner in Section 2, to confirm that the registered owner is aware of and approves the Business taking place on his/her property.
- 4.3 Except for Adult Businesses, a Business License renewal application is NOT required, unless a Business License is suspended, revoked or cancelled upon payment of the yearly fee provided for herein, a new Business License will automatically be issued for each calendar year for an existing business, upon payment of a yearly fee when invoiced.
- 4.4 **Any amendments or alterations that affect the operation of the business, or changes to the information required by this Bylaw, including information related to the business owner, and contact information, shall be submitted to the License Inspector immediately following such change.**
- 4.5 Every person wishing to carry on business as a hawker, peddler or transient trader shall submit to the license inspector a written application of Form "B", Schedule "B" attached to this Bylaw, and signed by the Applicant, or in the case of a corporation, its duly appointed agent. If such hawker, peddler or transient trade is to take place from a fixed location, Form "B", Schedule "B", must also be signed by the registered landowner

in Section 3, to confirm that the registered owner is aware of and approves the Business taking place on his/her property.

5. PROCESS OF ISSUING A BUSINESS LICENSE

- 5.1 Upon approval or refusal of the Application for Business License, and any required supporting Forms, as set out in Schedule “B”, the License Inspector will issue a Notice of Decision as per the attached Form “E” or Form “F”.
- 5.2 The Notice of Decision will be supplied to the Applicant. If the application is approved, the Notice of Decision will be accompanied by the Business License and will contain the standard conditions of the Business License and any special conditions that apply to the specific license being issued. In the event that the application is refused, the Notice of Decision will be provided with reasons for refusal

6. CONDITIONS OF BUSINESS LICENSE

- 6.1 The License Inspector may require the Applicant to obtain a valid Development Permit for the said business, prior to issuance of a Business License.
- 6.2 The Applicant shall provide the License Inspector with proof of a valid Provincial or Federal Business License, where such license is required by law for that business to operate. This includes health inspections, and any Provincially or Federally regulated permits and licenses specific to industrial or commercial operations, approvals or licenses required for the business or industry.
- 6.3 The Applicant, the Licensee of the Business and the owner of the property where the Business is located, must comply with all of the bylaws of the Town and all statutes, regulations and laws of the Province of Alberta and of Canada, and the onus of proving such compliance is upon the Applicant, the Licensee of the Business, or the owner of the property, as the case may be.
- 6.4 No Business License, or renewal thereof, shall be granted nor be in effect, if the Applicant has not submitted to the License Inspector the proper fee as provided in Schedule “A” of this Bylaw.
- 6.5 No Business License shall be valid unless the said license has been signed by the License Inspector, or his/her designate.
- 6.6 Before the License Inspector, or his/her designate, shall issue a Business License to any person with transient trader, hawker or peddler status in

respect to any of the following: circuses, carnivals, midways, daredevil exhibitions, stampedes, menageries, shooting galleries or any similar show, Business or activity:

- 6.6.1 the Applicant or Applicants for such license shall provide to the License Inspector evidence of a Premises, Property and Operations General Liability Policy, such policy to be issued by an Insurance Company, approved by the License Inspector, in the sum of at least One Million Dollars (\$1,000,000) or provide proof that such policy in this amount is carried, and such policy shall remain in force during the life of the Business License.
- 6.6.2 a schedule of prices of admission and food is filed and security in the amount of One Thousand Dollars (\$1,000) is lodged with the License Inspector. The security shall be forfeited to the Town unless the schedule of prices is adhered to; and
- 6.6.3 Sign an indemnity whereby the Town will be held harmless and kept indemnified against any and all expenses, losses or damages or costs (including legal costs on a solicitor and his own client basis) to which the said Town may be put or may pay by reason arising out of the use of the municipal grounds or premises, or activities related to the Business with circus or midway, daredevil exhibition, carnival, stampede, shooting gallery, such indemnity to remain in force during the life of the license.
- 6.7 The daily license fee required by this Bylaw from operators of midways, daredevil exhibitions or other similar shows as listed under Section 6.6 shall be waived for the Evergreen Rodeo sponsored once each year by the Drayton Valley Lion's Club, or any service club.
- 6.8 Once a Business License has been approved by the License Inspector, the Business License fee, as per Schedule "A" shall be due and owing to the Town of Drayton Valley, and the License is not valid until the Business License fee is paid to the Town.
- 6.9 Issuance of a Business License for a Hawker, Peddler or Transient Trader operation, other than those listed within sections 6.6 or 6.7 above, shall be subject to the following conditions:
 - 6.9.1 Hawkers, Peddlers, Transient Traders and salespersons shall not call upon residents before 9:00 a.m., nor after 9:00 p.m.
 - 6.9.2 Hawkers, Peddlers, Transient Traders and salespersons shall not attend upon properties, whether commercial or residential, which display "no soliciting" signs, or the like.

- 6.9.3 No business shall operate in such a manner as to offend any member of the general public. Upon receipt of complaint, the License Inspector may advise the proprietor of the nature of the complaint and require that the matter be rectified.
- 6.9.4 Should the License Inspector or their designate find an unlicensed Hawker, Peddler or Transient Trader operating within the Town, the License Inspector or designate may close the business immediately.
- 6.9.5 No mobile vending unit shall be permitted to park on Town streets, lanes, parks or sidewalks, nor offer for sale any goods or services within the Town's premises, without the express consent of Town Council. Operation of a mobile vending unit shall be permitted on private property only with the written consent of the registered landowner or their representative.

~~PART II – HOME OCCUPATIONS~~

~~7. — CONDITIONS AND REGULATIONS OF HOME OCCUPATIONS~~

~~7.1 Home Occupations shall be allowed, provided that the owner meets the regulations governing home occupations. All applications for home occupations must be accompanied with a signed copy of the written application in the prescribed format, as per Form “C”, Schedule “B” attached to this Bylaw.~~

~~7.2 Home Occupations are subject to the conditions as follows:~~

~~7.2.1 The Applicant shall provide the Business License Inspector with proof a valid Provincial or Federal License, where such license is required by law for that business to operate. The onus for compliance with any other Bylaw of the Town of Drayton Valley, or Statute of the Province of Alberta, or Statute of Canada, is on the owner/Applicant.~~

~~7.2.2 Current Business License or copy of license shall be posted in a conspicuous place in the business premises of the said licensee or produced to client upon request.~~

~~7.2.3 Subject to the provisions of the Business License Bylaw, the License Inspector may revoke or suspend the Business License if, in his/her opinion, there are just and reasonable grounds for the revocation or suspension of the license.~~

~~7.2.4 The license may be revoked or suspended for non-compliance with a Bylaw, notwithstanding that the holder of that license has not been prosecuted for a contravention of that Bylaw.~~

~~7.2.5 Subject to any/all Federal, Provincial or Municipal permits as required. This may include but not be limited to Health, Development, Building and/or Safety Code Permits.~~

~~7.2.6 Payment of proper license fee. Business License fees shall be paid on a yearly basis. The Business License Year means the period commencing January 1st, or the date of approval, and ending on December 31st of any given year.~~

~~7.2.7 The licensee may transfer a license issued to him/her **upon approval** of the License Inspector and receipt of the required fee for a change of name (not owner) or location.~~

~~7.2.8 A Home Occupation shall be operated as a secondary use only and shall not change the principal character or external appearance of the dwelling in which it is located.~~

~~7.2.9 No more than 25% (twenty five percent) of the gross floor area of the principal building shall be used for a home occupation.~~

~~7.2.10 No advertisement or sign visible from the exterior of the dwelling shall be permitted as part of a home occupation other than that provided for under Section 11.1 of the Town of Drayton Valley Signage Bylaw No. 2007/23/D: 'In residential districts, one non-illuminated fascia sign or nameplate may be used to identify a home business, and this sign shall be no greater than 0.275 m² (3 feet square) in area.' Such signage is subject to Development and Building Permit approval.~~

~~7.2.11 Persons employed as part of a home occupation shall be limited to the residents of the dwelling unit and other employees as determined by the Development Authority.~~

~~7.2.12 A home occupation shall not be permitted in a residence if, in the opinion of the Development Authority, it would be more appropriately located in the Commercial or Industrial Land Use District.~~

~~7.2.13 A home occupation shall not, in the opinion of the Development Authority, be a source of inconvenience, materially interfere with or affect the use, enjoyment or value of neighbouring parcel by way of excessive noise, smoke, steam, odor, dust, vibration or refuse matter which would not commonly be found in the neighborhood.~~

~~7.2.14 There shall be no mechanical or electrical equipment used which creates visual, audible or electrical interference in radio or television reception.~~

~~7.2.15 A home occupation shall not generate pedestrian or vehicular traffic or parking shortage in excess of that which is characteristic of the land use district in which it is located.~~

~~7.2.16 Any vehicles parked on street or off street as a result of a home occupation shall, in the opinion of the Development Authority, not be a source of inconvenience to adjacent landowners or tenants.~~

~~7.2.17 A home occupation that attracts clients, customers or students to the premises shall be limited to a maximum of six persons in attendance at any one time.~~

~~7.2.18 No person operating a home occupation shall keep or permit in any part of a yard, a commercial vehicle loaded or unloaded of a maximum weight in excess of 5500 kg.~~

~~7.2.19 A home occupation, whether or not a development permit has been required/issued, shall be reviewed by the Town of Drayton Valley when complaints are registered against the home occupation by an affected landowner.~~

~~7.2.20 If, at any time, any of the requirements for home occupations are not complied with, whether or not a development permit has been required/issued, the License Inspector may utilize the mechanisms available under the Town of Drayton Valley Land Use Bylaw, the Town of Drayton Valley Signage Bylaw, the Town of Drayton Valley Business License Bylaw and the Municipal Government Act.~~

~~7.2.21 A home occupation permit does not exempt compliance with health regulations or any other municipal or provincial regulation(s).~~

~~7.3 ——— Bed and Breakfast operations are determined to be discretionary uses under most residential zonings within the Town's Land Use Bylaw 2007/24/D. As such, the operation of a Bed and Breakfast is subject to approval of a Development Permit. Provided that a Development Permit has been approved, a Business License is required and shall be subject to the following conditions:~~

~~7.3.1 Conditions as listed with section 7.2 above, as determined to be applicable by the License Inspector;~~

~~7.3.2 Bed and breakfast operations shall be contained entirely within the principal building;~~

~~7.3.3 Operation shall be limited to one meal provided on a daily basis to registered guests only, with such meal being prepared in one common kitchen and served in one common room;~~

**PART II ~~III~~ – BUSINESS LICENSE REGULATIONS
(FOR ALL BUSINESS OPERATIONS)**

7. POSTING OF LICENSE

Every Business License issued under this Bylaw shall be posted in a conspicuous place in the business premises of the said Licensee.

8. INSPECTION

Where a Business or its location or locations require any license, permit, approval or certification under this Bylaw or any other Bylaw of the Town, or any Provincial Statute or Federal Statute, then the location where the Business is to be carried on, including the land and the buildings, may be inspected by those Persons, inspectors and departments with jurisdiction regarding such licenses, permits, approvals or certification. This shall include, but shall not be limited to, the David Thompson Health Region, at their discretion.

9. DUTIES/POWERS OF A LICENSE INSPECTOR

9.1 The powers and duties of the License Inspector shall include as may be necessary

9.1.1 to receive and consider Applications for a Business License;

9.1.2 to conduct investigations with regard to proposed applications ;

9.1.3 to conduct inspections of business premises;

9.1.4 to collect Business License fees pursuant to this Bylaw;

9.1.5 to refuse to grant Business Licenses where refusal is deemed appropriate by the License Inspector;

9.1.6 to revoke Business Licenses where revocation is deemed appropriate by the License Inspector;

9.1.7 to suspend a Business License where suspension is deemed appropriate by the License Inspector;

9.1.8 to initiate legal action for violation of this Bylaw where legal action is deemed appropriate by the License Inspector;

9.1.9 to ensure that all applications for Business Licenses conform to the Land Use Bylaw, including parking and traffic considerations;

9.1.10 to ensure that all applications for Business Licenses are referred to the appropriate authorities, including but not limited to the Fire Department, Director of Protective Services and Health Authority;

10. POWER OF REFUSAL

Subject to the provisions of this Bylaw, upon receipt of any application for a Business License, the License Inspector may grant a Business License or may refuse to grant a Business License if, in his/her opinion, there are just and reasonable grounds for the refusal of the application.

11. POWER OF REVOCATION OR SUSPENSION

11.1 Subject to the provisions of this Bylaw, where a Business License has been granted pursuant to this Bylaw, the License Inspector may revoke or suspend the Business License if, in his/her opinion, there are just and reasonable grounds for the revocation or suspension of the license.

11.2 Failure to provide payment of the Business License yearly fee within 60 days of invoicing by the Town will result in automatic revocation of the Business License. Reapplication will be required for the defunct business and shall be subject to the fees as set out in attached Schedule “A”.

11.3 Businesses which continue to operate without a valid Business License, as a result of failure to pay, are subject to the penalties as set out in Section 26.5.

12. LICENSE INSPECTOR’S DISCRETION TO REFUSE, SUSPEND OR REVOKE

12.1 In exercising his/her discretion in determining whether a Business License should be refused, suspended or revoked, the License Inspector may consider the following factors:

12.1.1 any approved land use for the Business, or the property on which the business is being conducted;

12.1.2 any fraud, misrepresentation or incorrect information utilized in obtaining a license, permit or approval required for the Business or the property from which the Business is conducted;

12.1.3 the manner in which the Business is, will be, or has been conducted and its effect on the safety and viability of the surrounding community, including:

- i) any possible disruptions or disturbances created for others;
- ii) any effect, or possible effect, on the safety, health or welfare of people and the protection of people and property;

12.1.4 any recommendations or written comments received from the Royal Canadian Mounted Police, other Peace Officers or other Police or Law Enforcement Agencies;

12.1.5 any written comments received from adjacent landowners where referral has been made to those Persons;

12.1.6 any specific requirements of this Bylaw;

12.1.7 any non-compliance or breach of this Bylaw, or any other bylaw, statute, regulation or law;

12.1.8 any other factors the License Inspector deems just and reasonable having regard to the purpose of the municipality as set out in s. 3 of the MGA, and the intent and purpose of this Bylaw as set out in the preamble of this Bylaw.

13. REVOCATION OR SUSPENSION WITHOUT PROSECUTION

A Business License may be revoked or suspended for non-compliance with any Bylaw of the Town of Drayton Valley, notwithstanding that the holder of that license has not been prosecuted for a contravention of that Bylaw.

14. NOTICE OF REVOCATION OR SUSPENSION

14.1 Upon a Business License being revoked or suspended as herein before provided, the License Inspector shall notify the Licensee thereof:

14.1.1 by delivery of a notice to him/her personally; or

14.1.2 by mailing a registered letter to his/her place of Business or residence as shown on his/her application for Business License or the Town's assessment records; or

14.1.3 in the case of a business being carried out on rented or leased premises, notice shall also be provided to the registered landowner.

- 15.2 After the delivery of such notice, the Business or occupation, as the case may be, shall not be carried on until such time as a new Business License is issued or the suspended license is reinstated.

15. TERMINATION OF LICENSE

- 15.1 Where any certificate, authority, license or other document or qualification under this or any other Bylaw, or under any Statute of Canada or Province of Alberta is suspended, cancelled, terminated or surrendered, any Business License issued under this Bylaw based in whole or in part on such certificate, authority, license, permit, approval or other document of qualification shall be cancelled and terminated immediately.

- 15.2 Where a license is terminated, pursuant to s. 16.1 hereof, the licensee shall forthwith:

15.2.1 return the Business License to the License Inspector, or

15.2.2 furnish the License Inspector with proof satisfactory to him/her of a renewal or reissue of any certificate, authority, license, approval or other document of qualification as may be required by the License Inspector.

