



Agenda

Call to Order

National Anthem

1.0 Additions to the Agenda

2.0 Adoption of Agenda

3.0 Corrections or Amendments:

3.1. April 21, 2021, Regular Meeting of Council Minutes 3-7

3.2. May 5, 2021, Special Meeting of Council Minutes 8-12

4.0 Adoption of:

4.1. April 21, 2021, Regular Meeting of Council Minutes

4.2. May 5, 2021, Special Meeting of Council Minutes

5.0 Proclamations

5.1. Crime Prevention Week – May 9-15, 2021 13

5.2. National Public Works Week – May 16-22, 2021 14

5.3. Seniors' Week – June 7-13, 2021 15

6.0 Delegations / Administrative Updates

6.1. Drayton Valley Municipal Library Plan of Service – Doug Whistance-Smith 16-30

7.0 Decision Items Pages 31-50

7.1. Appointment of Yellowhead Regional Library (YRL) Board Member 31-32

7.2. Appointment of Returning Officer 33-34

7.3. Rescinding Policy A-02-19 Drayton Valley Smart Communities Security
Camera Pilot Policy 35-36

7.4. 1994 Volvo Fire Engine – Truck Engine 3 37-43

7.5. New Aquatic Centre Amenity Sponsorship Rights Agreement for
Approval 44-50

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 McGee

9.2. Councillor Wheeler

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May 12, 2021

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	9.3. Councillor Ballas	
	9.4. Councillor Peebles	
	9.5. Councillor Dodds	
	9.6. Deputy Mayor Gammara	
	9.7. Mayor Doerksen	
10.0	Information Items	Pages 51-65
	10.1. Drayton Valley Recreation Committee Meeting Minutes – March 24, 2021	52-55
	10.2. Drayton Valley Municipal Library Meeting Minutes – March 18, 2021, and Stats – March 2021	56-60
	10.3. STAR Catholic Schools Board Meeting Highlights – April 2021	61
	10.4. FCM Partners for Climate Protection (PCP) Milestone 3	62-63
	10.5. Drayton Valley / Brazeau County Fire Services - The Bike Index Registration Program Update Report	64-65
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
Nathan Palovcik, Manager of Information Services
Matt Ellis, Senior Planner

Lowani Mubanga, Planning & Development Officer
Doug Whistance-Smith, Library Director
Owen Olynyk, Acting General Manager of Engineering
Tom Thomson, Fire Chief
Shawna Law, Manager of Safety
Cpl. Grainger, 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 9:01 a.m.

1.0 Additions to the Agenda

There were no additions or deletions to the Agenda.

2.0 Adoption of Agenda

RESOLUTION #058/21

Councillor Dodds moved to adopt the Agenda for the April 21, 2021, Regular Meeting of Council, as presented.

CARRIED

3.0 Corrections or Amendments:

3.1. March 24, 2021, Regular Meeting of Council Minutes

There were no corrections or amendments to the March 24, 2021, Regular Meeting of Council Minutes.

4.0 Adoption of:

4.1. March 24, 2021, Regular Meeting of Council Minutes

RESOLUTION #059/21

Deputy Mayor Gammana moved to adopt the Minutes of the March 24, 2021, Regular Meeting of Council, as presented.

CARRIED

5.0 Proclamations

5.1. Earth Day – April 22, 2021

Mayor Doerksen proclaimed April 22, 2021, as Earth Day in the Town of Drayton Valley.

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Minutes of April 21, 2021
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5.2. National Day of Mourning – April 28, 2021

Mayor Doerksen proclaimed April 28, 2021, as National Day of Mourning in the Town of Drayton Valley.

6.0 Community Spotlight

6.1. Artist Recognition – Sarah Bourgeois-Butler

Mayor Doerksen and Council recognized the local artist Sarah Bourgeois-Butler.

7.0 Delegations

7.1. Rotary Club of Drayton Valley – Rob McIntosh

Mr. McIntosh informed Council that Rotary Club added “environment” to its areas of focus, the funding contributions by Rotary International to environment initiatives, the local Drayton Valley Rotary Club involvement, and the current Earth Day events. He advised that the local Rotary Club targets to complete the Rotary-Pembina Outdoor Education Centre this year.

