



Agenda

Call to Order

National Anthem

1.0	Additions to the Agenda	
2.0	Adoption of Agenda	
3.0	Corrections or Amendments:	
3.1.	March 3, 2021, Regular Meeting of Council Minutes	3-7
3.2.	March 3, 2021, Public Hearing Minutes Development Permit DV21-006	8-9
4.0	Adoption of:	
4.1.	March 3, 2021, Regular Meeting of Council Minutes	
4.2.	March 3, 2021, Public Hearing Minutes Development Permit DV21-006	
5.0	Community Spotlight	
5.1.	Drayton Valley Bakery and Café – Trish and Jack Wiersma	10
5.2.	Malone Clinic – Dr. Ros Beacom and Dr. Mike Peyton	11-12
5.3.	Artist Recognition – Wendy Anderson	13-15
6.0	Delegations / Administrative Updates	
6.1.	Aquatic Centre Update – Troy Smith, Dan Overmars	16
7.0	Decision Items	Pages 17-36
7.1.	Drayton Valley and District FCSS Strategic Plan 2021-2025	17-36
7.2.	Closed Session: 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)	Distributed Separately
8.0	Department Reports	
8.1.	Planning and Development	Matt Ellis
8.2.	Engineering	Owen Olynyk
8.3.	Community Services and FCSS	Annette Driessen
8.4.	Emergency Services	Tom Thomson
8.5.	Safety and Protective Services	Shawna Law
8.6.	Finance	Elvera Thomson
8.7.	CAO/Administration/Capital Project Update	Annette Driessen
9.0	Council Reports	
9.1.	Councillor Dodds	
9.2.	Deputy Mayor Gammana	
9.3.	Councillor McGee	
9.4.	Councillor Wheeler	

	9.5. Councillor Ballas	
	9.6. Councillor Peebles	
	9.7. Mayor Doerksen	
10.0	Information Items	Pages 37-54
	10.1. Childcare Operational Board Meeting Minutes – October 1, 2020	38-40
	10.2. Brazeau Foundation Meeting Minutes – January 15, 2021, and February 28, 2021	41-47
	10.3. STAR Catholic Schools Board Meeting Highlights – March 2021	48
	10.4. Drayton Valley Municipal Library Meeting Minutes – February 18, 2021, and Stats – February 2021	49-54
11.0	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
Bree Motkoski, Executive Assistant
Sabine Landmark, Administrative Assistant
Abdulrahman Mogbonjubola, Intermediate Systems & Network Analyst
Matt Ellis, Senior Planner

Lowani Mubanga, Planning & Development Officer
Owen Olynyk, Acting General Manager of Engineering
Tom Thomson, Fire Chief
Shawna Law, Manager of Safety
Acting S/Sgt. Erin Matthews, RCMP
Graham Long, Drayton Valley and District Free Press (Call-In)
Cathy Weetman, Drayton Valley Western Review (Call-In)
Members of the Public

ABSENT:

CALL TO ORDER

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

1.0 Additions to the Agenda

There were no additions or deletions to the Agenda.

2.0 Adoption of Agenda

RESOLUTION #040/21

Deputy Mayor Gammana moved to adopt the Agenda for the March 3, 2021, Regular Meeting of Council, as presented.

CARRIED

3.0 Corrections or Amendments:

3.1. February 10, 2021, Regular Meeting of Council Minutes

There were no corrections or amendments to the February 10, 2021, Regular Meeting of Council Minutes.

3.2. February 10, 2021, Public Hearing Minutes Bylaw 2021/01/F

There were no corrections or amendments to the February 10, 2021, Public Hearing Minutes Bylaw 2021/01/F.

3.3. February 16, 2021, Special Meeting of Council Minutes

There were no corrections or amendments to the February 16, 2021, Special Meeting of Council Minutes.

**Regular Meeting of Council
Minutes of March 3, 2021
Page 2 of 5**

4.0 Adoption of:

4.1. February 10, 2021, Regular Meeting of Council Minutes

RESOLUTION #041/21

Councillor McGee moved to adopt the Minutes of the February 10, 2021, Regular Meeting of Council, as presented.

CARRIED

4.2. February 10, 2021, Public Hearing Minutes Bylaw 2021/01/F

RESOLUTION #042/21

Councillor Dodds moved to adopt the Minutes of the February 10, 2021, Public Hearing for Bylaw 2021/01/F, as presented.

CARRIED

4.3. February 16, 2021, Special Meeting of Council Minutes

RESOLUTION #043/21

Councillor Wheeler moved to adopt the Minutes of the February 16, 2021, Special Meeting of Council, as presented.

CARRIED

5.0 Proclamations

5.1. International Women's Day, March 8, 2021

Mayor Doerksen proclaimed March 8, 2021, as International Women's Day in the Town of Drayton Valley.

6.0 Public Hearings

6.1. Development Permit DV21-006 (Lot 5; Block 34; Plan 8821289) – Discretionary Use and Variance at 5809 50 Ave

A separate set of minutes was recorded for this item.

7.0 Delegations

7.1. Disc Golf Course Proposal – Curtis Buchan

Mr. Buchan presented Council with a proposal to establish a beginner-friendly disc golf course in the Ivan To Park. The course will be funded through Drayton Valley Hospitality and Tourism Authority. Mr. Buchan asked Council to approve Ivan To Park as the location for the disc golf course.

Mayor Doerksen advised that Council will discuss this item at the Governance & Priorities Committee meeting today and Council will provide an answer thereafter.

7.2. Drayton Valley RCMP Stats – January 2021 – Acting S/Sgt. Erin Matthews

Acting S/Sgt. Matthews presented Council with the detailed stats for the month of January 2021. She noted that the PACT team continues working on the mental health ride-along pilot and that the hospital will hire additional mental health workers. Council discussed ways for advocacy to the court system and Justices of the Peace (JP).

8.0 Decision Items

8.1. Motion to Support the Establishment of a 988 Crisis Line

RESOLUTION #044/21

Deputy Mayor Gammana moved 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.

CARRIED

8.2. New Aquatic Centre Amenity Sponsorship Rights Agreements for Approval

RESOLUTION #045/21

Councillor Peebles moved that Council approve the Sponsorship Rights Agreement between the Town and Keyera Corp., as presented.

CARRIED

8.3. Discretionary Use & Variance at 5809 50 Ave – DV21-006 (Lot 5; Block 34; Plan 8821289) – Development Permit Application DV21-006

RESOLUTION #046/21

Councillor Wheeler moved that Council approve the Development Permit DV21-006 with the recommended conditions (see Attachment 7 – Draft DV21-006).

CARRIED

Mayor Doerksen called a break at 10:18 a.m.

Mayor Doerksen reconvened the meeting at 10:30 a.m.

8.4. Proposed Purchasing and Tendering Policy TF-01-20

Deputy Mayor Gammara entered the meeting at 10:33 a.m.

RESOLUTION #047/21

Councillor Wheeler moved that Town Council approve the revised Purchasing and Tendering Policy TF-01-20, as presented.

CARRIED

8.5. Proposed 2021 Issuance of Funds for Payment of Accounts Policy TF-01-21

RESOLUTION #048/21

Councillor McGee moved that Town Council approve the Issuance of Funds for Payments of Accounts Policy TF-01-21, as presented.

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, Water Treatment Plant, and Public Works departments.

9.3. Community Services and FCSS

Ms. Driessen provided an update from the Community Services department, Park Valley Pool, Early Childhood Development Centre, and FCSS.

**Regular Meeting of Council
Minutes of March 3, 2021
Page 4 of 5**

9.4. Emergency Services

Fire Chief Thomson presented the stats for the month of January 2021.

9.5. Safety and Protective Services

Ms. Law provided an update on the COVID-19 situation in regards to the latest easing of restrictions as well as from the Safety department.

9.6. Finance

Mrs. Thomson provided an update from the Finance department. The vacant Revenue Manager position has been filled.

9.7. CAO/Administration/Capital Project Update

Ms. Driessen noted that the planning for 2021 capital projects is underway, Economic Development Committee and Policing/Security/Fire Services Committee meetings have been held, and the council retreat agenda has been finalized.

