



Agenda

Call to Order

National Anthem

1.0	Additions to the Agenda	
2.0	Adoption of Agenda	
3.0	Corrections or Amendments:	
3.1.	February 10, 2021, Regular Meeting of Council Minutes	3-8
3.2.	February 10, 2021, Public Hearing Minutes Bylaw 2021/01/F	9
3.3.	February 16, 2021, Special Meeting of Council Minutes	10-11
4.0	Adoption of:	
4.1.	February 10, 2021, Regular Meeting of Council Minutes	
4.2.	February 10, 2021, Public Hearing Minutes Bylaw 2021/01/F	
4.3.	February 16, 2021, Special Meeting of Council Minutes	
5.0	Proclamations	
5.1.	International Women's Day, March 8, 2021	12
6.0	Public Hearings	
6.1.	Development Permit DV21-006 (Lot 5; Block 34; Plan 8821289) – Discretionary Use and Variance at 5809 50 Ave	13-14
7.0	Delegations / Administrative Updates	
7.1.	Disc Golf Course Proposal – Curtis Buchan	15-19
7.2.	Drayton Valley RCMP Stats – January 2021 – Acting S/Sgt. Erin Matthews	97-102
8.0	Decision Items	Pages 20-84
8.1.	Motion to Support the Establishment of a 988 Crisis Line	20-22
8.2.	New Aquatic Centre Amenity Sponsorship Rights Agreements for Approval	23-29
8.3.	Discretionary Use & Variance at 5809 50 Ave – DV21-006 (Lot 5; Block 34; Plan 8821289) – Development Permit Application DV21-006	30-58
8.4.	Proposed Purchasing and Tendering Policy TF-01-20	59-80
8.5.	Proposed 2021 Issuance of Funds for Payment of Accounts Policy TF-01-21	81-84
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	Shawna Law

	9.6. Finance	Elvera Thomson
	9.7. CAO/Administration/Capital Project Update	Annette Driessen
10.0	Council Reports	
	10.1. Councillor Peebles	
	10.2. Councillor Dodds	
	10.3. Deputy Mayor Gammara	
	10.4. Councillor McGee	
	10.5. Councillor Wheeler	
	10.6. Councillor Ballas	
	10.7. Mayor Doerksen	
11.0	Information Items	Pages 85-102
	11.1. STAR Catholic Schools Board Meeting Highlights – February 2021	86
	11.2. Drayton Valley Municipal Library Board Meeting Minutes – January 21, 2021, and Stats – January 2021	87-94
	11.3. Drayton Valley / Brazeau County Fire Services Stats – January 2021	95-96
	11.4. Drayton Valley RCMP Stats – January 2021	97-102
12.0	Adjournment	



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

Owen Olynyk, Acting General Manager of Engineering
Matt Ellis, Senior Planner

Tom Thomson, Fire Chief
Bree Motkoski, Executive Assistant
Sabine Landmark, Administrative Assistant
Nathan Palovcik, Manager of Information Services
Alysia Tiffen, Human Resources Professional
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 9:00 a.m.

1.0 Additions to the Agenda

There were no additions or deletions to the Agenda.

2.0 Adoption of Agenda

RESOLUTION #015/21

Deputy Mayor Gammana moved to adopt the Agenda for the February 10, 2021 Regular Meeting of Council, as presented.

CARRIED

3.0 Corrections or Amendments:

3.1. January 20, 2021, Regular Meeting of Council Minutes

There were no corrections or amendments to the January 20, 2021, Regular Meeting of Council Minutes.

3.2. January 20, 2021, Public Hearing Minutes Bylaw 2020/12/D

There were no corrections or amendments to the January 20, 2021, Public Hearing Minutes Bylaw 2020/12/D

4.0 Adoption of:

4.1. January 20, 2021, Regular Meeting of Council Minutes

RESOLUTION #016/21

Councillor Wheeler moved to adopt the Minutes of the January 20, 2021, Regular Meeting of Council, as presented.

CARRIED

**Regular Meeting of Council
Minutes of February 10, 2021
Page 2 of 6**

4.2. January 20, 2021, Public Hearing Minutes Bylaw 2020/12/D

RESOLUTION #017/21

Councillor Ballas moved to adopt the Minutes of the January 20, 2021, Public Hearing for Bylaw 2020/12/D, as presented.

CARRIED

5.0 Proclamations

5.1. Psychology Month

Mayor Doerksen proclaimed the month of February as Psychology Month in the Town of Drayton Valley.

5.2. Black History Month

Mayor Doerksen proclaimed the month of February as Black History Month in the Town of Drayton Valley.

6.0 Public Hearings

6.1. Town of Drayton Valley Public Works Equipment Debenture Bylaw 2021/01/F

A separate set of minutes was recorded for this item.

7.0 Delegations

7.1. Eagle Point Blue Rapids Parks Council – Family Day (Sandra Bannard)

Mrs. Bannard informed Council about the activities planned for Family Day.

7.2. Local Gyms (Brad Kelly)

Mr. Kelly, on behalf of local gym owners, asked Council to send a letter to the Province, expressing Town Council's support for the industry in the community. Mr. Kelly expressed concerns about COVID-19 restrictions,

Council agreed to send a letter to the Province on the behalf of the local gyms.

8.0 Decision Items

8.1. Town of Drayton Valley Public Works Equipment Debenture Bylaw 2021/01/F,
Presented for Second and Third Reading

RESOLUTION #018/21

Councillor Peebles moved that Council give Second Reading to proposed Borrowing Bylaw 2021/01/F, as presented.

CARRIED

RESOLUTION #019/21

Councillor Wheeler moved that Council give Third Reading to proposed Borrowing Bylaw 2021/01/F, as presented.

CARRIED

8.2. Business License Amending Bylaw 2021/01/D, Presented for First, Second, and
Third Reading

RESOLUTION #020/21

Councillor McGee moved that Council give First Reading to proposed Business Licence Amending Bylaw 2021/01/D, as presented.

CARRIED

RESOLUTION #021/21

Councillor Gammana moved that Council give Second Reading to proposed Business Licence Amending Bylaw 2021/01/D, as presented.

CARRIED

RESOLUTION #022/21

Councillor Wheeler moved that Council consider giving Third Reading to proposed Business Licence Amending Bylaw 2021/01/D, as presented.

CARRIED UNANIMOUSLY

RESOLUTION #023/21

Councillor Dodds moved that Council give Third Reading to proposed Business Licence Amending Bylaw 2021/01/D, as presented.

CARRIED

8.3. Proposed Repealing Bylaw 2021/02/A, Presented for First, Second and Third Reading

RESOLUTION #024/21

Councillor Ballas moved that Council give First Reading to Repealing Bylaw 2021/02/A, as presented.

CARRIED

RESOLUTION #025/21

Councillor Dodds moved that Council give Second Reading to Repealing Bylaw 2021/02/A, as presented.

CARRIED

RESOLUTION #026/21

Councillor McGee moved that Council consider giving Third and Final Reading to Repealing Bylaw 2021/02/A, as presented.

CARRIED UNANIMOUSLY

RESOLUTION #027/21

Councillor Ballas moved that Council give Third and Final Reading to Repealing Bylaw 2021/02/A, as presented.

CARRIED

8.4. Internal Policing/Community Security/Fire Services Committee – Terms of Reference

RESOLUTION #028/21

Councillor Peebles moved that Council approve the Terms of Reference for the Internal Policing/Community Security/Fire Service Committee (PSF), as presented.

CARRIED

8.5. Internal Economic Development Committee – Terms of Reference

RESOLUTION #029/21

Councillor Peebles moved that Council establish an Economic Development Committee and adopt the proposed Economic Development Committee Terms of Reference, as presented; AND that Council appoint Mr. Tom McGee and Mr. Bill Ballas to the Economic Development Committee.

CARRIED

8.6. Internal Education Committee – Terms of Reference

RESOLUTION #030/21

Councillor Ballas moved that Council establish an Education Committee and adopt the proposed Education Committee Terms of Reference, as amended; AND that Council appoint Councillor Gammana and Councillor Dodds to the Education Committee.

CARRIED

8.7. Early Childhood Development Centre Board (Childcare Operational Board)
Member Appointment

RESOLUTION #031/21

Councillor Ballas moved that Council appoint Tess Coutu and Blair Gillman as Community-at-Large members for the Early Childhood Development Centre Board (Childcare Operational Board) for a two (2) year term, expiring October 31, 2022.

CARRIED

8.8. New Aquatic Centre Amenity Sponsorship Rights Agreements for Approval

RESOLUTION #032/21

Deputy Mayor Gammana moved that Council approve the Sponsorship Rights Agreement between the Town and the Rotary Club of Drayton Valley, as presented.

CARRIED

RESOLUTION #033/21

Councillor McGee moved that Council approve the Sponsorship Rights Agreement between the Town and Pride Ventures, as presented.

CARRIED

Mayor Doerksen called a break at 10:21 a.m.

Mayor Doerksen reconvened the meeting at 10:27 a.m.

8.9. Closed Session: Ratification of Collective Agreement between the Town of
Drayton Valley and the Canadian Union of Public Employees (CUPE) Local 2515
– FOIP section 24(1) and 25(1)(c)(iii)

RESOLUTION #034/21

Deputy Mayor Gammana moved that Council move to a Closed Session at 10:28 a.m. for item 8.9 of the February 10, 2021, Regular Council Meeting Agenda, pursuant to sections 24(1) and 25(1)(c)(iii) of the *Freedom of Information and Protection of Privacy Act*.

CARRIED

Ms. Driessen was present for item 8.9. to provide Council advice.

Mrs. Tiffen was present for item 8.9. to provide Council advice.

Ms. Motkoski was present for item 8.9. to record any outcome.

Councillor Peebles entered the meeting at 10:32 a.m.

RESOLUTION #035/21

Councillor Wheeler moved that Council come out of Closed Session at 11:04 a.m.

CARRIED

RESOLUTION #036/21

Councillor Ballas moved that Council does not ratify Memorandum of Agreement and direct Administration to return to the bargaining table.

CARRIED

9.0 Department Reports

9.1. Planning and Development

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

9.2. Engineering

Mr. Olynyk provided an update from the Engineering, Utilities, and Public Works department.

9.3. Community Services and FCSS

Ms. Driessen provided an update from the Community Services department, Park Valley Pool, and the Omniplex ice surfaces.

9.4. Emergency Services

Fire Chief Thomson presented Council with a report from the activities of the Community Peace Officer and Animal Control Officer.

9.5. Safety and Protective Services

There was nothing to report at this time.

9.6. CAO/Administration/Capital Project Update

Ms. Driessen provided an update on the co-mediation process, on the recent meeting with Acting S/Sgt. Matthews, and the council retreat planning process.

10.0 Council Reports

10.1. Councillor Ballas

- January 21 – Drayton Valley Library Municipal Board meeting
- January 25 – Yellowhead Regional Library Board meeting
- January 27 – Education meeting
- February 3 – Governance & Priorities Committee meeting
- February 4 – Chamber of Commerce meeting
- February 5 – Meeting with Acting S/Sgt. Matthews
- February 5 – Alberta Hemp Alliance meeting

10.2. Councillor Peebles

- February 3 – Co-Mediation meeting
- February 5 – Alberta Hemp Alliance meeting
- February 8 – Homelessness and Poverty Reduction Strategy Committee meeting

10.3. Councillor Dodds

- Chamber of Commerce meetings
- Columbia Institute program
- Education meetings
- Sustainability Committee meeting
- Co-Mediation meeting

10.4. Deputy Mayor Gammana

- January 28 – Pembina Area Synergy meeting
- February 2 – Meeting with University of Alberta
- February 3 – Co-Mediation meeting
- February 4 – AUMA Summit of Policing

**Regular Meeting of Council
Minutes of February 10, 2021
Page 6 of 6**

10.5. Councillor McGee

- Thank You cards to the community

10.6. Councillor Wheeler

- Sustainability Committee meeting

10.7. Mayor Doerksen

- Co-Mediation meetings
- commended Public Works staff

11.0 Information Items

11.1. Brazeau Foundation Meeting Minutes – November 16, 2020

11.2. Drayton Valley Municipal Library Meeting Minutes – November 19, 2020

11.3. STAR Catholic Schools Board Meeting Highlights – January 2021

RESOLUTION #037/21

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

CARRIED

12.0 Adjournment

Mayor Doerksen adjourned the meeting at 11:42 a.m.

MAYOR

ACTING CHIEF ADMINISTRATIVE OFFICER

MINUTES OF PUBLIC HEARING

February 10, 2021

BYLAW 2021/01/F

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
Owen Olynyk, Acting General Manager of Engineering
Matt Ellis, Senior Planner

Tom Thomson, Fire Chief
Bree Motkoski, Executive Assistant
Sabine Landmark, Administrative Assistant
Nathan Palovcik, Manager of Information Services
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. 2021/01/F – Public Works Equipment Debenture Bylaw

CALL TO ORDER

Mayor Doerksen declared the Public Hearing open at 9:05 a.m.

PURPOSE OF THE PUBLIC HEARING

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

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.

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 9:07 a.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

WAIVER OF NOTICE FOR SPECIAL MEETING OF DRAYTON VALLEY TOWN COUNCIL

As per Section 194 of the MGA, Revised Statutes of Alberta 2000, Chapter M-26, the Drayton Valley Town Council hereby waives notice of a Special Meeting to be held on February 16, 2021, at 3:00 p.m. at the Civic Centre, 5120- 52 Street, Council Chambers, for the following purpose:

Council to consider:

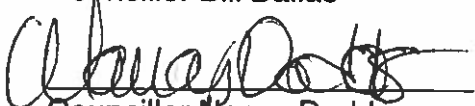
- a. Ratification of Co-Mediation Protocols

The following consent to the "Waiver of Notice" for the above purpose, signed this 16th day of February, 2021.



Mayor Michael Doerksen

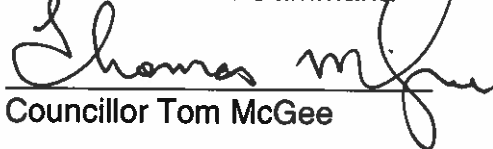
Councillor Bill Ballas



Councillor Nancy Dodds



Councillor Amila Gammara



Councillor Tom McGee

Councillor Corey Peebles

Councillor Fayrell Wheeler



Meeting Minutes

THOSE PRESENT:

Mayor Doerksen
Councillor Ballas (Call in)
Councillor Dodds
Deputy Mayor Gammana
Councillor McGee
Councillor Peebles (Call in)
Annette Driessen, Acting CAO
Bree Motkoski, Executive Assistant

Nathan Palovcik, Manager of Information Services
Matt Ellis, Senior Planner & Assistant Director of Emergency Management
Cathy Weetman, Drayton Valley Western Review (Call-In)

1.0 CALL TO ORDER

Mayor Doerksen called the meeting to order at 3:00 p.m.

2.0 Adoption of Agenda

RESOLUTION #038/21

Deputy Mayor Gammana moved to adopt the Agenda for the February 16, 2021, Special Meeting of Council, as presented.

CARRIED

3.0 Decision Items

3.1 Ratification of Co-Mediation Protocols

RESOLUTION #039/21

Councillor McGee moved that Council ratify the Town of Drayton Valley & Brazeau County ICF co-mediation protocols, as presented.

CARRIED

4.0 Adjournment

Mayor Doerksen adjourned the meeting at 3:07 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Town of Drayton Valley

Proclamation

International Women's Day

March 8, 2021

- WHEREAS:** In 1977, the United Nations General Assembly adopted a resolution calling on member states to proclaim a day for women's rights and international peace and following the United Nations' lead, Canada chose March 8 as International Women's Day;
- WHEREAS:** International Women's Day is celebrated globally on March 8 with the aim of taking the time to reflect on the contributions women have made and continue to make their communities and countries better places in which to live, work and grow;
- WHEREAS:** International Women's Day is a time to uphold women's achievements, recognize challenges, focus greater attention on women's rights and gender equality, encourage and mobilize all people to do their part to bring about positive change;
- WHEREAS:** International Women's Day is a time to envision a world where each woman and girl can exercise her choices, such as participating in politics, getting an education, having an income, and living in societies free from violence and discrimination;
- THEREFORE:** I, Mayor Michael Doerksen, on behalf of the Council of the Town of Drayton Valley, do hereby proclaim **March 8, 2021**, as "**International Women's Day**" in the Town of Drayton Valley and I urge all citizens to recognize and celebrate the achievements of women and their ongoing contribution to the success and vitality of our community.

DATED at the Town of Drayton Valley,
in the Province of Alberta,
this 3rd day of March, 2021.

Mayor Michael Doerksen



PUBLIC HEARING

March 3, 2021

9:00 A.M.

Council Chambers – Civic Centre

1. DECLARE PUBLIC HEARING OPEN

Development Permit DV21-006 – Discretionary Use and Variance at 5809 50 Ave

2. PRESENT

3. PURPOSE OF THE PUBLIC HEARING

To receive comments, concerns, and questions from the public regarding the proposed Discretionary Drive-Through and Variance requests. The applicant requests the following Variances in addition to the Discretionary Use application:

1. A Variance of 8.5% to allow the Driving Aisles on the east and west of the principal building to be 5.03 metres in width, a deviation from the 5.5 minimum requirement as per Section 3.39 of Land Use Bylaw 2020/12/D.
2. A Variance of 6% to allow the Parking Stall Depths to be 6.10 metres, a deviation from the 6.5 minimum requirement as per Section 3.39 of Land Use Bylaw 2020/12/D.

The Variance requests are considered based on the following Criteria in accordance with section 2.14.b of Land Use Bylaw 2020/12/D:

Variances may be issued where:

- I. The proposed development, with Variance, would not unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
- II. The proposed development, with Variance, would not unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use, enjoyment or value of neighbouring properties, and
- III. The need for the Variance is specific to the parcel, building or sign to which it applies, not shared by a significant number of other properties in Town, or
- IV. The Variance is a result of an error that is minor in nature in the siting of a building or structure for which a Development Permit has been approved, and the rectifying of the error would create unnecessary hardship to the registered owner, or

- V. The Variance is deemed by the Development Authority to be preferable to complying with the Bylaw.

4. BACKGROUND

The Town of Drayton Valley received a Development Permit application for a Wendy's Restaurant, defined in Land Use Bylaw 2020/12/D as an 'Establishment (Eating and Drinking)', with a Drive-Through at the above-noted address. A decision to approve or deny this application will be made by Council, depending upon the comments received at this Public Hearing.

Notification of the Discretionary Use and Variance, requesting comments from the public, and advising them of the Public Hearing, has been provided 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): _____

Organization: _____

Contact Number: _____ Contact E-mail: _____

Mailing Address: _____

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

Council Meeting

Governance & Priorities Committee Meeting

Special Meeting/Presentation

Administration Meeting

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

Reason for Requesting Delegation:

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

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

Ivan To Disc Golf Course Proposal

Those of us who have been residents of Drayton Valley & Brazeau County know of the vast potential and beauty of the area. The area which has been 100 percent industrial is going through an identity change. The oilfield activity has waned and left us with questions. Why we would live here and what would draw others to come. Drayton Valley is situated between 2 rivers and very near the Brazeau Dam. There is massive amounts of crown land and vast recreational outdoor opportunities. We need a way to draw people to Drayton Valley so they can see the area in a different light.

The DV Top Gun Disc Golf Course was founded in 2019 and turned into an 18 hole course in 2020. It is situated in the Pembina Nordic Ski Club which is on the Eagle Point Provincial park. For its short life we have developed a community of disc golfers that uses the course daily. The Edmonton Disc Golf Association was notified about our course and now wants to hold a yearly tournament there. This will bring 60 plus disc golfers to the Drayton Valley/ Brazeau County. We have seen weekly traffic to our course from places such as Edmonton, Calgary, Drumheller, Hinton, Edson, Whitecourt, Grande Prairie, and others.

We are proposing a development of a new disc golf course in the Ivan To Park in Drayton Valley. We feel that the addition of a park style layout will further draw people to use our area and prolong their stay. It would make us unique in the disc golf community with two courses in a small town providing a less crowded place to play. In addition it provides recreation for the local residents that can be used year round and be a safe place to learn the sport.

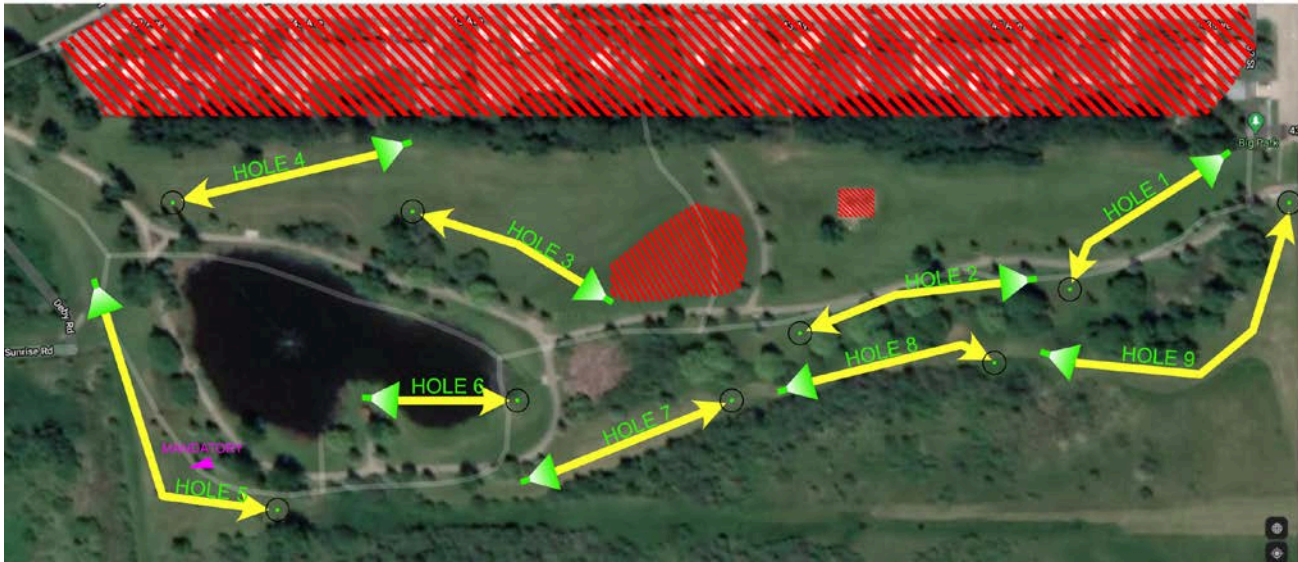
Disc golf is an extremely fast growing sport with its low cost and easy access. Worldwide disc golf courses have increased from 6,800 in 2017 to 11,300 in 2020. That is 1,500 new courses per year. Unlike golf, disc golf is usually free to play in public parks and takes about half as long to complete a round. Disc golf is designed to be enjoyed by people of all ages, gender identity, and economic status, making it a great lifetime fitness activity.