16. APPEAL

- 16.1 Where an application for a Business License had been refused, or a Business License has been revoked or suspended, the person seeking the Business License may appeal to Town Council.

- 16.2 An appeal shall be made by the Licensee or Applicant within fifteen (15) days after such refusal, revocation or suspension has been received. The notice of appeal shall be accompanied by the appropriate appeal fee set out in Schedule A. Town Council may adjourn or reschedule the appeal hearing as they deem appropriate.

- 16.3 All notices of appeal shall be made in writing, give reasonable particulars of the grounds of appeal, be addressed to the Town Manager and shall be dated as of the date received by the Town Manager.

- 16.4 The procedure applicable to the appeal hearing shall be at the discretion of Town Council, but unless directed to the contrary by Town Council, the procedure shall be in the general nature of the procedure utilized by the Town of Drayton Valley Subdivision and Development Appeal Board, varied as may be required by the circumstances.

16.5 Upon hearing the appeal, Town Council may:

16.5.1 direct a Business License to be issued or reinstated;

16.5.2 direct a Business License to be issued or reinstated with conditions;

16.5.3 direct a Business License to be issued or reinstated on a temporary trial basis, for a period of time directed by Town Council, with or without conditions;

16.5.4 refuse to grant a Business License; or

16.5.5 uphold the revocation, suspension or refusal of the Business License on grounds which appear just and reasonable.

17. LICENSE YEAR

17.1 The term “License Year” means the period commencing January 1st and terminating on December 31st of any given calendar year.

17.2 In the case of a new Business License application made after June 30th of a year, the Business License shall commence on the date of approval and expire on the 31st day of December. Automatic renewal shall occur on the 1st day of January of the following calendar year.

18. TERMINATION OF LICENSE

18.1 Every Business License issued under the provisions of the Bylaw, unless revoked earlier, shall terminate at midnight on December 31st of the license year in which the license was issued.

18.2 Pursuant to section 4.3 above, if a Business License is not required for the business year, the Owner or Applicant for the Business must provide written notice that the Business has ceased to operate. It is the obligation of the Applicant or Owner to provide notice in a timely manner to the License Inspector. Cancellation is subject to the Town retaining the deposit, as set out in Schedule “A” hereto.

19. FEES PAYABLE

19.1 The fee payable for a Business License issued between the 1st day of January and the 31st day of December in any license year shall be the license fee for the full year as per Schedule “A”.

19.2 Notwithstanding s. 20.1, the fee payable shall be reduced by $\frac{1}{2}$, as per Schedule “A” hereto, for a Business License which has been applied for between the 1st day of July and the 31st day of December in any license year. The full yearly Business License fee shall apply each and every year thereafter, as set out in section 20.1 above.

19.3 Where a Business License is revoked or surrendered, the licensee is entitled to a refund of One Dollar (\$1.00).

20. EXEMPTION FOR PAYMENT OF LICENSE FEES

Any professional business, as defined within Section 2, any charitable, non-profit organization or not-for-profit organization shall be exempt from the requirements of this Bylaw to pay a Business License fee, or to apply in writing for a Business License.

21. TRANSFER

A licensee may only transfer a Business License issued to him/her upon approval of the License Inspector and payment of the transfer fee as prescribed in Schedule “A” of the Bylaw.

22. SUPPLY OF INFORMATION

Every person carrying on or engaged in any business for which a Business License is required under this Bylaw, upon request of a License Inspector, shall give to the License Inspector all information necessary to enable the License Inspector to carry out his/her duties.

23. BUILDING MOVERS

23.1 Before any Business License is issued for moving a building the person applying for such Business License shall provide to the License Inspector evidence of a Premises, Property and Operational General Liability Policy issued by an insurance company, approved by the License Inspector, for the sum of at least One Million Dollars (\$1,000,000) or file proof that such a policy is carried by the person or company concerned and such a policy shall remain in force during the life of the license.

23.2 The moving of any building is subject to the requirements of the Town’s Land Use Bylaw 2007/24/D.

24. GENERAL

Any regulating or situation relating to the licensing or fee structure of a Business License shall be dealt with at the discretion of the License Inspector.

25. OFFENCES AND PENALTIES

25.1 Any Person who:

25.1.1 violates or fails to comply with any of the provisions of this Bylaw;
or

25.1.2 neglects or fails to do anything they are required to do pursuant to this Bylaw;

is guilty of an offence.

25.2 Any Bylaw Enforcement Officer, or Special Constable, may issue a ticket, notice or form, commonly referred to as a “Violation Ticket”, in accordance with APOPA to any Person alleged or believed to have breached, violated or failed to comply with the provisions of this Bylaw, or who has neglected or failed to do anything they are required to do pursuant to this Bylaw.

25.3 Any Person who is guilty of an offence pursuant to this Bylaw, is liable, on summary conviction, to pay a penalty as set out in section 26.5 below, unless another penalty is specifically provided for by a statute of the Province of Alberta that has specific application to any Business License or offence hereunder, in which case, the penalty provided for in the statute shall apply.

25.4 In addition, where the offence is the non-payment of any license fee payable hereunder, a Provincial Court Judge may order payment thereof in addition to the fine imposed.

25.5 Pursuant to APOPA the Person named in the Violation Ticket may make a voluntary payment to the Town in the amounts set out below, in which case, that Person is not required to appear before a Justice to answer the Violation Ticket. Payment of the penalties required are as follows:

25.5.1 Breach of any provision of this Bylaw other than the Bylaw provisions regarding Adult Business:

25.5.1.1 First Offence \$150.00

25.5.1.2 Second Offence \$300.00

25.5.1.3 Subsequent Offences \$500.00.

25.5.2 Breach of any provisions in this Bylaw related to an Adult Business:

25.5.2.1	Unlicensed Adult Business:	\$2,500.00;
25.5.2.2	Improper Advertising:	\$ 500.00;
25.5.2.3	Failure to Provide Change of Information:	\$ 500.00
25.5.2.4	Failure to Provide Proof of Valid License	\$ 500.00
25.5.2.5	Providing Incorrect, Incomplete or Misleading Information	\$1,000.00.

26. GENERAL

- 26.1 Any License issued pursuant to this bylaw is the property of the Town and may not be transferred, unless approved by the Licensing Officer.
- 26.2 No License may be issued or renewed if the Applicant, or any individual or corporation named in the application, has an unpaid fine owing to the Town for an offense under this bylaw.
- 26.3 The License Inspector may carry out whatever inspections are reasonably required to determine compliance with this bylaw.

PART ~~III~~ IV- SPECIAL PROVISIONS RELATING TO ADULT BUSINESSES

Standard Business License regulations, as noted above, shall apply to all Adult Businesses, in addition to the following:

27. ADULT BUSINESS LICENSES

- 27.1** Anyone conducting an Adult Business (defined within Section 2) must obtain an Adult Business License.
- 27.2** Before any person carried on or provides the services of an Adult Business, a written application must be made to the License Inspector for an Adult Business License.
- 27.3** An Adult Business License may not be issued to:
 - 28.3.1 an individual under the age of 18 years;
 - 28.3.2 a partnership with any partner under the age of 18 years; or
 - 28.3.3 a corporation with any shareholder, director or officer under the age of 18 years.
- 27.4** Every Application for the issue or renewal of an Adult Business License must be in a form prescribed by the Town and must contain at least the information set out in Part IV hereof.
- 27.5** If the Applicant for an Adult Business License is an individual:
 - 27.5.1 family name and all given names;
 - 27.5.2 date of birth; and
 - 27.5.3 a current 4" x 6" color photograph of the Applicant
- 27.6** If the Applicant is a partnership:
 - 27.6.1 the family names and given names for each partner;
 - 27.6.2 the date of birth of each partner; and
 - 27.6.3 a current 4" x 6" color photograph of each partner.
- 27.7** If the Applicant is a corporation:
 - 27.7.1 the legal name of the corporation;

- 27.7.2 the corporate access number;
- 27.7.3 the legal name and corporate access number for each corporate shareholder;
- 27.7.4 the family name, given names and date of birth for each individual shareholder and each individual shareholder of a corporate shareholder;
- 27.7.5 the family name, given names and date of birth for each director and each director of a corporate shareholder; and
- 27.7.6 the family name, given names and date of birth for each officer of a corporate shareholder.

28.8 For all Applicants for an Adult Business License:

- 28.8.1 the complete legal name of each Person employed by or offering services through or in affiliation with the Adult Business whether by direct employment, independent contract, or otherwise;
- 28.8.2 the Business address of the Adult Business;
- 28.8.3 the Business telephone numbers used by the Adult Business including, but not limited to, cellular phones, digital phones, pagers and fax lines;
- 28.8.4 all names used by the Adult Business;
- 28.8.5 all electronic mail addresses used by the Adult Business; and
- 28.8.6 all internet computer addresses used by the Adult Business.

28.9 Every Application for the issue or renewal of an Adult Business License must contain current information as required herein and be personally signed by:

- 28.9.1 the individual named in the Application;
- 28.9.2 each partner named in the Application; or
- 28.9.3 each director of a corporation named in the Application as the case may be.

28.10 Every Adult Business License expires on the 31st of December of the year in which it is issued, unless it is revoked earlier pursuant to this Bylaw and must be re-applied for each year. Adult Business Licenses do not

automatically renew upon payment of the yearly business license fee.

28. ADULT BUSINESS OPERATIONAL CONDITIONS

- 28.1** The owner, operator or manager of an Adult Business shall post, and keep posted, at every entrance of the building, signage which clearly indicates that no person under the age of eighteen (18) years is permitted to enter or to remain in the Adult Business.
- 28.2** No owner, operator, manager or any person working in an Adult Business Amended by Bylaw 2012/26/D] shall:
 - 28.2.1** permit any individual or person under the age of eighteen (18) years to enter or to remain in any such business premises; or
 - 28.2.2** display adult material or sexually explicit material so that it is visible from the outside of the business premises; or
 - 28.2.3** display any signage or form of advertisement that indicates that sexually explicit materials, shows or displays are available in the business or, in the opinion of the License Inspector, is otherwise not in good taste
- 28.3** The display of adult materials or sexually explicit materials in such a manner as to be visible from the outside of the Adult Business is strictly forbidden.

29. REFERRAL OF APPLICATIONS FOR ADULT BUSINESS LICENSES

- 29.1** Every application for the issue or renewal of an Adult Business License must be referred to the Drayton Valley detachment of the Royal Canadian Mounted Police (RCMP).
- 29.2** The RCMP may upon receipt of an application for the issue or renewal of an Adult Business License, make or cause to be made any investigation reasonably required to determine whether the issue or renewal of the Adult Business License would endanger the safety, health or welfare of people or the protection of people or property.
- 29.3** Such investigations must include, but are not limited to, a criminal record check of all individuals named anywhere in the application.
- 29.4** If the RCMP believes, on reasonable grounds, that the issue or renewal of the Adult Business License would endanger the safety, health or welfare of people or the protection of people or property then the RCMP must notify the License Inspector forthwith, in writing.

- 29.5 If the License Inspector is notified, in writing, that the RCMP believes, on reasonable grounds that the issue or renewal of the Adult Business License would endanger the safety, health or welfare of people or the protection of people or property, then the License Inspector must not issue or renew the Adult Business License.
- 29.6 If an application for the issue or renewal of an Adult Business License has been referred to the RCMP and if no written response has been received from the RCMP within 15 days from the date of the referral, then the License Inspector may proceed on the basis that the RCMP does not believe, on reasonable grounds, that the issue or renewal of the Adult Business License would endanger the safety, health or welfare of people or the protection of people or property.
- 29.7 The License Inspector must not issue or renew an Adult Business License unless the Applicant is in compliance with all relevant provisions of the Land Use Bylaw.

30. SPECIFIC OFFENCES RELATING TO ADULT BUSINESSES

- 30.1 No Person under the age of eighteen (18) shall engage in the Business of or operate an Adult Business.
- 30.2 No Person shall operate an Adult Business without holding a valid and subsisting Adult Business License.
- 30.3 No Adult Business shall employ the services of a person under the age of eighteen (18) years.
- 30.4 No Adult Business shall advertise or promote their services in any fashion using a name other than the name on the License issued to the Adult Business unless the name has been registered with the Registrar of Corporations and the License Inspector so advised.
- 30.5 No Adult Business shall advertise or promote their services in any fashion using:
- 30.5.1 a telephone number;
 - 30.5.2 a name;
 - 30.5.3 an electronic mail address; or
 - 30.5.4 an internet address, unless the Adult Business has first provided the number, name or address in writing to the License Inspector.

- 31.6 If a corporation carrying on Adult Business commits an offence pursuant to this Bylaw, any director, officer or agent of the corporation who directed, authorized, assented to, acquiesced or participated in the commission of the offence is a party to and guilty of the offence and is liable on the conviction to any fine or penalty provided for the offence, whether or not the corporation has been prosecuted or convicted.
- 31.7 In the event that an Adult Business, or any director, officer, agent, contractor or employee of the that Adult Business is convicted of an offence under this Bylaw, or any other Town bylaw, they shall immediately advise the License Inspector of that conviction.
- 31.8 No Adult Business shall advertise or promote their business in any fashion without including the number of their Business License.
- 31.9 No Person shall supply incorrect, incomplete or misleading information in an Application for the issue or renewal of an Adult Business License.
- 31.10 All Adult Businesses shall notify the License Inspector forthwith, in writing, of any change to any of the information contained in the most recent Application for the issue or renewal of an Adult Business License.
- 31.11 A Licensee shall provide their Adult Business License when requested to do so by a Peace Officer.

32. ADULT BUSINESS LICENSE FEES

- 32.1 The Licensing fees for Adult Business Licenses are set out in Schedule “A” attached hereto.

33. SUSPENSIONS AND REVOCATIONS

- 33.1 If a Licensee is convicted of an offence under this Bylaw the Licensee must advise the License Inspector immediately of the conviction and show cause why any License held by the Licensee should not be suspended or revoked.
- 33.2 If a Licensee who has been convicted of an offence under this Bylaw subsequently commits and is convicted of a further offence under this Bylaw, the Licensee must advise the License Inspector immediately of the conviction and any License held by the Licensee is immediately suspended for a minimum period of three months. The Licensee must show cause why any License held by the Licensee should not be revoked.
- 33.3 If a Licensee who has been convicted on two separate occasions of offences under this Bylaw is subsequently convicted of a further offence under this Bylaw any License held by that Licensee is immediately revoked. The

Licensee must immediately advise the License Inspector of the conviction. The revocation of a License pursuant to this subsection may not be appealed.

33.4 If the License Inspector believes, on reasonable grounds that, a Licensee is operating in contravention of the Land Use Bylaw, whether or not the Licensee has been charged or convicted of an offence, or has breached this Bylaw, the License Inspector may serve notice upon the Licensee that the Licensee must show cause why any License held by the Licensee should not be suspended or revoked.

33.5 Any Adult Business License issued in the name of a corporation is immediately suspended if there is a change in the shareholder(s), director(s) or officer(s) of the corporation. However, this subsection does not apply if the Licensee obtains the written consent of the License Inspector prior to any change in the shareholder(s), director(s) or officer(s) being made.

33.6 Pursuant to the provisions of this section, the License Inspector may:

- a) except where a License has been suspended for a minimum period pursuant to this Bylaw, cancel any suspension and re-instate a License;
- b) subject to any minimum period of suspension pursuant to this Bylaw, suspend a License for a period of up to six months; or
- c) revoke any Adult Business License.

33.7 An Applicant for the issue or renewal of a License may appeal the refusal of the License Inspector to issue or renew the License to Town Council.

33.8 Unless provided to the contrary by this Bylaw, a Licensee may appeal any suspension or revocation of a License imposed by the License Inspector to Town Council in the same manner as an appeal of the refusal by the License Inspector to issue or renew a License.

PART IV ~~V~~- IMPLEMENTATION

This Bylaw shall rescind Bylaw No. 91-29 of the Town of Drayton Valley, and shall have force and come into effect from and after the date of third reading thereof.