Councillor Dodds exited the meeting at 9:15 a.m.

7.2. Drayton Valley RCMP Stats – February and March 2021 – Acting S/Sgt. Erin Matthews

Cpl. Grainger shared comments on the challenges that the RCMP faces with mental health patients.

Residents have the opportunity to register their home security system with the RCMP. The Policing/Security/Fire Services Committee is currently looking at the website bikeindex.org which allows individuals to register their bicycles with the RCMP.

Councillor Dodds returned to the meeting at 9:40 a.m.

7.3. 2020 Audited Financial Statements – Phil Dirks, Metrix Group LLP

Mr. Dirks presented Council with the 2020 audited financial statements for the Town of Drayton Valley.

Mayor Doerksen called a break at 10:05 a.m.

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

8.0 Decision Items

8.1. 2020 Audited Financial Statements

RESOLUTION #060/21

Councillor Peebles moved that Council accept the 2020 Audited Financial Statements for the Town of Drayton Valley as presented by Mr. Phil Dirks of Metrix Group LLP, as information.

CARRIED

8.2. Request to Waive Building Permit and Off-Site Levy Fees Drayton Valley and Brazeau Aquatic Centre

RESOLUTION #061/21

Councillor Wheeler moved that Council approve the request to waive the Building Permit and Off-site Levy fees only (minus the Inspections Group Service fees and Safety Codes Levy fees).

CARRIED

8.3. Drayton Valley Municipal Library Board Bylaw DVLB-2021-01 and Schedules A-E
RESOLUTION #062/21

Councillor Ballas moved that Council accept the Drayton Valley Library Board's Bylaw and Schedules DVLB-2021-01.

CARRIED

8.4. Community Grants, Second Quarter Allocation
RESOLUTION #063/21

Councillor Ballas moved that Council award the Drayton Valley Community Foundation \$2,500 from the Community Events Grant to help cover the costs associated with hosting the DV100 on September 10 and 11, 2021; AND, that Council award the Drayton Valley Fine Arts Society \$2,500 from the Community Events Grant to help cover part of the artisan fees for painting the Bison Mural on July 15, 2021.

CARRIED

8.5. New Aquatic Centre Amenity Sponsorship Rights Agreement for Approval
RESOLUTION #064/21

Deputy Mayor Gammana moved that Council approve the Sponsorship Rights Agreement between the Town and Ridgeback Resources Inc., 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. Council asked Administration to look into a summer patio bylaw.

9.2. Engineering

Mr. Olynyk provided an update from the Engineering, Utilities, and Public Works departments and advised of the scheduled spring/summer maintenance program.

9.3. Community Services and FCSS

Ms. Driessen provided an update from the Community Services department, Aquatic Facility, Early Childhood Development Centre, and FCSS. She noted that a new Omniplex Manager has been hired.

9.4. Emergency Services

Fire Chief Thomson presented Council with the stats for the months of February and March 2021. Fire Chief Thomson advised that the Town's CPO received the Solicitor General's certification as Level 1 CPO Officer.

Councillor Dodds exited the meeting at 11:13 a.m.

9.5. Safety and Protective Services

Ms. Law provided an update from the Safety department.

9.6. Finance

Mrs. Thomson provided an update from the Finance department.

Deputy Mayor Gammana exited at 11:25 a.m.

9.7. CAO/Administration/Capital Project Update

Ms. Driessen advised of the ongoing Final Budget preparations and capital projects.

10.0 Council Reports

10.1. Deputy Mayor Gammana

- was not present to provide a report.

10.2. Councillor McGee

- had no report to provide.

10.3. Councillor Wheeler

- FCSS Board Meeting

10.4. Councillor Ballas

- March 25 – Economic Development Committee Meeting
- March 26 – RCMP Survey Results
- March 29 -30 – Observer at Co-mediation
- March 31 – Policing/Security/Fire Services Committee
- March 31 – Education Presentation
- April 1 – Alberta Hemp Alliance Meeting
- April 6 – Meeting with Pembina
- April 7 – Call with MLA Mark Smith
- Alberta Hemp Alliance Meeting
- April 15-16 – AUMA Spring Municipal Leaders' Caucus

10.5. Councillor Peebles

- March 29-30 – Co-mediation
- March 12 – Homelessness and Poverty Reduction Strategy Committee Meeting
- March 20 – Meeting with Chief of Staff of Ministry of Agriculture and Forestry

10.6. Councillor Dodds

- was not present to provide a report.