Cost To Build

9ea Prodigy T2 Baskets \$330.00 each – \$2,790.00 plus \$700 shipping - \$3,670.00 baskets will be permanently mounted quote is attached	
9ea 5'x12'x4" concrete tee pads - \$600 each - 6 yards total concrete – 1 load Cost to prep place and finish.	\$5,400.00
Incidental Expences	\$500.00
9ea Signs and Entry Sign Donated	\$0
Total	\$9,570.00 +gst

The Drayton Valley Hospitality and Tourism Association has agreed to pay for the disc golf course. There will be virtually no extra cost to the town to maintain the Ivan To Disc Golf Course. The current layout uses areas that are already mowed. Disc Golf baskets will last 20+ years outside with no maintenance. In addition to building the course we will provide brochure to any interested Hotels/Motels/Campgrounds which will include directions, course layout and a scorecard for guests to use. We will also provide disc golf sets with bags at \$35 each which can be lent to guests. Please see the attached course layout. We would also need approval from the town of Drayton Valley to proceed.

Ivan To Park with proposed layout



	Par	Distance
Hole 1	3	255 ft
Hole 2	3	265 ft
Hole 3	3	270 ft
Hole 4	3	285 ft
Hole 5	4	415 ft
Hole 6	3	205 ft
Hole 7	3	230 ft
Hole 8	3	240 ft
Hole 9	4	460 ft

Design Considerations

Ivan To Park located on the West Side of Drayton Valley is a great location for a disc golf course. The design is a beginner layout with a variety of shots to keep it interesting. The holes will be kept shorter than a typical design. There will be elevated tees and open shots for big drives. There are hills to place baskets in tough areas for difficult putts. It has potential for an over the water hole and finishes with some technical treed holes. The open fields are not being used for any other sport and would be better utilized. Being by the path and near the Omnplex it provides a place where people can see the sport first hand. They then can decide if they would like to pick up a disc and give it a try.

Safety Considerations

The playground, Sledding hill and adjacent houses were the largest safety concern. People in these areas would not be focused on their surroundings and wouldn't see someone throwing a disc. Thus we the course design largely keeps away from these areas. The course is close to the walking path in many holes and sight lines were a major consideration. This is the case in a large number of disc golf courses since the majority are in parks around the world. Locations for tee pads were chosen so disc golfers could see walkers from long distances. Signage will be posted on each hole stating that walkers have the right of way. The rules, courtesy, and considerations will be posted at the start of the disc golf course.

Summary

The Ivan To Disc Golf Course would be a challenging accessible course utilizing currently maintained park area. We will use the facility to provide a recreational activity to those visiting the Drayton Valley/ Brazeau County. The amount of Disc Golfers is increasing year after year, with 2020 seeing the biggest growth in the sport. Having two disc golf courses in our community will draw Disc Golfers to our area. Hopefully they can then see all that Drayton Valley and Brazeau County have to offer. The local residents will have access to the course year round providing recreation and a health benefit to the community.



Prodigy Disc Canada

Quote

Date: April 23rd, 2020
 Quote #: 02020-22
 Customer ID: NABC-01
 Expiration Date: July 23rd, 2020

To: 1-780-898-8464
 Curtis Buchan
curtisbuchan@gmail.com
 Box 7651
 Drayton Valley, Alberta
 T7A 1S8

Salesperson	Job	Payment Terms	Due Date
Colin Fitchett	9 Baskets	Due upon ordering	

Qty	Description	Unit Price	Line Total
	Prodigy Disc - T1 Professional Disc Golf Target	\$ 360.00	
9.00	Prodigy Disc - T2 Professional Disc Golf Target	330.00	2,970.00
	Prodigy Disc - T3 Professional Disc Golf Target	315.00	
7.00	Shipping by truck from Toronto to - ? skids	100.00	700.00
	OR		
	Shipping by rail & truck from Toronto to - ? skids	50.00	
	Based on Current Stock		
	T1-Available in Green & Red		
	T2-Available in Yellow		
	T3-Available in Blue, Orange & Red		
0.00	Extra sleeves	35.00	

Subtotal	\$ 3,670.00
Sales Tax	183.50
Total	\$ 3,853.50

Quotation prepared by: Christopher Lowcock

This is a quotation on the goods named, subject to the conditions noted below;
 (Describe any conditions pertaining to these prices and any additional terms of the agreement.
 You may want to include contingencies that will affect the quotation.)

To accept this quotation, sign here and return via fax or email: _____

Thank you for this opportunity!

TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION

DRAYTON VALLEY



SUBJECT:	Motion to Support the Establishment of a 988 Crisis Line
MEETING:	March 3, 2021 Regular Meeting of Council
PRESENTED BY:	Administration on behalf of Council Annette Driessen, Acting CAO

1. PROPOSAL AND BACKGROUND:

Mayor Doerksen received a letter from MP Gerald Soroka on February 11, 2021, asking Town Council to pass a motion in support of establishing an easy to remember three-digit (988) suicide prevention hotline that is accessible to all Canadians.

This is presented for Council's review and consideration.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

Passing this resolution has no budgetary impact.

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:

That the Council of the Town of Drayton Valley support the establishment of a 988 Crisis Line.

WHEREAS the Federal government has passed a motion to adopt 988, a National three-digit suicide and crisis hotline;

AND WHEREAS the ongoing COVID-19 pandemic has increased the demand for suicide prevention services by 200 percent;

AND WHEREAS existing suicide prevention hotlines require the user to remember a 10-digit number and go through directories or be placed on hold;

AND WHEREAS in 2022 the United States will have in place a national 988 crisis hotline;

AND WHEREAS Drayton Valley Town Council recognizes that it is a significant and important initiative to ensure critical barriers are removed to those in a crisis and seeking help;




NOW THEREFORE BE IT RESOLVED THAT Drayton Valley Town Council endorses this 988 crisis line initiative;

and that Staff be directed to send a letter indicating such support to the local MP.

5. RECOMMENDATION

6. ATTACHMENTS:

- 1) Letter from Gerald Soroka, MP Yellowhead

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			



House of Commons

Gerald Soroka

Member of Parliament
Yellowhead
geraldsorokamp.ca



OTTAWA February 11, 2021

Dear Mayors/Reeves/CAOs:

On December 11th, 2020, the House of Commons passed a motion introduced by Conservative MP Todd Doherty, through unanimous consent, to bring a national 3-digit suicide prevention hotline line to Canada.

That, given that the alarming rate of suicide in Canada constitutes a national health crisis, the House call on the government to take immediate action, in collaboration with our provinces, to establish a national suicide prevention hotline that consolidates all suicide crisis numbers into one easy to remember three-digit (988) hot- line that is accessible to all Canadians.

We're asking all municipalities across Canada to consider passing a motion similar, to the one attached. In order to make 988 a reality, we must continue to put pressure on the government and the Canadian Radio-television and Telecommunications Commission (CRTC).

Personally, you can support the cause by signing our electronic petition at:
<https://petitions.ourcommons.ca/en/Petition/Details?Petition=e-2772>

The past year has been a challenging year. Lives and livelihoods have been lost. We have begun to see the devastating impacts that COVID has had, through isolation, on the mental health of Canadians. The rates of suicide continue to rise. As elected officials and as leaders, and especially during this period of difficulty as a nation, Canadians are counting on all of us to make a difference.

Please consider passing this motion as soon as possible.

Sincerely,

A handwritten signature in black ink, appearing to read 'G. Soroka'.

Gerald Soroka, MP
Yellowhead

Encl.

Room 313, Justice Building, OTTAWA ON K1A 0A6

Tel: 613-992-1653; Fax: 613-992-3459

Gerald.Soroka@parl.gc.ca



Box 7887, Stn Main, 119 50th Street, EDSON AB T7E 1V9

Tel: 780-723-6068; Toll: 1-800-268-7117; Fax: 780-723-5060

Gerald.Soroka.C1@parl.gc.ca

TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION

DRAYTON VALLEY



SUBJECT:	New Aquatic Centre Amenity Sponsorship Rights Agreements for Approval
MEETING:	March 3, 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 Keyera Corp. is wishing to become a naming sponsor for a specific amenity within the new Aquatic Centre.

Keyera Corp. has signed an agreement in hopes of being awarded the Naming Sponsor of the Competition Pool. This sponsorship allows Keyera Corp. to have the naming rights for a period of ten (10) years. The total sum of the sponsorship is \$100,000, which will be paid over a five (5) year term of \$20,000 per year effective the day of signing. 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 Agreement 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 the following goals: <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;

		<ul style="list-style-type: none"> • 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 cater to those with mobility issues; • Ensure that all public recreation facilities include family change rooms and provide appropriate signage to compensate for disparities

		in literacy and languages; and <ul style="list-style-type: none"> • A joint municipal plan for the establishment of a new aquatic facility is adopted.
--	--	--

4. POTENTIAL MOTIONS:**OPTIONS FOR THE SPONSORSHIP RIGHTS AGREEMENT FROM KEYERA CORP.:**




- 1) That Council approve the Sponsorship Rights Agreement between the Town and Keyera Corp. as presented.
- 2) That Council approve the Sponsorship Rights Agreement between the Town and Keyera Corp. with the following recommendations: _____.
- 3) That Council decline the Sponsorship Rights Agreement between the Town and Keyera Corp.

5. RECOMMENDATION

That Council approve the Sponsorship Rights Agreement between the Town and Keyera Corp. as presented.

6. ATTACHMENTS:

1. Sponsorship Rights Agreement - Keyera Corp

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

KEYERA CORP.

(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 main pool _____, 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 Name 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 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 the Sponsor.
- 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. The Sponsor 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 the Sponsor, for the sponsoring of events, programs or goods-in-kind for the Facility, or any component of the Facility.
- f. The Sponsor 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. The Sponsor pledges the credit of the Town without approval;
 - ii. The Sponsor is found guilty of a criminal offense that jeopardizes the integrity of the Sponsorship Rights Agreement;
 - iii. The Sponsor, 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. The Sponsor 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; and
- d. Mention the Sponsor in all media releases for the Opening of the Facility.

8. NAMING RIGHTS COSTS

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

- a. Shall provide to the Town the sum of One Hundred Thousand (\$ 100,000) dollars; paid in equal payments of Twenty Thousand (\$ 20,000) dollars, per year for the period of 2021 to 2025.
- 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 _____.

9. INDEMNIFICATION

The Sponsor 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


The Sponsor _____ will make payment for the Sponsorship Rights in the following manner:

- a. Payment of One Hundred Thousand (100,000) 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 five years thereafter.

IN WITNESS WHEREOF the respective parties have executed this Sponsorship Rights Agreement this 18th day of February, 2021 in the Town of Drayton Valley, Alberta.

TOWN OF DRAYTON VALLEY

Per: Annette Driessen

 Print Name


 Signature

WITNESS

KEYERA CORP.

Per: Eva Miclat Per: Nancy L. Brennan

 Print Name Print Name

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

 Signature Signature

TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION

SUBJECT:	Discretionary Use & Variance at 5809 50 Ave - DV21-006 (Lot 5; Block 34; Plan 8821289) - Development Permit Application DV21-006
MEETING:	March 3, 2021 Regular Meeting of Council
PRESENTED BY:	Lowani Mubanga Planning and Development Officer

1. PROPOSAL AND BACKGROUND:

The Town of Drayton Valley received a Development Permit application for a Wendy's Restaurant, defined in Land Use Bylaw 2020/12/D as an 'Establishment (Eating and Drinking)', with a Drive-Through at the above-noted address. The subject parcel is shown in the enclosed Site Location & Zoning Map (see **Attachment 1**) and Immediate Existing Context Map (see **Attachment 2**). The proposed development is illustrated in the enclosed Development Drawings (see **Attachment 3**). Landowners within 60 metres (see **Attachment 4-Landowner Circulation Map**) of the parcel that is subject to this application were notified in accordance with Section 2.10 of Land Use Bylaw 2020/12/D and Development Notices to the Public Policy PD-04-08.

The subject parcel is located within the C-GEN (Commercial, General District) of Land Use Bylaw 2020/12/D in which 'Establishment (Eating and Drinking)' is listed as a Permitted Use. The proposed Drive-Through, which typically comes with such types of development, is listed as a Discretionary Use. In accordance with Section 2.10 of Land Use Bylaw 2020/12/D, decisions for Discretionary Uses are made by the Municipal Planning Commission (MPC)/Town Council.

A Drive-Through is defined in Land Use Bylaw 2020/12/D, as "a use where services are provided to patrons who are in a motor vehicle. This use will always be approved with another use such as Establishments (Eating and Drinking) or financial institution". The Drive-Through will straddle the principal building in a 'U' shape on the west, south and east sides. Access to the Drive-Through will be primarily off of 50 Avenue onto the lot along the west side of the principal building all the way around to the east side and out back onto 50 Avenue. The subject property (see **Attachment 5-Site Photographs**) is serviced with municipal water and sewer, power and natural gas.

Additionally, due to site constraints, the applicant is applying for a Variance of less than 10% to permit the proposed driving aisle widths on the east and west sides of the principal building to be 5.03 m, a deviation from the minimum 5.5 m requirement. Similarly, the applicant is also applying for a Variance of less than 10% to permit the proposed parking stall depths to be 6.10 m, a deviation from the minimum 6.5 m requirement. A Variance can be described as a deviation from a set of rules a municipality applies to land use and land development. It is within the powers of Administration to make a decision on Variances less than 30%. However, in this instance, the Variances are also decided by MPC/Town Council, due to the Discretionary Use (drive-through) aspect of the application.

The application was circulated to other Town departments for comments and recommendations as this application covers multiple areas outside of planning and development. There were no concerns, received from other Town departments.

2. MUNICIPAL DEVELOPMENT PLAN 2012/27/D:

The subject parcel is located within the Commercial and Light Industrial Area of the Municipal Development Plan (**See Attachment 6- Municipal Development Plan, Map 4**).

Section 2.8 of the Municipal Development Plan (MDP) states,

"the lines between commercial and minor industrial operations can often be blurred, but the two activities are so often complementary in Drayton Valley as to be one entity. It can also be argued that most of the commercial activity which occurs in the community is a function of industry and many commercial enterprises might be better described as "industrial support. Planning for such a mix can be a balancing act. For the most part, the restaurants, hotels, professional services and other commercial activities coexist happily beside the auto repair, storage yards and car washes of the industrial sector. The negative impact that one activity might have on another is mitigated by their interdependence."

Based on the wording of Section 2.8 above, the proposed Drive-Through falls within this purview of "Industrial Support". More specifically, the surrounding uses are similar and/or are a complementary and thus, provide for a mix of uses that coexist harmoniously due to their interdependence. The development will offer the community, amongst other things, a wider variety in food choices, employment opportunities, a wider commercial tax base and will help stimulate the local economy.

3. LAND USE BYLAW 2020/12/D:

As mentioned earlier, the subject property is located in the C-GEN (Commercial, General District) of Land Use Bylaw 2020/12/D. A Drive-Through is listed as a Discretionary Use in the C-GEN (Commercial, General District) meaning a decision on the application is at the discretion of the Municipal Planning Commission (MPC)/Town Council. Discretionary uses are those uses that are not typically appropriate for all land use districts but because of specific circumstances such as location and impact, they may be deemed suitable for the subject property. Additionally, due to their perceived impacts on surrounding land uses, Discretionary Uses require the exercise of judgment or deliberation from the approval authority (in this case, MPC). Discretionary Use applications require further scrutiny to determine appropriateness of a use depending on the specifics of a given application and its accompanying circumstances.

The location of the proposed Drive-Through at the noted location, coupled with the Variances requested aligns with the following as per Section 2.14.b of Land Use Bylaw 2020/12/D:

- I. The proposed development, with Variance, would not unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use, enjoyment, or value of neighbouring properties, and
- II. The need for the Variance is specific to the parcel, building or sign to which it applies, not shared by a significant number of other properties in Town, or
- III. The Variance is a result of an error that is minor in nature in the siting of a building or structure for which a Development Permit has been approved, and the rectifying of the error would create unnecessary hardship to the registered owner, or

- IV. The Variance is deemed by the Development Authority to be preferable to complying with the Bylaw.

Therefore, Administration supports the proposed Wendy's Restaurant with a Drive-Through and is of the opinion that the development is appropriate for the noted location. The development also meets the criteria listed above that must be considered when evaluating a Variance, in accordance with Section 2.14 of Land Use Bylaw 2020/12/D.

Due to the resulting impacts on overall parking lot design, Administration would normally be reluctant with supporting a variance to the minimum required parking stall and/or drive aisle dimensions, even if the variance is small. However, Administration is comfortable with the requested variances in this case due to the proposed drive aisle that wraps around the building being limited to one-way. The one-way nature of the drive aisle is also indicated in the site plan and conditions of the Draft Development Permit.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

All registered landowners within 60 meters of the subject property were mailed a notice of this Council Meeting as per Section 2.10 of Land Use Bylaw 2020/12/D. A notice was also advertised in the DV Free Press for the Thursday, February 25th, Circulation.

2. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	Yes	<p><i>Municipal Government Act,</i></p> <p>Sections 230 and 606 (establish the requirements for sending notifications of public hearings)</p> <p>Part 17 (contains the several sections related to municipal and regional land use planning matters), Divisions 4 and 5 (statutory plans and Land Use Bylaw), Section 650 (Development Permit conditions), Division 10 (appeals)</p> <p>Alberta Fire Code, the fire safety-related requirements for this specific land use are administered/ enforced by Drayton Valley/Brazeau County Fire Services and will be determined during a fire safety inspection imposed as a condition of the Development Permit</p>
Municipal Bylaws	Yes	Town of Drayton Valley Land Use Bylaw 2020/12/D, Sections 1.12 (establishing Council as Development Authority for Discretionary Uses), 2.10 (requires that landowners within 60 meters of a subject

		property are notified of applications for Discretionary Use Development Permits and a notice published to the Town website prior to and after a decision), 2.12 (requires that the applicant is notified of a decision the same day it is made and the decision is advertised on the Town website), 2.11 (ability to approve a Development with or without conditions or refuse a Development Permit with reasons) , 2.14 (recommended criteria for evaluating a Variance), 4.5 (Drive-Through Regulations) and 6 (Glossary)
Municipal Development Plan	Yes	Map 4 (Attachment 5) - Identifies the subject property located within the Commercial & Light Industrial Area of Town. Section 2.8 (Commercial and Light Industrial policies).
Sustainability Vision 2019-2021	N/A	None
Town of Drayton Valley Strategic Plan 2019-2021	Yes	Goal One (Recovery) - Approval of this Development Permit would facilitate the creation of employment and further diversify the economy to help achieve economic resiliency. Given current economic conditions, the proposed use presents the Applicant an opportunity to create an avenue that helps stimulate the local economy while realizing revenue.
Other Plans or Policies	Yes	PD-04-08- Development Notices to the Public Policy- requires that landowners within 60 meters of a subject property are notified of applications for Discretionary Use Development Permits.

3. POTENTIAL MOTIONS:




- A. That Council approves Development Permit DV21-006 with the recommended conditions (**see Attachment 7 - Draft DV21-006**).
- B. That Council approves Development Permit DV21-006 but deny the Variances (require the applicant to conform with regulations as per Land Use Bylaw 2020/12/D) with the recommended conditions (**see Attachment 7 - Draft DV21-006**).
- C. That Council refuses Development Permit DV21-006, with reasons.

4. RECOMMENDATION

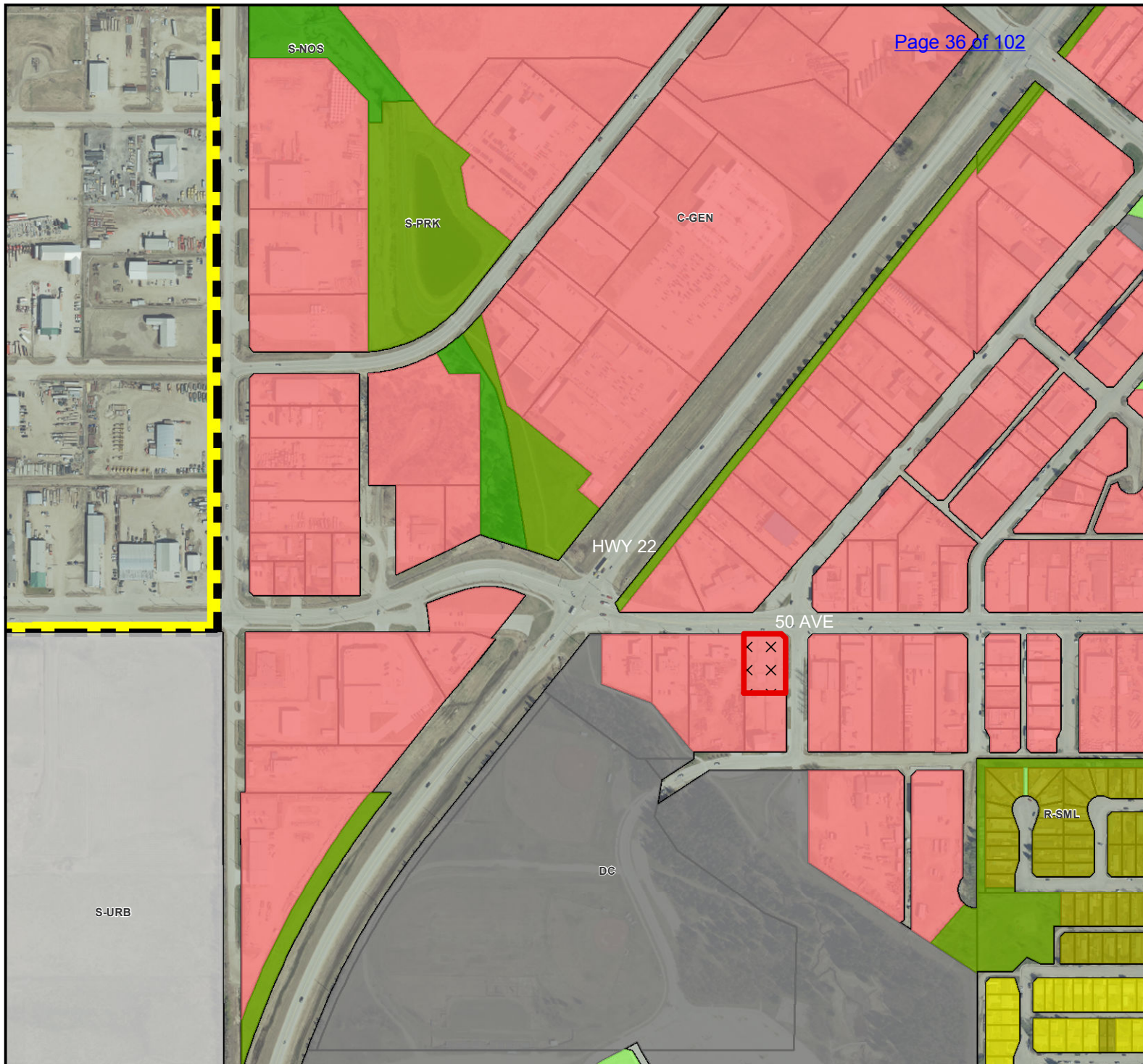
Administration recommends Council approve Development Permit DV21-006 with conditions.