10.0 Council Reports

10.1. Councillor Peebles

- February 11 – Drayton Valley Hospitality and Tourism Authority meeting
- February 15 – Family Day
- February 16 – Alberta Hemp Alliance meeting with the Executive Director of RMA
- February 17 – Alberta Hemp Alliance meeting with the Edmonton Airport Authority
- February 18 – Bio-Diesel Facility conversation
- February 22 – Co-mediation meeting
- February 24 – Steeper Energy meeting
- February 25 – Alberta Hemp Alliance meeting
- February 25 – Alberta Hemp Alliance meeting with Co-op in Leduc

10.2. Councillor Dodds

- Sustainability Committee meeting
- Family Day
- Co-mediation meeting
- AUMA President's Summit on Policing
- Drayton Valley and District Chamber of Commerce meetings
- Meetings with MLA Mark Smith for Education and the PACT team

10.3. Deputy Mayor Gammana

- February 16 – Education meeting
- February 16 – Special Council meeting
- February 17 – Policing/Security/Fire Services Committee meeting
- February 17 – AUMA President's Summit on Policing
- Regional Partnership meeting
- February 24 – Steeper Energy meeting
- March 1 – Drayton Valley Community Foundation

10.4. Councillor McGee

- February 25 – Economic Development Committee meeting
- Brazeau Foundation meeting

**Regular Meeting of Council
Minutes of March 3, 2021
Page 5 of 5**

10.5. Councillor Wheeler

- Healthy Communities Coalition meeting

10.6. Councillor Ballas

- February 11 – Alberta Hemp Alliance meeting with MLA Mark Smith
- February 16 – Special Council meeting
- Elected official education program session
- February 16 – Alberta Hemp Alliance meeting with the Executive Director of RMA
- February 17 – Policing/Security/Fire Services Committee meeting
- February 17 – AUMA President's Summit on Policing
- February 18 – Bio-Diesel Facility conversation
- Drayton Valley Municipal Library Board meeting
- February 22 – Co-mediation meeting
- February 24 – Governance and Priorities Committee Meeting
- February 24 – Steeper Energy meeting
- Webinar on geo-thermal energy
- February 25 – Economic Development Committee meeting
- Alberta Hemp Alliance Director's meeting

10.7. Mayor Doerksen

- Conference call with mayors of other communities re: AJHL
- February 18 – Bio-Diesel Facility conversation
- February 18 – Local business opening
- February 24 – Steeper Energy meeting
- February 25 – Economic Development Committee meeting
- March 2 – Welcome speech at the Operation Sasquatch program

11.0 Information Items

11.1. STAR Catholic Schools Board Meeting Highlights – February 2021

11.2. Drayton Valley Municipal Library Board Meeting Minutes – January 21, 2021, and Stats – January 2021

11.3. Drayton Valley / Brazeau County Fire Services Stats – January 2021

11.4. Drayton Valley RCMP Stats – January 2021

RESOLUTION #049/21

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

CARRIED

12.0 Adjournment

Mayor Doerksen adjourned the meeting at 11:35 a.m.

MAYOR

ACTING CHIEF ADMINISTRATIVE OFFICER

MINUTES OF PUBLIC HEARING

March 3, 2021

DEVELOPMENT PERMIT DV21-006

THOSE PRESENT:

Councillor Ballas
Councillor Dodds
Deputy Mayor Gammana
Councillor McGee
Councillor Peebles
Councillor Wheeler
Annette Driessen, Acting CAO
Elvera Thomson, General Manager of Finance
Bree Motkoski, Executive Assistant
Sabine Landmark, Administrative Assistant
Abdulrahman Mogbonjubola, Intermediate Systems & Network Analyst

Matt Ellis, Senior Planner
Lowani Mubanga, Planning & Development Officer
Tom Thomson, Fire Chief
Acting S/Sgt. Erin Matthews, RCMP
Graham Long, Drayton Valley and District Free Press (Call-In)
Cathy Weetman, Drayton Valley Western Review (Call-In)
Members of the Public

ABSENT:

ITEM

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

CALL TO ORDER

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

PURPOSE OF THE PUBLIC HEARING

To receive comments, concerns, and questions from the public 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 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 situating 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.

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 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

Representatives from A&W expressed their concerns and opposition to the development permit application.

CALL FOR COMMENTS OR WRITTEN SUBMISSIONS

There was no written submission received.

ADJOURNMENT

Mayor Doerksen declared the Public Hearing closed at 9:15 a.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Certificate of Recognition

THIS CERTIFICATE IS AWARDED TO

Drayton Valley Bakery & Café
Trish and Jack Wiersma

THE TOWN OF DRAYTON VALLEY OFFERS ITS

SINCERE CONGRATULATIONS FOR



18 YEARS OF OPERATION



Michael Doerksen, Mayor

March 24, 2021

Date

Certificate of Recognition

THIS CERTIFICATE IS AWARDED TO

Dr. Ros Beacom

THE TOWN OF DRAYTON VALLEY OFFERS ITS

SINCERE CONGRATULATIONS AND APPRECIATION FOR

36 YEARS OF MEDICAL SERVICE

IN DRAYTON VALLEY



Michael Doerksen, Mayor

March 24, 2021

Date

Certificate of Recognition

THIS CERTIFICATE IS AWARDED TO

Dr. Mike Peyton

THE TOWN OF DRAYTON VALLEY OFFERS ITS

SINCERE CONGRATULATIONS AND APPRECIATION FOR

36 YEARS OF MEDICAL SERVICE

IN DRAYTON VALLEY



Michael Doerksen, Mayor

March 24, 2021

Date



Town of Drayton Valley

Delegation Request Form

Name(s):_ Wendy Anderson

Organization:_ Wyman Glass Studio

Contact Number: Contact E-mail: 780-898-7524 w.glass2001@gmail.com

Mailing Address:_ 5004-44 st. Drayton Valley, Alberta T7A 1B9

Meeting you would like to attend as a Delegation (please check all that apply)*: Council Meeting March 24th

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: Have been nominated by Colleen Livingston for art appreciation, of Local Artist from Drayton Valley and Area .
(information only, request for funding, concern, etc)

Additional Information Provided I have been a stained glass/mosaic artist for the last 18 years. I have been involved with the town in organizing Art in the Park show and sales for the annual Canada Day celebrations in the past. My husband and I owned and operated Brians House of Coffee from 2014 - 2018, where we displayed and promoted local artist's work. For 2 years I ran mosaic classes, and conducted summer camps for children 11-18 offering instruction on various art mediums (along with local artist Wendy Hewitt. Recently I joined the Hearts for Drayton Valley campaign, started during the early months of the Covid 19 shutdown, by making and selling (by donation) glass hearts. The proceeds of which (over \$4,000.00) was donated to the local food bank.

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



Certificate OF RECOGNITION

PROUDLY PRESENTED TO

Wendy Anderson

For your outstanding artistic contributions to our community. On behalf of myself and Town Council, we congratulate you on your achievements, and thank you for helping make our community a more beautiful place.

March 24, 2021

Date

Mayor



Town of Drayton Valley

Delegation Request Form

Name(s): _____

Organization: _____

Contact Number: _____ Contact E-mail: _____

Mailing Address: _____

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

Council Meeting

Governance & Priorities Committee Meeting

Special Meeting/Presentation

Administration Meeting

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

Reason for Requesting Delegation:

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

Additional Information Provided

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

Please indicate any preference you have for meeting:

Please submit your request by:

Fax: 780.542.5753

E-mail:

admin-support@draytonvalley.ca

In person: 5120-52 ST

TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION

SUBJECT:	Drayton Valley and District FCSS Strategic Plan 2021-2025
MEETING:	March 24, 2021 Regular Meeting of Council
PRESENTED BY:	Lola Strand FCSS Program Manager

1. PROPOSAL AND BACKGROUND:

The Drayton Valley and District FCSS Strategic Plan, which was developed in 2016, expired in 2020. Therefore, the FCSS Board and FCSS staff worked together to draft a new 5-year plan for 2021-2025.

It was important to get feedback from the community; therefore, we started with two community engagement sessions: one in-person and one online. There were 22 of our community partners and funded organizations who participated. In these sessions, they were asked to describe how they see FCSS and our role in the community. The feedback gathered during these two sessions became the "What We Heard" newsletter. This information helped to support the strategic planning workshop that followed where members of both Town and County Council, FCSS Board members and FCSS staff, and Administration worked together to identify key risk factors and priority areas for the community.

The process also focused on the alignment with the FCSS Outcomes Model which was developed by the Province. Measuring the outcomes identified by the Province is required as a part of our reporting for our FCSS Provincial Funding. After reviewing and revising the draft, the FCSS Board adopted the final draft of the Plan on October 14, 2020.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

The adoption of the Drayton Valley and District FCSS Strategic Plan 2021-2025 will provide a road map to guide FCSS staff to remain focused on objectives and will assist the FCSS Board to allocate resources effectively when making granting decisions.

3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	yes	Province of Alberta Family and Community Support Services Act
Municipal Bylaws	N/A	
Municipal Development Plan	N/A	
Sustainability Vision 2019-2021	yes	Safety & Health <ul style="list-style-type: none"> RYSE Project
Town of Drayton Valley Strategic Plan 2019-2021	yes	The Town of Drayton Valley Strategic Plan 2019-2021 sets out to achieve the following goals: <p>Goal One: Recovery in Drayton Valley Respond to the changing requirements of Drayton Valley by adapting services and programs.</p>

		<p>Goal Three: A Sense of Community</p> <ul style="list-style-type: none"> • Drayton Valley will have a strong sense of community, and ability to take part in this recovery plan. • Drayton will continue to emerge as a place where people can celebrate successes, enjoy natural landscapes, build cultural strengths, share idea and strategies, and believe that community success begins in Drayton.
Other Plans or Policies		<p>The Community Sustainability Plan, through its objectives, sets out to achieve the following goals:</p> <ul style="list-style-type: none"> • Drayton Valley is a community of resilience. • Citizens are aware of the resources available and how to access them • All residents in the community have a place to live • All residents are welcomed, involved, and participate in community activities • Seniors are actively engaged and supported to allow healthy independent living • Youth are involved in the community and are provided with the resources and support to succeed • An exceptional base of community volunteers thrives. • Resident in the Town of Drayton Valley are proud of their community. • The Drayton Valley community is inclusive to all cultures and heritages and celebrates diversity.

4. POTENTIAL MOTIONS:

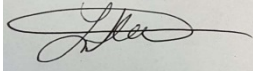


- A. I move that Council approve the Drayton Valley and District FCSS Strategic Plan 2021-2025, as presented.
- B. I move that Council approve the Drayton Valley and District FCSS Strategic Plan 2021-2025 with the following modifications: _____.
- C. I move that Council reject the Drayton Valley and District FCSS Strategic Plan 2021-2025.

5. RECOMMENDATION

Administration recommends that Council approve the Drayton Valley and District FCSS Strategic Plan 2021-2025, as presented.