10.7. Mayor Doerksen

- March 29-30 – Co-mediation
- March 31 – Education Presentation
- April 7 – Call with Ministry of Agriculture and Forestry
- April 14 – Governance & Priorities Committee Meeting and Budget Meeting

11.0 Information Items

11.1. Yellowhead Regional Library Board Meeting Minutes – December 7, 2020

11.2. Drayton Valley Municipal Library 2020 Financial Statements

11.3. Sustainability Committee Meeting Minutes – January 27, 2021, and March 5, 2021

11.4. Drayton Valley RCMP Stats – February and March 2021

11.5. Drayton Valley / Brazeau County Fire Services Stats – February and March 2021

RESOLUTION #065/21

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

CARRIED

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12.0 Adjournment

Mayor Doerksen adjourned the meeting at 11:36 a.m.

MAYOR

ACTING CHIEF ADMINISTRATIVE OFFICER

DRAFT



Meeting Minutes

THOSE PRESENT:

Mayor Doerksen
Councillor Ballas
Councillor Dodds (Call-In)
Deputy Mayor Gammana
Councillor McGee
Councillor Peebles
Councillor Wheeler
Annette Driessen, Acting CAO
Elvera Thomson, General Manager of
Finance
Bree Motkoski, Executive Assistant
Sabine Landmark, Administrative
Assistant

Nathan Palovcik, Manager of Information
Services
Owen Olynyk, Acting General Manager of
Engineering
Matt Ellis, Senior Planner
Tom Thomson, Fire Chief
Jennifer Stone, Intergovernmental
Relations and Communications
Bernice Taylor, ECDC Program Manager
(Call-In)
Cathy Weetman, Drayton Valley Western
Review (Call-In)
Graham Long, Drayton Valley & District
Free Press (Call-In)
Members of the Public (Call-In)

1.0 CALL TO ORDER

Mayor Doerksen called the meeting to order at 9:03 a.m.

Mayor Doerksen reorganized the agenda and shifted item 3.1. Mill Rate Bylaw 2021/04/F, Presented for First, Second, and Third Reading to be 3.4., consequently shifting and renumbering all other agenda items.

2.0 Adoption of Agenda

RESOLUTION #066/21

Deputy Mayor Gammana moved to adopt the Agenda for the May 5, 2021, Special Meeting of Council.

CARRIED

3.0 Decision Items

3.1 2021 Penalties For Non-Payment of Property Taxes Temporary Reduction Bylaw 2021/05/F, Presented for First, Second, and Third Reading

RESOLUTION #067/21

Councillor Wheeler moved that Council give First Reading to the 2021 Penalties for Non-Payment of Property Taxes Temporary Reduction Bylaw 2021/05/F, as presented.

CARRIED

RESOLUTION #068/21

Councillor Wheeler moved that Council give Second Reading to the 2021 Penalties for Non-Payment of Property Taxes Temporary Reduction Bylaw 2021/05/F, as presented.

CARRIED

RESOLUTION #069/21

Councillor Wheeler moved that Council consider giving Third Reading to the 2021 Penalties for Non-Payment of Property Taxes Temporary Reduction Bylaw 2021/05/F, as presented.

CARRIED UNANIMOUSLY

RESOLUTION #070/21

Councillor Wheeler moved that Council give Third and Final Reading to the 2021 Penalties for Non-Payment of Property Taxes Temporary Reduction Bylaw 2021/05/F, as presented.

CARRIED

3.2 2021 Final Fee Schedule

Deputy Mayor Gammata declared pecuniary interest with decision item 3.2.1 and exited the meeting at 9:08 a.m.

3.2.1 2021 Early Childhood Development Centre (ECDC) Final Fee Schedule

RESOLUTION #071/21

Councillor Peebles moved that Town Council approve the 2021 Early Childhood Development Centre Final Fee Schedule, as presented.