5. ATTACHMENTS:








- 1. Site Location & Zoning Map**
- 2. Immediate Existing Context Map**
- 3. Proposed Development Drawings**
- 4. Landowner Circulation Map**
- 5. Site Photographs**
- 6. Municipal Development Plan- Map 4**
- 7. Draft Development Permit DV21-006**

REPORT PREPARED BY: Lowani Mubanga		REVIEWED BY:	
APPROVED BY:			

ATTACHMENT 1
SITE LOCATION & ZONING MAP



Legend

-  Area of Interest
-  C-GEN Commercial, General District
-  DC Direct Control District
-  R-GEN Residential, General District
-  R-SML Residential, Small Parcel District
-  S-NOS Special, Natural Open Space District
-  S-PRK Special, Parks and Recreation District
-  S-URB Special, Urban Reserve District
-  Town Boundary



Town of Drayton Valley Site Location & Zoning Map

February 2021


0 210 420 Meters

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

ATTACHMENT 2
IMMEDIATE EXISTING CONTEXT MAP



**Town of Drayton Valley
Immediate Existing Context Map**

 Area of Interest



February 2021

0 50 100
Meters

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

ATTACHMENT 3
PROPOSED DEVELOPMENT DRAWINGS



6865 WENDY'S SMART 30+ NEW RESTAURANT

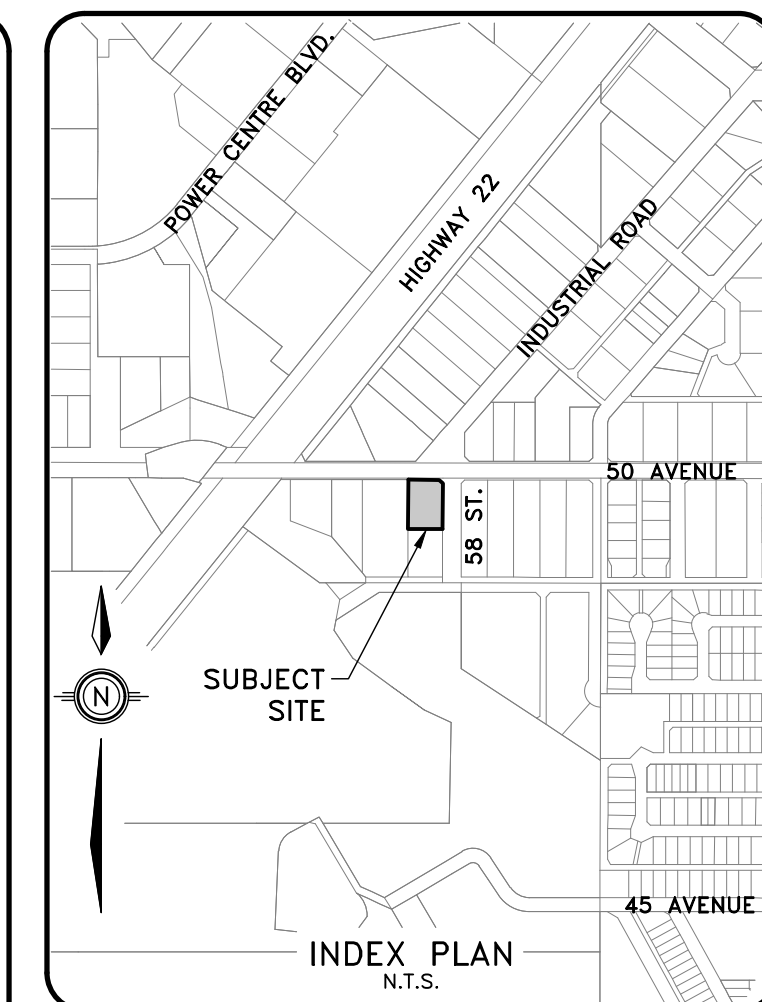
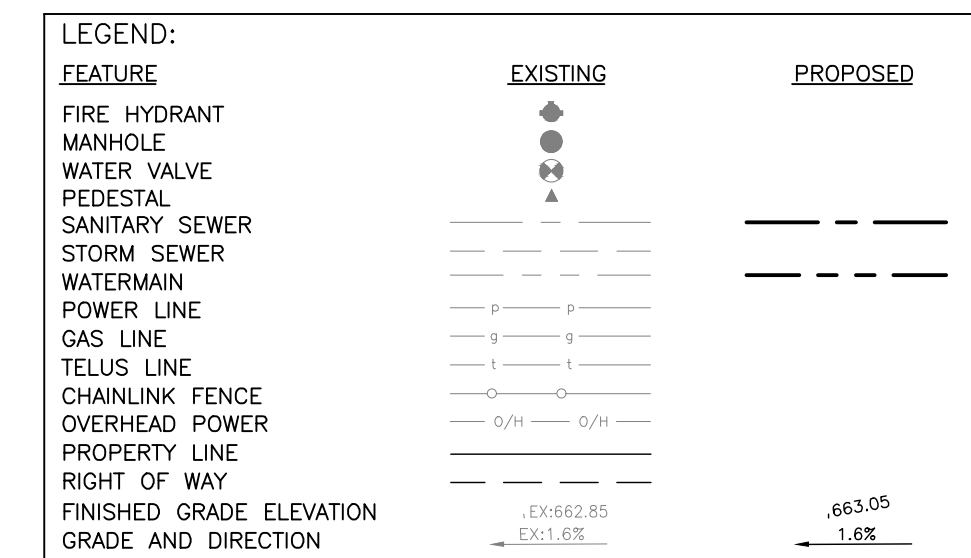
LOT 5, BLOCK 34, PLAN 882 1289, DRAYTON VALLEY, AB

CIVIL

C-2425-012-DD GRADING AND SERVICING PLAN

ARCHITECTURAL

A0.2 SITE PLAN
A0.3 SITE DETAILS
A1.2 MAIN FLOOR PLAN
A2.1 NORTH & SOUTH ELEVATIONS
A2.2 EAST & WEST ELEVATIONS

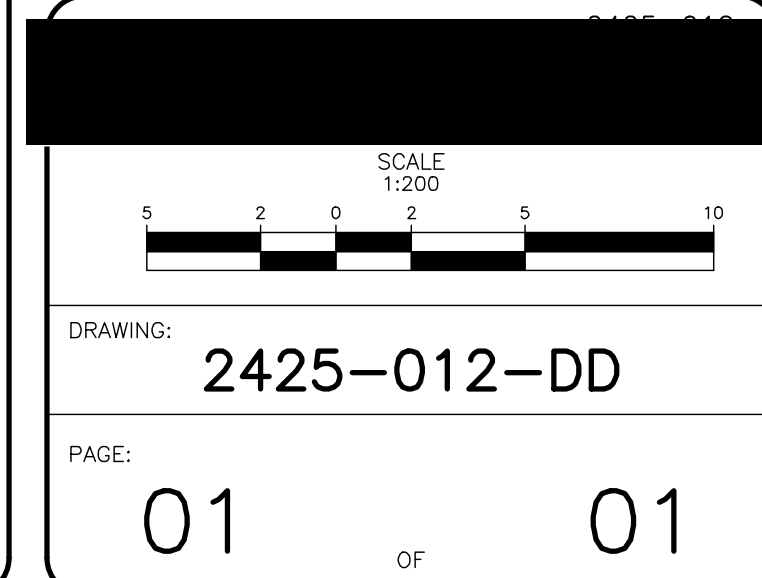
[illegible]

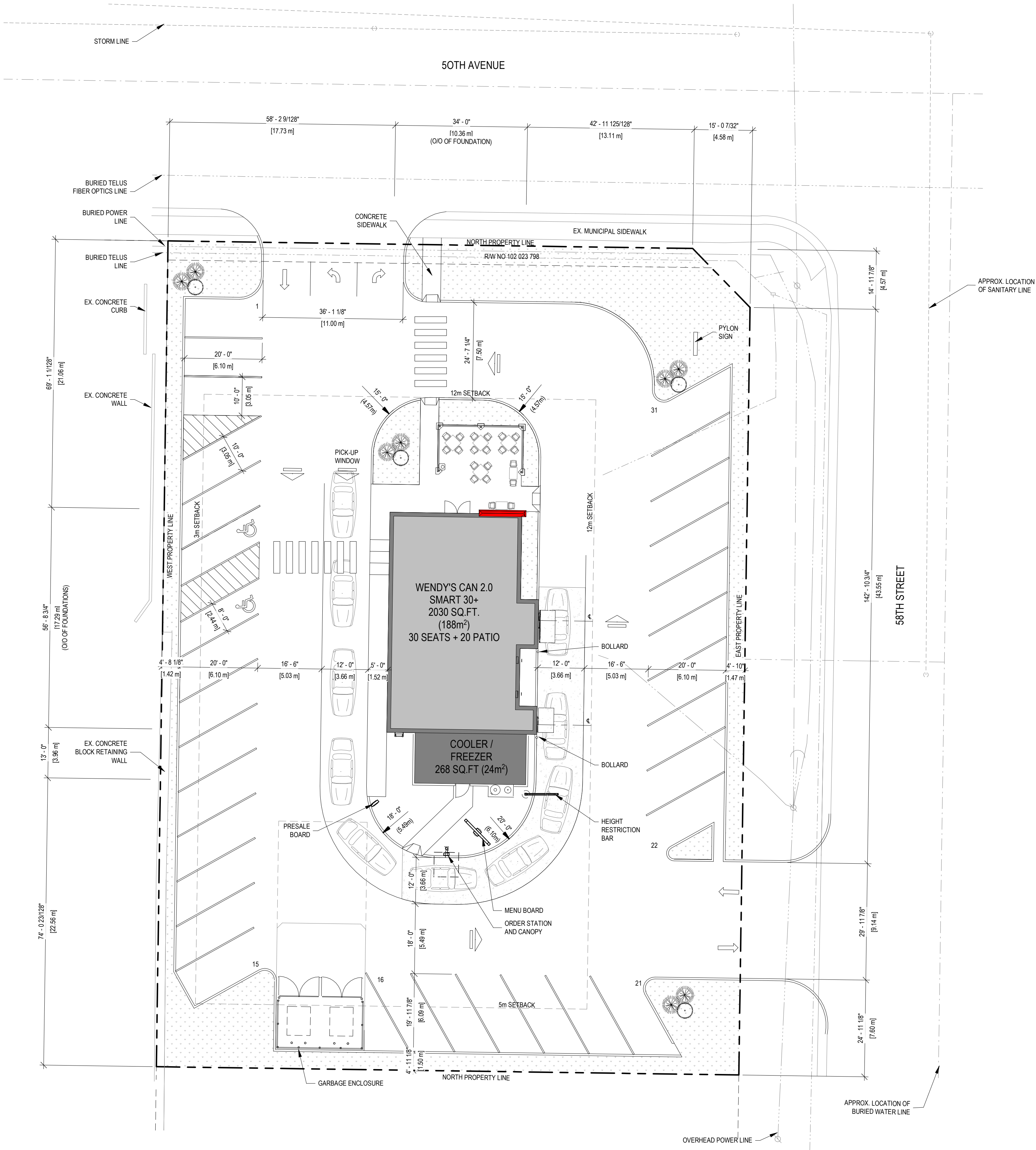
CLIENT: [REDACTED]

PROJECT: [REDACTED]

WENDY'S RESTAURANT
OF CANADA
DRAYTON VALLEY
GRADING & SERVICING
PLAN

LOCATION:
N.W.1/4 SEC.8 TWP.49 RGE.7 W.5 M.





SITE LEGEND

PROJECT AREA	
LANDSCAPING GRASS	
ASPHALT	
GRAVEL	
NEW FENCE	
DECIDUOUS TREE	
CONIFEROUS TREE	
DECIDUOUS SHRUB	
CONIFEROUS SHRUB	

SITE INFORMATION

LEGAL DESCRIPTION: LOT 5, BLOCK 34, PLAN 882 1289

ZONING: C-2 GENERAL COMMERCIAL DISTRICT
DISCRETIONARY USE: DRIVE-IN BUSINESS

BUILDING AREA: 2030 SQ.FT. (188m²) + 268 SQ.FT (24m²) = 2298 SQ.FT. (213m²)

LOT AREA: 2,957.92m²
SITE COVERAGE: 7%

FRONT SETBACK: 39'-4" (12m) REQ. PROVIDED: 69'-1" (21m)
SIDE SETBACK: 39'-4" (12m) REQ. PROVIDED: 58'-0" (17.69m)
SIDE SETBACK: 9'-10" (3m) REQ. PROVIDED: 58'-2" (17.73m)
REAR SETBACK: 18'-6" (5m) REQ. PROVIDED: 74'-0" (22.56m)

PARKING STALLS REQUIRED:
1 PER 4 SEATS = 50/4 = 12.5
TOTAL : 13 STALLS REQUIRED

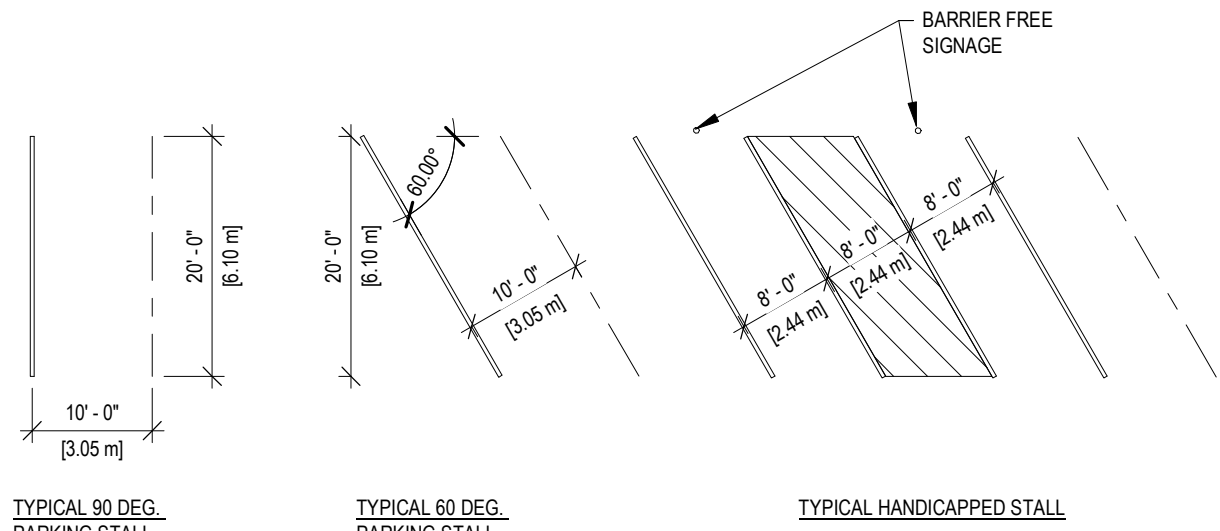
PARKING STALLS PROVIDED: 29 STALLS
HANDICAPPED STALLS PROVIDED: 2 STALLS

LANDSCAPING: AT THE DISCRETION OF THE DEV. AUTH.

TREES REQUIRED: 1 PER 185m² OF PARKING AREA = 2006m²/185m² = 10.8
11 TREES REQUIRED

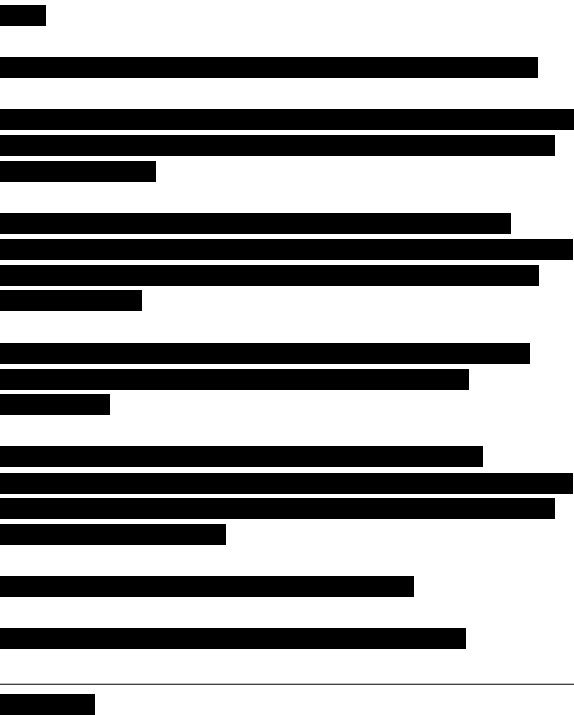
DRAWING SYMBOL LEGEND

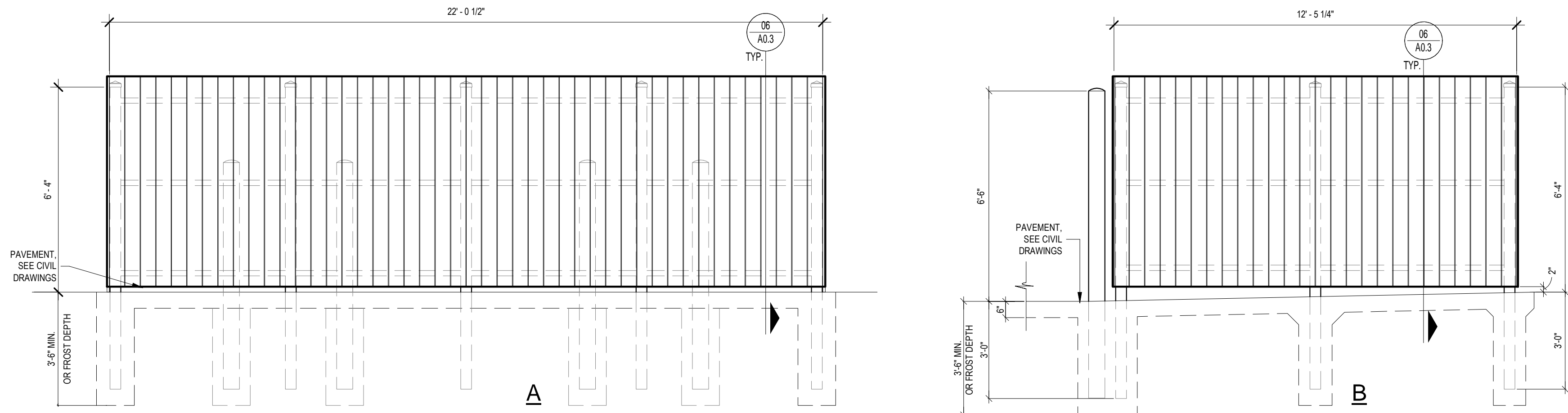
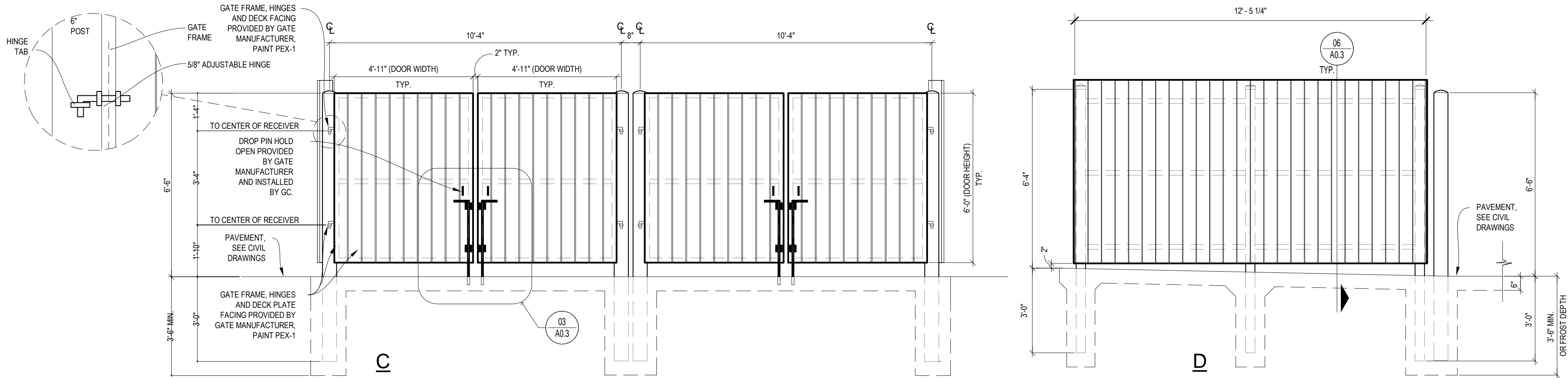
BUILDING SECTION		SECTION NUMBER	ROOM MARK		ROOM NAME
SECTION		DRAWING REFERENCE	DOOR MARK		DOOR TYPE
PLAN DETAIL		DETAIL NUMBER	WINDOW MARK		REFER TO DOOR SCHEDULE THIS SHEET
ELEVATION MARK		DRAWING REFERENCE	WALL MARK		REFER TO WINDOW SCHEDULE THIS SHEET
		ELEVATION VIEW			WALL TYPE
		ELEVATION NUMBER			REFER TO WALL SCHEDULE THIS SHEET