6. ATTACHMENTS:

1. "What We Heard" Newsletter
2. Drayton Valley and District FCSS Strategic Plan 2021-2025

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			



▶ CAPTURING THEMES1



▶ PREVENTION IN CONTEXT.....3



▶ EMERGING CONCEPTS.....4

Strategic planning

DRAYTON VALLEY AND DISTRICT FCSS

STRATEGIC PLANNING

2021 - 2025

This newsletter has been designed to capture the insights and perspectives from partners, collaborators and community programs that regularly connect with FCSS in Drayton Valley. Fourteen (14) individuals participated in a live facilitated session on Monday, August 24 and an additional eight (8) people joined a Zoom session the following day. Their assessment of the current situation in the community is captured in this document.

S.O.A.R.ing ahead

A familiar tool in strategic planning is the S.W.A.T., which refers to strengths, weaknesses, opportunities, and threats. A more 'appreciative' approach is to conduct an environmental scan using S.O.A.R. – strengths, opportunities, aspirations, and results.

Each participant was asked to take a moment for self-reflection on the following questions:

- What **strengths** do FCSS bring to the community in Drayton Valley and Brazeau County?
- What are the greatest **opportunities** for FCSS in Drayton Valley and Brazeau County?

- What should FCSS in Drayton Valley and Brazeau County **aspire** to achieve?
- What **results** should FCSS strive for?

Participants were then asked to share their top response until everyone had the chance to provide input. People were encouraged to add to, expand on, and further explain materials captured through the discussions.

The responses to these questions provide the content for this document. While specific comments may appear in quotes, they won't be attributed to particular individuals.



CAPTURING THEMES

Several common themes emerged through the two facilitated sessions – consistent observations about FCSS, what it means to the community, how it functions, and the value it creates. These themes have been captured in the following headings:

- FCSS: Drayton Valley and district's collaborator
- Flexibility, adaptation, and ongoing surveillance
- Neutrality and a passionate focus
- Community asset



FCSS: Drayton Valley and district's collaborator

Very clearly, workshop participants most valued the role that Drayton Valley FCSS plays in bringing organizations together to address community needs.

The first word written down in both sessions was the word "connection". FCSS is viewed as the single, most-connected organization in the community – with local programs and services, other FCSS programs across the province, and to issues of concern for citizens. "When we don't know, we call FCSS" was a sentiment echoed across participants.

FCSS uses a community

development approach that brings groups and organizations together, forms partnerships and helps to tackle wicked issues like homelessness, poverty and mental health when the individual programs and services feel overwhelmed or under-resourced to cope. FCSS has access to information from other communities in their network, and the commitment to bring new information and ideas to

the community. They have been a significant catalyst in the community for many coalitions, partnerships, and innovative collaborations. As a proven collaborator, FCSS maintains many community relationships grounded in trust and respect for different ideas and perspectives.

Organizations appreciate that FCSS uses good judgement to determine appropriate roles in collaboration.

COLLABORATIVE NUCLEUS



A powerful community role.



One of the workshop participants described Drayton Valley FCSS as the community's collaborative nucleus – the organization that recognizes when conversations are needed, who has a role to play in the discussion, and then takes action to make it happen.



Flexibility, adaptation, and ongoing surveillance

Repeatedly, workshop participants spoke about their appreciation for FCSS and its ability to adapt to changing conditions and environments, and to be flexible in addressing different situations – especially during this most recent economic downturn and pandemic. This reportedly happens with individuals, families, and the community. When people approach FCSS seeking support or referral, no two cases are the same. FCSS listens and adapts their response depending on the specific needs.

At a community level, intelligence is gathered through walk-in or telephone inquiries, community conversations among service providers, and generally by keeping their ear to the ground. When challenges start to be apparent within the community, FCSS has likely been following the trends for awhile.

FCSS adapts to different community situations as circumstances dictate. They don't automatically assume responsibility for issues, but rather use their analytical skills to determine their most appropriate role based on available resources, mandated responsibilities, and community capacity to act.



Neutrality and a passionate focus

In one of the sessions, FCSS was compared to Switzerland – neutral territory. In an environment that can often be competitive due to scarcity of resources, FCSS is rarely seen by the community as an organization with strong biases and an aggressive manner relative to existing resources. In fact, many participants commented that, without FCSS knowledge of and access to external grants and opportunities, the community would have far fewer supports and services available to them.

FCSS maintains a passionate focus on what's best for Drayton Valley and its community members. It is far more concerned about helping people get what they need than building an empire by trying to do it all themselves. This passionate focus led to the description of FCSS as Drayton Valley's SOCIAL FILTER – always looking out for it's people, understanding the political, economic and social environment of the community, and seeking to find the best possible solutions.

The working being done on homelessness in Drayton Valley was cited as an example of the passionate focus exhibited by FCSS – absolute concern and caring for the individuals and families experiencing housing uncertainty, and the community organizations trying to improve quality of life. Homelessness, supports for youth, mental health, poverty reduction and addictions were repeated themes among participants. FCSS was acknowledged as a catalyst across topics.



FCSS as a community asset

FCSS was described as a community asset – both as an organization and as a reflection of the people involved.

Across the district, FCSS supports numerous programs and services through their grant program. By allocating approximately \$140,000/year, FCSS helps to make direct services for youth, adults, seniors, and families possible. In accordance with the FCSS Act and Regulation (provincial), these funds must be used to deliver service and cannot simply provide for administrative costs.

These funded programs and services are

often better known by the community than FCSS itself (e.g. financial sense or volunteer income tax program) and are regularly accessed by partner organizations to help support their clients. As a referral service, FCSS makes it their business to know what supports are available, who they are intended to serve, how to access them, and where they are located. According to one workshop participant, “they’re so knowledgeable, and I appreciate the warm hand-off” (when clients aren’t simply sent, but rather supported to meet and feel comfortable with a new service).

As a community development organization, FCSS goes beyond collaboration and networking to support training and education. New concepts, skills, and techniques have been introduced to Drayton Valley because of FCSS.

Finally, workshop participants praised FCSS staff for being visionary, inclusive, knowledgeable, and compassionate – a significant asset to the community. They are recognized for having wonderful navigation skills, which are important when working with clients and community to navigate complex health and human services.

More of the same...

When asked about opportunities and aspirations for FCSS in the future, many of the workshop participants cited the need to preserve all that is good about FCSS in Drayton Valley – strong and unbiased community leadership, the ability to convene community and explore emerging trends, identify service delivery gaps and support development of new programs, maintain a high level of community knowledge, and to continue making effective referrals.

Beyond its borders, Drayton Valley is acknowledged as a model for collaboration and as a community that effectively makes use of insights and expertise from within. FCSS often brings new ideas from outside and helps to integrate that knowledge resulting in innovative solutions.

...and then some.

The current economic environment and pandemic are putting pressure on Drayton Valley residents and families. FCSS is in a unique position to leverage its strong community ties and provincial network to monitor trends and fast track great ideas locally. The community trusts them to do this work.

Areas of focus moving forward include continued work in **housing** and **homelessness**, development of a **youth hub** in the community, and continued surveillance of changes in **mental health**, **addictions**, and **family income**.

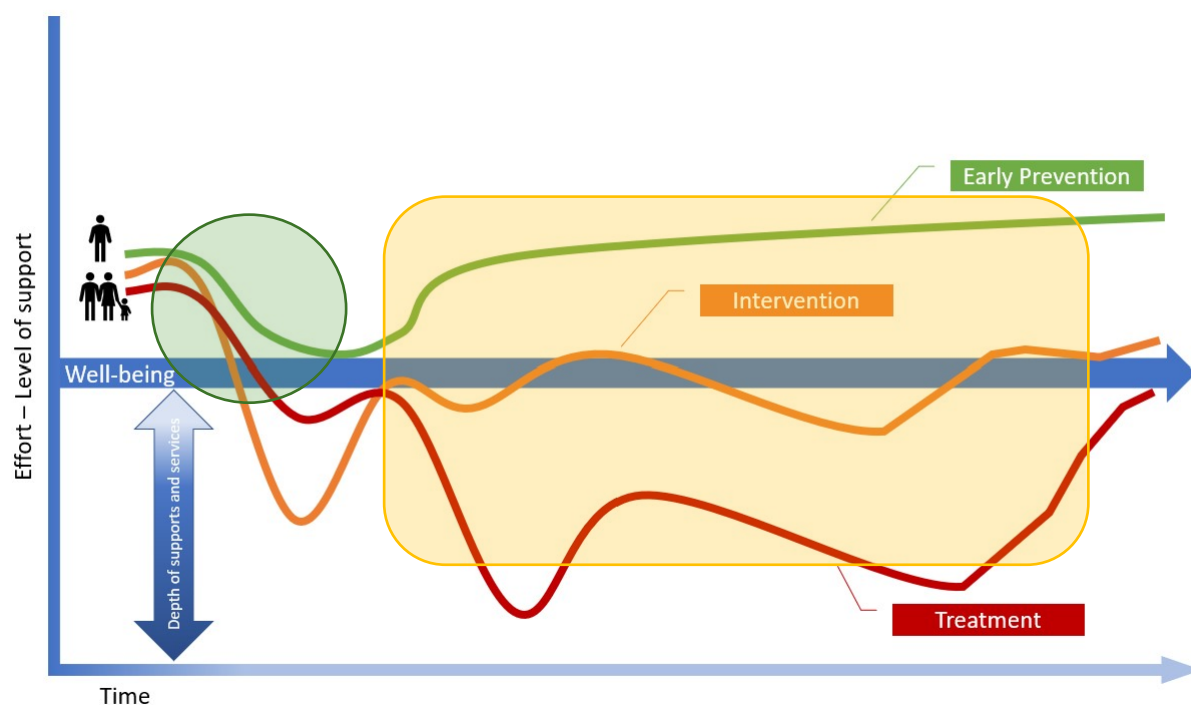
One mechanism to connect social and economic variables in the community could include the exploration and development of **social enterprise** opportunities.