CARRIED

Deputy Mayor Gammata returned to the meeting at 9:52 a.m.

Councillor Peebles declared pecuniary interest with decision item 3.2.2 and exited the meeting at 9:52 a.m.

3.2.2 2021 Total Works Fitness Centre Final Fee Schedule

RESOLUTION #072/21

Councillor McGee moved that Town Council approve the 2021 Total Works Final Fee Schedule, as presented.

CARRIED

Councillor Peebles returned to the meeting at 9:54 a.m.

Mayor Doerksen declared pecuniary interest with decision item 3.2.3 and exited the meeting at 9:55 a.m. Deputy Mayor Gammata took over chairing the meeting.

3.2.3 2021 Aspen Waste Management Authority Final Fee Schedule

RESOLUTION #073/21

Councillor Dodds moved that Town Council approve the 2021 Aspen Waste Management Authority Final Fee Schedule, as presented.

CARRIED

Mayor Doerksen returned to the meeting at 10:01 a.m. and reconvened chairing the meeting.

3.2.4 2021 Final Fee Schedule (exc. Total Works Fitness Centre, Early Childhood Development Centre, and Aspen Waste Management Authority)

RESOLUTION #074/21

Councillor McGee moved that Town Council approve the 2021 Final Fee Schedule, as presented.

CARRIED

3.3 2021 Final Budget

Deputy Mayor Gammata declared pecuniary interest with decision item 3.3.1 and exited the meeting at 10:11 a.m.

3.3.1 2021 Final Operating Budget for Early Childhood Development Centre

RESOLUTION #075/21

Councillor Peebles moved that Town Council approve the 2021 Final Operating Budget for Early Childhood Development Centre as presented for the Town of Drayton Valley with:

Operating Revenues	1,015,249
Operating Expenditures	(1,200,573)
Net Deficit	<u>(185,324)</u>

CARRIED

Deputy Mayor Gammata returned to the meeting at 10:13 a.m.

Councillor Peebles declared pecuniary interest with decision item 3.3.2 and exited the meeting at 10:13 a.m.

3.3.2 2021 Final Operating Budget for Fitness Centre

RESOLUTION #076/21

Councillor McGee moved that Town Council approve the 2021 Final Operating Budget for the Fitness Centre as presented for the Town of Drayton Valley with:

Operating Revenues	216,408
Operating Expenditures	(182,308)
Net Surplus	<u>34,100</u>

CARRIED

Councillor Peebles returned to the meeting at 10:14 a.m.

Mayor Doerksen declared pecuniary interest with decision item 3.3.3 and exited the meeting at 10:15 a.m. Deputy Mayor Gammata took over chairing the meeting.

3.3.3 2021 Final Operating Budget for Waste Management

RESOLUTION #077/21

Councillor Wheeler moved that Town Council approve the 2021 Final Operating Budget for Waste Management as presented for the Town of Drayton Valley with:

Operating Revenues	2,210,578
Operating Expenditures	(1,548,484)
Net Surplus	<u>662,094</u>

CARRIED

Mayor Doerksen returned to the meeting at 10:17 a.m. and reconvened chairing the meeting.

3.3.4 2021 Final Operating Budget (exc. Fitness Centre, Early Childhood Development Centre and Waste Management) and Capital Budget

RESOLUTION #078/21

Deputy Mayor Gammama moved that Council approve the 2021 Final Operating Budget (exc. Fitness Centre, Early Childhood Development Centre and Waste Management) and the Capital Budget as presented for the Town of Drayton Valley with the below:

Operating Revenues	10,384,646
Taxes (gross)	14,658,433
School and Seniors Requisitions	(3,924,578)
Total Revenue	21,118,501
Operating Expenditures	19,018,693
Depreciation	-
Debt Repayment	1,309,795
Transfers to Reserves	790,013
Total Expenditures	21,118,501
Additional Transfer to Reserves	\$510,870
Total Transfer to Reserves	\$1,300,883
Capital Expenditures and Financing	17,914,060

Councillor Peebles asked for a friendly amendment to have the mill rate reflect a true 0%.

Deputy Mayor Gammama accepted the friendly amendment.

Councillor Peebles withdrew his friendly amendment.