READ A FIRST TIME THIS _____ DAY OF _____, 2008, A. D.

MAYOR

TOWN MANAGER

PUBLIC HEARING HELD THIS _____ DAY OF _____, 2008, A.D.

READ A SECOND TIME THIS _____ DAY OF _____, 2008, A. D.

MAYOR

TOWN MANAGER

READ A THIRD AND FINAL TIME THIS _____ DAY OF _____, 2008, A. D.

MAYOR

TOWN MANAGER

SCHEDULE “A”

1. A deposit of \$25.00 shall be paid to the Town at the time of application for a Business License. Upon receipt of written notice of cessation of the business, within 2 weeks of the final business date, the Town shall return the deposit to the applicant named on the Business License Application. Failure to provide written notice of cessation of the business within 2 weeks of the final business date, or prior to the new Business License year, will result in forfeiture of the deposit to the Town.
2. The yearly Business License fee for all resident businesses shall be \$100.00. Any Business License Application received after July 1st shall be subject to a lesser, $\frac{1}{2}$ yearly, fee of \$50.00*.
3. The yearly Business License fee for a rural resident business shall be \$150.00. Any Business License Application received after July 1st shall be subject to a lesser, $\frac{1}{2}$ yearly, fee of \$75.00*.
4. The yearly Business License fee for all non-resident businesses shall be \$300.00. Any Business License Application received after July 1st, shall be subject to a lesser, $\frac{1}{2}$ -yearly fee of \$150.00*
5. The Business License fee for all Hawkers/Peddlers shall be \$50.00 per day or \$600.00 per year.
6. The fee for an approved transfer of license, including change of ownership, or change of business name shall be \$25.00.
7. The fee for an approved transfer of license for change of physical address shall be \$50.00.
8. Any Business, which fails to pay the yearly Business License fee for an automatic renewal, shall pay a penalty of \$25.00 to re-instate a defunct Business License.
9. The yearly fee for an Adult Business License shall be \$1,000.00. Any Business License Application received after July 1st shall be subject to a lesser, $\frac{1}{2}$ yearly, fee of \$500.00*.
10. Appeal Fee shall be \$300.00.

* The full yearly Business License fee shall apply each and every subsequent year.

SCHEDULE "B" **FORM "A"**



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APPLICATION for Business License

Town of Drayton Valley
Planning & Development
Department 5120 - 52nd Street, Box
6837 Drayton Valley, AB 17A 1A1
Phone: (780) 514-2200
Fax: (780) 542.5753
www.tovm.draytonvalley.ab.ca

FOR BUSINESSES TO BE OPERATED IN COMMERCIAL & INDUSTRIAL ZONED AREAS ONLY

*All Sections Must Be Completed In FULL -
PLEASE PRINT-*

OFFICE USE ONLY

License #: _____ Customer #: _____
Application Fee: \$ _____ Receipt #: _____
Date Received: _____
Date Issued: _____

APPLICANT INFORMATION (to be completed by the individual making application for Business License)

Applicant's Name: _____
Applicant's Address: _____
(City) (Province) (Postal Code)
Work Phone: (____) _____ • Home Phone: (____) _____
Cell Phone: (____) _____ ; Fax: (____) _____

BUSINESS INFORMATION (information specific to the proposed business operations)

Legal Business Name (if registered corporation): _____
Operating Business Name: _____
Number of Employees: Full Time: _____ Part Time: _____
Business Legal Land Description: Lot _____ Block _____, Plan _____ Zoning: _____
Business Mailing Address* _____
(City) (Province) (Postal Code)
Business Street Address: _____
(City) (Province) (Postal Code)
Business Owner's Name: _____ E-mail address: _____
Home Phone: _____ ; Business Phone: _____ • Cell Phone: (____) _____
Business Owner's Address: _____
(City) (Province) (Postal Code)
Business Description (please be specific - ie: "retail - sporting goods and clothing"):

Information supplied in this section will be made available to the public to assist in marketing your business through printed and web directories, such as the Town's webpage and AlbertaFirst.com.

REGISTERED LAND OWNER (to be completed by registered landowner, as noted on a Certificate of Title.)

I, (Print Name) _____, hereby certify that:

1. I am the registered owner of the land described above; or
1. I am the representative of the registered owner of the land described above (explanation of signing authority - ie: "director of company", "property manager") _____ •
0. I am aware of the business being operated on my property by the above-noted party and hereby consent to such use.

Signature: _____

Mailing Address: _____
(City) (Province) (Postal Code)

Phone No.: (____) _____
(Home) (Work)

* Proof of signing authority may be required prior to issuance of Business License

CONTINUED ON REVERSE ...



DRAYTON VALLEY

**APPLICATION for
Business License**

Town of Drayton Valley
Planning & Development Department
5120 - 52nd Street, Box 6837 Drayton
Valley, AB T1A 1A1 Phone: (780) 514-
2200
Fax: (780) 542-5753
www.mwn.draytonvalley.ab.ca

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FOR BUSINESSES TO BE OPERATED IN COMMERCIAL & INDUSTRIAL ZONED AREAS

ONLY DETAILS OF PROPOSED DEVELOPMENT FOR BUSINESS

Are you renovating or altering the building to accommodate the business? Yes No
If yes, you must make separate application for Development Permit and/or Building Permit, as required and
return same with this Business License Application.

APPLICANT SIGNATURE

DAT

NOTES:

Any activity carried out prior to obtaining the required Permit Approval(s) signed by an authorized
Development Officer of the Town of Drayton Valley and prior to the appeal expiry date is at the applicant's
own risk.

- The information on this form is collected under the authority of Paragraph 32c of The Alberta Freedom of
Information and Protection of Privacy Act, RSA, 2000, Ch. F-18.5, and shall only be used for the purpose for which
it was collected.
- Advice of any change of ownership, closure, etc., must be provided to the Town in writing. Failure to provide such notice
may result in a penalty.

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Appro,ed

Relu,rc

Pennitted Use / Discretionary Use

Referral Required: Yes / No

Planning & Development Officer

Date

SCHEDULE "B" FORM "B"



DRAYTON VALLEY

1_41/,,7

APPLICATION for Peddlers Business License

Town of Drayton Valley
Planning & Development Dept.
5120 - 52nd Street, Box 6837
Drayton Valley, AB VA 1A1
Phone: (780) 514-2200
Fax: (780) 542-5753
www.town draytonvalley.ab.ca

All Sections Must Be Completed In FULL

-PLEASE PRINT-

Application Fee: \$ _____

Date of Approval: _____

Date of Issuance: _____

OFFICE USE ONLY

License a: _____ Customer Ch: _____

Receipt #: _____

SECTION 1 — BUSINESS INFORMATION

Date: _____

Legal Business Name: _____ Directors/Shareholders: _____

Operating Business Name Number of Employees: _____

Business Phone: _____ Business Fax: _____ Alternate Phone: () _____

Business Mailing Address: _____

Business Street Address: _____ (City) (Province) (Postal Code)

Industry Description: _____ (City) (Province) (Postal Code)

Website: email _____ Contractor Code (if applicable)* _____

Contact Name: _____ Title _____

SECTION 2 — DETAILS OF TRADE

The proposed temporary location of your trade (ie. parking lot — specify which, door-to-door, etc.) _____

Number of vendors _____ Number of days Permit is required for: _____

SECTION 3 — LAND OWNER INFORMATION

If your trade is being carried on in a location owned by another party (ie. parking lot) please complete the following:

Name of Registered Land Owner _____

Legal Land Description Plan _____ : Block _____ Lot _____

Registered Land Owner's Mailing Address: _____ (City) (Province) (Postal Code)

Registered Land Owner's Phone No.: Business: () _____ Home: _____

** Signature of registered land owner or attached written consent from the registered land owner.

REGISTERED LAND OWNER SIGNATURE _____ DATE _____

I certify that the information I have provided in the foregoing portion of this document is true to the best of my knowledge. I hereby confirm that I will abide by the regulations of the Town of Drayton Valley after I have received my Peddler's License, knowing that failure to do so will result in cancellation of this License. I further certify that I will refrain from attending at locations which are clearly marked with a "No Soliciting" sign, or other deterrent for such solicitations.

APPLICANT SIGNATURE _____ DATE _____

SCHEDULE "B" **FORM "C"**

DRAYTON
VALLEY 6⁷ 1//be, gertlrer

APPLICATION for **Home Occupation** **Business License**

Town of Drayton Valley
Planning & Development
Department 5120 - 52⁷ Street.
Box 6837 Drayton Valley, AB
T7A 1A1 Phone: (780) 514.2200
Fax: (780) 542.5753
www.town.draytonvalley.ab.ca

*All Sections Must Be Completed In FULL -
PLEASE PRINT.*

OFFICE USE ONLY

License N. _____ Customer #: _____
Application Fee: \$ _____ Receipt #: _____
Date Received: _____
Date Issued: _____

APPLICANT INFORMATION (to be completed by the individual making application for Business License)

Applicant's Name: _____
Applicant's Address: _____
(City) (Province) (Postal Code)
Work Phone: (____) _____; Home Phone: _____
Cell Phone: (____) _____; Fax: (____) _____

BUSINESS INFORMATION (to provide information specific to the proposed business operations)

Legal Business Name (if registered corporation): _____
Operating Business Name: _____
Number of Employees: Full Time: _____ Part Time: _____
Business Legal Land Description: Lot _____ Block _____ Plan _____ Zoning: _____
Business Mailing Address: _____
(City) (Province) (Postal Code)
Business Street Address: _____
(City) (Province) (Postal Code)
Business Owner's Name: _____ E-mail address: _____
Home Phone: (____) _____ • Business Phone: _____ • Cell Phone: (____) _____
Business Owner's Address: _____
(City) (Province) (Postal Code)
Business Description (please be specific - ie: "retail - sporting goods and clothing"):

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Albenothuost

REGISTERED LAND OWNER (to be completed by registered landowner, as noted on a Certificate of Title)

(Print Name) _____ hereby certify that:
I am the mineral owner of the land described above; a
I am the representative of the registered owner at the land described above (expiration of signing validity - ie: "director of corp/ptl" "property
tangs")
I re ewers also Imam bike spasad su ay property by Ae abereir-seited lady, sod hada mam to web ow
Signature: _____ Mailing Address: _____
Phone No. _____
_____ Home _____ Work _____ (Postal Code) _____
• Proof of signing authority may be required prior to 'mange of Boum. License

DETAILS OF PROPOSED DEVELOPMENT FOR BUSINESS

Are you renovating or altering the building to accommodate the business? Yes No
If yes, you must make separate application for Development Permit and/or Zoning Permit, as required and return same with this
Business License Applications

APPLICANT SIGNATURE _____ DATE _____

- Any building, structure or other improvement on the land is obtained from the local government and is not a "structure" as defined in the Town of Drayton Valley and prior to the application for a license, the applicant must obtain a license from the local government.
- The information on this form is collected under the authority of Paragraph 32c of The Access to Information Act (R.S.A. 2000, Ch. F-31, S. 32c) and shall only be used for the purpose for which it was collected.
- If released, the information shall be released in accordance with the Access to Information Act (R.S.A. 2000, Ch. F-31, S. 32c) and shall not be released to the public.



DRAYTON
VALLEY Sq/04f1
Nersder

APPLICATION for Home Occupation Business License

Town of Drayton Valley
Planning & Development
Department 5120- 52nd Street, Box
6837 Drayton Valley, AB VA 1 A1
Phone: (780) 514-2200
Fax: (780) 542-5753
www.town.draytonvalley.ab.ca

All Questions Must Be Completed In FULL -PLEASE PRINT--

1. Are there any other home occupations operating from this location? Please circle: Yes No
If so, provide the name and nature of the business(es) _____
0. Excluding vehicles, what equipment, trailers or materials are required for the business?

Where are they stored (ie. in the home, garage, outside, at a commercial storage site, etc.)? _____
Provide complete description (or photograph) of any items to be stored outside. _____
1. Will there be any stock-in-trade **kept** on the premises? Please circle: Yes No
If so, how much and how is it sold or distributed? _____
Where is it stored? _____
Will there be any flammable or hazardous materials on the premises as a result of the business (ie. solvents, paint thinners, special cleaners, etc.)? Please circle Yes No
If so, what is the material, how much is being kept at the premises, and where it is stored? _____
5. Does the material require any special training for use or special storage provisions? Please circle Yes No
6. Are any permits required for their storage or use? Please circle: Yes No If
so, please provide a copy of the permit.
7. What work will be done on the premises? _____
8. Where will the work be done? _____
9. What will the hours of operation be? _____
10. If all the work is not done at the premises, where else will it take place? _____
11. Are there any employees of the business who are not members of the family or bona fide occupants of the dwelling? Please circle: Yes No
If there are, how many? _____
Where do they work? _____
If they are working from the residence, where do they park their vehicles? _____
12. How many vehicles are involved in the business? _____ How many personal vehicles do you have/ _____
Where are they parked? _____
13. Provide a description of the business vehicle(s) (state height, length, weight and number of passengers). Applicants may provide a colour photograph. _____
14. Will the vehicle(s) exhibit any markings or logos identifying the business? Please circle: Yes No
The Applicant is responsible to ensure that vehicles are operated in compliance with **Truck Route Regulations**, etc.
15. Will there be any exterior indication to the public of this home occupation (noise, exterior activity, smoke, odors, traffic, signage, etc.)? Please circle: Yes No
(If the Applicant is erecting a sign, they must receive prior approval through separate Development Permit)
If yes, please provide details. Failure to disclose anticipated impacts would be grounds for immediate revocation of the permit. _____
16. Will there be any clients coming to the home? Please circle: Yes No
If yes, how many and what time(s) of day will they be coming to the home? _____
Where will they park? _____



APPLICATION for Home Occupation Business License

**Town of Drayton Valley
Planning & Development
Department 5120 — 52nd Street,
Box 6837 Drayton Valley, AB T7A
IA1 Phone: (780)514-2200
Fax: (780)542-5753
www.town.draytonvalley.ab.ca**

HOME OCCUPATION REGULATIONS

~~"Home Occupations" means any occupation, trade, profession or craft carried on by an occupant of a residential building as a use secondary to the residential use of the building, and which does not change the character thereof or have any exterior evidence of such secondary use other than a small name plate.~~

~~A home occupation may be permitted upon the completion of the Town of Drayton Valley's Application for a Business License and the Questionnaire for Home Occupation and payment of the prescribed fee.~~

A home occupation shall comply with the following general regulations

1. no variation from the external appearance and residential character of land or buildings shall be permitted, unless specifically permitted by the Development Authority;
2. no offensive noise, vibration, smoke, dust, odors, heat, glare, electrical or radio disturbance or unusual hours of operation shall be produced by the home occupation;
3. the privacy and enjoyment of adjacent dwellings shall be preserved.
4. home occupations shall not adversely affect the amenities of the neighbourhood.
5. home occupations may not occupy more than 25% of the gross floor area of the principal building (for child care, subject to Provincial Regulations);
6. use of accessory buildings is permitted;
7. signage for a home occupation may not exceed 0.275 square metres and must be placed flat against the building (front and back);
8. each application to operate a home occupation in a DC district requires the approval of Town Council;
9. the home occupation must not generate any pedestrian or vehicular traffic or parking in excess of that which is characteristic of the neighbourhood within which it is located;
10. the maximum number of employees for the home occupation (on site) shall not exceed three (3) at any one time; one of which may be a non-resident;
11. parking for all employees shall be maintained on site and not more than one commercial vehicle with one accessory trailer (gross vehicle weight cannot exceed 4500 kgs), used in conjunction with the home occupation, shall be parked or maintained on or about the site;
12. no visible outside storage related to the home occupation is permitted on or adjacent to the site;
13. must comply with all Town Bylaws;
14. licenses are valid from the date of approval until December 31' of the current year, unless sooner revoked or cancelled by the Town;
15. home occupation licenses apply only to the address as stated on the Application for Home Occupation, and does not constitute a building permit; and
16. a home occupation license may be revoked at any time if, in the opinion of the Development authority, the operator of a home occupation has violated any provisions or this Bylaw or the conditions of the License.