The development of a strategic plan for Drayton Valley and District FCSS requires a steadfast focus on the primary intent and mandate of Family and Community Support Services – **prevention**. The visible and urgent needs of individuals and families in the community create a powerful force that tend to pull FCSS toward intervention and treatment. The program is not designed to deliver intervention and treatment, nor does it provide a strategic, long-term solution. Without FCSS and its focus on prevention, there would be a void in the space that helps to build resilience in people and their families to address issues and avoid more costly intervention and treatment strategies. *Do we really want people to endure trauma and suffering before supports can be provided?*

The following diagram helps to show where FCSS is designed to have the greatest community impact. In this model, the solid blue line moving horizontally represents a theoretical state of well-being. This sense of well-being may be at different levels for different people, but it is meant to illustrate a condition where people can generally cope with day-to-day issues and move forward feeling confident and healthy.

- The **green** line represents an early prevention trajectory where individuals and families are supported to recognize when they are facing risk factors that jeopardize their well-being. Providing supports (protective factors) at this point can help people retain a sense of personal or family well-being. The most appropriate point in time for FCSS programs and services is represented by the light green circle.
- When risk factors progress, people begin to feel vulnerable and their well-being is compromised. The **yellow** line represents interventions needed to help limit the severity of risk factors and restore the protective factors needed to sustain well-being.
- In some cases, the risk factors faced by individuals and families become overwhelming and there is little sense of well-being. The **red** line represents a need for treatment and a requirement to improve knowledge, skills and values needed to cure, eliminate, and/or reverse the effects of risk factors.

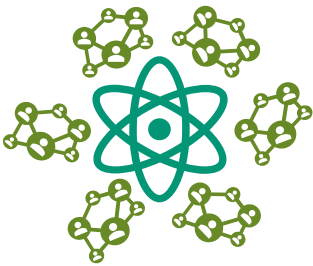
While delivery of ongoing intervention and/or intensive treatment supports aren't within the mandate of FCSS, it does have a unique and critical role to play in bringing people and organizations together to address the broader community impacts. This is represented by the yellow community development box.



This model was presented and discussed at the strategic planning workshop. It resonated with participants as a way to understand the FCSS prevention mandate within the context of intervention and treatment, and to see that, while FCSS direct services may not be appropriate for those needing more intensive supports, there is a role for FCSS to play – often behind the scenes and invisible to the general public; nonetheless, the collaborative efforts are there and making a significant difference in the well-being of individuals and their families.

Emerging concepts and models for Drayton Valley and District FCSS

The term “collaborative nucleus” was raised to describe the significant and powerful function FCSS plays in the community. The image represents the central convening function of FCSS and the collaborative approach used to access critical information and innovative ideas that harness the power of community.



FCSS has been described as a SOCIAL FILTER for the community – a lens, per se, that can see deeply into and broadly across different social conditions, opportunities, and pressures. Much like a camera, it captures what exists and can focus in to reflect much needed detail. It doesn't imagine what isn't there.

FCSS as a HUB...



A participant noted that the word “can't” doesn't seem to exist in the vocabulary of FCSS, meaning, they can seemingly accomplish anything they set out to. FCSS will, however, use the word “won't” if they are being asked to do something that isn't appropriate for them to do or could be better accomplished through leadership or partnerships with others. They know the difference and apply it wisely.



DRAYTON VALLEY AND DISTRICT FCSS

STRATEGIC PLAN
2021 - 2025

Strategic Planning Process



CAPTURING THEMES.....1



PREVENTION IN CONTEXT.....3



EMERGING CONCEPTS.....4

Strategic
planning

DRAYTON VALLEY AND DISTRICT FCSS
STRATEGIC PLANNING
2021 - 2025

This newsletter has been designed to capture the insights and perspectives from partners, collaborators and community programs that regularly connect with FCSS in Drayton Valley. Fourteen (14) individuals participated in a live facilitated session on Monday, August 24 and an additional eight (8) people joined a Zoom session the following day. Their assessment of the current situation in the community is captured in this document.

S.O.A.R.ing ahead

A familiar tool in strategic planning is the S.W.A.T., which refers to strengths, weaknesses, opportunities, and threats. A more 'appreciative' approach is to conduct an environmental scan using S.O.A.R. - strengths, opportunities, aspirations, and results.

Each participant was asked to take a moment for self-reflection on the following questions:

- What strengths do FCSS bring to the community in Drayton Valley and Brazeau County?
- What are the greatest opportunities for FCSS in Drayton Valley and Brazeau County?
- What should FCSS in Drayton Valley and Brazeau County aspire to achieve?
- What results should FCSS strive for?

Participants were then asked to share their top response until everyone had the chance to provide input. People were encouraged to add to, expand on, and further explain materials captured through the discussions.

The responses to these questions provide the content for this document. While specific comments may appear in quotes, they won't be attributed to particular individuals.

CAPTURING THEMES

Several common themes emerged through the two facilitated sessions - consistent observations about FCSS, what it means to the community, how it functions, and the value it creates. These themes have been captured in the following headings:

- FCSS: Drayton Valley and district's collaborator
- Flexibility, adaptation, and ongoing surveillance
- Neutrality and a passionate focus
- Community asset