Councillor Peebles asked for the vote to be recorded.

CARRIED

In Favour:

Councillor Ballas
Councillor Dodds
Councillor McGee
Councillor Wheeler

Opposed:

Mayor Doerksen
Deputy Mayor Gammama
Councillor Peebles

Mayor Doerksen called a break at 10:54 a.m.

Mayor Doerksen reconvened the meeting at 11:01 a.m.

Councillor McGee entered the meeting at 11:03 a.m.

3.4 Mill Rate Bylaw 2021/04/F, Presented for First, Second, and Third Reading
RESOLUTION #079/21

Councillor Wheeler moved that Council give First Reading to Mill Rate Bylaw 2021/04/F, as presented.

CARRIED

RESOLUTION #080/21

Councillor Dodds moved that Council give Second Reading to Mill Rate Bylaw 2021/04/F, as presented.

CARRIED

RESOLUTION #081/21

Councillor Wheeler moved that Council consider giving Third and Final Reading to Mill Rate Bylaw 2021/04/F, as presented.

CARRIED UNANIMOUSLY

RESOLUTION #082/21

Councillor Wheeler moved that Council give Third and Final Reading to Mill Rate Bylaw 2021/04/F, as presented.

CARRIED

4.0 Adjournment

Mayor Doerksen adjourned the meeting at 11:18 a.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Town of Drayton Valley

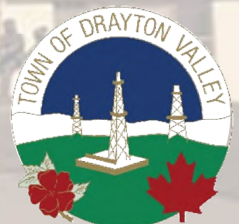
Proclamation

Crime Prevention Week May 9 to 15, 2021

- WHEREAS:** The week of May 9 to 15, 2021 has been designated as Crime Prevention Week in Alberta; and
- WHEREAS:** Drayton Valley wishes to heighten public awareness of crime prevention by working together with crime prevention groups and citizens throughout the province; and
- WHEREAS:** our goal is to build a strong community which discourages crime and works cooperatively with law enforcement agencies, crime prevention groups, communities, schools, youth groups, faith-based partners, cultural groups, and businesses to build public awareness and involvement in crime prevention activities; and
- WHEREAS:** the success of crime prevention depends on people working together in families, neighbourhoods, businesses, and community organizations to build safe healthy communities while working in tandem with local law enforcement agencies
- THEREFORE:** I, Mayor Michael Doerksen, on behalf of the Council of the Town of Drayton Valley, do hereby proclaim the week of **May 9 to 15, 2021** as "**Crime Prevention Week**" in the Town of Drayton Valley.

DATED at the Town of Drayton Valley,
in the Province of Alberta,
this 12th day of May 2021.

Mayor Michael Doerksen



Town of Drayton Valley

Proclamation

NATIONAL PUBLIC WORKS WEEK

May 16-22, 2021

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

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

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

NOW THEREFORE I, Michael Doerksen, Mayor of the Town of Drayton Valley, do hereby proclaim May 16-22, 2021, as "National Public Works Week" in the Town of Drayton Valley and I call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions which public works officials and employees make every day to our health, safety, comfort, and quality of life.

DATED at the Town of Drayton Valley,
in the Province of Alberta,
this 12th day of May, 2021.

Michael Doerksen, Mayor



Town of Drayton Valley

Proclamation

SENIORS' WEEK

June 7-13, 2021

WHEREAS senior citizens have made, and continue to make, many contributions that strengthen our community, town and province. Seniors are a vital part of our families and, by giving generously of their wisdom and experience, they enrich our daily lives; and

WHEREAS many seniors are independent and active and, by challenging the stereotypes of aging, they are leading the way for future seniors; and

WHEREAS a more positive attitude toward aging is creating new opportunities for senior; and

WHEREAS by highlighting awareness of senior citizens, their achievements, value and contributions will continue to be recognized and celebrate;

NOW THEREFORE I, Michael Doerksen, Mayor of the Town of Drayton Valley, do hereby proclaim June 7 to 13, 2021, "Seniors' Week" in the Town of Drayton Valley.

DATED at the Town of Drayton Valley,
in the Province of Alberta,
this 12th day of May, 2021.