BUSINESS OWNER COMMENTS:

I hereby certify that the information I have provided in the foregoing portion of this document is true to the best of my knowledge. I hereby confirm that I will abide by the above rules after I have *received* my Business License for a Home Occupation, knowing that failure to do so will result in cancellation of this license.

APPLICANT SIGNATURE

DATE _____

Zoning:

Permitted Use / Discretionary Use

Referral Required Yes / No

Approved / Refused

Planning & Development Officer

Date _____

SCHEDULE "B" FORM "D"



DRAYTON VALLEY **NOTICE OF DECISION** for Business License Permit

Town of Drayton Valley
Planning & Development Dept.
5120 - 52nd Street, Box 683
Drayton Valley, AB V4A 1A1
Phone: (780) 514-2200 Fax:
(780) 542-5753
www.townofdraytonvalley.ab.ca

LicorE AprucArrr. _____

ADDRESS: _____

(City)

(Province)

(Postal Code)

BUSINESSCIVICADDRESS: _____

Lot _____, Block _____ Plan _____ Zoning: _____

Your Business License Application has been considered by the 0 DEVELOPMENT OFFICER 0 TOWN COUNCIL, and

0 APPROVEDSUBJECT TO THE CONDITIONSBELOW

G REFUSED FOR THE FOLLOWING REASONS' _____

Any/all Municipal, Provincial and Federal permits must also be obtained, as required, including but not limited to Building, Health and/or Safety Code approvals.

The following additional conditions are standard Business License Approvals and MUST BE complied with:


VECIAL CONDITIONS:

- 1) The applicant shall provide the Business License Inspector with proof a valid Provincial or Federal License, where such license is required by law for that business to operate. The onus for compliance with any other Bylaw of the Town of Drayton Valley, or Statute of the Province of Alberta, or Statute of Canada, is on the owner/applicant.
- 2) Current Business License or copy of license shall be posted in a conspicuous place in the business premises of the said licensee or produced to client upon request.
- 3) Subject to the provisions of the Business License Bylaw, the License Inspector may revoke or suspend the Business License if, in his/her opinion, there are just and reasonable grounds for the revocation or suspension of the license.
- 0) The license may be revoked or suspended for non-compliance with a Bylaw, notwithstanding that the holder of that license has not been prosecuted for a contravention of that Bylaw.
- 1) Subject to any/all Federal, Provincial or Municipal permits as required. This may include but not be limited to Health, Development, Building and/or Safety Code Permits.
- 2) Payment of proper license fee. Business License fees shall be paid on a yearly basis. The Business License Year means the period commencing January 1st and ending on December 31st of any given year.
- 3) The licensee may transfer a license issued to him/her upon approval of the License Inspector and receipt of the required fee for a change of name (not owner) or location.
- 4) The Applicant/Landowner, prior to making any alterations to the interior or the exterior of the building, particularly, for the addition of signage for the business, shall make Development and Building Permit Application.

DEVELOPMENT OFFICER SIGNATURE _____

DATE OF DECISION _____

SCHEDULE "B" FORM "E"



DRAYTON VALLEY
Putting Together

**NOTICE OF DECISION
for Home Occupation
Business License Permit**

Town of Drayton Valley
 Planning & Development Dep't.
 5120 - 52nd Street, Box 6837
 Drayton Valley, AB T7A 1A1
 Phone: (780) 514-2200
 Fax: (780) 542-5753
 www.town.draytonvalley.ab.ca

LICENSE APPLICANT: _____

ADDRESS: _____ (City) _____ (Province) _____ (Postal Code)

BUSINESS CIVIC ADDRESS: _____

Lot _____, Block _____, Plan _____ Zoning: _____

Your Business License Application has been considered by the ☐ DEVELOPMENT OFFICER ☐ TOWN COUNCIL, and

☐ APPROVED SUBJECT TO THE CONDITIONS BELOW

☐ REFUSED FOR THE FOLLOWING REASONS: _____

Any/all Municipal, Provincial and Federal permits must be obtained, as required, including but not limited to Building, Health and/or Safety Code approvals.

The following additional conditions are standard of Home Occupation Business License Approvals and MUST BE complied with:

1. A Home Occupation shall be operated as a secondary use only and shall not change the principal character or external appearance of the dwelling in which it is located.
2. No more than 25% (twenty five percent) of the gross floor area of the principal building shall be used for a home occupation.
3. No advertisement of sign visible from the exterior of the dwelling shall be permitted as part of a home occupation other than that provided for under Section 17.1 of the Town of Drayton Valley Signage Bylaw No. 2007/23/D: 'In residential districts, one non-illuminated fascia sign or nameplate may be used to identify a home business, and this sign shall be no greater than 0.275 m² (3 feet square) in area.' Such signage is subject to Development and Building Permit approval.
5. Persons employed as part of a home occupation shall be limited to the residents of the dwelling unit and other employees as determined by the Development Authority.
6. A home occupation shall not be permitted in a residence if, in the opinion of the Development Authority, it would be more appropriately located in the Commercial or Industrial Land Use District.
7. A home occupation shall not, in the opinion of the Development Authority, be a source of inconvenience, materially interfere with or affect the use, enjoyment or value of neighbouring parcel by way of excessive noise, smoke, steam, odor, dust, vibration or refuse matter which would not commonly be found in the neighborhood.
8. There shall be no mechanical or electrical equipment used which creates visual, audible or electrical interference in radio or television reception.
9. A home occupation shall not generate pedestrian or vehicular traffic or parking shortage in excess of that which is characteristic of the land use district in which it is located.
10. Any vehicles parked on-street or off-street as a result of a home occupation shall, in the opinion of the Development Authority, not be a source of inconvenience to adjacent landowners or tenants.
11. A home occupation that attracts clients, customers or students to the premises shall be limited to a maximum of six persons in attendance at any one time.
12. No person operating a home occupation shall keep or permit in any part of a yard, a commercial vehicle loaded or unloaded of a maximum weight in excess of 5500 kg.
13. Persons wishing to operate a home occupation from their place of residence may be required to apply for a development permit from the Town of Drayton Valley.
14. A home occupation, whether or not a development permit has been required/issued, shall be reviewed by the Town of Drayton Valley when complaints are registered against the home occupation by an affected landowner.
15. If, at any time, any of the requirements for home occupations are not complied with, whether or not a development has been required/issued, the Development Authority may utilize the mechanisms available under the Town of Drayton Valley Land Use Bylaw, the Town of Drayton Valley Signage Bylaw, the Town of Drayton Valley Business License Bylaw and the *Municipal Government Act*.
16. A home occupation permit does not exempt compliance with health regulations or any other municipal or provincial regulation(s).
17. Any changes of operation of the business may require further permit approval from the Town of Drayton Valley.

 DEVELOPMENT OFFICER SIGNATURE

 DATE OF DECISION

SPECIAL CONDITIONS:

435693.doc;September 12, 2016

TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION

DRAYTON VALLEY



SUBJECT:	Proposed Repealing Bylaw 2021/02/A
MEETING:	February 10, 2021 Regular Meeting of Council
PRESENTED BY:	Annette Driessen Acting CAO

1. PROPOSAL AND BACKGROUND:

After a discussion at the Governance and Priorities Committee Meeting on February 3, 2021, Administration was directed to bring forward a Repealing Bylaw for the Economic Development Committee Bylaw 2017/14/C and the Economic Development Committee Amending Bylaw 2019/14/C.

Proposed Repealing Bylaw 2021/02/A is attached for Council's review and decision.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

There is a nominal impact to the budget.

3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	N/A	N/A
Municipal Bylaws	Yes	Economic Development Committee Bylaw 2017/14/C Economic Development Committee Amending Bylaw 2019/14/C
Municipal Development Plan	N/A	N/A
Sustainability Vision 2019-2021	N/A	N/A
Town of Drayton Valley Strategic Plan 2019-2021	N/A	N/A
Other Plans or Policies	N/A	N/A

4. POTENTIAL MOTIONS:

A. That Council give First Reading to Repealing Bylaw 2021/02/A, as presented.

That Council give Second Reading to Repealing Bylaw 2021/02/A, as presented.

That Council consider giving Third and Final Reading to Repealing Bylaw 2021/02/A, as presented.

That Council give Third and Final Reading to Repealing Bylaw 2021/02/A, as presented.

B. That Council give First Reading to Bylaw 2021/02/A, with amendments to _____.

That Council give Second Reading to Repealing Bylaw 2021/02/A, as amended.

That Council consider giving Third and Final Reading to Repealing Bylaw 2021/02/A, as amended.




That Council give Third and Final Reading to Repealing Bylaw 2021/02/A, as amended, and advise the current Committee members and applicants of this decision.

C. That Council direct Administration to _____.

5. RECOMMENDATION

6. ATTACHMENTS:

- 1) Bylaw 2017/14/C
- 2) Bylaw 2019/14/C
- 3) Proposed Repealing Bylaw 2021/02/A

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			



BYLAW NO. 2107/14/C

Name of Bylaw: Economic Development Committee

WHEREAS the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, provides for the establishment of any Board or Committee considered desirable by Council for the purpose of managing and operating, and advising in the management and operation of, any branch or any department of the municipality's services, and in the extension and improvement thereof;

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 "Economic Development Committee Bylaw" of the Town of Drayton Valley.

PURPOSE

2. The purpose of this Bylaw is to provide for the establishment of the Economic Development Committee (hereinafter referred to as the "Committee") and set forth the duties and responsibilities of that Committee.

DEFINITIONS

3. In this Bylaw, including this section, unless the context otherwise requires:
 - 3.1 CAO – means Chief Administrative Officer for the Town of Drayton Valley or his/her designate;
 - 3.2 CETC – means the Clean Energy Technology Centre of the Town of Drayton Valley;
 - 3.3 Committee – means the Economic Development Committee as established by Town Council;
 - 3.4 COO – means the Chief Operating Officer for the CETC or his/her designate;
 - 3.5 Town – means the Town of Drayton Valley; and
 - 3.6 Town Council – means the municipal Council for the Town of Drayton Valley.

PURPOSE OF THE COMMITTEE

4. The Committee works within and helps shape the vision, strategic planning and policy framework of the Town of Drayton Valley where economic development is concerned. In addition, the Committee promotes and supports economic and business development, and markets and promotes the community of Drayton Valley and its events and attractions.
5. The Committee's purposes include:
 - 5.1 consideration of projects and strategies in support of economic development in Drayton Valley;
 - 5.2 promotion of Drayton Valley as an attractive location in which to live and do business;
 - 5.3 advocating for a strong and viable community identity for Drayton Valley;
 - 5.4 encouraging community involvement in matters and projects related to economic development including public forum workshops;
 - 5.5 promoting research and analysis of information relevant to economic development in Drayton Valley; and
 - 5.6 designing, developing, implementing, monitoring, evaluating, and reporting on projects in support of the strategic economic priorities of the Town, as determined by Town Council.

COMPOSITION OF THE COMMITTEE

6. The Committee is comprised of all members of Town Council.
7. The Committee shall supervise and direct the COO of the CETC, and shall direct the activities of the Economic Development portfolio, to give effect to the above stated purposes and mandate within the approved budgetary envelopes for these functions, as approved annually by Town Council.
8. The Committee's composition and this Bylaw will be reviewed on a yearly basis after the Organizational Meeting of Town Council that is held annually in October.

COMMITTEE PROCEDURES

9. The Mayor will serve as the Chair of the Committee. If the Chair is not available, the Deputy Mayor shall act as the alternate Chair.
10. The Committee shall meet on an as needed basis on the call of the Chair.
11. The Committee may establish one or more sub-committees to conduct research, obtain and summarize public input, or to obtain specialized expertise and provide reports on those matters to the Committee.
12. Prior to the Annual Organizational Meeting, the Committee shall review this Bylaw annually and make recommendations for amendments to Town Council for approval by Town Council.
13. Guiding documents for the Committee include but are not limited to the Board and Committees to Council Policy C-05-14, Public Consultation and Communication Policy A-04-17, Accountability and Transparency Policy C-01-17, and the Town's Economic Development Strategy, each as may be amended or replaced from time to time.

LIMITATIONS

14. Notwithstanding clause 7 above, neither the Committee, nor any member thereof, shall have the power or authority to pledge the credit of the Town in connection with any matter whatsoever, nor shall the said Committee or any member thereof have the power to authorize an expenditure to be charged against the Town or any of its agencies, corporations, managers or other committees of Town Council.

INTERPRETATION

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

SEVERABILITY

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

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

Read a first time this 20th day of December, 2017, A. D.

Read a second time this 20th day of December, 2017, A. D.

Read a third and final time this 20th day of December, 2017, A. D.



MAYOR



CHIEF ADMINISTRATIVE OFFICER



BYLAW NO. 2019/14/C

Name of Bylaw: Economic Development Committee Amending Bylaw

WHEREAS the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta 2000, and amendments thereto, provides for the establishment of any Board or Committee considered desirable by Council for the purpose of managing and operating, and advising in the management and operation of, any branch or any department of the municipality's services, and in the extension and improvement thereof;

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 "Economic Development Committee Amending Bylaw" of the Town of Drayton Valley.

PURPOSE

2. The purpose of this Bylaw is to amend the Economic Development Committee Bylaw 2017/14/C to alter the designated chairperson and the alternate.
3. Section 9, Committee Procedures of Economic Development Committee Bylaw 2017/14/C is amended accordingly:

"COMMITTEE PROCEDURES

9. The Deputy Mayor will serve as the Chair of the Committee. If the Chair is not available, the Mayor shall act as the alternate Chair."

INTERPRETATION

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

SEVERABILITY

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

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

Read a first time this 30th day of October, 2019, A. D.

Read a second time this 30th day of October, 2019, A. D.

Read a third and final time this 30th day of October, 2019, A. D.



MAYOR



CHIEF ADMINISTRATIVE OFFICER



BYLAW NO. 2021/02/A

Name of Bylaw: Repealing Bylaw

BEING A BYLAW IN THE TOWN OF DRAYTON VALLEY IN THE PROVINCE OF ALBERTA TO REPEAL CERTAIN BYLAWS OF THE TOWN OF DRAYTON VALLEY.

WHEREAS, under the authority of the Municipal Government Act, being Chapter M-26 of the Revised Statutes of Alberta 2000, the Council of a municipality may repeal any Bylaw.

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

1. That the Economic Development Committee Bylaw 2017/14/C, adopted on December 20, 2017, be hereby repealed; and
2. That the Economic Development Committee Amending Bylaw 2019/14/C, adopted on October 30, 2019, be 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 _____, 2021, A. D.

Read a second time this _____ day of _____, 2021, A. D.

Read a third and final time this _____ day of _____, 2021, A. D.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION

SUBJECT:	Internal Policing/Community Security/Fire Service Committee – Terms of Reference
MEETING:	February 10, 2021 Regular Meeting of Council
PRESENTED BY:	Tom Thomson Fire Chief

1. PROPOSAL AND BACKGROUND:

At the direction of Council, from the October 28, 2020, Organizational Meeting of Council, administration has prepared a Terms of Reference for the Internal Policing/Community Security/Fire Service Committee. The Terms of Reference draft copy was presented to Council at their Governance and Priorities Committee Meeting on January 20, 2021, and no amendments were requested.

The Terms of Reference outline the mandate of the Committee and are presented for Council's review and consideration.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

There will be no impact to the budget except for Council's meeting fees.

3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

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

4. POTENTIAL MOTIONS:


- A. That Council approve the Terms of Reference for the Internal Policing/Community Security/Fire Service Committee as presented.
- B. That Council approve the Terms of Reference for the Internal Policing/Community Security/Fire Service Committee with amendment(s) to _____.