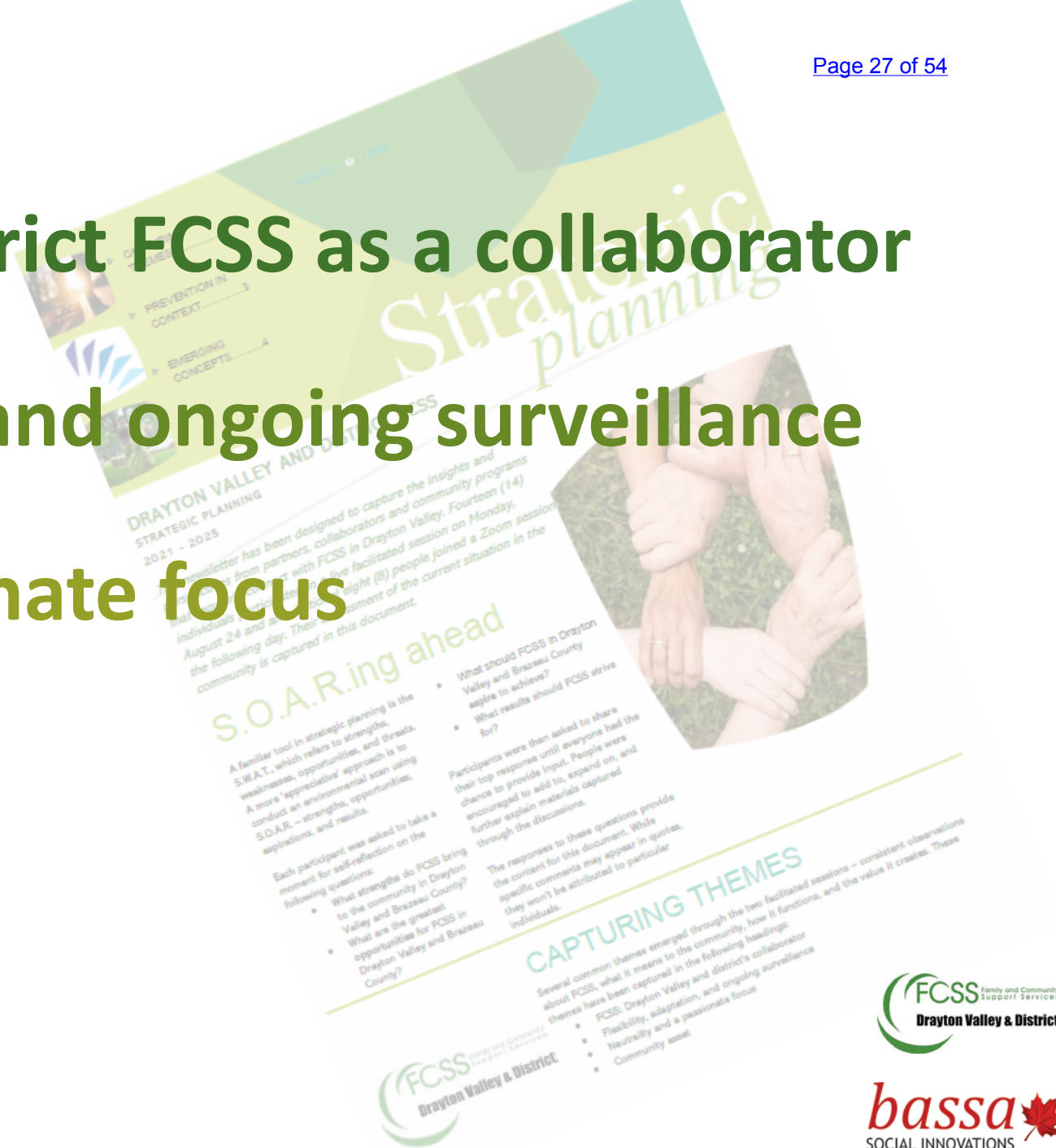




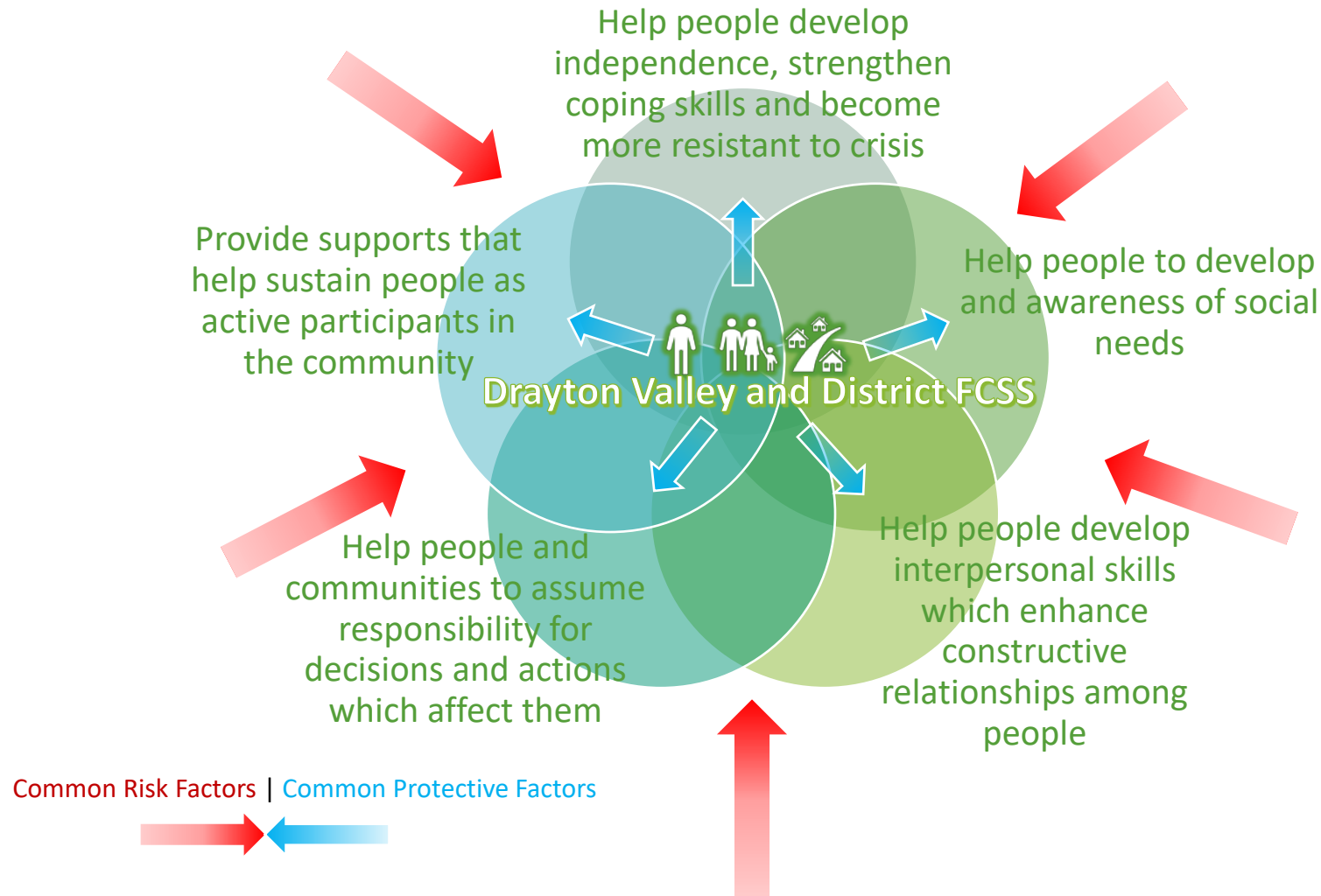




- Drayton Valley and District FCSS as a collaborator
- Flexibility, adaptation, and ongoing surveillance
- Neutrality and a passionate focus
- Community asset



Risk and Protective Factors



Provincial Outcomes (Protective Factors)

IMPROVED SOCIAL WELL-BEING OF INDIVIDUALS



Individuals
experience personal
well-being

Individuals are
connected with one
another

Children and youth
develop positively

IMPROVED SOCIAL WELL-BEING OF FAMILIES



Healthy functioning
within families

Families have social
supports

IMPROVED SOCIAL WELL-BEING OF THE COMMUNITY



The community is
connected and
engaged

Community social
issues are identified
and addressed

STRATEGIC PLAN

DRAYTON VALLEY AND DISTRICT FCSS
2021-2025



FCSS provides critical supports to individuals and families through referral, systems navigation, and programming based on protective factors common to identified priorities.

FCSS supports community organizations to deliver critical programming based on protective factors common to identified priorities.

FCSS roles include convening, collaborating, advocating, supporting and encouraging community and organizational coordination on critical community priorities.

Framing Responsibility

Primary responsibility

- The issue belongs to FCSS and/or the municipality has identified FCSS as the lead
- “My table”



Framing Responsibility

Shared responsibility

- The issue requires input from multiple stakeholders and FCSS has the ability to contribute
- “Our table”



Framing Responsibility

Complementary responsibility

- The issue falls within the jurisdiction of another entity, but FCSS can play a supportive role
- “Their table”



PRIMARY AREAS OF RESPONSIBILITY

DRAYTON VALLEY AND DISTRICT FCSS

VOLUNTEERISM

Continue to coordinate volunteer development, recognition, training, and advocacy among voluntary organizations, and explore the feasibility of a dedicated community HUB for volunteerism



BELONGING

Focus direct and indirect services toward the protective factors associated with belonging and reduction of social isolation

HOMELESSNESS

Maintain a community development focus with a vision of creating a new, sustainable and purpose driven organization to assume responsibility for this issue in the future

SHARED AREAS OF RESPONSIBILITIES

DRAYTON VALLEY AND DISTRICT FCSS



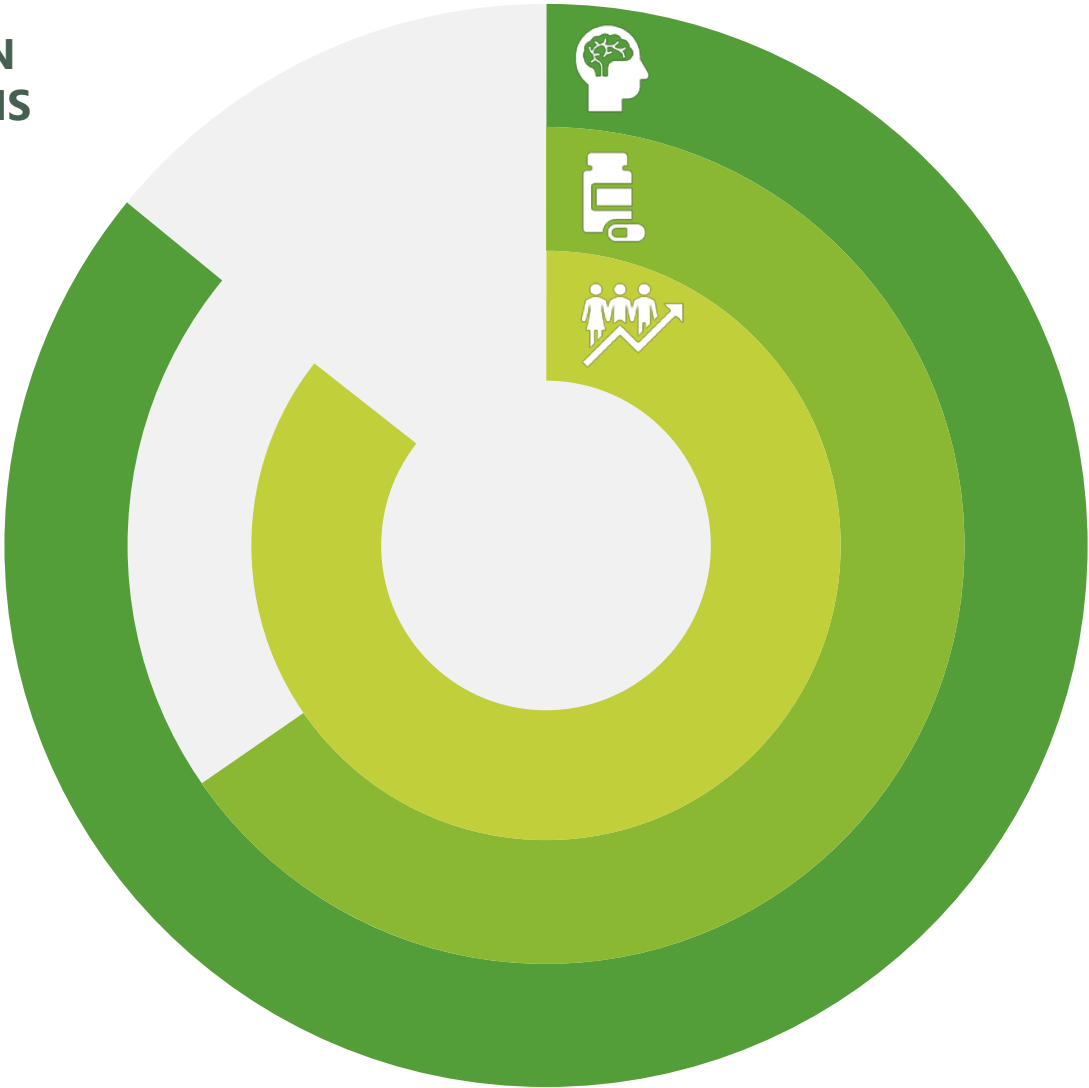
COMMUNITY COLLABORATION ON MENTAL HEALTH AND ADDICTIONS

FCSS to contribute local knowledge, direct and indirect prevention programming, referrals and systems navigation for individuals and families in the community, and support/advocate to enhance systems access.