Michael Doerksen, Mayor





Town of Drayton Valley

Delegation Request Form

Name(s): _____

Organization: _____

Contact Number: _____ Contact E-mail: _____

Mailing Address: _____

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

Council Meeting

Governance & Priorities Committee Meeting

Special Meeting/Presentation

Administration Meeting

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

Reason for Requesting Delegation:

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

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



Drayton Valley Municipal Library

Imagine ~ Engage ~ Explore ~ Discover



Plan of Service 2021-2025

We enrich lives by pulling together the services, resources and programs that incite imagination, encourage social engagement, inspire exploration of ideas and launch journeys of discovery.

DVML Plan of Service 2021-2025

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“Without community service, we would not have a strong quality of life. It's important to the person who serves as well as the recipient. It's the way in which we ourselves grow and develop.” - Dorothy Height (Civil Rights Activist)

DVML Plan of Service 2021-2025

Introduction

Libraries are the cultural cornerstone of civilizations dating back to the earliest societies. They preserve the human experience and provide a point of reference connecting the past to the future. Libraries reflect cultural change by echoing shifts in the way people connect with information and with each other. The silent, passive warehouse of yesterday's library has evolved into the vibrant, active social spaces of today.

Libraries must continuously adapt and embrace change to remain relevant to the needs of the community. The Plan of Service is a window through which the library takes a close look at the community it serves, recognizes cultural shifts, prioritizes response to public needs and plans a course of measurable response.

The 2021-2025 Plan of Service was prepared during a time of significant uncertainty: the ongoing local and provincial economic situation significantly strained our operational reserves. The global coronavirus pandemic altered our approach to assessing community needs. The Plan of Service focuses heavily on consolidating resources and recovering public engagement following prolonged social isolation.

We trust that this plan will launch our library and our community on a promising journey of discovery.



DVML Plan of Service 2021-2025

Library & Community Profile

Drayton Valley Municipal Library serves a combined population of over **15,000** people living in the Town of Drayton Valley, Brazeau County and surrounding communities. Drayton Valley is located about 130 kilometers southwest of Edmonton and is the largest urban center in Brazeau region providing service and recreational amenities to residents.

Brazeau County is largely rural with an economy based on agriculture and natural resources including forestry, hydro-electric and petroleum sectors. Drayton Valley is home to many that support and rely on the oil and gas industry. This sector has struggled in recent years leading to innovations in alternative energy sources to diversify the local economy.

According to the 2016 Federal Census, the average age of Town residents is 34 years old while the average age of County residents is 38 years old. These statistics indicate that the community is predominantly young working-age families. The Library Board managed two service points in Drayton Valley: the Drayton Valley Municipal Library that offers the full spectrum of library resources, services and programs, and the Rotary Children's Library which provided collections, services and programs specific to families with young children.

In late 2020, the Library Board was compelled by mounting economic pressures to permanently close the Rotary Children's Library and consolidate resources and services in the Municipal Library. As one parent expressed, *"This makes me so sad personally and for our community. What a terrible loss for families in the area. I hope you can find a new space to combine the libraries and continue to offer programs for children and families."*

As our Library moves forward into a new chapter, we are committed to bridging the gap between people and the services, resources and programs that inspire imagination, enhance literacy, and engage in collaborations for a better and more prosperous future.

DVML Plan of Service 2021-2025

Message from the Board Chair

Libraries are not mere 'houses for books'; libraries are dynamic social spaces!

They inspire creativity and a sense of belonging in the community. They provide fertile ground for the development of partnerships and the growth of enterprise. They are a cornerstone in our society. They serve as a bridge to connect the knowledge and experience of yesterday with the innovation and opportunity of tomorrow.

In my fourteen years involvement on the Board I have witnessed the growth, evolution and diversification of our library to meet the changing needs of users.

Libraries are institutions that have stood the test of time. Throughout the ages, libraries have housed and provided information. While I don't think our need for libraries will ever change, I think we must continue to adapt the way we provide services.

I am pleased and proud to share our 2021-2025 Plan of Service with you.

We have worked very hard during challenging times to develop a plan that reflects the demands and diversity in our community. The plan is designed to reflect our commitment to rise to meet the challenge of adapting to an ever-changing social and economic landscape. We are confident that our plan will serve as a springboard to launch our library and community into a vibrant future.