5. RECOMMENDATION

Administration recommends that Council approve the Terms of Reference for the Internal Policing/Community Security/Fire Service Committee as presented.

6. ATTACHMENTS:

1. DRAFT Internal Policing/Community Security/Fire Service Committee Terms of Reference.

REPORT PREPARED BY:	7-7L	REVIEWED BY:	7-7L
APPROVED BY:			



INTERNAL POLICING/COMMUNITY SECURITY/FIRE SERVICE COMMITTEE

TERMS OF REFERENCE

Introduction

This document sets out the roles and responsibilities of the Internal Policing/Community Security/Fire Service Committee. It provides guidance on the committee's purpose, roles, responsibilities, operations, tenure, and obligations in accordance with the Municipal Government Act Chapter M-26 of the Revised Status of Alberta 2000 and amendments thereto.

Role of the Internal Policing/Community Security/Fire Service Committee

The Internal Policing/Community Security/Fire Service Committee has been established to act as a liaison between Council, the Royal Canadian Mounted Police (RCMP), Protective Services, and the residents of Drayton Valley for the purpose of fostering responsible community action towards the creation of a safe, and secure community.

Responsibilities of the Internal Policing/Community Security/Fire Service Committee

The responsibilities of the Internal Policing/Community Security/Fire Service Committee include:

- **Reporting to Council on issues related to public safety;**
- **Making recommendations to Council and Administration on policy matters relating to the maintenance of public safety;**
- **Providing suggestions and input to the RCMP and Protective Services as established by Town Council;**
- **Providing community feedback to the RCMP and Protective Services on policing, safety strategies, and activities;**
- **Formulating in consultation with the RCMP and Protective Services an annual list of priorities, and strategies;**
- **Assisting in the RCMP and Protective Service budget consultation process with Council and establishing long term plans for capital projects;**
- **Monitoring the implementation and operation of annual priorities and plans;**
- **Cooperating and acting as a liaison with community groups to improve public safety;**
- **Keeping the RCMP and Protective Services abreast of emerging trends and issues.**

Composition of the Committee

The committee will be comprised of two (2) Town Councillors appointed by resolution of Town Council.



The committee will be supported by administrative team members as appointed by the Chief Administrative Officer.

The RCMP Staff Sergeant or designate will sit on the committee.

Administrative staff members not on the committee may attend meetings from time to time as requested by the Chair to present information and reports.

The Mayor of the Town of Drayton Valley may sit as an ex-officio member of the committee.

The Chief Administrative Officer may sit as an ex-officio member of the committee.

A committee member who does not uphold their responsibilities or misses two consecutive meetings without a reasonable explanation will be asked by the Chair to resign from the committee. If the member refuses to resign, a vote shall be taken on the removal of the member from the committee.

Meetings

The Internal Policing/Community Security/Fire Service Committee shall meet on a quarterly basis or as called by the Chair. The meetings may be in-person, by teleconference or electronically, e.g. Zoom.

If a member is unable to participate in a meeting, that member can speak to the Chair in advance so that the Chair can share the member's perspective at the meeting. That member may also submit written comments or documentation in advance of the meeting.

Submissions required for a meeting that are made after said meeting will not be considered for decision-making.

Term

Committee members shall be appointed for a two (2) year term from November 1st of the current year to October 31st of the second year.

Council members having served a two year term shall not be reappointed for a second term unless approved by Council.

The seat of any committee member shall be considered vacant upon receipt of a written resignation letter by the committee member submitted to the committee chairperson. The committee shall attempt to fill the vacancy within thirty (30) days of receiving the notification.

Chair

A member of Council serving on the committee will be nominated as the Chairperson at the first meeting of each calendar year.



The Chairperson of the committee shall be appointed for a one year term unless reappointed for a second term by the committee.

The Chair shall:

- Call meetings of the committee.
- Chair meetings of the committee.
- Designate another committee member to chair the committee in the Chair's absence.
- Report to Council on the work of the committee.
- Present recommendations for the committee by Council.

Quorum

Quorum shall be simple majority (50% + 1) of the committee members present at a meeting.

Decision-making

The committee will strive for consensus (i.e. "you can live with the decision/idea") when making decisions. If consensus cannot be achieved, the committee members must agree on how to deal with the outstanding issue, i.e. vote, continue discussion, table the issue to another meeting or take the issue to Council.

When voting, majority (50%+1) rules with quorum present. There shall be no proxy or email voting unless explicitly determined by the committee in advance of a vote.

The committee cannot commit the use of the Town's financial and human resources without approval from the Chief Administrative Officer. Financial implications not approved in the current budget shall be presented to Council before approval.

Minutes

The staff supporting the committee will designate a staff member to take minutes at the committee meetings and the minutes shall be approved at subsequent meetings. Minutes will be kept and stored in accordance with the organization's practice.

Guests

The Chair may invite guests to attend meetings as a resource as required.

Members of the committee may request administrative staff attend meetings upon request to the Chair prior to a meeting.



Accountability and Transparency

Guiding documents for the Committee include but are not limited to the *Municipal Government Act*, Board and Committees to Council Policy C-05-14, Land Use Bylaw 2007/24/D, Public Consultation and Communication Policy A-04-17, Accountability and Transparency Policy C-01 17, Community Sustainability Vision, and the Social Development Plan.

DRAFT

TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION

SUBJECT:	Internal Economic Development Committee – Terms of Reference
MEETING:	February 10, 2021 Regular Meeting of Council
PRESENTED BY:	Annette Driessen Acting CAO

1. PROPOSAL AND BACKGROUND:

After a discussion at the Governance and Priorities Committee Meeting on February 3, 2021, Administration was directed to bring forward a Terms of Reference for an internal Economic Development Committee. Administration has prepared a draft Terms of Reference for the proposed Committee and presents it for Council's consideration and approval.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

Council remuneration follows Council Remuneration Policy C-01-00.

3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

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

4. POTENTIAL MOTIONS:

- A. That Council establish an Economic Development Committee and adopt the proposed Economic Development Committee Terms of Reference as presented

AND

That Council appoint _____ and _____ to the Economic Development Committee.

- B. That Council establish an Economic Development Committee and adopt the proposed Economic Development Committee Terms of Reference with the following changes:

AND

That Council appoint _____ and _____ to the Economic Development Committee.




- C. That Council not establish an Economic Development Committee and not adopt the proposed Economic Development Committee Terms of Reference as presented.

5. RECOMMENDATION

That Town Council establish and adopt the Economic Development Committee Terms of Reference as presented and appoint two Council members to the Committee.

6. ATTACHMENTS:

1. DRAFT Economic Development Committee Terms of Reference

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			



INTERNAL ECONOMIC DEVELOPMENT COMMITTEE

TERMS OF REFERENCE

Purpose/Mandate

The Committee works within and helps shape the vision, strategic planning and policy framework of the Town of Drayton Valley where economic development is concerned. In addition, the Committee promotes and supports economic and business development, and markets and promotes the community of Drayton Valley and its events and attractions.

The Committee's purposes include:

- consideration of projects and strategies in support of economic development in Drayton Valley;
- promotion of Drayton Valley as an attractive location in which to live and do business;
- advocating for a strong and viable community identity for Drayton Valley;
- encouraging community involvement in matters and projects related to economic development including public forum workshops;
- promoting research and analysis of information relevant to economic development in Drayton Valley; and
- designing, developing, implementing, monitoring, evaluating, and reporting on projects in support of the strategic economic priorities of the Town, as determined by Town Council.

Committee Membership/Composition and Term

The Economic Development Committee is comprised of two (2) Town Councillors. The Committee shall be supported by an administrative team as appointed by the CAO. The Mayor of the Town of Drayton Valley sits as ex-officio member of the Committee. The Committee's composition and the Terms of Reference will be reviewed on a yearly basis after the Organizational Meeting of Town Council that is held annually in October.

Operations

The Chair, which shall be one of the appointed Councillors, will be selected by the Committee at its first meeting after the Organizational Meeting of Town Council. The Chair shall be responsible for presenting reports of the Committee, including recommendations, to Council.

The Committee shall meet on an as needed basis, as called by the Chair.

Accountability and Transparency

- Guiding documents for the Committee include but are not limited to the *Municipal Government Act*, Board and Committees to Council Policy C-05-14, Land Use Bylaw 2007/24/D, Public Consultation and Communication Policy A-04-17, Accountability and Transparency Policy C-01-17, Community Sustainability Plan, and the Social Development Plan.

TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION

DRAYTON VALLEY



SUBJECT:	Internal Education Committee – Terms of Reference
MEETING:	February 10, 2021 Regular Meeting of Council
PRESENTED BY:	Annette Driessen Acting CAO

1. PROPOSAL AND BACKGROUND:

After a discussion at the Governance and Priorities Committee Meeting on February 3, 2021, Administration was directed to bring forward a Terms of Reference for an internal Education Committee. Administration has prepared a draft Terms of Reference for the proposed Committee and presents it for Council's consideration and approval.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

Council remuneration follows Council Remuneration Policy C-01-00.

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	Pillar 1: Education & Volunteerism – Zero Fee College
Town of Drayton Valley Strategic Plan 2019-2021	N/A	
Other Plans or Policies	N/A	

4. POTENTIAL MOTIONS:

- A. That Council establish an Education Committee and adopt the proposed Education Committee Terms of Reference as presented

AND

That Council appoint _____ and _____ to the Education Committee.

- B. That Council establish an Education Committee and adopt the proposed Education Committee Terms of Reference with the following changes: _____

AND

That Council appoint _____ and _____ to the Education Committee.




- C. That Council not establish an Education Committee and not adopt the proposed Education Committee Terms of Reference as presented.

5. RECOMMENDATION

That Council establish and adopt the Education Committee Terms of Reference as presented and appoint two Council members to the Committee.

6. ATTACHMENTS:

1. DRAFT Education Committee Terms of Reference

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

Town of Drayton Valley Education Committee Terms of Reference

Committee Mandate:

The mandate of the Town of Drayton Valley's Education Committee is to develop a Rural Education Consortium Model. This model gives us the flexibility to partner with various post-secondary institutes and enables students to have improved access to education and skills training that meets the needs of rural communities and supports evolving labour market demands. This model should have a multi-stakeholder governance structure that seeks to engage with local and surrounding area community and industry members. This model should also implement strategies to attract and retain students from outside the Drayton Valley area, including international students, to support local economic development and sustainability of the education model.

Objectives:

The Education Committee will be addressing the following key objectives:

1. To connect our community with high quality, affordable, accessible, and flexible education and skills training opportunities from a variety of post-secondary institutions to meet the evolving skills needs for the local and global economy of today and the future;
2. To promote education as an industry that may diversify the local economy and bring economic growth to the whole region;
3. To establish a local governing board inclusive of multiple stakeholders to determine the advanced education programming and service needs in Drayton Valley and surrounding areas that support education and applied skills training that meet labour market demands;
4. To establish partnerships and maintain positive relationships with a variety of post-secondary institutions and develop joint strategic plans for program implementation, marketing plans for local and global student attraction, supports for student retention, and communications;
5. To ensure contributions from partnerships with post-secondary institutions are of a net benefit to the Town of Drayton Valley;
6. To ensure continued stakeholder engagement to support evolving labour market demands and sustainability of the education model;
7. To assist in the removal of financial barriers for students to access post-secondary education through the zero-fee tuition assistance program;
8. To collaborate with our local stakeholders and ensure that our vision and goals for zero-fee tuition assistance is supported through investment and funding opportunities;
9. To work with local businesses and service sector partners to support graduates in obtaining practicums and work placements/ employment;
10. To create a vibrant culture of creativity and innovation reflected in the training, reskilling, research, and engagement with community partners and key stakeholders, to strengthen opportunities for growth of our community, businesses, and industries;
11. To build a sustainable education model with revenue generation, public investment, entrepreneurship opportunities, international students and multiple key stakeholders;
12. To continue working with the Minister of Advanced Education and multiple levels of government to ensure the success of the Town of Drayton Valley's Rural Education

Consortium Model.

Committee Membership and Term:

The Education Committee is comprised of two (2) Town Councillors. The Committee shall be supported by an administrative team as appointed by the CAO. The Mayor of the Town of Drayton Valley sits as ex-officio member of the Committee. The Committee's composition and the Terms of Reference will be reviewed on a yearly basis after the Organizational Meeting of the Town Council that is held annually in October.

Meetings of the Committee

The Committee shall meet based on once a month. The work of the Committee may necessitate additional meetings. Any recommendations from the Committee affecting the operations of the Town shall be forwarded to the CAO for review and action as deemed appropriate. Any policy matters or direction arising out of Committee deliberations will be forwarded to Town Council for review and/or approval. The Committee shall ensure that records of its meetings are kept and appropriately distributed. Committee members may send an alternate member to the meetings.

Authority of the Committee

The Committee does not have the authority to expend any funds unless directed by Town Council and unless approved in the economic development budget. The Committee shall operate in a manner that is consistent with the Municipal Government Act. A Chair shall be appointed and shall become the spokesperson of the Committee. This Chair/ spokesperson will rotate based on a mutually agreed upon schedule.

Accountability and Transparency

Guiding documents for the Committee include but are not limited to the Municipal Government Act, Board and Committees to Council Policy C-05-14, Land Use Bylaw 2007/24/D, Public Consultation and Communication Policy A-04-17, Accountability and Transparency Policy C-01-17, Community Sustainability Plan, and the Social Development Plan.

TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION



SUBJECT:	Early Childhood Development Centre Board (Childcare Operational Board) Member Appointment
MEETING:	February 10, 2021 Regular Meeting of Council
PRESENTED BY:	Annette Driessen General Manager of Community Services

1. PROPOSAL AND BACKGROUND:

Town Bylaw 2008/01/C requires that the Drayton Valley Early Childhood Development Centre Board (Childcare Operational Board) consist of three (3) Community-at-Large members who shall be appointed by Resolution of Town Council for either a two (2) or three (3) year term. There are currently two (2) vacant two (2) year term positions on the Board. The vacancies were advertised in the Drayton Valley Western Review and on the Town's website and social media. Two (2) applications were received, one from Tess Coutu and one from Blair Gillman who are both new applicants.

The applications from both Tess Coutu and Blair Gillman are being presented to Council for its consideration.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

The honorariums paid to Board Members are considered within the department budget for the Early Childhood Development Centre (ECDC). Accordingly, there are no additional budgetary implications.

3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	N/A	
Municipal Bylaws	Yes	Town Bylaw 2008/01/C
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		<p>The Community Sustainability Plan and the Social Development Plan set out to achieve the following goals:</p> <ul style="list-style-type: none"> Families are able to access high quality child development services; and Increase the opportunities for positive, interactive and culturally relevant early childhood experiences.




4. POTENTIAL MOTIONS:

- 1) That Council appoint Tess Coutu and Blair Gillman as a Community-at-Large members for the Early Childhood Development Centre Board (Childcare Operational Board) for a two (2) year term, expiring October 31, 2022.
- 2) That Council direct Administration to re-advertise for a Community-at-Large member for the Early Childhood Development Centre Board (Childcare Operational Board) for a two (2) year term, expiring October 31, 2022.

5. RECOMMENDATION

6. ATTACHMENTS:

1. Tess Coutu 2021 Board Committee Application with reference letters.
2. Blair Gillman 2021 Board Committee Application with reference letters.

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

TOWN OF DRAYTON VALLEY

Application for Board/Committee Membership

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

NAME: Tess Coutu PHONE

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

MAILING ADDRESS:

STREET ADDRESS:

E-MAIL ADDRESS:

OCCUPATION: Registered Dietitian

I AM INTERESTED IN (SELECT ONE):

☐ 1 Year Term ☒ 2 Year Term
☐ 3 Year Term ☐ No Preference

Please note that eventually the length of the term is depending on the Board's or Committee's Bylaw, Terms of Reference or similar.