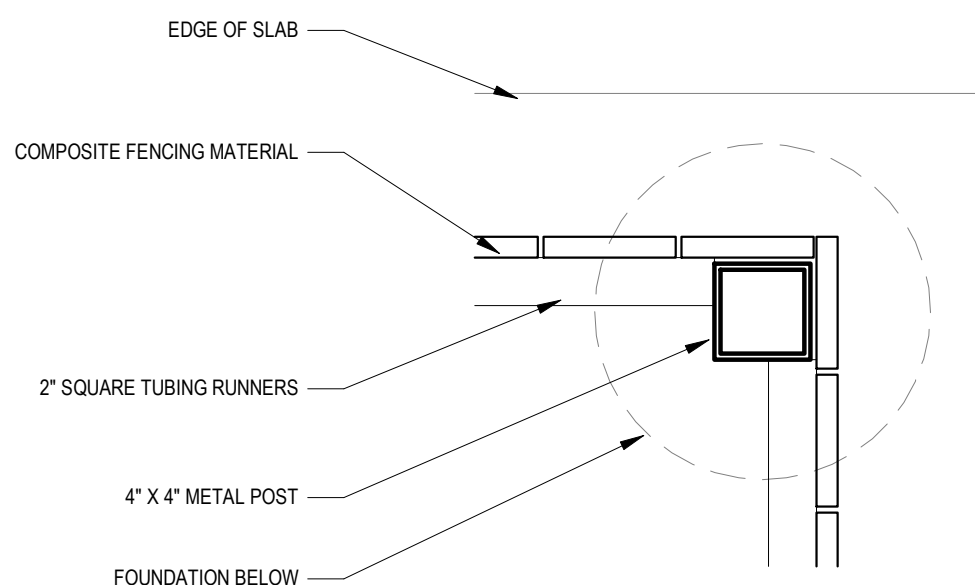
TYPICAL PARKING STALLS
NTS

DEVELOPMENT
PERMIT

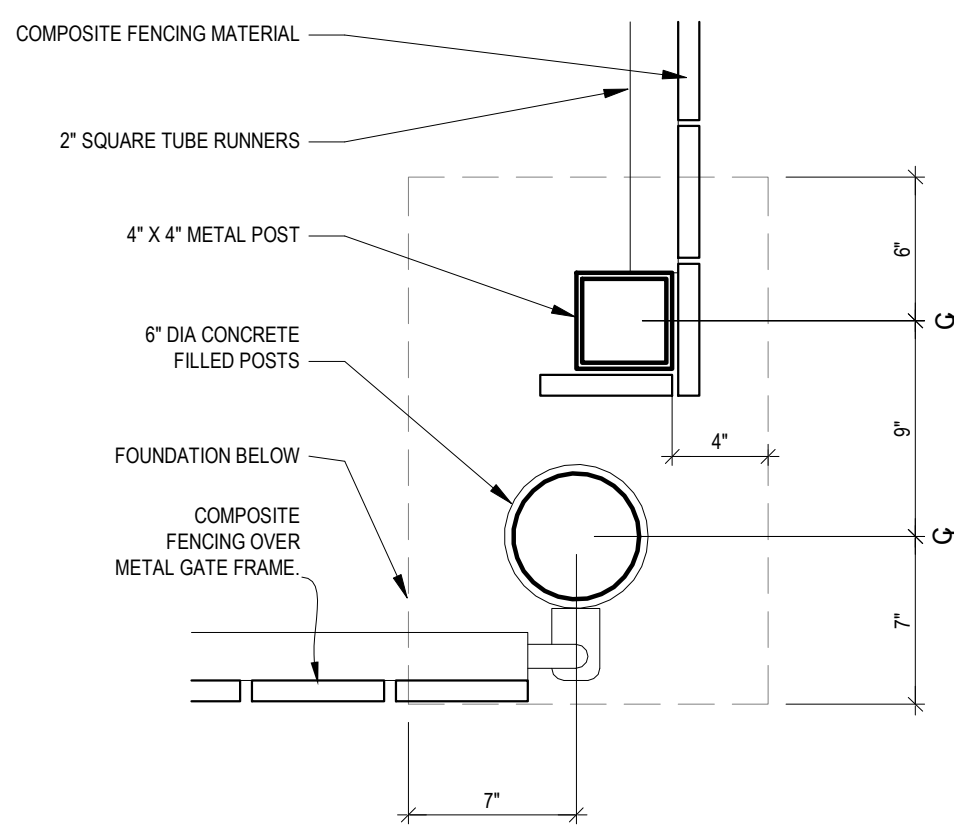




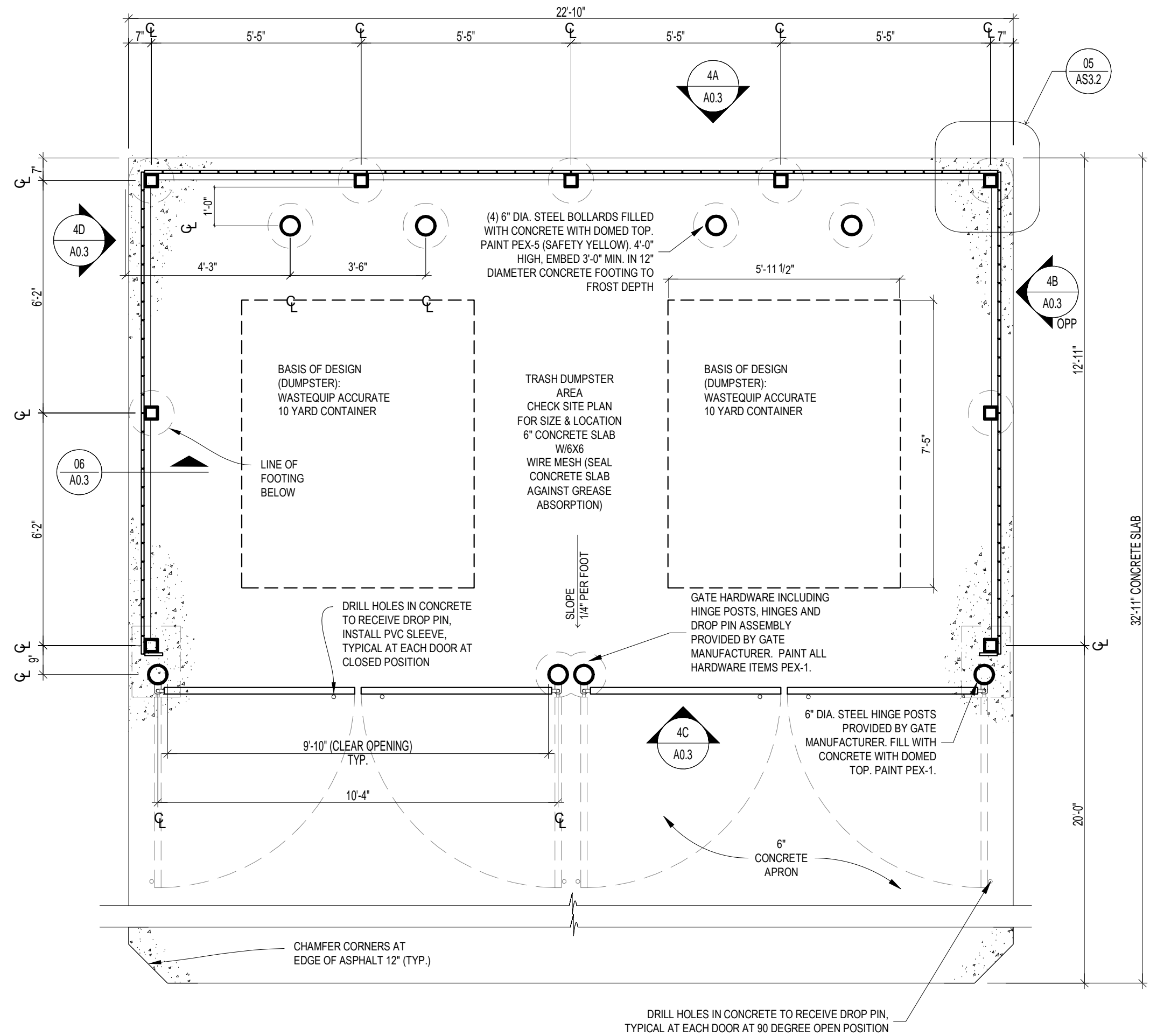
2 TRASH ENCLOSURE ELEVATIONS
3/8" = 1'-0"



3 PLAN DETAIL
1 1/2" = 1'-0"



4 PLAN DETAIL
1 1/2" = 1'-0"



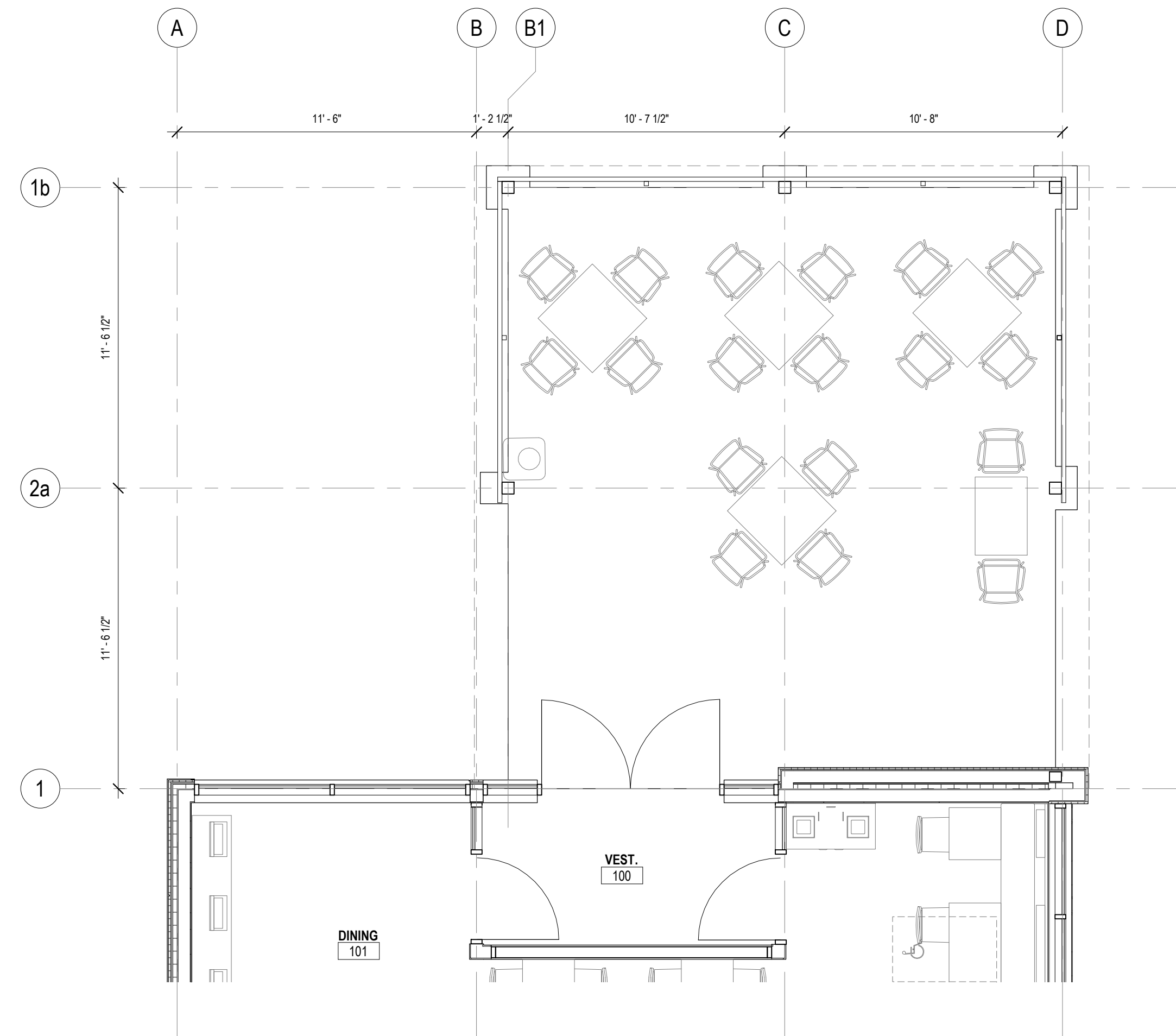
1 TRASH ENCLOSURE PLAN
3/8" = 1'-0"

- OPTIONAL CONCRETE SLAB SPEC
1. CONCRETE SLAB TO BE A MINIMUM OF 6" THICK - VERIFY SLAB REQUIREMENTS WITH GEOTECHNICAL REPORT.
 2. CONCRETE SEALER: "SCOFIELD" CEMENTONE CLEAR SEALER. APPLY PER MANUFACTURER'S RECOMMENDATIONS.
 3. OPTIONAL: CONCRETE COLOR HARDENER: "SCOFIELD" LITHOCHROME, A33 "CLASSIC GREY" APPLY PER MANUFACTURER'S RECOMMENDATIONS.

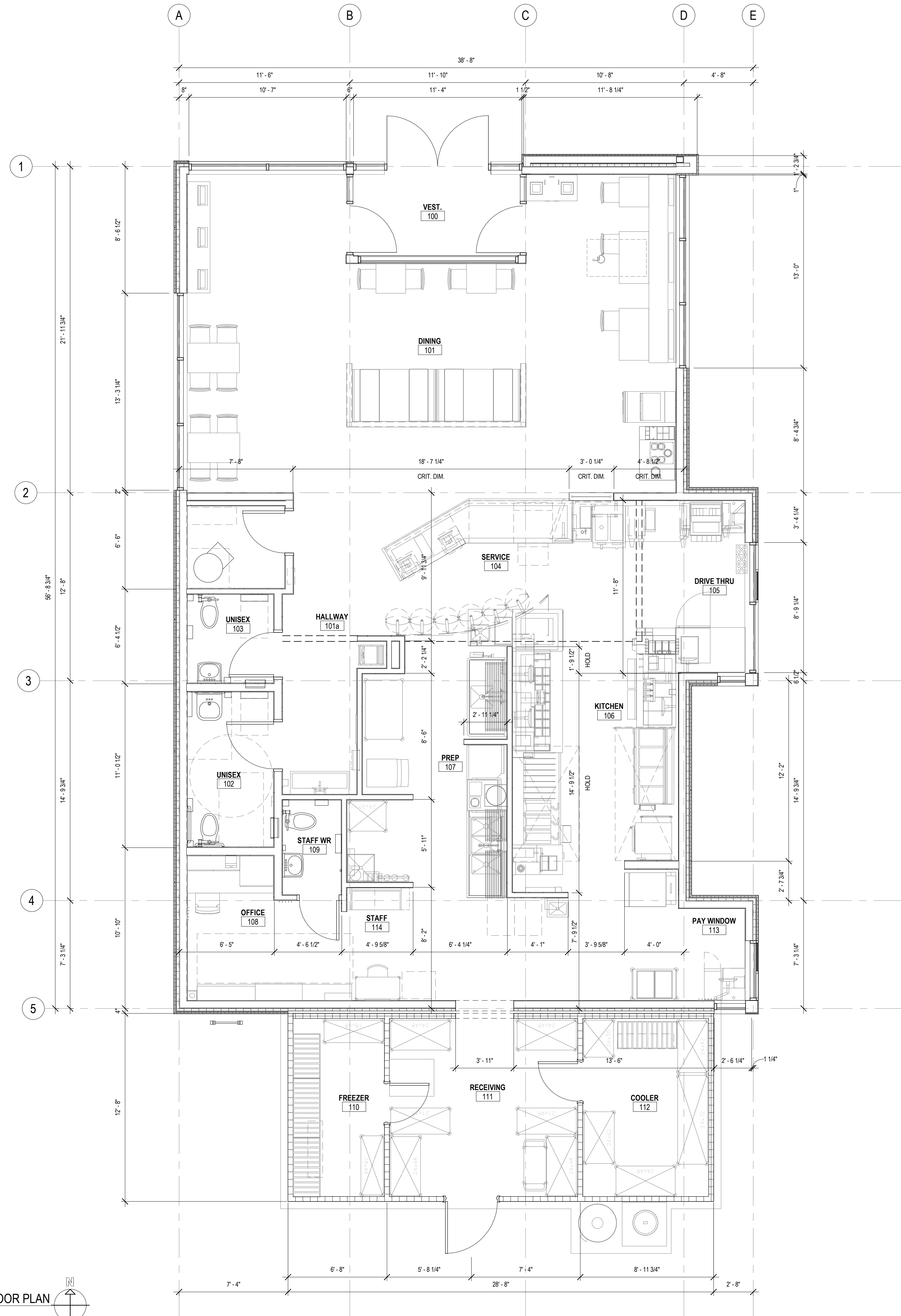
DEVELOPMENT
PERMIT

Wendy's

PROF. SEAL:



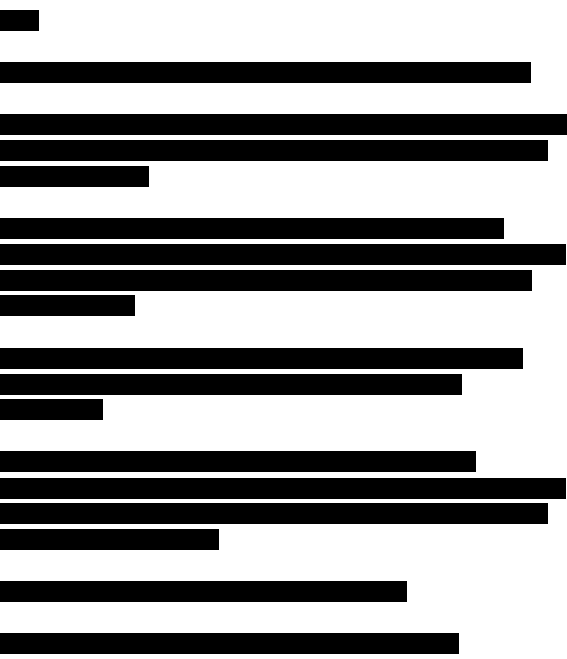
2 PATIO PLAN
1/4" = 1'-0"



1 MAIN FLOOR PLAN
1/4" = 1'-0"

DEVELOPMENT
PERMIT

Wendy's



PROF. SEAL:

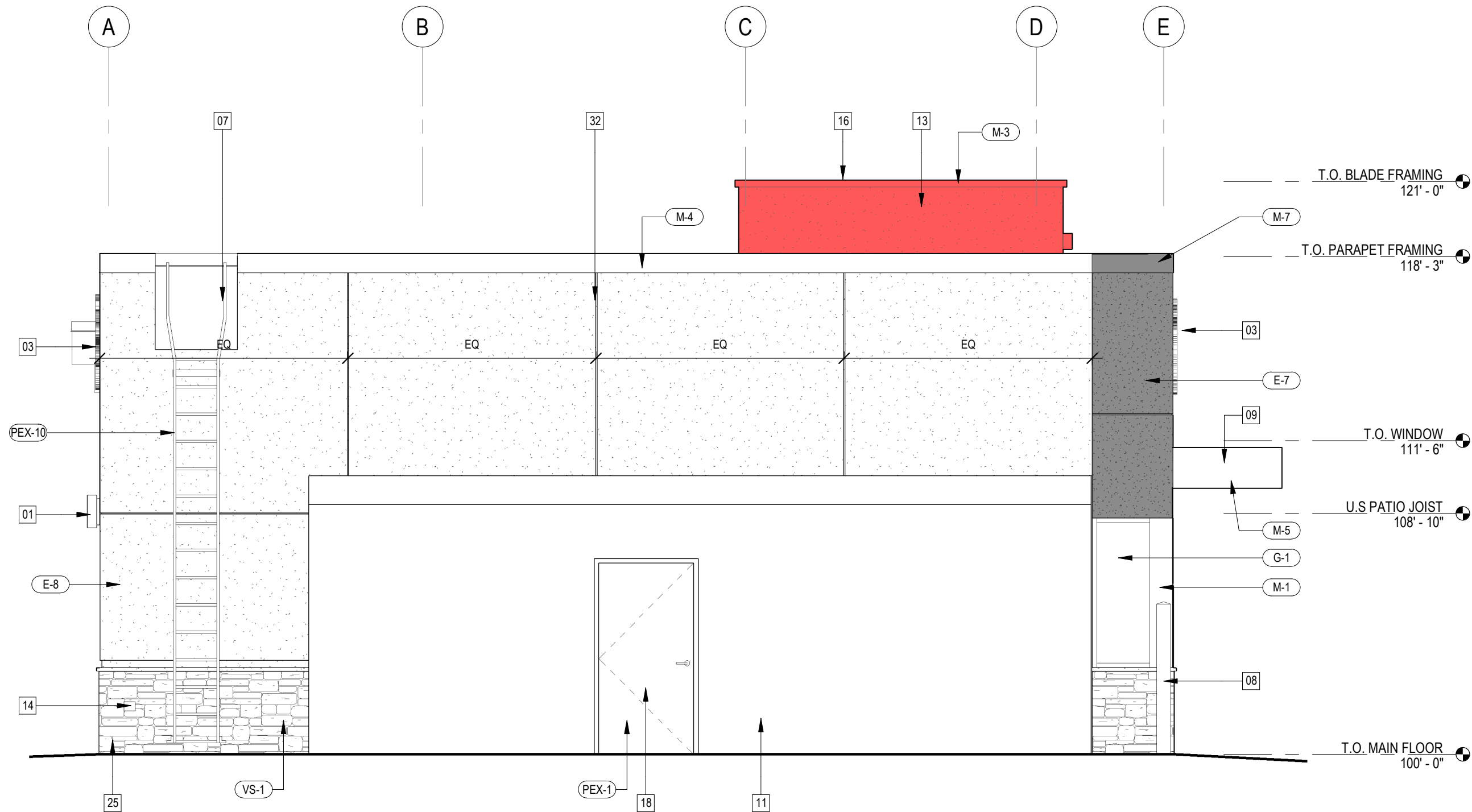
REVISION SCHEDULE		
ISSUED FOR:	REVISION	DATE

EXTERIOR ELEVATIONS KEYNOTES	
Key Value	Keynote Text
01	WALL MOUNTED LIGHT FIXTURE. TYP. REFER TO ELECTRICAL DRAWINGS. LIGHT FIXTURE MOUNTED TO RECESSED JUNCTION BOX.
03	WENDY'S ILLUMINATED SIGNAGE (WHITE LETTERS) TO BE PROVIDED AND INSTALLED BY SIGNAGE SUPPLIER. G.C. TO PROVIDE WOOD BLOCKING, FINAL ELEC. CONNECTION AND PLATFORM SERVING TRANSFORMER. CONFIRM SIGNAGE SIZES, STYLE, MOUNTING HEIGHT AND LOCATION W/ APPROVED SIGNAGE DWGS.
05	DASHED LINE INDICATES ROOF LINE.
07	ROOF LADDER W/ SAFETY GATE. REFER TO DETAIL ON SHEET A4.4.
08	6" DIA. CONCRETE FILLED METAL PIPE BOLLARD W/ BOLLARD SLEEVE. REFER TO STRUCT.
09	PRE-ENGINEERED DRIVE-THRU CANOPY SUPPLIED AND INSTALLED BY OWNER.
11	PRE-FINISHED WALK-IN COOLER/ FREEZER.
13	BLADE WALL BEYOND
14	REMOTE SUCTION FOR GREASE INTERCEPTOR C/W LOCKABLE DUST CAP.
16	PRE-FINISHED METAL PARAPET CAP W/ DRIP EDGE (BEYOND). ENSURE METAL FLASHING OVER LAP 6MIN. ON EXTERIOR FINISHES.
17	DRIVE-THRU PICK UP WINDOW. REFER TO PLANS AND SCHEDULES
18	DOOR HARDWARE TO BE INCLUDED WITH WALK-IN COOLER/FREEZER BOX. REFER TO DOOR SCHEDULE ON SHEET A6.3.
21	BARRIER FREE POWER DOOR OPERATORS. MOUNTING HEIGHT OF 3'-0" MIN. TO 3'-6" MAX. A.F.F. CENTERLINE.
25	ROYAL VERSETTA STONE AND CAP OR APPROVED EQUAL TO BE INSTALL FROM BASE AND EXTEND 3'-2" A.F.F.
26	OVERFLOW SCUPPER. REFER TO DETAIL 12/A4.4.
30	SURFACE-MOUNTED SPEAKER. CENTER ON DOOR. REFER TO ELECTRICAL DRAWINGS.
32	REVEAL. TYP.
34	LED TAPE LIGHTING IN CORNICE. REFER TO ELECTRICAL DRAWING.