Our mission is "to enrich lives by pulling together the services, resources and programs that incite imagination, encourage social engagement, inspire exploration of ideas and launch journeys of discovery."

Our plan will help guide our efforts to achieve these objectives as we move forward into an evolving and exciting future.

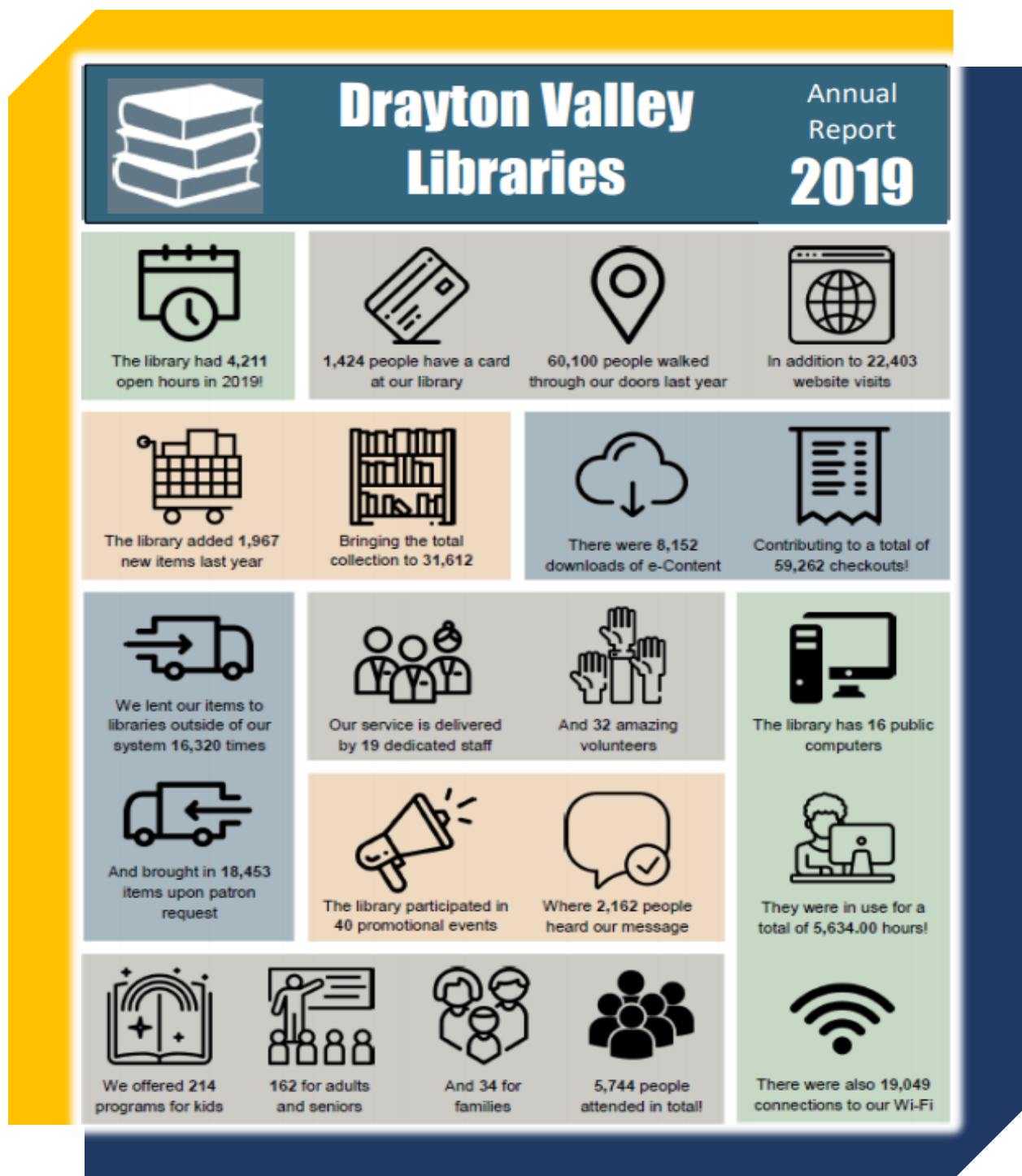


Lyndara Cowper-Smith, Board Chair

DVML Plan of Service 2021-2025

Snapshot of Library Services

The 2021-2025 Plan of Service uses combined data for the Rotary Children's and Municipal Libraries as collected and reported to the Minister of Municipal Affairs from our last full year of service provision prior to the COVID pandemic. This data is used to gauge the success of our previous plan and establish a base-line for measuring progress towards objectives defined in our new plan.