BRIDGING LOCAL ECONOMIC AND SOCIAL EFFORTS

FCSS to help bridge economic and social perspectives to enhance opportunities for individuals and families experiencing poverty, unemployment, and isolation due to lack of opportunity to participate in economic activities



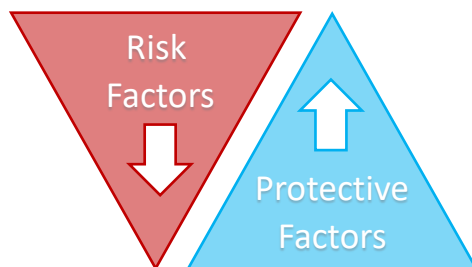
Drayton Valley and District FCSS

Vision: Building a resilient community through prevention

Priorities



Align



Priorities in collaboration with others

Helping to enhance access to
mental health and addictions services
Bridging local economic and social
efforts to help address poverty

IMPROVED SOCIAL WELL- BEING OF INDIVIDUALS



Individuals experience
personal well-being

Individuals are
connected with one
another

Children and youth
develop positively

IMPROVED SOCIAL WELL- BEING OF FAMILIES



Healthy functioning
within families

Families have social
supports

IMPROVED SOCIAL WELL- BEING OF THE COMMUNITY



The community is
connected and
engaged

Community social
issues are identified
and addressed

Help people:

- Develop independence, strengthen coping skills, and become more resistant to crisis,
- Develop an awareness of social needs,
- Develop interpersonal skills which enhance constructive relationships,
- Assume responsibility for decisions and actions which affect them, and
- Access supports to sustain them as active participants in the community so they can

Build Resilience.

Information Items

10.0 Information Items

Pages 37-54

10.1. Childcare Operational Board Meeting Minutes – October 1, 2020	38-40
10.2. Brazeau Foundation Meeting Minutes – January 15, 2021, and February 28, 2021	41-47
10.3. STAR Catholic Schools Board Meeting Highlights – March 2021	48
10.4. Drayton Valley Municipal Library Meeting Minutes – February 18, 2021, and Stats – February 2021	49-54

MOTION:

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



TOWN OF DRAYTON VALLEY CHILDCARE OPERATIONAL BOARD

held on Thursday, October 1, 2020
at 2:00pm in Boardroom One
at the Town Civic Centre and Via Webex

MINUTES

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

VIA WEBEX VIDEO CONFERENCE: Lisa Buchan, Community Member

1.0 CALL TO ORDER

The meeting was called to order by Chair MacLellan at 2:00pm.

2.0 AGENDA BUILDING

2.1 Additions or Deletions

The following addition was made to the agenda:

4.6 Fee Schedule

2.2 Approval of Agenda

MOTION BY Lisa Buchan to approve the September 15th agenda as amended.

CARRIED

3.0 MINUTES FROM THE JUNE 29, 2020 MEETING

3.1 Approval

MOTION BY Lisa Buchan to approve the June 29th meeting minutes as presented.

CARRIED

4.0 BUSINESS ARISING

4.1 COVID -19 Re-Opening

Bernice Taylor explained the staggered age reentry of children during the reopening process. There have been 42 occurrences of having children sent home during the month September because they were displaying COVID related symptoms. The staff are disinfecting during naptimes in each room, there is also 2 full-time staff that is strictly allocated to cleaning throughout the day and the janitors come in every evening.

The positives that have come from the reopening is the new hours for staffing is 8:00am to 5:00pm, there are smaller group sizes in the classrooms which is lowering the amount of incidents that are taking place in the Centre, the transition from being inside to going outside has been improved by everyone exiting through the backdoor in the classrooms, the

drop off and pickup times for parents has been running more smoothly as the parents can no longer enter the building.

The Board discussed how the staff transitioned into the return to work and what the staffs stress level was like during the reopening.

4.2 Mighty Learners

Bernice Taylor reported that the program outline has changed from the original outline that was presented and explained the changes. Two room as being utilized to run the program and there are currently 27 children enrolled. The program is a nature based and the goal is to offer a Mighty Learners program within each elementary school in the community.

4.3 ELCC Funding

Bernice Taylor reported that the ELCC Funding Agreement expires on March 31st. Administration is currently working with the province and looking for ways to utilize the funding that was received during the closure. Bernice Taylor would like to see the funding be used to offer financial relief for families during missed work. A major political topic currently is to have a Universal Childcare Program available to all families across the country.

The Board discussed further advocacy that needs to take place to ensure that the voices of the families will be heard if and when the ELCC funding is no longer available. 50% of families are currently receiving subsidy and 100% of them are working in the service industry.

4.4 Federal COVID Funding

Bernice Taylor reported that the Federal Government has given extra funding to the Provincial Government to provide \$200 per childcare space and \$2,500 per month per facility. This funding is to help relieve the financial burden that COVID has created on the Childcare Centres. The Centre will receive \$41,000 combined for the months of September and October.

The new Childcare regulations will be out next week, and the Provincial Government have increased the subsidy available to families.

4.5 Christmas Closure

Bernice Taylor reported that the Closure Calendar has been sent out to all the families. The Board discussed offering families a 2-week fee credit for the 2-week Christmas Closure this year.

MOTION BY Lisa Buchan to approved giving a 2-week fee credit to the families for the 2-week Christmas Closure in December 2020.

CARRIED

4.6 Fee Schedule

The Board discussed the possibility of having a two-tiered fee system for Town and County residents that are enrolled in the Childcare Centre, and the repercussions that could happen if this system is put in to place.

The Fee Schedule will not be set in stone until April 1st.

5.0 OTHER BUSINESS

5.1 Policies and Procedures

Bernice Taylor reported that a recommendation has come from the Joint Workplace Health and Safety Committee that no staff should be giving medical aid to children as that is not the same as first aid.

6.0 NEXT MEETING DATE

The next meeting will take place on November 5th at 2:00pm at the Town Civic Centre

7.0 ADJOURNMENT

Chair MacLellan adjourned the meeting.

TIME: 3:30pm

Approved



MEETING OF THE BOARD OF DIRECTORS

Shangri-La Lodge, Drayton Valley

January 15, 2021

1:00 PM

ATTENDANCE:

Directors Present:

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

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

Administration Present:

Denise Chesterman
Laura Delesalle

Chief Administrative Officer
Finance Manager

1.0 CALL TO ORDER

T. McGee called the meeting to order at 1:01 PM.

2.0 AGENDA

2.1 APPROVAL OF AGENDA

Resolution #21-01-01: Moved by M. Gressler to approve the agenda with no additions.

Motion ...Carried Unanimously

3.0 APPROVAL OF MINUTES

3.1 MINUTES FROM THE NOVEMBER 16, 2020 REGULAR BOARD MEETING

Resolution #21-01-02: Moved by J. Vatter to approve the minutes of the November 16, 2020 Regular Board Meeting.

Motion ...Carried Unanimously

3.2 BUSINESS ARISING OUT OF THE MINUTES

4.0 FINANCIAL

4.1 FINANCIAL REPORTS – Foundation

Thomas
Chen

4.1.1 Foundation Disbursements for November & December 2020

Resolution #21-01-03: Moved by C. Brooks to accept the Payable Disbursements as information.

Motion ...Carried Unanimously

4.1.2 Visa Payable for November & December 2020

Resolution #21-01-04: Moved by J. Vatter to accept the Visa Payable as information.

Motion ...Carried Unanimously

4.1.3 Foundation Balance Sheet as of December 31, 2020

Resolution #21-01-05: Moved by J. Young to accept the Foundation Balance Sheet as information.

Motion ...Carried Unanimously

4.1.4 Financial Statements to December 31, 2020

4.1.4.1 Central Services / Lodge

4.1.4.2 Provincial Housing Units

Resolution #21-01-06: Moved by M. Gressler to accept the Financial Statements as information.

Motion ...Carried Unanimously

4.2 BOARD MEMBER EXPENSE

4.2.1 Board Member Expenses for November & December 2020

Resolution #21-01-07: Moved by C. Brooks to approve the Board Member Expenses of \$1060.71 for November 2020 & \$120.00 for December 2020.

Motion ...Carried Unanimously

5.0 OLD BUSINESS

5.1 Parking Lot

6.0 REPORTS

6.1 OPERATION'S REPORT

6.1.1 CAO's Report

6.1.1.1 COVID-19

Thomas
Alpert

6.1.2 Vacancy Report

Resolution #21-01-08: Moved by C. Brooks to accept the vacancy report as information.

Motion ...Carried Unanimously

6.1.3 In-Private Session (Personnel/Legal)

Resolution #21-01-09: Moved by M. Gressler to go in-private to discuss personnel matters at 1:28 PM.

Motion ...Carried Unanimously

Resolution #21-01-10: Moved by J. Vatter to come out of in-private at 2:00 PM.

Motion ...Carried Unanimously

6.2 Policy- None at this time

7.0 CORRESPONDENCE

7.1 To: Village of Breton, Brazeau County, Town of Drayton Valley, Carlson Roberts Seely, MLA for Drayton Valley - Calmar RE: Board of Directors Meeting Minutes (November 30, 2020)

7.2 From: Carlson Roberts Seely RE: 2020 Audit Letter (December 22, 2020)

Resolution #21-01-11: Moved by J. Young to accept correspondence as information.