EXTERIOR FINISH SCHEDULE	
SF-1	STOREFRONT - "DARK BRONZE"
PUW	PICK UP WINDOW TO MATCH STOREFRONT
M-1	PARAPET CAP / BREAK METAL - "DARK BRONZE"
M-3	EXCEPTIONAL METALS - "BRIGHT RED"
M-4	EXCEPTIONAL METALS - "SILVER METALLIC"
M-5	EXCEPTIONAL METALS - "CLEAR ANODIZED"
M-7	EXCEPTIONAL METALS - "CUSTOM DARK GREY"
E-2	EXTERIOR INSULATED FINISHING SYSTEM (EIFS) - "WENDY'S RED"
E-7	EXTERIOR INSULATED FINISHING SYSTEM (EIFS) - "DARK GREY"
E-8	EXTERIOR INSULATED FINISHING SYSTEM (EIFS) - "TAN"
E-9	EXTERIOR INSULATED FINISHING SYSTEM (EIFS) - "SILVER"
BL-1	BOLLARD SLEEVE - "YELLOW"
PEX-1	PAINT - DARK BRONZE (SEE PAINTSCHEDULE)
PEX-3	PRE-FINISHED DARK BRONZE CABINETS (SEE PAINTSCHEDULE)
PEX-10	PAINT / POWDER COAT - BLACK (SEE PAINTSCHEDULE)
PEX-12	PAINT - DARK GREY (SEE PAINTSCHEDULE)
G-1	1" INSULATED GLASS
G-5	1" INSULATED FROSTED GLASS
VS-1	BORAL VERSETTA STONE



1 NORTH ELEVATION
1/4" = 1'-0"



2 SOUTH ELEVATION
1/4" = 1'-0"

DEVELOPMENT
PERMIT

Wendy's

PROF. SEAL:

REVISION SCHEDULE		
ISSUED FOR:	REVISION	DATE

CLIENT:
WENDY'S RESTAURANT OF CANADA

PROJECT:
6865 WENDY'S SMART 30+ NEW RESTAURANT

SITE DESCRIPTION: LOT 5, BLOCK 34, PLAN 882
1289, DRAYTON VALLEY, AB

BASE MODEL: 2.0 SMART 30+
RELEASE VERSION: SUMMER 2020

DRAWING:

**NORTH & SOUTH
ELEVATIONS**



PROF. SEAL:

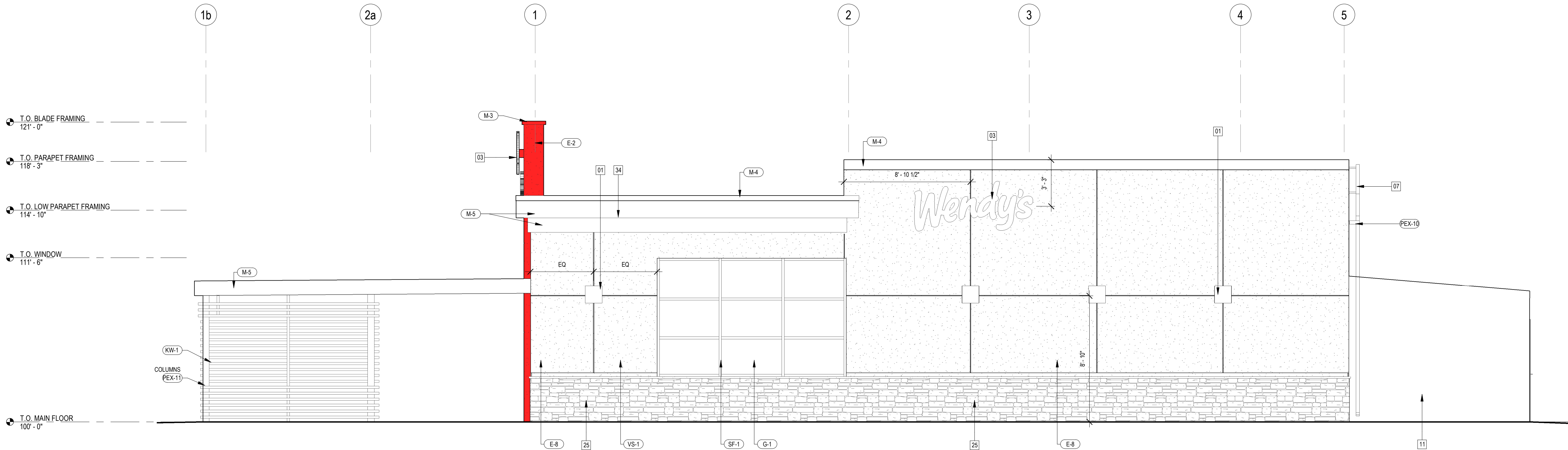
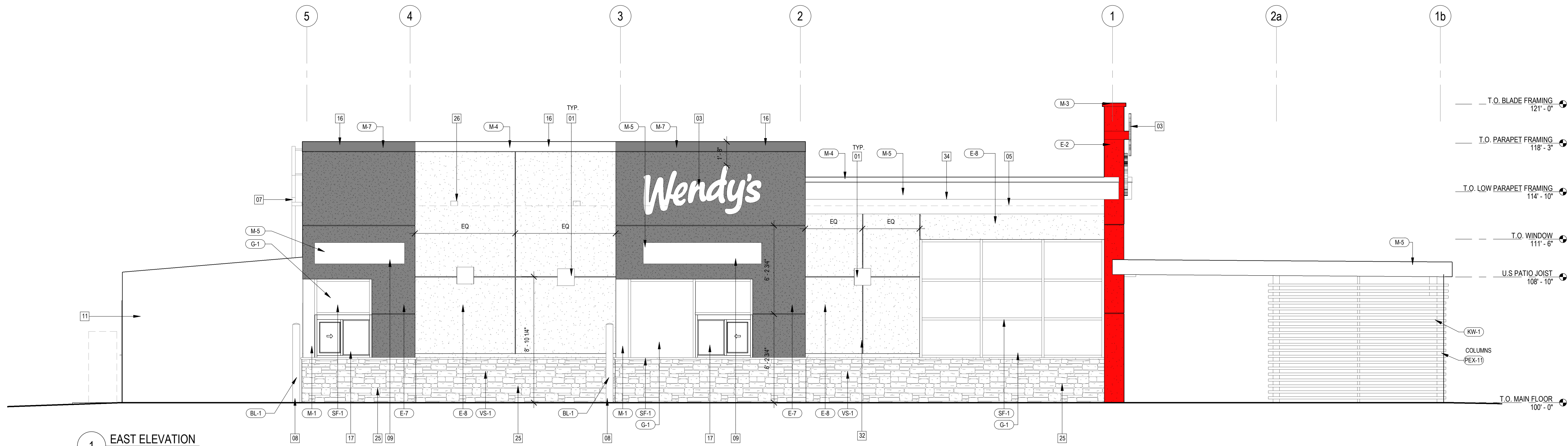
REVISION SCHEDULE		
ISSUED FOR:	REVISION	DATE

CLIENT:
WENDY'S RESTAURANT OF CANADA

PROJECT:
**6865 WENDY'S SMART 30+
NEW RESTAURANT**

SITE DESCRIPTION: LOT 5, BLOCK 34, PLAN 882
1289, DRAYTON VALLEY, AB
BASE MODEL: 2.0 SMART 30+
RELEASE VERSION: SUMMER 2020

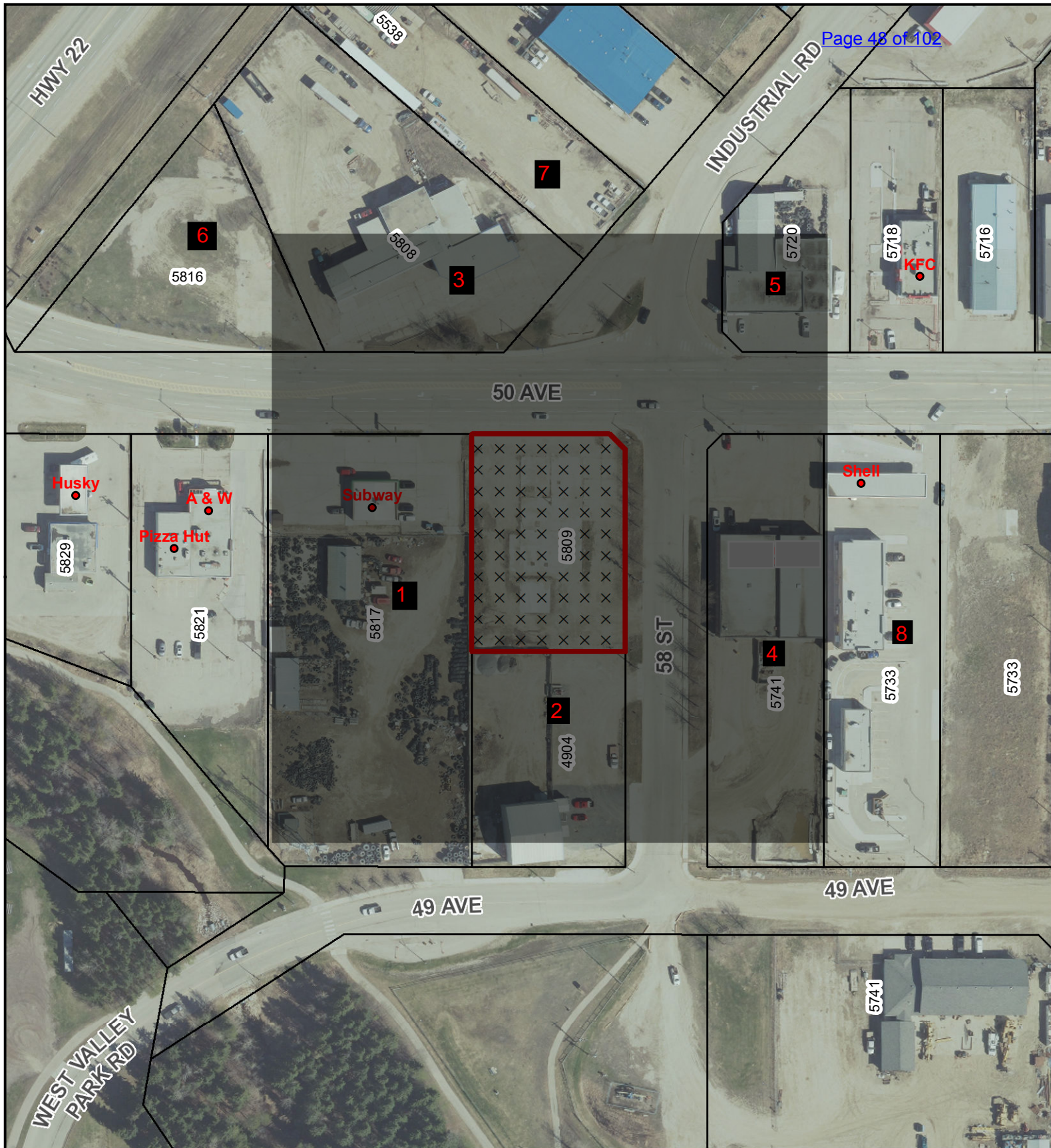
DRAWING:
EAST & WEST ELEVATIONS



EXTERIOR ELEVATIONS KEYNOTES	
Key Value	Keynote Text
01	WALL MOUNTED LIGHT FIXTURE. TYP. REFER TO ELECTRICAL DRAWINGS. LIGHT FIXTURE MOUNTED TO RECESSED JUNCTION BOX.
03	WENDY'S ILLUMINATED SIGNAGE (WHITE LETTERS) TO BE PROVIDED AND INSTALLED BY SIGNAGE SUPPLIER. G.C. TO PROVIDE WOOD BLOCKING. FINAL ELEC. CONNECTION AND PLATFORM SERVING TRANSFORMER. CONFIRM SIGNAGE SIZES, STYLE, MOUNTING HEIGHT AND LOCATION W/ APPROVED SIGNAGE DWGS.
05	DASHED LINE INDICATES ROOF LINE.
07	ROOF LADDER W/ SAFETY GATE. REFER TO DETAIL ON SHEET A4.4.
08	6\"/>
09	PRE-ENGINEERED DRIVE-THRU CANOPY SUPPLIED AND INSTALLED BY OWNER.
11	PRE-FINISHED WALK IN COOLER/ FREEZER.
13	BLADE WALL BEYOND.
14	REMOTE SUCTION FOR GREASE INTERCEPTOR CW/ LOOKABLE DUST CAP.
16	PREFINISHED METAL PARAPET CAP W/ DRIP EDGE (BEYOND). ENSURE METAL FLASHING OVER LAP 6\"/>
17	DRIVE-THRU PICK UP WINDOW. REFER TO PLANS AND SCHEDULES.
18	DOOR HARDWARE TO BE INCLUDED WITH WALK-IN COOLER/FREEZER BOX. REFER TO DOOR SCHEDULE ON SHEET A6.3.
21	BARRIER FREE POWER DOOR OPERATORS. MOUNTING HEIGHT OF 3'-0\"/>
25	ROYAL VERSETTA STONE AND CAP OR APPROVED EQUAL TO BE INSTALL FROM BASE AND EXTEND 3'-2\"/>
26	OVERFLOW SCUPPER. REFER TO DETAIL 12/A4.4.
30	SURFACE MOUNTED SPEAKER. CENTER ON DOOR. REFER TO ELECTRICAL DRAWINGS.
32	REVEAL. TYP.
34	LED TAPE LIGHTING IN CORNICE. REFER TO ELECTRICAL DRAWING.

EXTERIOR FINISH SCHEDULE	
SF-1	STOREFRONT - "DARK BRONZE"
PLW	PICK UP WINDOW TO MATCH STOREFRONT
M-1	PARAPET CAP / BREAK METAL - "DARK BRONZE"
M-3	EXCEPTIONAL METALS - "BRIGHT RED"
M-4	EXCEPTIONAL METALS - "SILVER METALLIC"
M-5	EXCEPTIONAL METALS - "CLEAR ANODIZED"
M-7	EXCEPTIONAL METALS - "CUSTOM DARK GREY"
E-2	EXTERIOR INSULATED FINISHING SYSTEM (EIFS) - "WENDY'S RED"
E-7	EXTERIOR INSULATED FINISHING SYSTEM (EIFS) - "DARK GREY"
E-8	EXTERIOR INSULATED FINISHING SYSTEM (EIFS) - "TAN"
E-9	EXTERIOR INSULATED FINISHING SYSTEM (EIFS) - "SILVER"
BL-1	BOLLARD SLEEVE - "YELLOW"
PEX-1	PAINT - DARK BRONZE (SEE PAINTSCHEDULE)
PEX-3	PRE-FINISHED DARK BRONZE CABINETS (SEE PAINTSCHEDULE)
PEX-10	PAINT / POWDER COAT - BLACK (SEE PAINTSCHEDULE)
PEX-12	PAINT - DARK GREY (SEE PAINTSCHEDULE)
G-1	1\"/>
G-5	1\"/>
VS-1	BORAL VERSETTA STONE

ATTACHMENT 4
LANDOWNER CIRCULATION MAP



**Town of Drayton Valley
Landowner Circulation Map**



Area of Interest



60 Metre Buffer



February 2021

0 50 100
Meters

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

ATTACHMENT 5
SITE PHOTOGRAPHS

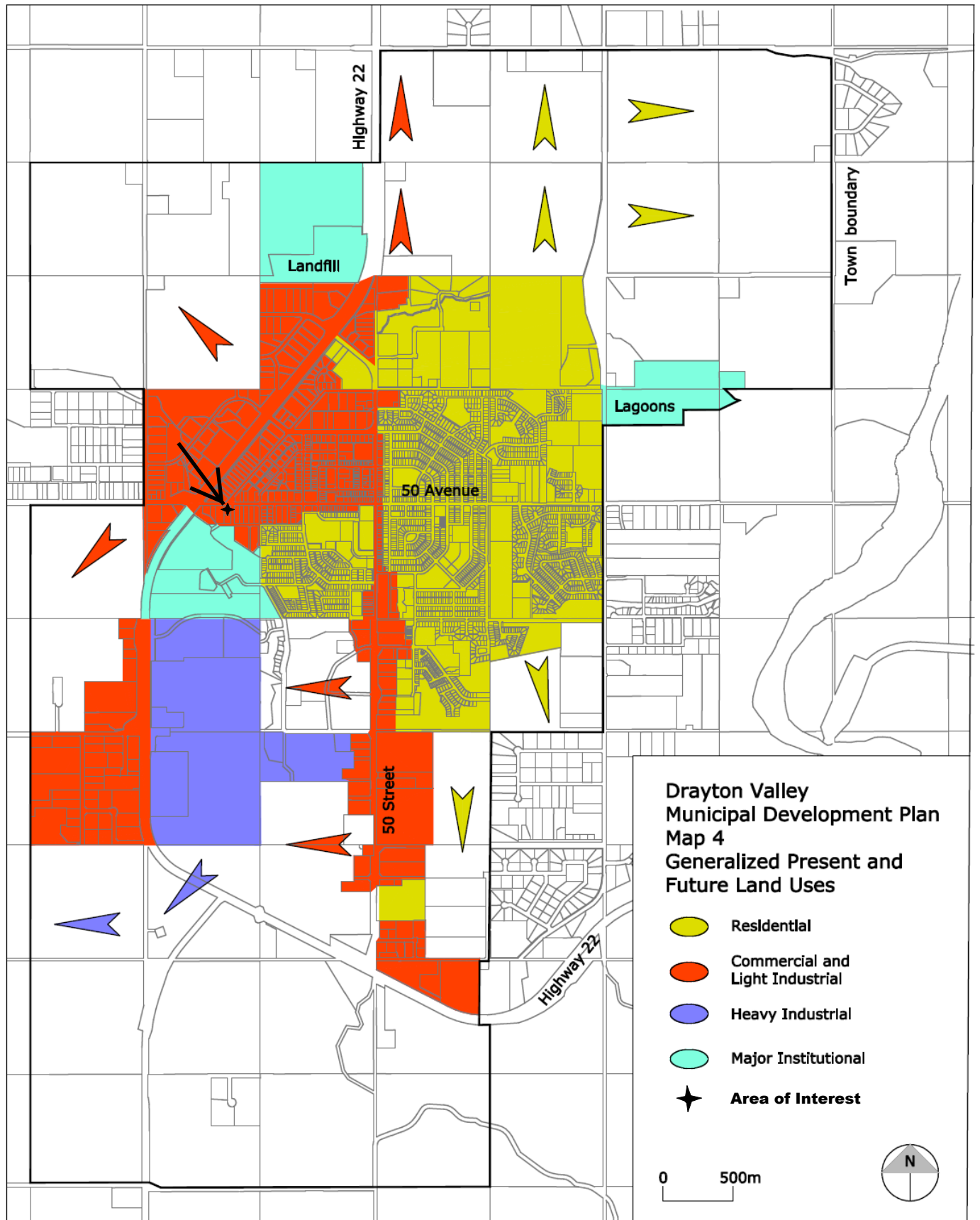
South Facing off 50 Avenue



West Facing off 58 Street



ATTACHMENT 6
MUNICIPAL DEVELOPMENT PLAN- MAP 4



ATTACHMENT 7

DRAFT DEVELOPMENT PERMIT DV21-006



**DRAFT DEVELOPMENT PERMIT
DV21-006**

LOT 5, BLOCK 34, PLAN 8821289

YOUR DEVELOPMENT APPLICATION # DV21-006 HAS BEEN CONSIDERED BY

☐ THE DEVELOPMENT OFFICER ☒ TOWN COUNCIL
AND

☐ APPROVED, SUBJECT TO THE CONDITIONS BELOW

☐ REFUSED, PURSUANT TO THE REASONS ON ATTACHED SCHEDULE 'A'

TYPE OF DEVELOPMENT: Establishment (Eating and Drinking) – Wendy’s Restaurant
with Drive-Through

PROPERTY CIVIC ADDRESS: 5809 50 Avenue

PERMIT ISSUED TO: Wendy’s Restaurant of Canada c/o Gary Forsythe

ADDRESS: Unit 1, 8606 168 Street, Surrey, BC V4N 5J5

CONDITIONS OF DEVELOPMENT PERMIT

The following conditions are standard of development and MUST be complied with:

1. The following Variances from Section 2.14 of Town of Drayton Valley Land Use Bylaw 2020/12/D has been granted by Town Council as part of this Development Permit.
 - The proposed Driving Aisles on the east and west of the principal building are permitted to be 5.03 metres in width as shown in the attached stamped Site Plan (Variance of 8.5%).
 - The proposed Parking Stall Depths are permitted to be 6.10 metres in width as shown in the attached stamped Site Plan (Variance of 6%).
2. Site layout and construction must be as shown in the examined and approved Site Plan which follows setback regulations as outlined in the Land Use Bylaw. NOTE: All setbacks are from the property line to the eave of the structure, NOT from any roadway, curb, sidewalk or fence line unless otherwise noted in the Land Use Bylaw. The Owner/Applicant or Contractor must locate the property lines before setting the building, foundation or walls on the property.
3. Surface drainage shall be such that runoff does not flow onto adjacent lots, except onto drainage easements. Sump pumps shall be pumped or piped only within the subject lot and shall not direct drainage outside of the lot boundaries.
4. Driveways are to be constructed such that they are at least 4 to 8 inches above the curb at the property line, to ensure runoff does not flow from the street onto the property.
5. Driveway location shall be free of any conflict with power poles, utility or municipal structures or any other existing structures or adjacent properties.
6. The sewer invert elevation at the property line must be confirmed by the contractor prior to setting the elevations for the building. Notification must be given to the Town Engineer prior to connection to any Town-owned utility.
7. Easements shall not be encroached upon by any structures unless otherwise approved in this permit.