SOME BOARDS/COMMITTEES HAVE SPECIFIC POSITIONS FOR CERTAIN DEMOGRAPHICS, PLEASE ANSWER THE FOLLOWING:

AGE:

☐ Under 21 ☒ 21-35 ☐ 35-55 ☐ Over 55

MUNICIPALITY OF RESIDENCE:

☒ Town of Drayton Valley ☐ Brazeau County ☐ Other(Please State):

BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)

<input type="checkbox"/>	Aquatic Facility Committee	<input type="checkbox"/>	Brazeau Foundation
<input checked="" type="checkbox"/>	Early Childhood Development Centre (Childcare Operational) Board	<input type="checkbox"/>	Drayton Valley Municipal Library Board
<input type="checkbox"/>	Family and Community Support Services (FCSS) Advisory Board	<input type="checkbox"/>	Other: (Please state)
<input type="checkbox"/>	Subdivision and Development Appeal Board		

☒ I hereby give permission to have my name stand for other vacant positions on Town of Drayton Valley Boards or Committees, should I not be selected to serve on this Board or Committee.

Please note any preferred Boards or Committees: _____

RELATED EXPERIENCE AND QUALIFICATIONS:

I have a background as nutrition educator, as well as teaching at University level.

Currently I am teaching English as a Second Language at the DV Community Learning centre. My qualifications include a Bachelor degree and Masters degree in Science from

Western University in London, ON. From 2017-2018 I worked as program coordinator for

Meals On Wheels London, and had many opportunities to learn about Non-for-Profit organizations and having a directive from the Board of Directors.

BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:

My son attends the ECDC, and therefore, I have a personal interest in the success of the centre; however, more importantly, I am fairly new to the community and I am

very interested in immersing myself and helping make a lasting difference for the

children in this community. I am a dedicated mother but also a professional with exceptional organization and time management skills.

OTHER PERTINENT INFORMATION:

I am a well-rounded individual with a great mindset to work as part of a team. I am able to build rapport quickly in any team and take initiative to handle any task at hand. I am passionate about community involvement, and look forward to this opportunity to serve my community. Thank you for reviewing my application.

Will you be able to attend all regular meetings and attend to matters which may require allocation of personal time?

☒ YES ☐ NO

PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE ATTACHED WITH THIS APPLICATION.

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

SIGNATURE:

DATE: October 22, 2020

Please return the completed form marked

ATTENTION: Administration Department

In Person 5120-52 Street, Drayton Valley
Mail Box 6837, Drayton Valley, AB, T7A 1A1
E-mail admin-support@draytonvalley.ca

Re: Character Reference for Tess Coutu.

To whom it may concern:

I met Tess when she first moved to Drayton Valley in March 2020. Since then we have been becoming good friends. First thing you notice about Tess is how kind and caring she is towards everyone around her. Second is how loving and attentive she is towards her family. These are strong attributes to have and will help her reach her goals.

I believe Tess would be a great addition to the board for the Early Childhood Development Centre. It is fantastic to see her working towards becoming an important part of her new community.

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

If you have any questions, please feel free to call me.

Sincerely,

Deanna Dawson

October 21, 2020

Jennifer Milliken-Blaauw

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

Salutations: To whom it may concern

I have known Tess Coutu for the past five years. Tess and I worked together at the acute care hospital in London; I frequently followed her days of work which required transfer of patient care. Tess's clear and concise written and verbal communication allowed for a seamless transition between us. We quickly became good friends and sought out each other's company even after Tess changed positions within the organization.

Tess is an organized, efficient, and extremely competent person. She has excellent interpersonal skills, which I have personally observed via her interactions with patient's, their family members, and hospital staff. Tess has a kind and gentle nature that helps establish rapport quickly and effectively with people of all ages and walks of life.

I highly recommend Tess for any position or endeavor that she may pursue. Tess will surely prove to be a valuable asset to any organization or company.

If you have any questions regarding Tess, please do not hesitate to contact me.

Sincerely,

J. Milliken-Blaauw

Jennifer Milliken-Blaauw

Registered Dietitian



TOWN OF DRAYTON VALLEY

Application for Board/Committee Membership

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

NAME: Blair GILLMAN

PHONE:

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

MAILING ADDRESS:

STREET ADDRESS:

E-MAIL ADDRESS:

OCCUPATION: Peace officer

I AM INTERESTED IN (SELECT ONE):

☒

1 Year Term

☐

2 Year Term

3 Year Term

☐

No Preference

Please note that eventually the length of the term is depending on the Board's or Committee's Bylaw, Terms of Reference or similar.

SOME BOARDS/COMMITTEES HAVE SPECIFIC POSITIONS FOR CERTAIN DEMOGRAPHICS, PLEASE ANSWER THE FOLLOWING:

AGE:

☐

Under 21

☐

21-35

☒

35-55

☐

Over 55

MUNICIPALITY OF RESIDENCE:

☒

Town of Drayton Valley

☐

Brazeau County

☐

Other(Please State):

BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)

☐
☒
☐
☐

Aquatic Facility Committee

Early Childhood Development Centre (Childcare Operational) Board

Family and Community Support Services (FCSS) Advisory Board

Subdivision and Development Appeal Board

☐
☐
☐

Brazeau Foundation

Drayton Valley Municipal Library Board

Other: (Please state)

☒

I hereby give permission to have my name stand for other vacant positions on Town of Drayton Valley Boards or Committees, should I not be selected to serve on this Board or Committee.

Please note any preferred Boards or Committees:

The personal information requested on this form is being collected for the purpose of assessing suitability for appointment to a Board or Committee constituted or formed by the Town of Drayton Valley. It is collected under the authority of Section 33 of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, and is used exclusively and expressly for the purpose mentioned above. If you have any questions on disclosure or the use of information, please contact the FOIPP Coordinator at (780) 514-2200.

**RELATED EXPERIENCE AND QUALIFICATIONS:**

Board member of Drayton Valley Healthy Community Coalition. Sitting on numerous sub committees.

BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:

To be a great community member, to support children and to champion affordable childcare.

OTHER PERTINENT INFORMATION:

Currently a 17 year member of the RCMP and my post in the last 3 years has been the school resource officer. I have partnerships both inside and outside the school divisions.

Will you be able to attend all regular meetings and attend to matters which may require allocation of personal time?



YES



NO

PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE ATTACHED WITH THIS APPLICATION.

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

SIGNATURE

DATE: 2021/01/19

Please return the completed form marked

ATTENTION: Administration Department

In Person 5120-52 Street, Drayton Valley
Mail Box 6837, Drayton Valley, AB, T7A 1A1
E-mail admin-support@draytonvalley.ca

The personal information requested on this form is being collected for the purpose of assessing suitability for appointment to a Board or Committee constituted or formed by the Town of Drayton Valley. It is collected under the authority of Section 33 of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, and is used exclusively and expressly for the purpose mentioned above. If you have any questions on disclosure or the use of information, please contact the FOIPP Coordinator at (780) 514-2200.



Feb 1, 2021

Dear Mayor and Council:

It is with pleasure that I write the letter to support the application of Blair Gillman to be a representative on the Childcare Operational Board.

I have worked with Blair on many community projects and his love for the wellbeing of children and youth is evident. He is very passionate about community and the Board would benefit from the contributions he could make.

If you have any questions regarding this letter of support, please feel free to contact me at 780-514-2204.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lola Strand".

Lola Strand, FCSS Manager



Wild Rose School Division

4912-43 Street, Rocky Mountain House, AB T4T 1P4
Ph: 1-800-771-0537 | (403) 845-3376 | Fax: (403) 845-4287
www.wrsd.ca | Facebook.com/WRSD.ca | [@WildRoseSchools](https://Twitter.com/WildRoseSchools)

February 2, 2021

Bernice Taylor
ECDC Program Manager
5024 - 48 Street
Drayton valley AB T7A 1E1

Re: Letter of support for Constable Bliar Gillman

Dear Ms Taylor ,

Please accept this as my letter of support for Constable Blair Gillman in seeking a Board position with The Early Childhood Development Center.

I have known Constable Gillman for over three years. I have been his supervisor in the School Division in his role as Community School Resource Officer. He has been an integral part of our wellness team. He works very well in groups and a major strength would be his ability to build relationships. People that work with him, find him kind, authentic and approachable.

I feel that he has the background and knowledge to be a great advocate for your program. He is well connected in the community and is a single parent of three young children, so understands the challenges of parenting and childcare in today's world.

Sincerely,

Darlene Ferris
Director of Wellness & Human Services

TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION

DRAYTON VALLEY



SUBJECT:	New Aquatic Centre Amenity Sponsorship Rights Agreements for Approval
MEETING:	February 10, 2021 Regular Meeting of Council
PRESENTED BY:	Annette Driessen Acting Chief Administrative Officer

1. PROPOSAL AND BACKGROUND:

In the effort to secure the necessary funds to construct a new aquatic facility, the Town of Drayton Valley encouraged the community to develop and facilitate a fundraising program. As soon as the Community Aquatic Facility Committee was formed, it has been diligently promoting the benefits of a new aquatic facility while encouraging local businesses to support the new build through various sponsorship opportunities. The Town has received confirmation from the Committee that two (2) local entities are wishing to become naming sponsors for specific amenities within the new Aquatic Centre.

The Rotary Club of Drayton Valley has signed an agreement in hopes of being awarded as the Naming Sponsor of the Lazy River. This sponsorship allows the Rotary Club to have the naming rights for a period of ten (10) years. The total sum of the sponsorship is \$75,000, which will be paid over a five (5) year term of \$15,000 per year effective the day of signing. The final signage will be presented to Council at a later date.

Pride Ventures Inc. has signed an agreement in hopes of being awarded the Naming Sponsor of the Universal (Family) Change Room. This sponsorship will allow Pride Venture Inc. to have the naming rights for a period of five (5) years. The total sum of the sponsorship is \$15,000, which will be paid in full once the agreement has been finalized. The final signage will be presented to Council at a later date.

The Community Aquatic Committee, in cooperation with Town Administration, has attached the Naming Sponsorship Agreements to Council for its review and approval.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

The new Aquatic Centre is estimated at a capital cost of \$21,936,935. Approximately half of this cost has been covered through municipal funds through the Town of Drayton Valley and Brazeau County.

An additional federal grant of \$7,584,956 has been awarded through the Investing in Canada Infrastructure Program.

External funding in the form of grants, donations and sponsorships are still necessary, as the goal for community sponsorships is \$3.8 Million.

3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	N/A	
Municipal Bylaws	N/A	
Municipal Development Plan	Yes	The Municipal Development Plan, through its objectives sets out to reach

		<p>the following goals:</p> <ul style="list-style-type: none"> • Building on the amenities that the Town already has, by building a new aquatic centre, agriplex, a skateboard park and off-leash dog park; • Recreation service, reflected in reserve policies and facility expansions; and • New or expanded recreational facilities should be considered as additions to the Omniplex when feasible. Such projects may include an aquatic facility, indoor soccer facilities, and an agriplex.
Sustainability Vision 2019-2021	Yes	<p>The 2019-2021 Sustainability Vision, through its objectives sets out to achieve the following goals:</p> <ul style="list-style-type: none"> • Under the Heading Innovative and Infrastructure - GHG Reduction/Carbon Footprint; and • Under the Heading Stewardship - Sponsors and Partnerships.
Town of Drayton Valley Strategic Plan 2019-2021	Yes	<p>The 2019 - 2021 Strategic Plan, through its objectives sets out to achieve the following goals:</p> <ul style="list-style-type: none"> • Dedicate resources to infrastructure as an investment, not an afterthought. Infrastructure includes Public Works, Fire Services, Enforcement Services, Police, Trails, Parks and Recreation.
Other Plans or Policies	Yes	<p>The Social Development Plan, through its objectives, sets out to achieve the following goals:</p> <ul style="list-style-type: none"> • Expand recreational opportunities through partnering with local user groups; • Provide facility users access to modern equipment and highly trained staff; • Ensure that all public recreation facilities are wheelchair accessible and

		<p>cater to those with mobility issues;</p> <ul style="list-style-type: none"> • Ensure that all public recreation facilities include family change rooms and provide appropriate signage to compensate for disparities in literacy and languages; and • A joint municipal plan for the establishment of a new aquatic facility is adopted.
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4. POTENTIAL MOTIONS:**OPTIONS FOR THE SPONSORSHIP RIGHTS AGREEMENT FROM THE ROTARY CLUB OF DRAYTON VALLEY:**

- 1) That Council approve the Sponsorship Rights Agreement between the Town and the Rotary Club of Drayton Valley as presented.
- 2) That Council approve the Sponsorship Rights Agreement between the Town and the Rotary Club of Drayton Valley with the following recommendations:
- 3) That Council decline the Sponsorship Rights Agreement between the Town and the Rotary Club of Drayton Valley as presented.

OPTIONS FOR THE SPONSORSHIP RIGHTS AGREEMENT FROM PRIDE VENTURES INC.:




- 1) That Council approve the Sponsorship Rights Agreement between the Town and Pride Ventures Inc. as presented.
- 2) That Council approve the Sponsorship Rights Agreement between the Town and Pride Ventures Inc. with the following recommendations:
- 3) That Council decline the Sponsorship Rights Agreement between the Town and Pride Ventures Inc. as presented.

5. RECOMMENDATION

That Town Council approve both Sponsorship Rights Agreements as presented.

6. ATTACHMENTS:

1. Sponsorship Rights Agreement - Rotary Club of Drayton Valley
2. Sponsorship Rights Agreement - Pride Ventures Inc.

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

SPONSORSHIP RIGHTS AGREEMENT

AQUATIC CENTRE

(hereinafter referred to as the "Facility")

BETWEEN:

TOWN OF DRAYTON VALLEY

(hereinafter referred to as the "Town")

and

ROTARY CLUB OF DRAYTON VALLEY

(hereinafter referred to as the "Sponsor")

1. OWNERSHIP

The Facility is the Aquatic Centre located at Lions West Valley Park, Drayton Valley, and is owned and managed by the Town of Drayton Valley.

2. FACILITY AMENITY RECEIVING NAMING RIGHTS

The Town accepts and the parties agree that _____ is the name of the Lazy River, located within the Aquatic Centre. Any change to this name must receive prior written approval of the Town.

The Town accepts and the parties agree that Rotary Club of Drayton Valley shall have the right of first refusal in the naming rights of the Lazy River upon the agreement renewal date.

3. DEFINITION

- a. Facility - Facility shall mean the whole structure known as the Aquatic Centre.
- b. Facility Amenity - Facility Amenity shall mean the structural feature within the interior or on the exterior of the Facility that has been identified for naming rights.
- c. Sponsorship Rights - Sponsorship Rights in this Agreement means the naming of the Facility Amenity.

4. RIGHT TO CHANGE NAME

- a. The Sponsor may change the name of the Facility Amenity only with written approval of the Town. Approval of Sponsor's name change shall not be unreasonably withheld by the Town.

- iii. Rotary Club of Drayton Valley , in the opinion of the Town (that opinion not being unreasonable), is deemed to have jeopardized its role as a corporate or community citizen in the community; and/or
- iv. Rotary Club of Drayton Valley breaches this Agreement.
- h. In the event of termination by the Town, compensation for any remaining term on the Agreement is not required to be paid by the Town.
- i. The Sponsor may cancel the Sponsorship Rights Agreement, upon submitting written notice of one (1) month to the Town, for any reason, however, will not be entitled to compensation or refund for the remaining portion of the agreement term, and will be responsible for meeting its financial obligation under this Agreement.
- j. The Town will retain ownership of all equipment, material, and supplies provided for by this Agreement.