Motion ...Carried Unanimously

8.0 FUTURE MEETING DATES


8.1 NEXT REGULAR MEETING OF THE BOARD – February 26, 2021 @ 1 P.M at the Shangri-La Lodge.

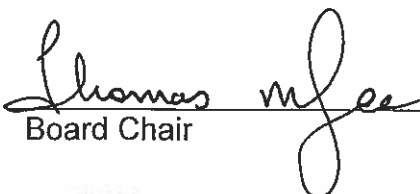
9.0 ADJOURNMENT

Resolution #21-01-12: Moved by M. Gressler to adjourn the meeting at 2:56 PM.

Motion ...Carried Unanimously

APPROVED AT THE February 26, 2021 MEETING OF THE BOARD


Chief Administrative Officer


Board Chair



Brazeau Foundation

Managing Housing Solutions

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

MEETING OF THE BOARD OF DIRECTORS

Shangri-La Lodge, Drayton Valley

February 26, 2021

1:00 PM

ATTENDANCE:

Directors Present:

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

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

Administration Present:

Denise Chesterman
Laura Delesalle

Chief Administrative Officer
Finance Manager

1.0 CALL TO ORDER

T. McGee called the meeting to order at 1:08 PM.

2.0 AGENDA

2.1 APPROVAL OF AGENDA

Resolution #21-02-13: Moved by J. Vatter to approve the agenda with the additions.

Motion ...Carried Unanimously

8.1 Purple Picnic Tables
8.2 Update on Points West

3.0 APPROVAL OF MINUTES

3.1 MINUTES FROM THE JANUARY 21, 2021 REGULAR BOARD MEETING

Resolution #21-02-14: Moved by J. Young to approve the minutes of the January 21, 2021 Regular Board Meeting.

Motion ...Carried Unanimously

3.2 BUSINESS ARISING OUT OF THE MINUTES

4.0 FINANCIAL

Thomas
McGee

4.1 FINANCIAL REPORTS – Foundation

4.1.1 Foundation Disbursements for January 2021

Resolution #21-02-15: Moved by M. Gressler to accept the Payable Disbursements as information.

Motion ...Carried Unanimously

4.1.2 Visa Payable for January 2021

Resolution #21-02-16: Moved by J. Vatter to accept the Visa Payable as information.

Motion ...Carried Unanimously

4.1.3 Foundation Balance Sheet as of January 31, 2021

Resolution #21-02-17: Moved by C. Brooks to accept the Foundation Balance Sheet as information.

Motion ...Carried Unanimously

4.1.4 Financial Statements to January 31, 2021

4.1.4.1 Central Services / Lodge

4.1.4.2 Provincial Housing Units

Resolution #21-02-18: Moved by J. Young to accept the Financial Statements as information.

Motion ...Carried Unanimously

4.2 BOARD MEMBER EXPENSE

4.2.1 Board Member Expenses for January 2021

Resolution #21-02-19: Moved by C. Brooks to approve the Board Member Expenses of \$1120.71 for January 2021.

Motion ...Carried Unanimously

5.0 OLD BUSINESS

5.1 Parking Lot

Resolution #21-02-20: Moved by M. Gressler to direct administration to look into drawings to see if they are engineered and for the chairperson and one other designate to meet with ARC/ Seven Generations to talk about the parking lot and required land.

Motion ...Carried Unanimously

6.0 REPORTS

6.1 OPERATION'S REPORT

6.1.1 CAO's Report

6.1.1.1 COVID-19

6.1.2 Vacancy Report

Resolution #21-02-21: Moved by M. Gressler to accept the vacancy report as information.

Motion ...Carried Unanimously

Resolution #21-02-22: Moved by M. Gressler to allow under age 64 year old male to move into Wishing Well.

Motion ...Carried Unanimously

Resolution #21-02-23: Moved by J. Vatter allow under age 64 year old female to move into Wishing Well.

Motion ...Carried Unanimously

6.1.3 In-Private Session (Personnel/Legal)

Resolution #21-02-24: Moved by J. Vatter to go in-private to discuss Legal Matters FOIP Section 27 at 2:35 PM.

Motion ...Carried Unanimously

Resolution #21-02-24: Moved by M. Gressler to come out of in-private at 2:48 PM.

Motion ...Carried Unanimously

6.2 Policy- None at this time

7.0 CORRESPONDENCE

7.1 To: Village of Breton, Brazeau County, Town of Drayton Valley, Carlson Roberts Seely, MLA for Drayton Valley - Calmar RE: Board of Directors Meeting Minutes (November 30, 2020)

7.2 From: Government of Alberta – RE: Alberta's Critical Worker Benefit Program (February 11, 2021)

7.3 From: Government of Alberta – RE: Custom Loss Control Report Shangri- La Lodge (February 16, 2021)

7.4 From: Alberta Seniors and Housing – RE: Capital Maintenance and Renewal (February 23, 2021)

7.5 From: Alberta Seniors and Housing- RE: 2021 ASHC Budget (February 25, 2021)

Resolution #21-02-25: Moved by M. Gressler to accept correspondence as information.

Motion ...Carried Unanimously

8.0 New Business

8.1 Purple Picnic Tables

Resolution #21-02-26: Moved by J. Vatter to direct administration to write a letter of support.

Motion ...Carried Unanimously

8.2 Update on Points West

9.0 FUTURE MEETING DATES

- a. NEXT REGULAR MEETING OF THE BOARD – March 12 , 2021 @ 10 AM at the Shangri-La Lodge.**

10.0 ADJOURNMENT

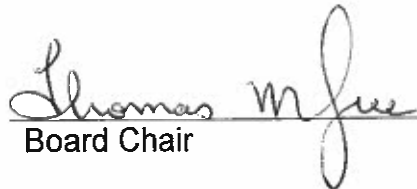
Resolution #21-02-27: Moved by C. Brooks to adjourn the meeting at 3:07 PM.

Motion ...Carried Unanimously

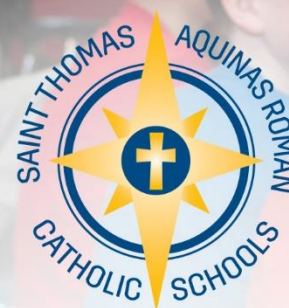
APPROVED AT THE **March 12, 2021** MEETING OF THE BOARD



Chief Administrative Officer



Board Chair



Souls Seeking Christ

ON A JOURNEY OF FAITH, LEARNING AND LOVE

Board Meeting Highlights – March 2021

DATES TO REMEMBER

Next Board Meeting

**Wednesday,
April 21, 2021,
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

Capital Plan

That Board approved the 2021-2022 Capital Plan as presented.

Graduation Mass Intentions

The Board moved to continue its tradition of special mass intentions and recognition of high school graduates with a \$100 donation to local parishes for the 2020-2021 school year.

2021-2022 School Year Fees

The Board approved Educational, Transportation, and Facility Rental Fees as presented for the 2021-2022 school year.

Excellence in Catholic Education Award Winner

The Board congratulated Cristina Ambrosio, a teacher at Sacred Heart School and this year's winner of the Division's Excellence in Catholic Education Award.

Edwin Parr Award Winner

The Board also congratulated Kira Romans, a teacher at École Notre-Dame School and this year's winner of the Division's Edwin Parr Award.

Audited Financial Statement Profile

The Board reviewed Alberta Education's Audited Financial Statement Profile, which compares the Division's financial statements to provincial averages and averages of cohort divisions with similar enrollment numbers.

Election Communication Plan

The Board heard the Division's communications plan for the upcoming municipal election, which focuses on promoting trusteeship and the importance of voting.

Fully Alive Presentation

The Board heard a presentation from the STAR Catholic's Director of Faith Life & Religious Education on the new Catholic Family Education Resource, Fully Alive, which will be made available to Division teachers.

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
February 18, 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, Sandra Blades, Sara Wheale (County Council), Bill Ballas (Town Council),
Administration: Doug Whistance-Smith (Director), Darlene Edwards (Manager)

ABSENT None

GUESTS None

CALL TO ORDER

Lyndara Cowper-Smith called the meeting to order at **1:21 pm**.

Quorum Declared.

ADOPTION OF AGENDA

Additions/ Deletions/ Amendments: None

MOTION 2021-022 *Donna Gawalko* moved to approve the agenda as presented. **CARRIED**

ADOPTION OF MINUTES

Additions/ Deletions/ Amendments: Deletion on p.3. Susan Schwindt did not exit meeting.

MOTION 2021-023 *Susan Schwindt* moved to adopt the **January 21** minutes as corrected.
CARRIED

OLD BUSINESS

Rotary Closure Update – Federal Library Code (ADVR)

Director Doug Whistance-Smith informed the Board that the Canadian Archives and Libraries symbol for Rotary Library (ADVR) has been removed from the federal database.

Bylaw DVMLB & Schedules

The Board reviewed the Library Board Bylaw draft and offered further recommended edits.

Discussion.

MOTION 2021-024 *Rosemarie Mayan* moved to accept second reading of DVMLB Bylaws and Schedules.

Donna Gawalko seconded the motion. **CARRIED**

Action Item: *Director Doug Whistance-Smith will send the Draft Bylaws to Public Library Services Branch for review and recommended edits prior to proceeding with third reading.*

Policy Manual Amendments

The Director submitted policies approved in January to Public Library Services Branch. Ken Allen recommends amending the term *AGM / Annual General Meeting* appearing in policies 2.1.2, 2.1.2.4, 2.2.2 and 3.1.2.7 to the more appropriate term **AOM / Annual Organizational Meeting**.