8. Water and sewer services are to be installed for each unit at the sole cost of the owner/applicant or contractor, including any changes in service location, capacity and pressure.
 - I. Where water pressure is below 100 kPa (15 psi) or where the volume of water is inadequate to satisfactorily supply the plumbing system with water during periods of peak demand, the owner shall provide and maintain such equipment as may be necessary to adequately supply the fixtures and water outlets.
 - II. Where the water pressure is in excess of 700 kPa (100 psi) the owner shall provide and maintain approved pressure reducing equipment to maintain the pressure between 100 kPa (15 psi) and 700 kPa (100psi).
 - III. Where the owner wishes to reduce the water pressure, the owner shall be responsible for installing and maintaining approved pressure reducing equipment.
9. The Town shall be advised of any damage to municipal structures prior to the start of any construction. Failure to point out any damages will result in the contractor being responsible for repairs.
10. Weeping tile shall not be hooked to the sanitary sewer or storm drain and must be pumped out into the back yard.
11. All landscaping shall be completed to the satisfaction of the Development Officer within one (1) year of occupancy of the development.
12. The owner/applicant or contractor shall not, during construction or after construction, impede, obstruct or change any existing drainage patterns outside of the subject property without prior approval of the Town Engineer.
13. The water and sewer service tie-ins to the Town's water and sewer mains shall be inspected by the Town before backfilling occurs.
14. Obtaining the required plumbing, gas and electrical permits and inspections are the responsibility of the owner/applicant or contractor. The Town of Drayton Valley may require a copy of the plumbing inspection report prior to allowing water and sewer services to be activated. The Town requires that the owner/applicant or contractor, at his sole cost, install a station wire from the water metre to the exterior of the building (at a height no greater than 3 feet above grade and in close proximity to the outdoor gas meter) to which the Town will install a remote reader.
15. A Real Property Report (RPR), prepared by an Alberta Land Surveyor, is required to be submitted to the Development Authority for review against the approved site plan at the foundation stage of the development prior to further commencement of construction. Failure to provide an RPR at the foundation stage may result in the issuance of a Stop Work Order by the Development Authority.
16. This permit is subject to any/all required Federal, Provincial or Municipal Permit approvals including, but not limited to, Building and/or Safety Code Permits.
17. The owner/applicant or contractor shall be financially responsible during construction for any damage, or as a result of the negligence causing damage by the owner/applicant or contractor's servants, suppliers, agents or contractors, to any public or private property.
18. It is the responsibility of the owner/applicant or contractor to ensure all requirements for utility companies (including easements) are met. These companies include, but are not limited to Telus, Fortis Alberta, Atco Gas and the Town of Drayton Valley.
19. The owner/applicant or contractor shall, upon the completion of the construction and installation of the municipal improvements, deliver to the Town both a paper and electronic copy (an AutoCAD *.dwg file, version R14 or higher) of as-built plans, prepared and certified by the consulting engineer as being complete and accurate in all details, for all municipal improvements for the Town's records.
20. Site area shall be fenced/secured to prevent public access for safety during construction.

21. The building shall have its civic address clearly displayed temporarily during construction and permanently after construction. The numbers shall be easily visible from the street and shall accord with the Town of Drayton Valley's Addressing Bylaw.
22. The owner/applicant or contractor shall prevent excess soil or debris from being spilled on public streets, lanes and sidewalks, and shall not place soil or any other materials on adjacent properties without permission in writing from adjacent property owners. The owner/applicant or contractor shall be solely responsible for cleaning up the soil or debris
23. The owner/applicant or contractor shall place a call to Alberta One-Call for location of all utilities prior to construction.
24. It is the responsibility of the Owner/Developer to provide any water or sewer upgrades that are different than the existing services in the area should they be required as a result of this development.
25. Grading and drainage work shall be completed to the specifications provided to and approved by the Town Engineer. The Applicant/Developer shall not impede, obstruct or change or alter the grade or change any existing drainage patterns outside of the subject property without prior approval of the Town Engineer.
26. All loads are to be secured.
27. Any loose debris or mud that may be deposited onto other lands or roads from trucks or equipment shall be cleaned up at the expense of the Applicant/Developer.
28. Applicant/Developer shall erect safety construction signs (ie: trucks turning off of or onto road), which shall be erected prior to commencement of each day and removed at the end of the day of work.
29. Applicant/Developer shall advise the Town Office of dates of commencement and completion of the operation.
30. Topsoil and/or earth which is not required for future lot grading or landscaping shall be removed from site and properly disposed of. Storage of topsoil and/or earth on future phases of developable land within the quarter section is not permitted.
31. Parking Stalls and loading spaces shall be clearly marked and regularly maintained in the parking area to the satisfaction of the Development Authority, including provisions for barrier free parking stalls intended for mobility-reduced persons. All regular parking stalls shall be a minimum of 3m X 6.5m with a minimum aisle width of 5.5m.
32. All parking aisles and stalls must be hard surfaced (asphalt and/or concrete), and meet the requirements of Sections 3.37 – 3.45 of the Town of Drayton Valley Land Use Bylaw 2020/12/D regarding number of stalls, dimensions, etc. This shall be completed on or before opening of the development.
33. The Owner/Developer shall provide onsite bike racks to accommodate a minimum of 4 bicycles. Bicycle racks shall:
 - i. Be constructed of industrial-grade metals with a smooth painted surface to prevent rusting and, as much as reasonably possible, scratching of bicycle frames,
 - ii. Be securely affixed to the finished grade, and
 - iii. Have two points of contact between the bicycle and the rack to allow a wheel and frame to be locked to the rack, similar to those shown in Figure 6 – Permitted Bicycle Rack Designs in the Land Use Bylaw 202/12/D.
34. Parking facilities shall have adequate lighting for the entire parking area.
35. The Owner/Developer shall install proper traffic signage required for the safe operation of vehicle traffic to the satisfaction of the Town during and after construction of the proposed development. Driving aisles shall be marked as shown on the approved Site Plan, to show that they are one-way.
36. Landscaping as shown on the approved Site Plan does not comply with the following section of the Town of Drayton Valley Land Use Bylaw:

As per section 3.19 of Land Use Bylaw 2020/12/D, In Commercial Land Use Districts, the minimum number of trees required shall be 1 per 400.0 m2 gross parcel area. Trees planted to meet landscaping requirements shall be a minimum of 1.8 meters in height at the time of installation and shall not impede movement or visibility of pedestrians or traffic.

For this development, a minimum of 7 trees is required.

- 37. Outside storage (refuse areas) must be located, screened, and maintained to the satisfaction of the Development Authority.
- 38. A minimum of one (1) garbage receptacle is required along the length of the Drive-Through in accordance with section 4.5 of Land Use Bylaw 202/12/D.
- 39. There shall be not outside storage of goods, products, materials or equipment permitted within the front yard setback prescribed. Outside storage of goods, products, materials or equipment shall be kept in a clean and orderly condition at all times and shall be screened by means of a solid wall or fence from public thoroughfares to the satisfaction of the Development Authority.
- 40. Quality, aesthetic character and finishing of sign construction shall be as approved in accordance with the plans submitted.
- 41. All signage shall adhere to those regulations as outlined in the Town of Drayton Valley Signage Bylaw #2007/23/D.
- 42. Installation of any new signage will require development authorization. Application shall be submitted and approved, prior to installation.
- 43. The Development Authority may require the removal of any sign which, in their opinion, is or has become unsightly or is in such a state of disrepair as to constitute a hazard.
- 44. All improvements are to be located subject to the approved "Site Plan", Prepared by SCHEUNHAGE POPEK & ASSOCIATES LTD received February 11th, 2021, Project Number 20-174 as attached to the development permit application. Any change to the approved "Site Plan" must be approved by the Town before the changes are made, which may happen or may have to be done for whatsoever reason.
- 45. New builds are to change the Siamese connection to a single 4.5" Sotrz fire department connection. The local Fire Department is to be involved in the placement and positioning of fire hydrants, as well as being involved in or notified of the hydrant testing and flow rates for this development.
- 46. The Owner/Developer shall be responsible to repair any damage to Town Infrastructure related to or resulting from construction.

NOTE: *This Permit becomes effective twenty-one (21) days from the Date of Decision (below) provided no appeal is lodged. In the case of a valid appeal being lodged, the Permit is suspended until such time as the Subdivision and Development Appeal Board renders its decision.*



DEVELOPMENT OFFICER:

LOWANI MUBANGA, BEnvD, MPlan

DATE OF DECISION:	March 3rd, 2021
DEADLINE FOR APPEAL:	March 25th, 2021

IMPORTANT NOTES

1. This permit is subject to any/all required Federal, Provincial or Municipal Permit approvals including, but not limited to, Alberta Transportation Roadside Development Permit, Building and/or Safety Code Permits.
2. The Owner/Applicant or Contractor shall obtain the required Alberta Safety Codes Permit(s) prior to the installation of any propane tank associated with this development.
3. A Fire Safety Plan shall be approved by Drayton Valley/Brazeau County fire Services prior to commencement of any demolition work on the subject property.
4. A fire inspection must be completed by Drayton Valley/Brazeau County Fire Services prior to operation. Please contact Drayton Valley/Brazeau Fire Services to schedule an appointment.
5. No physical excavation or construction may legally begin prior to the effective date (or such later date should an appeal be received). Any excavation or construction started prior to the effective date will be done at the sole risk and cost of the applicant/owner.
8. This Development Permit is valid for a period of twelve (12) months from the date it was issued. If at the expiry of this period, the development has not been commenced, the Development Permit is deemed invalid.
9. The issuance of this Development Permit does not supersede, or suggest violation of any caveat, easement, restrictive covenant or other encumbrance registered on title. It is the responsibility of the Applicant/Owner to research the Certificate of Title for the existence of any encumbrance.
10. The development must not encroach on Registered Rights of Ways or Utility Service Lines.
11. The proposed development must comply with the applicable AER setbacks unless a lesser distance is agreed to in writing by AER; and the AER must be contacted by the Applicant/Owner to ensure that no active or abandoned well sites are located on the subject lands.

TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION


 DRAYTON VALLEY

SUBJECT:	Proposed Purchasing and Tendering Policy TF-01-20
MEETING:	March 3, 2021 Regular Meeting of Council
PRESENTED BY:	Elvera Thomson General Manager of Finance

1. PROPOSAL AND BACKGROUND:

Upon reviewing the Purchasing and Tendering Policy, some recommended changes were identified. In order to ensure that the Town gets the most competitive prices on larger projects, the requirement for an RFP was changed from \$75,000.01 to \$50,000.01 for goods and services and from \$200,000.01 to \$100,000.01 for construction costing.

The next change is that where the lowest bid on an RFP is not recommended, the CAO can approve another bid if it is within the 10% variance and the value is less than \$250,000 (previously \$500,000) for goods or services, or less than \$500,000 (previously \$1,000,000) for construction costs. If a variance for a preferential bid is outside of the 10%, the approval has to come from Council.

Additionally, a clause was added to the Policy that states that anything under \$5,000 does not require a competitive process. This is to give managers flexibility on smaller expenses and projects that often are under time constraints.

Lastly, the signing authorities were revised to eliminate positions no longer necessary, bring in more consistency and to remove "unlimited" from anyone's signing authority.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

This policy has no impact to the budget.

3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

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

4. POTENTIAL MOTIONS:




- A. That Town Council approve the revised Purchasing and Tendering Policy TF-01-20, as presented.
- B. That Town Council approve the revised Purchasing and Tendering Policy TF-01-20 with the following amendments_____.
- C. That Town Council does not approve the revised Purchasing and Tendering Policy TF-01-20.


5. RECOMMENDATION

Administration recommends that Council approve the changes to the Purchasing and Tendering Policy TF-01-20.

6. ATTACHMENTS:

Proposed Purchasing and Tendering Policy TF-01-20

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

Subject:	Purchasing and Tendering Policy	Policy No.:	TF-01-20	
Department:	Finance			
Approval Date:		Review Date:		
Associated Policies:	Standing Offer Policy			

Purchasing and Tendering Policy

Purpose

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

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

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

General Policy

1.0 This Policy applies to the Town, its departments and any other board which receives seventy- five (75%) percent or more of its annual funding from the Town (unless the entities' approved purchasing practices are more restrictive than this Policy).

2.0 This Policy authorizes and requires each General Manager to:

2.1 procure by purchase, rental or lease, the necessary quantity and quality of goods and services in an efficient and cost-effective manner;

Subject:	Purchasing and Tendering Policy	Page:	2 of 20
Department:	Finance		
Approval Date:		Review Date:	

2.2 administer the procurement process;

2.3 encourage open competitive bidding on all acquisitions and disposal of goods and services, where practical

2.4 maintain good vendor relations and be responsible for the conduct of all negotiations with vendors, subject to the other provisions of this Policy; and

2.5 conform to good materials management practices by simplifying and standardizing, wherever possible, like requirements with previous purchases and with different departments

3.0 Dollar amounts specified in this Policy, setting parameters for the purchasing process, except as otherwise stated, will be the costs, in Canadian dollars, excluding all taxes and freight.

4.0 Except as otherwise stipulated, the purchase of goods and services shall be made on a competitive basis in keeping with accepted public purchasing practices and in accordance with applicable Federal, Provincial and Municipal Laws.

5.0 Any failure to comply with the provisions of the Policy and related procedures shall be reported to the Treasurer.

6.0 Documentation of each purchase process will be retained on file for future reference for a minimum period of the completion of the project plus one (1) year.

7.0 Tenders, proposals, quotations, expressions of interest or pre-qualifications received later than the predetermined time shall not be accepted by the Town and are to be returned unopened.

8.0 Without prior approval by Council, no tender, proposal or quotation will be accepted from any company inclusive of its sub-contractor, which has a claim or instituted a legal proceeding against the Town or against whom the Town has a claim or instituted a legal proceeding.

9.0 No purchases shall be made by the Town for the personal use of an individual employee, elected official or any appointed member of a board or commission. Council may authorize Town programs which allow for certain purchases to be made for all employees or elected officials.

10.0 Suppliers or potential suppliers shall not ordinarily be requested to expend time, money or effort to design or develop specifications or otherwise help define a requirement beyond the normal level of service expected from suppliers. If such

Subject:	Purchasing and Tendering Policy	Page:	3 of 20
Department:	Finance		
Approval Date:		Review Date:	

extraordinary services are required, the Treasurer will be advised, in writing. If there is no alternative but to request such services, then the company providing same may be compensated at a fee pre-determined by the General Manager and/or Treasurer, subject to the purchasing parameters. The resulting specifications shall become the property of the Town for use in obtaining competitive bids.

Responsibilities

12.1 The CAO, or his/her designate, and General Managers will submit a listing in January of each year to the General Manager of Finance specifying the authority for approval of invoices for payment delegated to their designates. The listing will specify the employee's position, type of expenditure and dollar limits, as well as provide a sample of the employee's signature. The approval authority is attached as Schedule "A".

12.2 Budget approval by Council of capital and operating expenditures shall constitute authorization for any purchase of materials and services necessary to carry out work within the approved cost of an approved project, provided such purchases are made in accordance with this Policy. The Treasurer will ensure that goods and services are properly approved and that funds are available.

12.3 Where expenditure estimates approved in the budget have been subject to quotations, tenders or request for proposals which are subsequently quoted at an amount greater than the estimated expenditure for that item, a staff request for decision regarding such amendment to the budget shall be submitted to Council for approval.

12.4 Normal operating expenditures incurred prior to the adoption of the annual budget shall not require notice and approval and shall be deemed ratified upon the adoption of the annual budget.

12.5 If a matter arises which, in the opinion of the CAO, or his/her designate:

- a) is considered to be of an urgent or time-sensitive nature,
- b) which could affect the health or well-being of the residents of the Town of Drayton Valley,
- c) if a state of emergency is declared, or
- d) if so advised by a Provincial Ministry,
- e) the notice requirements of this Policy may be waived and the CAO, or his/her designate, shall make best efforts to provide as much notice as is reasonable under the circumstances.

Subject:	Purchasing and Tendering Policy	Page:	4 of 20
Department:	Finance		
Approval Date:		Review Date:	

12.6 It shall be the responsibility of the user department to enforce any terms, conditions and specifications from the award of any contract resulting from the purchasing process.

12.7 All employees and elected officials are expressly prohibited from accepting, directly or indirectly, from any person, company or entity to which any purchase or contract is or might be awarded, any rebate, gift, money or anything of value whatsoever, except where given for the use and benefit of the Town.

12.8 General Managers or their designate shall provide or assist the General Manager of Finance in the preparation of, estimates of requirements for time or specific works to consolidate and plan the purchase of such requirements.

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

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

13.0 Purchasing Parameters

Goods, services, or construction costing \$5,000 or less does not require a competitive process.

13.1 For purchases in the dollar ranges of:

- a) Goods costing \$50,000 or less;
- b) Services costing \$50,000 or less; and
- c) Construction costing \$100,000 or less
- d) the selection of a supplier shall be at the discretion of the General Managers. Staff shall solicit a minimum of three (3) competitive quotations whenever practicable.

13.2 For purchases in the dollar ranges of:

- a) Goods costing \$50,000.01 or more;
- b) Services costing \$50,000.01 or more;
- c) Construction costing \$100,000.01 or more,

A formal sealed bid, tender or request for proposal, posted through an electronic tendering mechanism, which may include but is not limited to the Alberta Purchasing

Subject:	Purchasing and Tendering Policy	Page:	5 of 20
Department:	Finance		
Approval Date:		Review Date:	

Connection, will be awarded by the General Managers issuing the request for tender or proposal.

In the case of a tender, proposal, or quote where the lowest compliant bid is not being recommended, for values of less than \$250,000 for goods or services, or less than \$500,000 for construction, a referral shall be made by the Department Head to the CAO, or his/her designate, for approval. The CAO, or his/her designate, will have discretion to approve an alternate bid, which is within ten (10%) percent of the low compliant bid.

If the variance for the preferred bid is outside the ten (10%) percent variance granted to the CAO, or his/her designate, or for values of \$250,000 or greater for goods or services, or \$500,000 or greater for construction, a recommendation shall be made to Council for approval.

14.0 Exceptions

14.1 Departments may make a request in writing to the CAO, or his/her designate, that certain goods and services be excluded from the provisions of this Policy. Circumstances which may warrant a purchase being excluded from the provisions of this Policy, upon written approval of the CAO, or his/her designate, are as follows:

- a) emergency purchases of goods and services essential to prevent serious delays in the work of any department, which might involve danger to life or damage to property. The General Managers or designate shall Make every effort to procedure services by the open market procedure at the lowest obtainable price. The purchase shall be reported to the CAO, or his/her designate;
- b) where there is merit in purchasing at a public auction;
- c) where there is a limited number of acceptable sources of supply;
- d) where matching existing equipment forming part of a functioning system is appropriate for reasons of consistent operation or efficiency; or
- e) where extenuating or unusual conditions exist regarding certain goods and services.

14.2 At all times the methods of acquisition shall be those accepted as standard negotiating procedures that employ fair and ethical practices. The information pertinent to and the results of all such negotiations shall be reported to the CAO, or his/her designate.

14.3 In special or extenuating circumstances, preference to local suppliers and contractors, where such experience exists, shall be at the discretion of the CAO, or his/her designate.

15.0 Tenders / Request for Quotations / Request For Proposal

Subject:	Purchasing and Tendering Policy	Page:	6 of 20
Department:	Finance		
Approval Date:		Review Date:	

- 15.1 Each General Manager shall be responsible for the issuing of all tenders and request for proposal calls and receiving tenders and proposals, which in most cases should contain the following requirements and procedures.
- 15.2 Tenders and proposals must be submitted in an envelope, or by electronic methods or as determined time to time and addressed to the General Manager and which only makes reference to the bid identification detail as requested in the tender or proposal document.
- 15.3 The closing time for all tenders and proposals shall be 2:00:00 p.m. Tenders and proposals received at 2:00:01 shall be rejected as late. The Town's phone system clock shall be the official time.
- 15.4 Request for proposals may be issued rather than a tender when the requirements for goods and services needed cannot be definitively specified or where innovative solutions to a problem are sought. The selection of the successful proponent will be based on the effectiveness of the proposed solution rather than on price alone. Each request for proposal document shall include a list of evaluation criteria and shall be evaluated by a committee. Evaluation criteria may include but is not limited to, price, experience and qualifications, methodology, references, schedules and project approach. Departments may use the request for proposal procedure to obtain a qualified list of suitable goods and service providers, in various areas of expertise, as established under the Town's Standing Offer Policy.
- 15.5 A request for information or expression of interest may be issued in advance of a tender or request for proposal to assist in the development of a more definitive set of documents.
- 15.6 The issuing department shall be responsible for the preparation of formal specifications when required and shall be definitive, where possible and practical, as to quantity, quality and function. Specifications shall not be designed or written to allow only one manufacturer, supplier, distributor or bidder to submit a bid. Such specifications shall not limit the bidding to only one make/model of equipment or one source of service.
- 15.7 Unless explicitly specified in a request for proposal or tender, a consultant retained to assist with the preparation of the specifications which are included in a request for proposal or a tender cannot bid on the same project or be affiliated with any contractors bidding on the same project.
- 15.8 Tenders prepared for the Town by outside consultants will be subject to review and approval by the General Manager prior to issue.
- 15.9 In those instances where bidders are responding to a requirement based on generalized

Subject:	Purchasing and Tendering Policy	Page:	7 of 20
Department:	Finance		
Approval Date:		Review Date:	

specifications, the award of a contract will be based on criteria established prior to opening of the tender or quotation from prospective bidders. In general, these criteria would include one or more of the following:

- a) price;
- b) warranty;
- c) service (personnel, availability and qualifications);
- d) experience; or
- e) consistency with existing systems.

- 15.10 All departments in conjunction shall review their contracts and specifications to ensure that wherever possible and economical, specifications provide for expanded use of products and services that contain a post-consumer recyclable waste or recyclable content to the maximum level allowable, without significantly affecting the intended use or performance of the product or service.
- 15.11 If the successful bidder or proponent fails to sign the contract and provide a performance bond or other required documentation satisfactory to the Town within the specified time, additional time may be granted at the Town's discretion to fulfil the necessary requirements. Alternatively the contract shall be cancelled and awarded to the next qualified bidder or proponent.
- 15.12 If the successful bidder or proponent notifies the Town in writing that the successful bidder or proponent will not execute the contract, the contract shall be cancelled and awarded to the next qualified bidder or proponent.
- 15.13 The Town may claim damages as appropriate where there was no bid deposit and the successful bidder or proponent fails to provide the required security, fails to enter a contract or fails to perform under a contract.
- 15.14 Performance security may be required to ensure the successful completion of a contract by a supplier/contractor. The acceptable forms of required security are fully detailed in section 18.6 and 18.7.
- 15.15 If a tender or proposal has received no response, the General Manager will review all aspects of the tender/proposal (including but not limited to the due date, quantity, type of commodity or service being requested). A report, detailing their findings, will be forwarded to the CAO, or his/her designate, for final determination on the acquisition.
- 15.16 All tenders, quotations and proposals submitted by suppliers will be reviewed by the General Manager and evaluated for adherence to requested specifications and all requirements of the bid document.
- 15.17 Advertising for tenders, request for quotations, request for proposals and expressions of interest will be placed in at least one regional and one local newspaper and placed on the Town's website.

Subject:	Purchasing and Tendering Policy	Page:	8 of 20
Department:	Finance		
Approval Date:		Review Date:	

- 15.18 Site meetings may be called, at the option of the user department, to afford potential suppliers an opportunity to obtain or clarify information relative to the project.
- 15.19 Tenders, proposals, and quotes shall expressly reserve the Town's right to not to accept the lowest or other tender/proposal/quote, and to consider other factors such as set out in section 16.6 of this Policy. Tenders, proposals, and quotes shall also provide the Town with the discretion to accept or reject any or all tenders/proposals/quotes, and to waive any defect, irregularity, mistake or non-compliance.