7. PROMOTIONAL RIGHTS

The Town will provide the following privileges and/or benefits:

- a. Name the Facility Amenity the _____ ;
- b. Locate the name _____ within the Facility in a location that is appropriate for promotional purposes;
- c. Use the Sponsor logo and/or amenity name at every feasible opportunity;
- d. Mention the Sponsor in all media releases for the Opening of the Facility; and
- e. Other promotional rights as described below:

8. NAMING RIGHTS COSTS

In consideration for naming the Facility Amenity the _____ , the Sponsor:

- a. Shall provide to the Town the sum of seventy five thousand (\$75,000) dollars; paid in equal payments of fifteen thousand (\$15,000), per year for five (5) years for the period of 20 ____ to 20 ____ .
- b. The Town shall pay all reasonable costs for the name _____ to be displayed within the Facility. _____ shall contribute to the costs of producing and/or displaying the sign within the Facility should the desired design or construction materials exceed a value of _____ .

- b. The Sponsor will be responsible for all costs to produce the new sign and/or signage that is displayed on/or within the Facility, as well as on any Facility Amenity promotional products.
- c. Any change in the name of the Facility Amenities must comply with the terms outlined within this Agreement.

5. TERM OF AGREEMENT

- a. This Sponsorship Rights Agreement shall remain in effect for a maximum period of ten (10) years. This term becomes effective from the date of the signing of this Agreement. Any change in the length of term prior to the ten (10) year maximum shall be bound by the terms of this agreement.

6. GENERAL TERMS AND CONDITIONS

- a. Sponsorship Rights for the Facility Amenity will be provided to no other party or company other than Rotary Club of Drayton Valley .
- b. Approval by the Town is required for the type, size and location of all Sponsorship Rights signage and displays on/or within the Facility.
- c. Any sponsorship or promotional rights proposed to other parties shall avoid creating confusion as to the identity of the sponsor of the Facility Amenity identified in this Agreement.
- d. Rotary Club of Drayton Valley agrees to allow the Facility Amenity Name to be used by the Town, or any of its authorized committees, for program brochures, social media, advertising, annual reports, or other promotional material.
- e. The Town retains the right to solicit sponsors, without the prior approval of Rotary Club of Drayton Valley , for the sponsoring of events, programs or goods-in-kind for the Facility, or any component of the Facility.
- f. Rotary Club of Drayton Valley shall be permitted to use the Facility Amenity Name in its own promotional material.
- g. The Town retains the right to terminate the Sponsorship Rights Agreement should any of the following situations occur:
 - i. Rotary Club of Drayton Valley pledges the credit of the Town without approval;
 - ii. Rotary Club of Drayton Valley is found guilty of a criminal offense that jeopardizes the integrity of the Sponsorship Rights Agreement;

9. INDEMNIFICATION

Rotary Club of Drayton Valley will at all times indemnify and save harmless the Town from and against any and all actions, claims, demands, suits, proceedings, damages, costs including without restriction legal costs on a solicitor and his/her own client full indemnity basis and expenses whatsoever that may be brought, made, or incurred by or against the Town by reason of, arising out of, or directly related to this Sponsorship Rights Agreement.

10. PAYMENT FOR RIGHTS

Rotary Club of Drayton Valley will make payment for the Sponsorship Rights in the following manner:

- a. Payment of fifteen thousand (\$15,000) dollars, payable to the Town of Drayton Valley, is due upon signing of this Agreement, with equal payments to be paid annually on the date of signing until _____, 20 ____.

IN WITNESS WHEREOF the respective parties have executed this Sponsorship Rights Agreement this _____ day of _____, 20 ____ in the Town of Drayton Valley, Alberta.

TOWN OF DRAYTON VALLEY

Per: _____
Print Name

Signature

WITNESS

ROTARY CLUB OF DRAYTON VALLEY

Per: Robyn Kirsch
Print Name

R Kirsch
Signature

Per: MARDI DANCEY
Print Name

Mancey
Signature

SPONSORSHIP RIGHTS AGREEMENT

AQUATIC CENTRE

(hereinafter referred to as the "Facility")

BETWEEN:

TOWN OF DRAYTON VALLEY

(hereinafter referred to as the "Town")

and

PRIDE VENTURES INC.

(hereinafter referred to as the "Sponsor")

1. OWNERSHIP

The Facility is the Aquatic Centre located at Lions West Valley Park, Drayton Valley, and is owned and managed by the Town of Drayton Valley.

2. FACILITY AMENITY RECEIVING NAMING RIGHTS

The Town accepts and the parties agree that Pride Ventures Inc. is the name of the Universal (Family) Change Room, located within the Aquatic Centre. Any change to this name must receive prior written approval of the Town.

3. DEFINITION

- a. Facility - Facility shall mean the whole structure known as the Aquatic Centre.
- b. Facility Amenity - Facility Amenity shall mean the structural feature within the interior or on the exterior of the Facility that has been identified for naming rights.
- c. Sponsorship Rights - Sponsorship Rights in this Agreement means the naming of the Facility Amenity.

4. RIGHT TO CHANGE NAME

- a. The Sponsor may change the name of the Facility Amenity only with written approval of the Town. Approval of Sponsor's name change shall not be unreasonably withheld by the Town.
- b. The Sponsor will be responsible for all costs to produce the new sign and/or signage that is displayed on/or within the Facility, as well as on any Facility Amenity promotional products.

- c. Any change in the name of the Facility Amenities must comply with the terms outlined within this Agreement.

5. TERM OF AGREEMENT

- a. This Sponsorship Rights Agreement shall remain in effect for a maximum period of five (5) years. This term becomes effective from the date of the signing of this Agreement. Any change in the length of term prior to the five (5) year maximum shall be bound by the terms of this agreement.

6. GENERAL TERMS AND CONDITIONS

- a. Sponsorship Rights for the Facility Amenity will be provided to no other party or company other than Pride Ventures Inc. .
- b. Approval by the Town is required for the type, size and location of all Sponsorship Rights signage and displays on/or within the Facility.
- c. Any sponsorship or promotional rights proposed to other parties shall avoid creating confusion as to the identity of the sponsor of the Facility Amenity identified in this Agreement.
- d. Pride Ventures Inc. agrees to allow the Facility Amenity Name to be used by the Town, or any of its authorized committees, for program brochures, social media, advertising, annual reports, or other promotional material.
- e. The Town retains the right to solicit sponsors, without the prior approval of Pride Ventures Inc. , for the sponsoring of events, programs or goods-in-kind for the Facility, or any component of the Facility.
- f. Pride Ventures Inc. shall be permitted to use the Facility Amenity Name in its own promotional material.
- g. The Town retains the right to terminate the Sponsorship Rights Agreement should any of the following situations occur:
 - i. Pride Ventures Inc. pledges the credit of the Town without approval;
 - ii. Pride Ventures Inc. is found guilty of a criminal offense that jeopardizes the integrity of the Sponsorship Rights Agreement;
 - iii. Pride Ventures Inc. , in the opinion of the Town (that opinion not being unreasonable), is deemed to have jeopardized its role as a corporate or community citizen in the community; and/or
 - iv. Pride Ventures Inc. breaches this Agreement.
- h. In the event of termination by the Town, compensation for any remaining term on the Agreement is not required to be paid by the Town.

- i. The Sponsor may cancel the Sponsorship Rights Agreement, upon submitting written notice of one (1) month to the Town, for any reason, however, will not be entitled to compensation or refund for the remaining portion of the agreement term, and will be responsible for meeting its financial obligation under this Agreement.
- j. The Town will retain ownership of all equipment, material, and supplies provided for by this Agreement.

7. PROMOTIONAL RIGHTS

The Town will provide the following privileges and/or benefits:

- a. Name the Facility Amenity the _____ ;
- b. Locate the name Pride Ventures Inc. within the Facility in a location that is appropriate for promotional purposes;
- c. Use the Sponsor logo and/or amenity name at every feasible opportunity;
- d. Mention the Sponsor in all media releases for the Opening of the Facility; and
- e. Other promotional rights as described below:

8. NAMING RIGHTS COSTS

In consideration for naming the Facility Amenity Pride Ventures Inc., the Sponsor:

- a. Shall provide to the Town the sum of fifteen thousand (\$15,000) dollars; paid in one lump sum upon signing of this agreement .
- b. The Town shall pay all reasonable costs for the name Pride Ventures Inc. to be displayed within the Facility. Pride Ventures Inc. shall contribute to the costs of producing and/or displaying the sign within the Facility should the desired design or construction materials exceed a value of _____ .

9. INDEMNIFICATION

Pride Ventures Inc. will at all times indemnify and save harmless the Town from and against any and all actions, claims, demands, suits, proceedings, damages, costs including without restriction legal costs on a solicitor and his/her own client full indemnity basis and expenses whatsoever that may be brought, made, or incurred by or against the Town by reason of, arising out of, or directly related to this Sponsorship Rights Agreement.

10. PAYMENT FOR RIGHTS

Pride Ventures Inc. will make payment for the Sponsorship Rights in the following manner:

- a. Payment of fifteen thousand (\$15,000) dollars, payable to the Town of Drayton Valley, is due upon signing of this Agreement.

IN WITNESS WHEREOF the respective parties have executed this Sponsorship Rights Agreement this 5 day of February, 2021 in the Town of Drayton Valley, Alberta.
R.B.

TOWN OF DRAYTON VALLEY

Per: _____
Print Name

Signature

WITNESS

Per: Laureen Bida
Print Name

L Bida
Signature

PRIDE VENTURES INC.

Per: Walter Bida
Print Name

Walter Bida
Signature

Information Items

11.0	Information Items	Pages 104-117
	11.1. Brazeau Foundation Meeting Minutes – November 16, 2020	105-112
	11.2. Drayton Valley Municipal Library Meeting Minutes – November 19, 2020	113-116
	11.3. STAR Catholic Schools Board Meeting Highlights – January 2021	117

MOTION:

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



ORGANIZATIONAL MEETING OF THE BOARD OF DIRECTORS

CETC, Drayton Valley, AB

November 16, 2020

9:30 AM

ATTENDANCE:

Directors Present:

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

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

Administration Present:

Denise Chesterman
Laura Delesalle

Chief Administrative Officer
Finance Manager

1.0 CALL TO ORDER

Denise called the meeting to order at 9:37 AM.

2.0 AGENDA

2.1 APPROVAL OF AGENDA

Resolution #20-11-122: Moved by J Young to approve the agenda with no additions.

Motion ...Carried Unanimously

3.0 ELECTION OF CHAIRPERSON

D. Chesterman called for Nominations for Chairperson for the Brazeau Foundation Board of Directors.

J. Young nominated T. McGee for Chairperson
2nd call for nominations
3rd call for nominations

Resolution #20-11-123: Moved by J Young that the nominations for Chairperson cease.

Motion ...Carried Unanimously

T McGee was elected as Chairperson
T McGee accepted the position as Chairperson
T McGee chaired the remainder of the meeting

4.0 ELECTION OF VICE- CHAIRPERSON

T McGee called for nominations for vice-chairperson for the Brazeau Foundation Board of Directors.

J Vatter nominated J. Young for Vice-chairperson
2nd call for Nominations
3rd call for Nominations

Resolution #20-11-124: Moved by M Gressler that the nominations for Vice-Chairperson cease.

Motion ...Carried Unanimously

J. Young was elected as Vice-Chairperson
J. Young accepted the position as Vice-Chairperson

5.0 ESTABLISH BOARD PAYMENTS

5.1 HONORARIUMS

The current Board Honorarium is \$30.00 per hour with a minimum of 2 hours, \$175.50 for half day meetings – less than 4 hours and \$296.00 for a full day meetings over 4 hours. The honorarium is \$349.00 per day for conferences, seminars, workshops, etc.

Resolution #20-11-125: Moved by J. Vatter to retain the current Board Honorariums.

Motion ...Carried Unanimously

5.2 MILEAGE

The current mileage set for Board Members is .49/km.

Resolution #20-11-126: Moved by M. Gressler to retain the current mileage for reimbursement.

Motion ...Carried Unanimously

6.0 DESIGNATION AND APPOINTMENTS

6.1 BANK

The BSF currently has a banking contract with the Royal Bank.

Resolution #20-11-127: Moved by J Vatter to approve the use of the existing Bank Contract.

Motion ...Carried Unanimously

6.2 LEGAL COUNSEL

Current Legal Counsel is Tim Mitchell with McLenna Ross LLP Canada for labour issues. Norton Rose Fulbright Canada LLP for FOIP issues.

Resolution #20-11-128: Moved by M. Gressler to approve the use of the existing Legal Counsel.

Motion ...Carried Unanimously

6.3 AUDITORS

There is an existing 5 year contract (1 years remain) with Carlson Roberts Seely Chartered Accounting Firm.

Resolution #20-11-129: Moved by M Gressler to approve the tender for a 5 year contract for an Auditor

Motion ...Carried Unanimously

7.0 TENANT SELECTION COMMITTEE

Resolution #20-11-130: Moved by J. Young that the CAO, and any one member of the board form the Application Review Committee when required (vacancies).

Motion ...Carried Unanimously

8.0 SIGNING OFFICERS

Signing Authority for the Foundation, with one signature from Administration (CAO or Operations Manager), the second signature to be any BZF Board Member. Electronic approvals will be the CAO and one Board Member. In the absence of Administration, two Board Members may sign/approve.

Resolution #20-11-131: Moved by C. Brooks to retain existing signing authority.

Motion ...Carried Unanimously

9.0 OPENING/CLOSING ACCOUNTS- Designations

The CAO, Board Chair and Finance Manager open and close accounts.

Resolution #20-11-132: Moved by J. Young to retain existing Opening/ Closing account designation.

Motion ...Carried Unanimously

10.0 2020-2021 MEETING SCHEDULE

Resolution #20-11-133: Moved by J. Vatter to approve the BZF Board Meetings will be held on Monday's of each month at 1 PM or as required.

Motion ...Carried Unanimously

11.0 NEW BOARD ORIENTATION

An Orientation Binder was made available to all Board Members which included the following information

- 1.0 Board Contact List
- 2.0 Ministerial Order
- 3.0 Legislation
- 4.0 Foundation Overview
- 5.0 Policy Manual
- 6.0 Organizational Chart
- 7.0 Business Plan 2020-2022
- 8.0 Board Honorarium and Mileage Expense Sheet
- 9.0 Audited Financial Statements
- 10.0 Approved Board Minutes

Resolution #20-11-134: Moved by J.Vatter to accept the New Board Member Orientation as information.

Motion ...Carried Unanimously

Resolution #20-11-135: Moved by M. Gressler to close the organizational meeting.

Motion ...Carried Unanimously

12.0 APPROVAL OF MINUTES

12.1 MINUTES FROM THE OCTOBER 19, 2020 REGULAR BOARD MEETING

Resolution #20-11-136: Moved by M. Gressler to approve the minutes of the October 19, 2020 Regular Board Meeting as presented.

Motion ...Carried Unanimously

12.2 BUSINESS ARISING OUT OF THE MINUTES

12.2.1 Drawings for new parking lot on Geo- Technical testing.

Resolution #20-11-137: Moved by M. Gressler to approve up to \$15,000 to come from the restricted capital reserves to complete the Geo- Technical testing.

Motion ...Carried Unanimously

13 FINANCIAL

13.1 FINANCIAL REPORTS - Foundation

13.1.1 Foundation Disbursements for October 2020

Resolution #20-11-138: Moved by C. Brooks to accept the Payable Disbursements as information.

Motion ...Carried Unanimously

13.1.1.1 Visa Payable for October 2020

Resolution #20-11-139: Moved by J. Vatter to accept the Visa Payable as information.

Motion ...Carried Unanimously

13.1.2 Foundation Balance Sheet as of October 31, 2020

Resolution #20-11-140: Moved by C. Brooks to accept the Foundation Balance Sheet as information.

Motion ...Carried Unanimously

13.1.3 Financial Statements to October 31, 2020

13.1.3.1 Central Services / Lodge

13.1.3.2 Provincial Housing Units

Resolution #20-11-141: Moved by C. Brooks to accept the Financial Statements as information.