Discussion.

MOTION 2021-025 **Sara Wheale** moved to accept PLSB's recommended terminology change in policies without re-printing or re-signing documents.

Karen Hickerty seconded the motion.

CARRIED

Action Item: Board members will make hand-written corrections in Trustee Policy Manuals. The Director will make corrections to electronic files and post updated version on the website.

NEW BUSINESS

Policy Manual Additions

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

The Board also reviewed a new introduction page for finance Appendices 5-A and 5-C as the attached content documents change annually.

MOTION 2021-026 **Pat Adamson** moved to approve Appendix 5-A and 5-C introductions.

CARRIED

Annual Report to PLSB

The Director presented the Board with a summary of the library's Annual Report.
No questions or discussion required.

MOTION 2021-027 **Susan Schwindt** moved to approve the 2020 Annual Report as presented and submit to PLSB.

CARRIED

Donor & Volunteer Recognition

The Director presented the Board with slideshow summarizing donor and volunteer contributions from 2020 along with a sample of the thank you letters sent to Donors. CRA tax receipts for donations were distributed along with the letters.

MOTION 2021-028 **Donna Gawalko** moved to approve the slideshow publicly acknowledging donors and volunteers to be posted on the Library website, social media, newsletter and newspaper.

CARRIED

Action Item: Board members are encouraged to sign thank you cards for staff family members who donated time and effort to cleaning our Rotary Library. Cards will be at the service desk until Friday, February 26.

FINANCIAL

Current account balance as of February 12, 2021 = **\$208,380.59**: includes Op. Chequing (\$82,667), Op. Saving (\$76,703) and Op. Reserve (\$42,825), Cap. Reserve (\$6,184).

January Financial Reports were reviewed.

Grants: The Director informed the Board that the final report for FCSS grant 2020 has been completed and submitted to define the reallocation of \$4700 from SRC staff support to electronic equipment and licensing in support of e-Programs last year.

Applications have been prepared and submitted for the FCSS grant and CSJ (Canada Summer Jobs) grant to support personnel hiring for SRC 2021. The applications are largely unchanged from 2020 grant applications: The Library was approved for but did not receive any CSJ money as no summer staff were hired for SRC 2020.

2020 Annual Review of Financial Statements: The Director has been responding to questions from the Accountant to identify reporting details. The Review is expected to be completed by the end of February to allow Finance Committee time to examine.

MOTION 2021-029 **Pat Adamson** moved to accept the financial report as presented.

CARRIED

REPORTS

Manager's Report: Darlene Edwards reported that the merge of collections from Rotary is now complete but there is very little room remaining on shelves or in public areas. Inventory of collections is scheduled for March to identify Polaris record and physical item issues.

One staff member has been assigned to contact Rotary patrons to reconcile and transfer account information to Municipal Library and correct formats to ADV procedure using newly amended and simplified patron codes. This is time-consuming but is part of a more personalized service.

The library will invest \$3000 from YRL Allotment account in Q1-2 for OverDrive audio and e-Book licenses. The Manager and Cataloguer will submit title requests.

Director's Report: Doug Whistance-Smith provided a list of all 2020 Board resolutions. These are required by the Accountant and are also sent to municipalities and posted on the website as a summary of 2020 Board motions.

The Director also provided statistics from January with Rotary stats removed; the only fields that still include ADVR are patron counts until transfer of "home Branch is complete. The Director explained significance of stats and how they are interpreted for new trustees.

MOTION 2021-030 *Rosemarie Mayan* moved to accept reports as information. **CARRIED**

Strategic Planning Committee Report:

The Committee has begun drafting the Plan of Service (POS) and presented the Board with a proposed Mission Statement:

"Drayton Valley Library enriches lives by pulling together the services, resources and programs that incite imagination, encourage social engagement, inspire exploration of ideas and launch journeys of discovery."

The Board was provided with wave logo variations for consideration.

New Facility Committee Report:

MOTION 2021-031 *Bill Ballas* moved to go *in camera* at 2:25 pm. **CARRIED**

MOTION 2021-032 *Donna Gawalko* moved to exit *in camera* at 2:30 pm. **CARRIED**

Trustee Reports:

Colleen Schoeninger announced a grant sponsored partner initiative between the Library and the local Ag Society promoting Farm Safety Week; the *Ei-Ei-Joe Show* is advertised and accessible through the Library website.

MOTION 2021-033 *Susan Schwindt* moved to accept reports as information. **CARRIED**

CORRESPONDENCES

Incoming Information Items:

Jan 25: Andrew Skieth, Reynolds, Mirth, Richards & Farmer LLP (RMRF) retainer agreement letter. Signed by Director Jan 26.

Action / Decision Items:

Feb 5: Samantha Littler LLP: legal matter.

MOTION 2021-034 *Karen Hickerty* moved to approve the letter from the Board's legal representative, Andrew Skieth, in response to the legal matter.

Pat Adamson seconded the motion. **CARRIED**

Vote on the **motion 2021-034** was conducted by email on Feb. 11 and verified Feb 18.

Outgoing Items: (1 min.)

Jan 29: Thank you letters sent to all 2020 donors with CRA Tax receipts.

Feb 11: Response from legal counsel Andrew Skieth (RMRF) re legal matter.

NEXT MEETING: Thursday, **March 18, 2021 @ 1:15 pm**

MOTION 2021-035 ***Donna Gawalko*** moved to adjourn meeting at **2:45 pm**. **CARRIED**

Board Chair

Library Director

Adopted on the ____ day of _____, 2021

Drayton Valley Libraries Monthly Stats – February 2021 Page 53 of 54

Patrons

In-Person Library visits			0
ME Library users			0
Patron e-Registrations	New: 13	Renewals: 166	179
Patron Records Deleted			0
TOTAL Patrons	(includes active & inactive patron records)		2889
Where They Live: DV Town: 1714 + Brazeau: 1032 /1288 (228 registered @ Breton) + Other: 143			
DV Town Pop ⁿ = 7235 Brazeau County Pop ⁿ = 7771 (6295 adjusted*) TOTAL Pop ⁿ = 13530*			
DV Library Users/ Pop ⁿ = 23.7% Town DV Library Users/ Pop ⁿ = 16.4%* BC TOTAL/ Pop ⁿ 21.35%			

Collections 28613 items

Items Added	207
Items Deleted	0
Items Withdrawn	(ADVR items were changed to ADV items and then weeded for duplicate & damage) 11548

Circulations

Check-Outs (incl 40 CELA item circs)	2864
# Patrons (incl 1 CELA patron)	343
Check-Ins	2134
Overdue CKIs	208

ILL & Holds

Staff Generated Holds	303
Holds Satisfied	1141
Holds Cancelled	204
ILL-Items Borrowed (from other libraries)	1984
ILL - Items Lent (to other libraries)	1083

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

Log-ins	1119
Item Renewals	425
Patron Generated Holds	1078
Patron Cancelled Holds	28

Public Access - Potential Hrs (New Hours: M/F 10-5 : T/W/Th 9-8 : S 12-4)	204 hrs
Closures: Stat & Holiday / Pandemic	(-7/ -197 hrs)
Actual Open Hours	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)		410/304	714
Wi-Fi Max. Same-time Users			14 same-time users
Unique Devices			97 unique devices
Total Data			145.56 GB

eResources

CloudLibrary		38
Hoopla Circs	(Accumulated Value \$693)	211
OverDrive Circs		667 eBook Check-outs
RBDigital Circs		37
Press Reader (YRL-system circs)		5352

Website	Users: 479	Sessions: 871	Page Views: 2364
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Feb 2021 Programs & Activities

	Posts	Followers	Reached	Impressions	Engagements	Video View Time
Facebook	76	911	5371	12456	862	8.7 hrs
Instagram	47	208	115	1249	108	NA
Twitter	32	692	NA	4861	31	NA
YouTube	12	27	154	1865	NA	10.2 hrs

Virtual Children Programs

		Sessions	Participants	Views
Crafty Kids (Mon)	Verna	3	NA	15
Story-On-Request (Wed)	Verna	4	NA	20
ABC 123 Concepts (Fri)	Verna	3	4 virtual	4

10 sessions 4 + 39 = 43

Youth Programs

		Sessions	Participants	Views
YouthInk Book Clubs (M/T/W)	Verna	9	30 virtual	NA
Creative STEAM (Fri)	Verna	4	19 virtual	NA

13 sessions 49 + NA = 49

Adult & Sr. Programs

		Sessions	Participants	Views
Adult Winter Reading Challenge	Verna	1	7 returned forms	NA
Distantly Social (Mon)	Verna	4	2 virtual	9

5 sessions 9 + 9 = 18

Family & Multigenerational Programs

		Sessions	Participants	Views
Venturesome Valentines Kits	Verna	1	17	NA
Homework Help (T/Th)	Verna	8	NA	37
Read Around the World Week	Verna	4	3 virtual volunteers	31

13 sessions 20 + 68 = 88

Outreach Social Distanced Services

Seniors Outreach	2 scheduled visit to local area lodges
Delivery Service	16 individuals served
Curbside Pickup	341 individuals served
Interagency	1 Zoom session with 11 attendees

Library Awareness & Networking

Monthly Newsletter	100+ distribution via Curbside service
Monthly Programs e-Newsletter	64 + 6 new distributed via listserve subscription
Monthly Newspaper Ad (newsletter summary)	1
Newspaper Articles	0