16.0 Request for Proposal – Procedures

- 16.1 Request for proposals may be issued rather than a tender when the requirements for goods and services needed cannot be definitively specified or where innovative solutions to a problem are sought.
- 16.2 The General Manager may advertise or contact directly those qualified suppliers to obtain "expressions of interest" (EOI) where required.
- a) EOI will be reviewed and may be ranked according to criteria included in the EOI document. The Department Head and others may be involved in the evaluation. Suppliers may be personally interviewed as part of the selection process
 - b) Once the expression of interest stage is completed, all or only those suppliers selected will be invited to submit a proposal to the Town. The following request for proposal process shall then be followed.
- 16.3 The General Manager will determine a minimum of three proponents to submit detailed proposals. The proposals should include, but not be limited to:
- a) outline of work to be done;
 - b) names, qualifications and experience of staff assigned;
 - c) time schedule, including reports;
 - d) proposed per diem and/or other rate structure; and
 - e) estimated total cost including upset cost.
- 16.4 Request for Proposals will clearly outline the evaluation criteria and applicable ratings assigned that will form the basis of the contract award.
- 16.5 The selection of the successful proponent will be based on the effectiveness of the proposed solution rather than on price alone. Each proposal document shall be evaluated by a committee.

Subject:	Purchasing and Tendering Policy	Page:	9 of 20
Department:	Finance		
Approval Date:		Review Date:	

16.6 Request for Proposal Evaluation/Selection Criteria

The following criteria, among others detailed in the Request for Proposal document, may be considered in the selection process:

- a) qualifications / expertise;
- b) past performance;
- c) evaluation of the proposed project manager;
- d) cost estimate / price / fees;
- e) completeness of the proposal;
- f) variety of disciplines in-house/in consortium;
- g) proximity of service office or branch;
- h) estimated time required for the project / schedules;
- i) proponents knowledge of the Town; and
- j) methodology / project approach.

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

16.7 Criteria Description and Method of Use

- a) Qualifications or Expertise

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

- b) Past Performance

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

- c) Evaluation of Proposed Project Manager

Subject:	Purchasing and Tendering Policy	Page:	10 of 20
Department:	Finance		
Approval Date:		Review Date:	

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

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

d) Cost Estimate I Price I Fees

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

e) Completeness of Proposal

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

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

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

g) Proximity of Service Office or Branch

Advantages of a local facility include:

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

h) Estimated Time Required for Project / Schedules

Subject:	Purchasing and Tendering Policy	Page:	11 of 20
Department:	Finance		
Approval Date:		Review Date:	

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

i) Proponent's Knowledge of the Municipality

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

j) Methodology / Project Approach

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

16.8 Request for Proposal Performance Evaluation — Completion of Project

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

17.0 Bid Opening

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

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

Subject:	Purchasing and Tendering Policy	Page:	12 of 20
Department:	Finance		
Approval Date:		Review Date:	

is to be documented in a prescribed format. Should an issue arise the General Manager shall follow section 18 of this Policy.

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

18.0 Bid Procedures

18.1 Bid Irregularities

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

18.2 Bids with Equal Total Prices

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

18.3 Lowest of Any Bids

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

18.4 Withdrawal of Bids — Prior to Opening

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

Subject:	Purchasing and Tendering Policy	Page:	13 of 20
Department:	Finance		
Approval Date:		Review Date:	

- e) Withdrawal requests received after the closing time shall not be considered.
- f) Every withdrawal under this section is final.

18.5 Bid Deposits

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

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

- a) Performance security to guarantee the completion of the contract is required for the supply and installation of equipment and materials and all services/construction involving Town property. Where performance security is deemed necessary, it shall take the form of one, or a combination of one or more, of the following:
 - i) performance bond;
 - ii) labour and material payment bond;

Subject:	Purchasing and Tendering Policy	Page:	14 of 20
Department:	Finance		
Approval Date:		Review Date:	

- iii) irrevocable letter of credit;
- iv) certified cheque or cash; or
- v) other appropriate security that is sufficient and satisfactory to the Town in the circumstances, or at the discretion of the CAO, or his/her designate.

b) The above noted security will be required with respect to the following:

- i) renovation contracts;
- ii) construction contracts;
- iii) new buildings;
- iv) demolition of buildings;
- v) service contracts where the work involves contractors working on/with Town owned property;
- vi) supply and installation of equipment and materials and all service construction involving Town owned property; and
- viii) when otherwise deemed appropriate and necessary by the Town Manager.

c) In order to further protect the Town, the following certificates will be required from all successful Bidders / Proponents:

- i) a current and valid insurance certificate for amounts specified in the bid document;
- ii) a current and valid Workplace Safety and Insurance Board (WSIB) certificate; and
- iii) evidence of a current and valid Business License issued by the Town of Drayton Valley.

18.7 Unsolicited Proposals, Tenders, Quotes and Bids

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

Subject:	Purchasing and Tendering Policy	Page:	15 of 20
Department:	Finance		
Approval Date:		Review Date:	

19.0 Execution of Contract

19.1 When the tender or proposal has been accepted the formal contract agreement shall be submitted to the successful bidder / proponent for execution. The successful bidder/proponent shall be allowed ten (10) working days from the date of mailing of the agreement to return the executed contract to the Town.

19.2 If the bidder / proponent is a Municipality or registered corporation, the seal of the Municipality or corporation must accompany the signature. If the bidder / proponent is a private individual, their signature must be witnessed and be accompanied by a properly sworn Affidavit of Execution.

20.0 Contract Administration

20.1 The successful bidder / proponent will be expected to complete the work described within the total amount of the bid. Any change in amounts or upset limit must be approved in writing by the Town.

20.2 It is the successful bidder or proponent's responsibility to keep the Town informed of the progress of the project. The successful bidder / proponent shall include, with the pertinent invoices, a statement, including supporting documents, indicating work completed and work remaining, in percentages and dollar amounts. Payment of any invoice or fees, which in sum with previous payments, exceeds the total amount bid or upset limit, will be withheld until the prescribed work is satisfactorily completed and the additional funding is duly authorized.

20.3 It shall be the responsibility of all user departments to enforce contract terms, specifications and conditions. Where terms, conditions or specifications are not being adhered to, the user department may request that the CAO, or his/her designate, or Treasurer contact the successful bidder / proponent and attempt to negotiate to have the said deficiencies corrected.

21.0 Exclusions

21.1 Subject to any requirements under the New West Partnership Trade Agreement if applicable, competitive bids shall not be required for the following goods and services:

- a) advertising services (radio, television, newspaper, magazine);
- b) government agencies;
- c) travel expenses including meals, conferences, seminars, conventions, trade shows and accommodations;
- d) courses;

Subject:	Purchasing and Tendering Policy	Page:	16 of 20
Department:	Finance		
Approval Date:		Review Date:	

- e) staff development / workshops;
- f) memberships;
- g) magazines, books and periodicals;
- h) licenses, certificates (including hardware and software licenses);
- i) ongoing maintenance for existing computer hardware and software;
- j) professional and skilled services provided to individuals as part of an approved program(s) within the Town including but not limited to medical services and counseling services;
- k) postage; or
- l) utilities (water, sewage, hydro, gas, telephone, cable or satellite TV).

DEFINITIONS

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

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

- a) site preparation;
- b) excavation;
- c) drilling;
- d) seismic investigation;
- e) the supply of products and materials;
- f) the supply of equipment and machinery, if they are included in and incidental to the construction; and
- g) the installation and repair of fixtures of a building, structure, or other civil engineering or architectural work; but does not include professional consulting services related to the construction contract, unless they are included in the procurement;

Subject:	Purchasing and Tendering Policy	Page:	17 of 20
Department:	Finance		
Approval Date:		Review Date:	

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

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

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

22.5 goods means moveable property (including the costs of installing, operating, maintaining, or manufacturing such moveable property) and includes but may not be limited to raw materials, products, equipment, and other physical objects of every kind and description, whether in solid, liquid, gaseous, or electronic form, unless they are procured as part of a general construction contract;

22.6 services means all professional and general acts or deeds performed on behalf of the Town, including but not limited to consultancy, expert or specialized business support, assistance obtained through licensed professionals, training and professional development.

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

Mayor OR Chief Administrative Officer

Approval Date

Subject:	Purchasing and Tendering Policy	Page:	18 of 20
Department:	Finance		
Approval Date:		Review Date:	

Invoice Approval Limits

DEPARTMENT —	SUB - DEPARTMENT	POSITION	TYPE OF EXPENDITURES	MAXIMUM EXPENDITURE
Administration	Administration (including Economic Development)	CAO	All Corporate	As per policy
	Human Resources	Human Resources Coordinator	All Departmental	\$25,000
	Communications and Marketing	Communications and Marketing Coordinator	All Departmental	\$25,000
	Sustainability	Sustainability Coordinator	Sustainability Initiatives	\$25,000
Community Services	FCSS	Program Manager	All Departmental	\$25,000
	Administration	Director of Community Services	All Departmental	\$50,000
	ECDC	Program Manager	All Departmental	\$25,000
	Recreation	Recreation and Culture	All Departmental	\$25,000
	PV Pool	Facility Manager	Facility Expenses	\$25,000
	Omniplex	Facility Manager	Facility Expenses	\$25,000
Emergency Services	Bylaw Enforcement	Director of Emergency Services Deputy Fire Chief	All Departmental	\$50,000
	Fire Department	Director of Emergency Services	All Departmental	\$50,000
	Safety and Health	Workplace Safety and Emergency Manager	All Departmental	\$25,000
	Emergency Operations	DEM Designee of DEM	All Corporate	\$25,000

Subject:	Purchasing and Tendering Policy	Page:	19 of 20
Department:	Finance		
Approval Date:		Review Date:	

DEPARTMENT	SUB - DEPARTMENT	POSITION	TYPE OF EXPENDITURES	MAXIMUM EXPENDITURE
Engineering	Infrastructure	Director of Engineering and Development	All Departmental	\$50,000
	Infrastructure	Infrastructure Manager	All Departmental	\$25,000
	RV Park & Campground	Manager of Public Works	Facility Expenses	\$25,000
	Public Works	Manager of Public Works	All Departmental	\$25,000
	Parks	Manager of Public Works	Park Related Expenses	\$25,000
	Water and Wastewater Plants	Utilities Manager	Facility Expenses	\$25,000
	Landfill	Infrastructure Manager	Facility Expenses	\$25,000
	Sustainability	Sustainability Coordinator	Sustainability Initiatives	\$25,000
Planning and Development	Planning and Development	Manager of Planning and Development	All Departmental	\$50,000
	GIS	GIS Coordinator	All Departmental	\$25,000
	Airport	Facilities Manager	Facility Expenses	\$25,000
Finance /Corporate Services	Corporate Services	Treasurer	All Corporate	\$50,000
	Information Services	Manager of Information Services	All Corporate	\$25,000

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

SCHEDULE "B"

Subject:	Purchasing and Tendering Policy	Page:	20 of 20
Department:	Finance		
Approval Date:		Review Date:	

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

TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION



SUBJECT:	Proposed 2021 Issuance of Funds for Payment of Accounts Policy TF-01-21
MEETING:	March 3, 2021 Regular Meeting of Council
PRESENTED BY:	Elvera Thomson General Manager of Finance

1. PROPOSAL AND BACKGROUND:

The Issuance of Funds for Payment of Accounts Policy has not been revised since 1996. The operations of the organization have changed significantly since then so there are some recommended changes to the policy.

The wording of the policy is being changed to "issuance of funds" to include EFT payments.

Additionally, the limit that the General Manager of Finance is allowed to approve is being changed to \$50,000.

Lastly, some additional responsibilities of the General Manager of Finance and the finance team are outlined for clarity in this policy.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

This policy has no impact to the budget.

3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	N/A	
Municipal Bylaws	N/A	
Municipal Development Plan	N/A	
Sustainability Vision 2019-2021	N/A	
Town of Drayton Valley Strategic Plan 2019-2021	N/A	
Other Plans or Policies	Yes	TF-03-96

4. POTENTIAL MOTIONS:




- A. That Town Council approve the Issuance of Funds for Payments of Accounts Policy TF-01-21, as presented.
- B. That Town Council approve the Issuance of Funds for Payments of Accounts Policy TF-01-21 with the following amendments_____.
- C. That Town Council does not approve Issuance of Funds for Payments of Accounts Policy TF-01-21.

5. RECOMMENDATION


Administration recommends that Council approve the Issuance of Funds for Payments of Accounts Policy TF-01-21.

6. ATTACHMENTS:

Proposed Issuance of Funds for Payments of Accounts Policy TF-01-21

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

Subject:	Issuance of Funds for Payment of Accounts	Policy No.:	TF-01-21
Department:	Treasury/Finance		
Approval Date:		Review Date:	
Associated Policies:	TF-03-96		



Issuance of Funds for Payment of Accounts Policy

Purpose

1. To establish appropriate guidelines, responsibilities, controls, and authorizations for the accurate and timely payment of accounts through Accounts Payable.

Scope

2. This policy applies to all Town employees.

General Policy

3. Invoices that are properly approved in accordance with this policy will be processed for payment. Payments will be made in accordance with the payment established with the vendor.

Definitions

4. CAO means the individual appointed by Council to be the Chief Administrative Officer for the Town of Drayton Valley or the individual serving in that capacity in the absence of the CAO.
5. Payment means either the issuance of Cheque or Electronic Fund Transfer (EFT).

Responsibilities

6. The General Manager of Finance is responsible for implementation and following of controls in place to reduce risk of fraud and/or error.
7. All employees/departments submitting an invoice for processing must ensure that they are provided to Accounts Payable in a timely manner to meet payment terms and internal processing requirements.
8. Accounts Payable is responsible for reviewing invoices to ensure that they are in accordance with this policy.
9. Accounts Payable is also responsible for the timely processing of payment.

Subject:	Procurement and Signing Authority	Page:	2 of 2
Department:	Treasury/Finance		
Approval Date:		Review Date:	

10. It is the responsibility of the Department Manager to ensure that the order for payment is within Town Policy and Budget.
11. Any invoice received by The Town must be authorized by the Department Manager responsible for the invoice.
12. Payments for invoices *under* \$50,000 must be authorized by the General Manager of Finance and one member of Town Council.
13. Payments for invoices *over* \$50,000 must be authorized by the CAO and one member of Town Council.
14. Payments will be made bi-weekly. In the case of an emergency, the CAO or General Manager of Finance will authorize payment outside the usual bi-weekly payment schedule.
15. Payments should not be authorized by anyone who has a monetary interest or could be perceived as having a conflict of interest as per the Alberta Municipal Government Act.

This Policy, upon approval by Council, shall become effective Mar 3, 2021 and shall repeal and replace any and all Policies previously adopted by any Town department or facility, including but not limited to Issuance of Cheques for Payment of Accounts TF-03-96.

Mayor

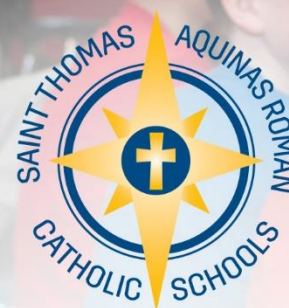
Approval Date

Information Items

11.0	Information Items	Pages 85-102
	11.1. STAR Catholic Schools Board Meeting Highlights – February 2021	86
	11.2. Drayton Valley Municipal Library Board Meeting Minutes – January 21, 2021, and Stats – January 2021	87-94
	11.3. Drayton Valley / Brazeau County Fire Services Stats – January 2021	95-96
	11.4. Drayton Valley RCMP Stats – January 2021	97-102

MOTION:

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



Souls Seeking Christ

ON A JOURNEY OF FAITH, LEARNING AND LOVE

Board Meeting Highlights – February 2021

DATES TO REMEMBER

Next Board Meeting

**Wednesday,
March 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

Liz Taylor-Sirois

Beaumont

Dan Svitch

Ponoka

Donna Tugwood

Lacombe

Vacant

Drayton Valley

Vacant

Leduc

Drayton Valley Scholarship

The Board approved a donation of \$500.00 to the Drayton Valley Community Scholarship Trust Society.

Budget Development Principles

The Board approved the 2021-2022 Budget Development Principles as presented.

Trustee Resignation

The Board received the resignation of Drayton Valley Trustee Sandra Bannard and moved to continue on as a Board of five trustees until the upcoming general election in October of 2021. The Board thanks Trustee Bannard for her many years of service to STAR Catholic School Division and wishes her the best in her future endeavours. Board Chair Michelle Lamer will represent the community of Drayton Valley until the election.

Board Retreat

The Board heard two proposed plans for its upcoming retreat: one for an in-person event, and one for a half-day virtual retreat. Which plan goes forward will be determined by the COVID-19 health restrictions in place in May.

Community Consultation Day

The Board heard an update on confirmed attendees for the upcoming virtual Community Consultation Day on Thursday, February 25.

Staff Recognition Celebration

The Board heard a proposal for a virtual Staff Recognition Celebration on Friday, June 11. Those staff with 20 to 35 years of service, as well as retirees and other special recognitions, will be recognized at the event. This will include staff who were to be recognized during last year's postponed event. Staff with 5 to 15 years of service will be recognized at the school level. More details about the event are forthcoming.

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

TOWN of DRAYTON VALLEY LIBRARY BOARD MEETING MINUTES

**The minutes of the Drayton Valley Municipal Library Board regular meeting held
January 21, 2021, Civic Centre Meeting Room**

PRESENT Lyndara Cowper-Smith (Chair), Donna Gawalko (Vice Chair), Pat Adamson (Treasurer), Rosemarie Mayan, Colleen Schoeninger, Susan Schwindt, Karen Hickerty, Sara Wheale (County Council), Bill Ballas (Town Council), Sandra Blades (attending meeting by Zoom)

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

ABSENT None

GUESTS Erik Bergen and Jackie Young (Drayton Valley Bakery)

CALL TO ORDER

Lyndara Cowper-Smith called the meeting to order at **1:16 pm**.

Quorum Declared.

ADOPTION OF AGENDA

Additions/ Deletions/ Amendments:

- Add item 5.c) v). Volunteer Gift Card
- Amend wording of 5.c) i) and Jan 19 Correspondence Action item to "legal matter".

MOTION 2021-001 *Pat Adamson* moved to approve the agenda as amended. **CARRIED**

ADOPTION OF MINUTES

Additions/ Deletions/ Amendments: None.

MOTION 2021-002 *Pat Adamson* moved to adopt the **November 19** minutes as presented. **CARRIED**

DELEGATION

Erik Bergen and Jackie Young presented a proposal for partnership between the Library and the Drayton Valley Bakery. The Bakery is in the process of relocating the business under new management/ ownership to one of the vacant spaces adjacent to the proposed new library location in the Sears Building.

Mr. Bergen presented a slide show outlining the mutual benefits of partnership for revitalizing the downtown core and increased foot traffic for both businesses. A hard-copy summary of the presentation was provided.

The Board expressed their thanks and appreciation for the proposed partner opportunity and will continue to pursue a new library location through appropriate channels. Mr. Bergen and Ms. Young provided their contact information to the Board for follow-up questions, comments or feedback.

1:41 pm *Erik Bergen and Jackie Young* exit meeting.

Discussion.

Action Item: *The information will be reviewed further by the New Facility Committee.*

OLD BUSINESS

Adjusted Budget with STAR Catholic Corrections

Treasurer Pat Adamson and Director Doug Whistance-Smith presented the Board with the amended 2021 budget following permanent closure of the Rotary Children's Library. Changes included the adjustment of operational expense lines, removal of STAR Catholic operating grant, and payroll amendments following staff restructure. The changes effect a 20% reduction in requested appropriations from Municipalities.

Discussion.

MOTION 2021-003 **Pat Adamson** moved to approve the amended 2021 Operating Budget.

Colleen Schoener seconded the motion.

CARRIED

Sale of Library Van

The Board reviewed the cost for maintaining the Library's Words of Wheels (W.O.W) Van following closure of Rotary Library. A purchase offer was received on the van for \$5,000.

MOTION 2021-004 **Susan Schwindt** moved to sell the van for \$5,000 with full payment to be completed on or before July 2021 with money to be deposited into the Library's Capital Reserve account.

Donna Gawalko seconded the motion.

CARRIED

The budget allocation for the van will be redistributed to continuing education and travel reimbursement accordingly.

Policy Development

The Board reviewed policies 3.1.2.7 Vacation Allotment, 4.1.1 Hours of Service and Appendix 4-A Scheduled Closures (2021).

Three options for 4.1.1 Hours of Service were considered based on available staffing levels and scheduling regular staff training; recommendation was for Monday and Friday public hours from 10 am to 5 pm, Tuesday, Wednesday and Thursday public hours from 9 am to 8 pm. Saturday public hours will remain as is from 12 noon to 4 pm except during July and August and holiday weekends when the library are closed as per Schedule 4-A.

Discussion.

MOTION 2021-005 **Karen Hickerty** moved to approve policies 3.1.2.7, 4.1.1 and Schedule 4-A as presented.

CARRIED

NEW BUSINESS

Policy Manual

The Director distributed copies of policies approved at the November Board meeting for insertion into policy manuals.

The Board also reviewed edits to existing policies that removed reference to Rotary Children's Library including the STAR Catholic Agreement and changes from plural use of the term Drayton Valley *Libraries* to be replaced by the singular *Library*. Policies affected by these changes include 1.3, 1.4, 1.6, 1.7, 2.1, 2.1.2.4, 3.1.2 and 3.1.3.7.

3.1.3.7 Service Recognition & Retirement also included a restructure of trustee honoraria to standardize a \$250 honorarium for each completed three-year term appointment.

MOTION 2021-006 **Sara Wheale** moved to rescind Appendix 1-I STAR Catholic Agreement.

Donna Gawalko seconded the motion.

CARRIED

MOTION 2021-007 **Rosemarie Mayan** moved to approve edits to policies 1.3, 1.4, 1.6, 1.7, 2.1, 2.1.2.4, 3.1.2 and 3.1.3.7.

CARRIED

Bylaw DVMLB & Schedules

The Board read and reviewed an updated version of the Library Board Bylaw with removed reference to Rotary Children's Library and changes from plural use of the term Drayton Valley *Libraries* to the singular *Library*. Amendments for simplifying terms and language in the Bylaw and schedules were significant enough to warrant three reading procedure.

Discussion.

MOTION 2021-008 **Rosemarie Mayan** moved to accept first reading of DVMLB Bylaw 2021.

Susan Schwindt seconded the motion.

CARRIED

Action Item: Trustees will thoroughly review the amended Bylaw and schedules prior to the next scheduled Board meeting.

Rotary Children's Library Closure Logistics

- i) Legal Matter: The Director informed staff on Monday, November 23 of the resolution to permanently close Rotary. Two affected employees were notified of termination due to payroll budget re-structure.

MOTION 2021-009 **Donna Gawalko** moved to go *in camera* at **2:30 pm.**

CARRIED

MOTION 2021-010 **Susan Schwindt** moved to exit *in camera* at **2:43 pm.**

CARRIED

Action Item: The Board Chair and Director will consult with legal counsel to discuss options. The Director will forward information to the Board by email and phone if motion is required ahead of response deadline.