Motion ...Carried Unanimously

13.2 Budgets- 2020

Administration will draft a budget in mid December for ratification in February 2021.

13.3 BOARD MEMBER EXPENSE

13.3.1 Board Member Expenses for October 2020

Resolution #20-11-142: Moved by J. Young to approve the Board Member Expenses of \$1270.71 for October 2020.

Motion ...Carried Unanimously

14 OLD BUSINESS

15 REPORTS

15.1 OPERATIONS REPORT

15.1.1 Operations Report

15.1.2 Vacancy Report

Resolution #20-11-143: Moved by J. Young to accept the vacancy report as information.

Motion ...Carried Unanimously

15.1.3 In-Private Session (Personnel/Legal)

Resolution #20-11-144: Moved by M. Gressler to go in-private to discuss personnel matters at 10:50 AM.

Motion ...Carried Unanimously

Resolution #20-11-145: Moved by M. Gressler to come out of in-private at 10:59 AM.

Motion ...Carried Unanimously

Resolution #20-11-146: Moved by J. Vatter to go in-private to discuss housing matters at 11:10 AM.

Motion ...Carried Unanimously

Resolution #20-11-147: Moved by C. Brooks to come out of in-private at 11:28 AM.

Motion ...Carried Unanimously

16 NEW BUSINESS

16.1 Maximum Rent for Self-Contained

Resolution #20-11-146: Moved by J. Vatter to keep the maximum rent at \$772 for a 1 bedroom in the self-contained apartments.

Motion ...Carried Unanimously

17 CORRESPONDENCE

17.1 To: Village of Breton, Brazeau County, Town of Drayton Valley, Carlson Roberts Seely, MLA for Drayton Valley - Calmar RE: Board of Directors Meeting Minutes (October 20, 2020)

17.2 From: Village of Breton RE: Janet Young Board Appointment (October 19, 2020)

17.3 From: Town of Drayton Valley RE: Tom McGee Board Appointment (October 29, 2020)

17.4 From Town of Drayton Valley RE: Jannette Vatter Member at Large (October 28, 2020)

Resolution #20-11-147: Moved by J. Vatter to accept correspondence as information.

Motion ...Carried Unanimously

18 FUTURE MEETING DATES

18.1 NEXT BSF BOARD MEETING – January 15, 2021 at the CETC @ 1:00pm.

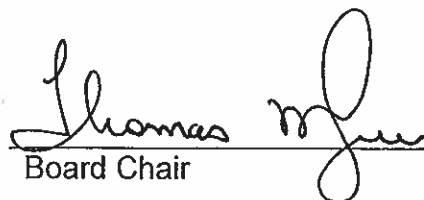
19 ADJOURNMENT

Resolution #20-11-148: Moved by T. McGee to adjourn the meeting at 11:32 AM

Motion ...Carried Unanimously

APPROVED AT THE January 15, 2021 MEETING OF THE BOARD


Chief Administrative Officer


Board Chair

TOWN of DRAYTON VALLEY LIBRARY BOARD MEETING MINUTES

The minutes of the Drayton Valley Municipal Library Board regular meeting held
November 19, 2020, Civic Centre Meeting Room

PRESENT **Trustees:** Rosemarie Mayan (Vice Chair), Pat Adamson (Treasurer), Susan Schwindt, Karen Hickerty, Donna Gawalko, Sara Wheale (County Council), Bill Ballas (Town Council), Sandra Blades (attending meeting by Zoom)

Admin: Doug Whistance-Smith (Director), Darlene Edwards (Manager)

ABSENT Lyndara Cowper-Smith (Chair), Colleen Schoeninger

CALL TO ORDER

Rosemarie Mayan called the meeting to order at **1:15 pm**.
Quorum Declared

ADOPTION OF AGENDA

Additions/ Deletions/ Amendments: Move Old Business before AGM and New Business and add Facility - Rotary Library as first order of Old Business.

MOTION 2020-088 **Donna Gawalko** moved to approve the agenda as amended. **CARRIED**

ADOPTION OF MINUTES

Additions/ Deletions/ Amendments: None.

MOTION 2020-089 **Pat Adamson** moved to adopt the October minutes as presented. **CARRIED**

OLD BUSINESS

Facility: Rotary Library

MOTION 2020-090 **Bill Ballas** moved to go *in camera* at **1:18 pm**. **CARRIED**

MOTION 2020-091 **Susan Schwindt** moved to exit *in camera* at **2:00 pm**. **CARRIED**

MOTION 2020-092 **Bill Ballas** moved to permanently close Rotary Children's Library effective December 31, 2020.

Donna Gawalko seconded the motion. **CARRIED**

Action Item: *The Library Director will proceed with staff restructuring, budget review, letters to councils and stakeholders including Rotary, STAR Catholic, PLSB and YRL. The Director will immediately begin process of re-distributing Rotary collections to Municipal Library or to arrange for storage to have Rotary Library cleared by the December 31 target date. The Director will broadcast the resolution by public service announcement.*

Quote for Change of Employee Health Benefits Provider

The Director presented the Board with an updated quote from Navigate Financial Group providing pricing for optional health benefit providers compared to the Library's current provider. The quote provided side-by side comparisons with Sunlife (current) vis-à-vis Desjardins, Group-Source, Manulife and Co-operators. Co-operators provides the greatest savings to the Board (~\$14,000/ year using current staffing levels for quote estimate). Co-operators also provides the best level of health benefit services to staff.

Discussion.

MOTION 2020-093 *Sandra Blades* moved to proceed with coordinating the transfer of health benefits from SunLife to Cooperators with a December 31, 2020/ January 1, 2021 transition date.

Donna Gawalko seconded the motion.

CARRIED

ANNUAL GENERAL MEETING

2:03 pm *Rosemarie Mayan* passes control of meeting to Director *Douglas Whistance-Smith*

Trustees & Term Appointments: The Town of Drayton Valley has issued letters confirming three-year term appointments for *Donna Gawalko*, *Pat Adamson* and *Colleen Schoeninger*. *Karen Hickerty* has been appointed for an initial two-year term appointment, and *Susan Schwindt* has been appointed for an initial one-year term appointment.

Councilor *Bill Ballas* has been assigned by Town Council to sit on the Board. Councilor *Sara Wheale* has been assigned by County Council to sit on the Board.

Election of Executive Officers: Doug Whistance-Smith called for nominations, providing a brief explanation the roles for Chair, Vice Chair and Treasurer. Elected councilors are exempt from nomination to Executive roles:

Chair: *Lyndara Cowper-Smith* was nominated in absentia but had informed the Director prior to the meeting that she would let her name stand.

No other nominations were forwarded for Chair.

Lyndara Cowper-Smith is proclaimed Chair.

Vice Chair: *Rosemarie Mayan* nominated *Donna Gawalko* to the position of Vice-Chair. *Donna Gawalko* accepted the nomination.

No other nominations were forwarded for Vice Chair.

Donna Gawalko is proclaimed Vice-Chair.

Treasurer: *Pat Adamson* stated that she would let her name stand for Treasurer.

No other nominations were forwarded for Treasurer.

Pat Adamson is proclaimed Treasurer.

MOTION 2020-094 *Sandra Blades* moved to close Executive elections; Chair *Lyndara Cowper-Smith*, Vice-Chair *Donna Gawalko* and Treasurer *Pat Adamson* have been elected as Executive Officers with signing authority on banking and legal matters on behalf of the Board.

CARRIED

Action Item: *The Library Director will convey Executive Officers information to PLSB, ALTA, Municipal Councils, YRL and Servus Credit Union for transfer of signing authority.*

Trustee Contacts: The Board was asked to confirm their contact information including date of birth for accurate reporting.

Library Board Meeting Schedule: The Board will continue to meet at 1:15 pm on the third Thursday of each month, except December and July. The Board will meet on January 21, February 18, March 18, April 15, May 20 and June 17 prior to the summer break.

Scheduled Library Closures: Director *Douglas Whistance-Smith* and Acting Manager *Darlene Edwards* discussed several options for changes to public hours to accommodate COVID pandemic plans, budget and staffing reductions. Proposed options include:

- Closures on Saturdays of all statutory holiday weekends.
- Early closure at 5:00 pm on Thursday evenings

Discussion.

MOTION 2020-095 **Donna Gawalko** moved to close the library on Saturdays during all statutory and civic holiday weekends effective immediately. The library will also close at 5 pm on all Thursday evenings effective immediately until the policy on public service hours is reviewed.

Susan Schwindt seconded the motion.

CARRIED

Action Item: The Library Director will begin amending the bylaw, schedules, policies and appendices regarding changes to library operations.

Farewell Gift: The Director suggested that a small gesture should be made to recognize Colleen Andersen's retirement from the Board.

Discussion.

Action Item: The Library Director will notify Colleen Andersen that the Library will take over the cost for Genealogy-based magazine subscriptions from Historical Society in honour of Colleen's contributions to the Board and community.

MOTION 2020-096 **Sandra Blades** moved to adjourn the 2020 Annual General & Meeting.

CARRIED

2:45 pm Director **Douglas Whistance-Smith** passes control of meeting to **Rosemarie Mayan**

NEW BUSINESS

Pandemic Plan Review: The Director presented the Board with an updated pandemic plan as a Risk Management Appendix, 6-C. The original plan presented in May 2020 focused on re-opening libraries following the original lock-down while the new plan defines more precise responses to evolutions in the spread of COVID.

Policy Manual: The Director distributed copies of the consolidated policy manual for each trustee and explained the organization of policies, procedures, forms and appendices for each section of the manual. Policies and appendices require Board approval and signature; procedures and forms do not require Board approval; however, these documents indicate the date when they were put into effect.

The Director presented the Board with draft appendices for review and approval including:

- 2-B Board meeting agenda structure,
- 3-A Professional service contracts list
- 3-B Employee wage and salary schedule
- 3-C Supplementary job descriptions
- 4-A Scheduled library closures for 2021
- 4-B Activity space arrangements
- 5-B Invoice sample structure
- 5-D Timeline of financial actions
- 6-A On-site cash volumes
- 6-B Material Safety Data Sheets list
- 6-C Pandemic response plan for COVID-19

Discussion.

MOTION 2020-097 **Karen Hickerty** moved approve Appendices 2-B, 3-A, 3-B, 3-C, 4-B, 5-B, 5-D, 6-A, 6-B, 6-C; Appendix 4-A requires amendments to reflect changes to scheduled closures.

CARRIED

FINANCIAL

The Director reported current account balance as of November 13 is **\$223,122.53**; balance includes Chequing (\$59,512.82), Op Saving (\$113,548.38) and Op Reserve (\$50,060.30). October Financial Reports were reviewed. The Director responded to questions from new trustees regarding entries and what is included in specific budget lines.

The Director explained the Yellowhead Allotment for collection purchasing based on per capita calculation. Given the resolution to permanently close Rotary Library, 100% of the Town's allotment funds will be allocated to the Municipal Library. County allocates 70% of allotment funds to Drayton Valley Library and 30% to Breton Library; all 70% of County's allotment funds will be directed to the Municipal Library.

MOTION 2020-098 **Sara Wheale** moved to accept financial report as information. **CARRIED**

REPORTS

Manager's Report: Darlene Edwards provided a verbal report including comments on theft of staff property, patron activities and resistance to the Library's mask rules.

Discussion.

The Manager also recommended that staff meeting schedule be changed from a 3-hour closure one Monday morning per month to a weekly closure every Monday to allow for micro-meetings. The Manager suggests opening on Mondays at 10:00 am weekly.

MOTION 2020-099 **Karen Hickerty** moved to amend the Library's public hours to include late opening at 10 am on all Monday mornings effective in January 2021.

Susan Schwindt seconded the motion.

CARRIED

Director's Report: Doug Whistance-Smith commented on Library circulation stats and virtual program attendance. The Director also reported on recent email indicating that PLSB no longer offers support for development of strategic planning; YRL Service Librarians may be available to offer some assistance or advice. The library's five-year Strategic Plan deadline is June 2021; the Director will begin drafting priorities and goals based on information gathered through surveys and feedback from the Fire & Ice event.

The Director prepared and presented the draft letter of response to motions by AUMA and RMA to re-open the Alberta Libraries Act to update and amend.

Discussion.

MOTION 2020-100 **Pat Adamson** moved to approve the advocacy letter addressed to Minister Tracy Allard with CC sent to YRL Board Chair, Town CAO and County CAO to share with councils as information.

Susan Schwindt seconded the motion.

CARRIED

No other reports from committees or trustees.

CORRESPONDENCES

Outgoing Items:

Oct 16: Letters to Town requesting appointments for *C. Schoeninger, K. Hickerty, S. Schwindt, P. Adamson & D. Gawalko*.

Oct 21: Letter of support to Ag Society re Ei-Ei-Joe Show

Incoming Information Items:

Oct 28: Letters from Town confirming appointments for *C. Schoeninger, K. Hickerty, S. Schwindt, P. Adamson & D. Gawalko*.

- Oct 29: Letter from Town re appointment of Councilor *Bill Ballas* to the Library Board.
- Oct 29: Letter from County re appointment of Councilor *Sara Wheale* to the Library Board.

Action / Decision Items:

- Oct 26: Assignment of YRL Allotment Funds. Recommend 100% to ADV / 0% ADVR.
- Nov 19: Draft Letter to Minister of Municipal Affairs re AUMA/ RAM resolutions.

MOTION 2020-101 *Pat Adamson* moved to accept correspondences as information.

CARRIED

NEXT MEETING: Thursday, January 21, 2021 @ 1:15 pm

MOTION 2020-102 *Donna Gawalko* moved to adjourn meeting at 3:45 pm.

CARRIED

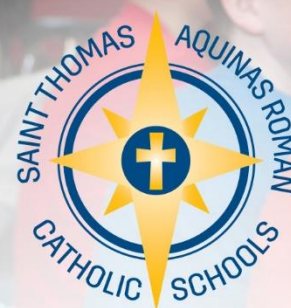


Board Chair

Library Director

Adopted on the 21 day of January, 2020





Souls Seeking Christ

ON A JOURNEY OF FAITH, LEARNING AND LOVE

Board Meeting Highlights – January 2021

DATES TO REMEMBER

Next Board Meeting

**Wednesday,
February 17,
10:30 a.m.**

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

Board of Trustees

Michelle Lamer

Chair
Leduc

Henry Effon

Vice Chair
Wetaskiwin

Sandra Bannard

Drayton Valley

Vacant

Leduc

Liz Taylor-Sirois

Beaumont

Dan Svitich

Ponoka

Donna Tugwood

Lacombe

Final Change in Learning Method Opportunity

The Board heard an update on the numbers of students who will be learning online and in-person for the final re-entry date on February 1. The Online School will have 625 students through the end of the year.

Community Consultation Proposal

The Board approved a proposed plan for the Division's Community Consultation Day. During the virtual event on February 25, feedback will be collected on the effectiveness of current Division strategies in the areas of growing Catholic identity, and student mental health and wellbeing. This feedback will help guide the Division's Education Plan.

STAR Recognition Celebration

The Board discussed options for this year's STAR Recognition Celebration for Division staff, which will include retirees who were to be honoured during last year's postponed event. The Board directed Administration to prepare a proposal for a hybrid virtual and in-person (at school) events that will adhere to public health measures.

Grateful Advocates for Catholic Education (GrACE)

The Board heard an update on the Division's GrACE team's plans to highlight the Five Marks of Catholic Schools over the next five months by sharing photos and stories of how individual Marks are being implemented within STAR Catholic Schools.

Toonies for Tuition

The Board agreed to continue collecting contributions from students and staff for CCSTA's Toonies for Tuition program in order to assist students in provinces without publicly funded Catholic Education.

MLA Meeting

The Board reviewed and discussed a draft agenda for its upcoming meeting with local MLAs on January 29.

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