- ii) The Director announced completion of relocating all Rotary Library collection items and furnishings. The space was empty by the deadline, December 31. Collection items have been absorbed into Municipal Library shelves; duplicate items have been weeded. The Town of Drayton Valley's Public Works staff provided a trailer and manpower to relocate shelving and furniture to storage in a Quonset on bookkeeper's property. Couches and the Fire Truck were relocated to the Director's garage with Lyndara's assistance. Other storage options would have cost over \$300 per month. Only the outdoor book-return has yet to be removed; Town and School have stated there is no rush or deadline to remove the structure.

Action Item: The Director will prepare a letter on behalf of the Board to thank Laurie Smith for volunteering storage space; an honorarium (recommended at \$100/ month) will be determined based on the number of months that storage is required.

- iii) Insurance premiums for 2021 will be reduced by about \$1300 for closure of Rotary.

- iv) The Director is looking into options for Ricoh photocopier contract. Cost for exiting contract depends on which machine is involved:

- *Municipal Library's smaller public copier:* (lease is \$135/ month) Pay-out 3.5 years of lease (\$5668), purchase machine outright (\$6011), OR find another organization to take over lease (may take time but no cost to exit lease).

- *Rotary Library's workroom copier:* (lease is \$185/ month) Pay-out 3.5 years of lease (\$7785), purchase machine outright (\$8260), OR find another organization to take over lease (may take time but no cost to exit lease).

Action Item: The Director will seek another organization to take over lease.

- v) The Director and Manager recruited family members to help dismantle and move some properties including storage cabinets and the Fire Truck ahead of the December 31 deadline to vacate.

MOTION 2021-011 **Susan Schwindt** moved purchase \$75 restaurant gift cards for Carey Whistance-Smith and Martin Edwards for assistance with dismantling and move the Rotary Library.

Karen Hickerty seconded the motion.

CARRIED

Action Item: The Director will provide the Chair with thank you cards from the Board to send along with gift cards.

MOTION 2021-012 **Rosemarie Mayan** moved to accept the Rotary update as information.

CARRIED

FINANCIAL

Current account balance as of January 19, 2021 is **\$120,426**: includes Op. Chequing (\$61,910), Op. Saving (\$35,771) and Op. Reserve (\$20,243), Cap. Reserve (\$2,500) = deposit on W.O.W. Van purchase.

Invoices to municipalities were issued on January 2; payment is pending on or before January 31. The Director transferred \$30,000 from Op. Reserve to Op. Chequing on January 20 to maintain account balances above threshold to avoid service fees after consulting with Treasurer Pat Adamson.

December year-end Financial Reports were reviewed. The Director answered questions on specific budget lines. Information has been shared with Accountant for preparation of 2020 Review of Financial Statements; expected completion by February 28, 2021.

GST Rebate on Q3 & Q4 is expected to be \$2575.28.

MOTION 2021-013 **Pat Adamson** moved to routinely deposit GST rebates to Op. Reserve.

Rosemarie Mayan seconded the motion.

CARRIED

The Director recommended transferring \$2500 for the van sale along with \$1183.10 from 2020 book sales from Op. Savings to Cap. Reserve.

MOTION 2021-014 **Pat Adamson** moved to transfer \$3683.10 from Savings to Cap. Reserve.

Karen Hickerty seconded the motion.

CARRIED

Donna Gawalko's election as the Board's Vice Chair at the November Organizational meeting requires transfer of Signing Authority from past Vice Chair, Rosemarie Mayan. The bank requires a copy of the signed minutes to process the transfer of authority.

MOTION 2021-015 **Sara Wheale** moved to transfer signing authority from Rosemarie Mayan to Donna Gawalko.

Pat Adamson seconded the motion.

CARRIED

Action Item: The Director will scan and send the signed November meeting minutes to the account administrator at Service Credit Union who will then schedule an appointment with Donna Gawalko.

REPORTS

Manager's Report: Darlene Edwards provided a verbal report on progress of absorbing Rotary collections and the required modification of space to accommodate. Staff have worked to achieve objectives, and the process has brought attention to procedure issues around patron registrations and borrowing during lock-down; these issues will be addressed over the coming months until COVID restrictions ease.

Director's Report: Doug Whistance-Smith provided a verbal report. YRL has started a monthly newsletter with information valuable to both trustees and staff. ALTA membership has been renewed with updated contacts for trustees to receive updates directly.

The Library's monthly statistics for November and December were reviewed; monthly stats are used to identify short term trends in circulation as well as measuring progress on objectives in strategic plans. They also help with consolidating data for annual reporting; the annual report will be completed prior to the next Board meeting.

The annual report includes volunteer hours for trustees, programs and operations. The Director prepared volunteer time sheets for each trustee to record hours for attendance at Board and Committee meetings; trustees are asked to review the time sheets, add missed time entries, sign and return the time sheets to the Director before the next meeting. The Library publicly recognizes Volunteers and Donors each year in February and March; the slide show will be ready for review by the Board at the February meeting.

PLSB has postponed the deadline for the Five-Year Strategic Plan to June. Survey data and feedback from the February 2020 Fire & Ice event has been collected and is ready for review by a committee to develop into a plan of service. The Director provided examples of priorities: "Create a welcoming comfortable space", "Practice and promote inclusion", "Encourage literacy for personal wellness". Priorities should tie into the Library's vision words: Imagine, Engage, Explore, Discover.

MOTION 2021-016 **Colleen Schoeninger** moved to form an ad hoc Strategic Planning Committee including the following members: Donna Gawalko (Committee Chair), Rosemarie Mayan, Karen Hickerty, Susan Schwindt, Colleen Schoeninger, Sandra Blades and Doug Whistance-Smith. A preliminary draft will be ready for review at the March Board meeting.

CARRIED

PLSB will provide a remote Board Basics Workshop via Zoom at the February 18 Board meeting. The workshop is an orientation to all new trustees as well as an idea-forum for experienced trustees.

Committee Reports: New Facility Committee

MOTION 2021-017 **Sara Wheale** moved to go *in camera* at 3:37 pm. **CARRIED**

MOTION 2021-018 **Susan Schwindt** moved to exit *in camera* at 3:51 pm. **CARRIED**

Action Item: *The Director will contact PLSB to find out what is involved in facility naming rights and what is required under library legislation.*

The New Facility Committee will include the following members: Lyndara Cowper-Smith (Committee Chair), Sandra Blades, Bill Ballas, Sara Wheale, Colleen Schoeninger and Doug Whistance-Smith. The Committee will meet on **Monday, February 8 at 9 am** in the Civic Centre Boardroom to review information and options.

CORRESPONDENCES

Outgoing Items:

- Nov 19: Letter to Minister of Municipal Affairs, Tracy Allard, re Statement of Position on Motion by AUMA and RMA. Cc'ed to Town CAO, County CAO YRL Board Chair.
- Nov 24: Letter to AMSC re cancellation of Group Health insurance. Transfer of health benefits to Co-operators completed on December 31, 2020.
- Nov 25: Letters announcing Rotary closure to: MP G. Soroaka, MLA M. Smith, Town CAO (and interim CAO), County CAO, PLSB Director, YRL Board Chair, YRL Director, STAR Catholic, Parkland County Library Board, partner libraries in Yellowhead Region, Interagency listserv contacts.

Incoming Information Items:

- Dec 21: AMSC 2020 insurance adjustment.
- Dec 23: Nguyen Scott Accountant engagement letter (signed and sent).
- Jan 19: Dan Jackson, AMSC response to questions re insurance adjustments.

Action / Decision Items:

- Dec 11: Parkland County Library Board Agreement 2021 (\$3314)

MOTION 2021-019 *Donna Gawalko* moved to approve and sign PCLB Agreement.

CARRIED

- Jan 19: Samantha Littler LLP: legal matter.

MOTION 2021-020 *Pat Adamson* moved to accept correspondences as information.

CARRIED

NEXT MEETING: Thursday, February 18, 2021 @ 1:15 pm

MOTION 2021-021 *Sara Wheale* moved to adjourn meeting at 4:05 pm.

CARRIED

Board Chair

Library Director

Adopted on the ____ day of _____, 2021

Drayton Valley Libraries Monthly Stats – January 2021 Page 93 of 102

Patrons

In-Person Library visits			0
ME Library users			0
New/ Renewed Patrons	New: 19	Renewals: 74	93
Patron Records Deleted			1
TOTAL Patrons	(includes active & inactive patron records)		2884
Where They Live: DV Town: 1709 + Brazeau: 1031 /1289 (228 registered @ Breton) + Other: 144			
DV Town Pop ⁿ = 7235 Brazeau County Pop ⁿ = 7771 (6295 adjusted*) TOTAL Pop ⁿ = 13530*			
DV Library Users/ Pop ⁿ = 23.6% Town DV Library Users/ Pop ⁿ = 16.4%* BC TOTAL/ Pop ⁿ 21.3%			

Collections	28461 items
Items Added	109
Items Deleted	0
Items Withdrawn	716

Circulations

Check-Outs (incl 40 CELA item circs)	2837
# Patrons (incl 1 CELA patron)	339
Check-Ins	2328
Overdue CKIs	370

ILL & Holds

Staff Generated Holds	332
Holds Satisfied	1018
Holds Cancelled	89
ILL-Items Borrowed (from other libraries)	1714
ILL - Items Lent (to other libraries)	1045

Public Access Catalogue (TRACpac) = Patron self-directed activity

Log-ins	1149
Item Renewals	573
Patron Generated Holds	1068
Patron Cancelled Holds	44

Public Access - Potential Hrs

Closures: Stat / Pandemic & Holidays	224 hrs
Actual Open Hours	(-11/ -213 hrs)
	0 hrs

Wi-Fi & Public Computer Usage:

Public Computer Use: Closed to public	0 Sessions / 0 Min	0 Sessions / 0 Hrs
Wi-Fi Sessions (patrons/staff)	571/379	950
Wi-Fi Max. Same-time Users		15 same-time users
Unique Devices		117 unique devices
Total Data		167.95 GB

eResources

Hoopla Circs	188 (Value \$336.87)
OverDrive Circs	746 eBook Check-outs
RBDigital Circs	30
CloudLibrary	40

Website	Users: 470	Sessions: 758	Page Views: 1933
----------------	-------------------	----------------------	-------------------------

	Posts	Followers	Reached	Impressions	Engagements	Video View Time
Facebook	70	904	5242	11075	602	8.6 hrs*
Instagram	29	201	126	729	41	NA
Twitter	34	692	NA	3014	34	NA
YouTube	12	27	102	2029	NA	3.1 hrs**

Virtual Children Programs

		Sessions	Live Participants	Views
Crafty Kids (Mon)	Verna	3	NA	7**
Story-On-Request (Wed)	Verna	3	NA	9**
ABC 123 Concepts (Fri)	Verna	3	0 virtual	NA

9 sessions 0 + 16 = 16

Youth Programs

		Sessions	Live Participants	Views
YouthInk Book Clubs (T/W)	Verna	6	17 virtual	NA
Creative STEAM (Fri)	Verna	4	5 virtual	14*

10 sessions 22 + 14 = 36

Adult & Sr. Programs

		Sessions	Live Participants	Views
Distantly Social (Mon)	Verna	3	4 virtual	NA

3 sessions 4 + NA = 4

Family & Multigenerational Programs

		Sessions	Live Participants	Views
Homework Help (T/Th)	Verna	6	NA	24*
Read Around the World Week	Verna	7	4 virtual volunteers	24 (19*+5**)

6 sessions 4 + 48 = 52

Outreach Social Distanced Services

Seniors Outreach	1 scheduled visit to local area lodges
Delivery Service	16 individuals served (includes 14 Sr outreach + 2 added home-bound)
Curbside Pickup	374 individuals served
Interagency	1 Zoom session with 11 attendees

Library Awareness & Networking

Monthly Newsletter	100+ distribution via Curbside service
Monthly Programs e-Newsletter	64 distributed via listserve subscription
Monthly Newspaper Ad (newsletter summary)	1
Newspaper Articles	?



DRAYTON VALLEY/BRAZEAU COUNTY FIRE SERVICES

TOWN OF DRAYTON VALLEY UPDATE REPORT TO COUNCIL

SUBJECT: 2021 Fire Department January Stats

DATE TO COUNCIL: March 3, 2021

PREPARED BY: Tom Thomson - Fire Chief

UPDATE INFORMATION: To provide Council with updated information regarding department calls for service, the Fire Service has generated a statistical break down for January 2021 response for service numbers. This information includes the number of incidents responded to, the types of incidents, the incident calls for the Town of Drayton Valley and Brazeau County.

Drayton Valley/Brazeau County Fire Services

2021 January Stats- Total Calls 20

Fire Calls - 4

Vehicle Fires - 1

Rubbish and Grass Fire - 3

Motor Vehicle Collisions - 3

Two Vehicle Collision- 2 (6417 Township Road 482, Highway 22 & 50 Street South Drayton Valley)

Single Vehicle Vs Wildlife- 1 (47320 Highway 20)

Rescue Calls - 0

Alarm Calls - 8

Residential Alarm Calls- 6

Senior Living Complex- 1

Hospital- 1

(No Alarms were false)

Assist Another Agency - 3

EMS Assists (includes cardiac arrests, lift assist calls, Stars Landing, overdose calls, etc.)- 3

(EMS arrived on scene first for 2 out 3 Incidents)

Miscellaneous Calls - 2

Public Hazard- Powerline Down – 1

Smoke Investigation- 1

Provincial

Motor Vehicle Collisions - 2

Provincial Total Calls - 2

Town of Drayton Valley

Fire Calls - 1

Motor Vehicle Collision - 0

Rescue Calls - 0

Alarm Calls - 4

Assist Another Agency - 1

Miscellaneous Calls - 0

Town Total Calls - 6

Brazeau County

Fire Calls - 3

Motor Vehicle Collisions - 1

Rescue Calls - 0

Alarm Calls - 4

Assist Another Agency - 2

Miscellaneous Calls - 2

County Total Calls - 12



Drayton Valley Municipal Crime Gauge

2021 vs. 2020
January to January

Criminal Code Offences



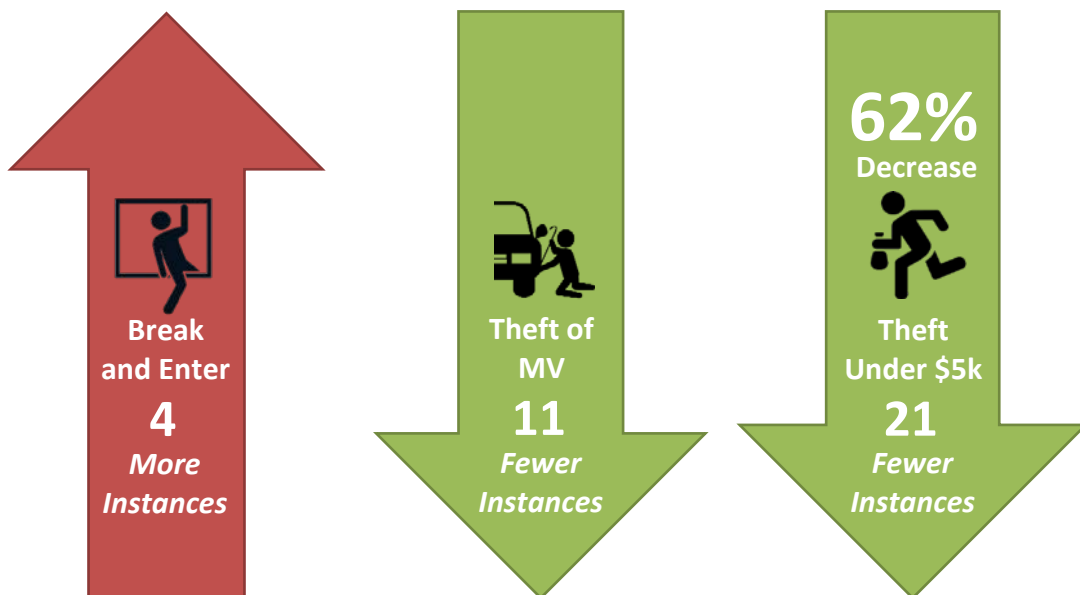
**Total
Criminal Code
Offences:**

24%

Decrease

When compared to
January to January, 2020

Select Property Crime



NOTE: If in both 2019 and 2020 a category had fewer than 20 offences, a percent change is not shown. All numbers without a '%' beside them represent counts.

Drayton Valley Municipal Detachment
Crime Statistics (Actual)
January: 2017 - 2021

All categories contain "Attempted" and/or "Completed"

February-09-21

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Homicides & Offences Related to Death		0	1	0	0	0	N/A	N/A	-0.1
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		2	0	0	2	0	-100%	-100%	-0.2
Other Sexual Offences		0	1	0	1	0	N/A	-100%	0.0
Assault		7	8	10	8	9	29%	13%	0.4
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	1	0	0	0	N/A	N/A	-0.1
Criminal Harassment		3	1	0	2	5	67%	150%	0.5
Uttering Threats		1	1	4	1	2	100%	100%	0.2
TOTAL PERSONS		13	13	14	14	16	23%	14%	0.7
Break & Enter		3	31	7	4	8	167%	100%	-1.7
Theft of Motor Vehicle		4	9	8	16	5	25%	-69%	0.9
Theft Over \$5,000		0	2	0	0	2	N/A	N/A	0.2
Theft Under \$5,000		29	36	37	34	13	-55%	-62%	-3.4
Possn Stn Goods		2	7	6	2	1	-50%	-50%	-0.7
Fraud		5	7	8	7	3	-40%	-57%	-0.4
Arson		0	0	0	0	2	N/A	N/A	0.4
Mischief - Damage To Property		0	0	0	14	10	N/A	-29%	3.4
Mischief - Other		16	5	15	10	9	-44%	-10%	-0.9
TOTAL PROPERTY		59	97	81	87	53	-10%	-39%	-2.2
Offensive Weapons		0	1	0	1	1	N/A	0%	0.2
Disturbing the peace		5	9	5	2	7	40%	250%	-0.3
Fail to Comply & Breaches		6	14	22	7	4	-33%	-43%	-1.1
OTHER CRIMINAL CODE		8	2	4	2	5	-38%	150%	-0.6
TOTAL OTHER CRIMINAL CODE		19	26	31	12	17	-11%	42%	-1.8
TOTAL CRIMINAL CODE		91	136	126	113	86	-5%	-24%	-3.3

Drayton Valley Municipal Detachment
Crime Statistics (Actual)
January: 2017 - 2021

All categories contain "Attempted" and/or "Completed"

February-09-21

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		2	4	2	1	4	100%	300%	0.1
Drug Enforcement - Trafficking		0	1	3	3	1	N/A	-67%	0.4
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		2	5	5	4	5	150%	25%	0.5
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	0	3	0	1	N/A	N/A	0.2
TOTAL FEDERAL		2	5	8	4	6	200%	50%	0.7
Liquor Act		0	2	1	3	1	N/A	-67%	0.3
Cannabis Act		0	0	1	2	1	N/A	-50%	0.4
Mental Health Act		6	12	4	7	16	167%	129%	1.5
Other Provincial Stats		5	15	14	15	21	320%	40%	3.2
Total Provincial Stats		11	29	20	27	39	255%	44%	5.4
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		3	1	1	8	6	100%	-25%	1.3
Total Municipal		3	1	1	8	6	100%	-25%	1.3
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		0	2	1	0	0	N/A	N/A	-0.2
Property Damage MVC (Reportable)		12	30	19	20	10	-17%	-50%	-1.4
Property Damage MVC (Non Reportable)		2	1	4	4	0	-100%	-100%	-0.1
TOTAL MVC		14	33	24	24	10	-29%	-58%	-1.7
Roadside Suspension - Alcohol (Prov)		0	0	0	0	1	N/A	N/A	0.2
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		24	45	105	49	55	129%	12%	6.6
Other Traffic		1	2	4	2	2	100%	0%	0.2
Criminal Code Traffic		4	8	11	10	3	-25%	-70%	0.0
Common Police Activities									
False Alarms		14	22	15	11	1	-93%	-91%	-3.7
False/Abandoned 911 Call and 911 Act		2	7	6	10	9	350%	-10%	1.7
Suspicious Person/Vehicle/Property		6	8	17	15	18	200%	20%	3.1
Persons Reported Missing		1	2	2	1	0	-100%	-100%	-0.3
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		12	9	17	11	13	8%	18%	0.4
Form 10 (MHA) (Reported)		0	0	0	0	1	N/A	N/A	0.2

Drayton Valley Municipal Detachment
Crime Statistics (Actual)
January: 2017 - 2021

All categories contain "Attempted" and/or "Completed"

February-09-21

Category	Trend	2017	2018	2019	2020	2021	FLAG
Theft Motor Vehicle (Total)		4	9	8	16	5	Within Norm
Auto		0	3	0	0	1	Within Norm
Truck		4	4	6	13	3	Within Norm
SUV		0	1	0	0	0	Within Norm
Van		0	0	0	0	0	Within Norm
Motorcycle		0	1	0	0	0	Within Norm
Other		0	0	1	3	1	Within Norm
Take Auto without Consent		0	0	1	0	0	Within Norm
Break and Enter (Total)*		3	31	7	4	8	Within Norm
Business		1	18	0	1	3	Within Norm
Residence		1	8	3	1	4	Within Norm
Cottage or Seasonal Residence		0	0	0	0	0	Within Norm
Other		0	4	2	2	1	Within Norm
Theft Over & Under \$5,000 (Total)		29	38	37	34	15	Within Norm
Theft from a motor vehicle		9	18	21	21	9	Within Norm
Shoplifting		6	4	4	2	0	Within Norm
Mail Theft (includes all Mail offences)		0	1	1	0	1	Within Norm
Theft of bicycle		0	1	0	0	0	Within Norm
Other Theft		14	14	11	11	5	Within Norm

Mischief To Property		16	5	15	24	19	Within Norm
Suspicious Person/ Vehicle/ Property		6	8	17	15	18	Issue
Fail to Comply/Breach		6	14	22	7	4	Within Norm
Wellbeing Check		6	4	6	10	8	Within Norm
Mental Health Act		6	12	4	7	16	Issue
False Alarms		14	22	15	11	1	Within Norm

Traffic	Trend	2017	2018	2019	2020	2021	FLAG
Roadside Suspensions - alcohol related - No grounds to charge*		0	0	0	0	0	Within Norm
Occupant Restraint/Seatbelt Violations*		0	5	18	4	6	Within Norm
Speeding Violations*		1	3	0	1	0	Within Norm
Intersection Related Violations*		1	3	2	1	6	Issue
Other Non-Moving Violation*		3	15	39	18	19	Within Norm
Pursuits**		0	0	2	1	1	Within Norm
Other CC Traffic**		0	0	3	0	0	Within Norm

[illegible]

[illegible]