DVML Plan of Service 2021-2025

Planning Process

The Library Board was poised to conduct comprehensive community consultations in 2020 for developing our 2021-2025 plan of service. Our first major public engagement event, the “Fire & Ice: Icebreaker”, was held on February 16, 2020. The event was attended by **over 800 people!**

It appeared that we were well on our way... Then COVID-19 arrived in March and our plans took a detour.

The community assessment shifted from in-person consultation to a review of responses gathered from 397 surveys collected over the previous three years including a survey circulated in July 2020 between the first and second pandemic lock-downs.

Surveys included both close-ended and open-ended questions:

- Objective responses from close-ended questions recognized strengths in our existing services, programs and resources.
- Subjective feedback from open-ended questions provoked unique insights and ideas for future evolutions to meet community needs.

Yellowhead Regional Library provided advice on strategic planning during a pandemic. The Public Library Services Branch of Municipal Affairs offered similar guidance in their “Plan of Service During the COVID-19 Outbreak”. Additional webinars and online tools assisted in preparing community assessment based on the processes outlined in *Strategic Planning for Results* by Sandra Nelson (2008).

The Board assigned members to a Community Planning Committee (CPC) for the task of evaluating survey data and comments gathered at the *Icebreaker* event. The committee recognized several key factors during development of priority responses:

Our community is evolving in response to internal and external pressures.

Our resource reserves are not guaranteed and require a measured approach.

Our priorities must respond to the needs of the community to remain relevant.

The priorities defined in our 2021-2025 Plan of Service provide a realistic response to the identified community’s needs:

A Place to Connect: Physical Social Space

Welcoming Faces: Inclusive Access to Services

Satisfy Curiosity: Resources for Learning and Leisure

Culture of Community: Programs for Living and Lifestyle

The priority responses act as a framework for establishing meaningful objectives with strategies and measures to guide our efforts over the coming five years. Progress is measured and evaluated annually to adjust our course according to changes in resource availability or evolution of community needs.

DVML Plan of Service 2021-2025

Vision, Mission & Values

Vision

Drayton Valley Library is the gateway to journeys of discovery by providing lasting, meaningful connections between people and ideas, lifestyle and learning, culture and community.

Mission

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.

Values

Our values reflect who we are and who we aspire to be. Values define the culture of our organization and express our commitment to achieve high standards of personal and professional service to the community.

Accessible & Approachable: We value our patrons, treating them with compassion and care. We as professionals appreciate the opportunity to serve those who rely on our knowledge and expertise, and enjoy giving them tools to succeed in their endeavors. Their success is our success!

Receptive & Responsive: We realize that change and challenge inevitably lead to innovation and improvement. Our willingness to accept and adapt to evolutions in our environment help us remain relevant to the community and patrons we serve.

Innovative & Inclusive: We commit ourselves and our efforts to exploring new, creative concepts. Our library is an idea lab, where people explore concepts and discover possibilities. We provide a forum for respectful conversation on subjects that matter to community residents. Creativity is limited only by the scope of imagination.

Diversity & Inclusivity: We respect and value unique perspectives that contribute to the culture of our workplace and community. Shared personal journeys, experiences and interests strengthen and support those we work with and serve. We are stronger, more resilient and more successful when we pull together.

Fun & Freedom: We believe in individual freedom to explore personal interests. Our library is a discovery zone where people are free to explore a world of information and share in the joy of learning. We provide fun, friendly services and programs that excite and encourage!

DVML Plan of Service 2021-2025

A Place to Connect: Physical Social Space

We collaborate with partners to provide a barrier-free space where all are welcome to enjoy amenities, embrace community and share social connections.

The Library will relocate to a larger functional facility in the downtown area with enough space to deliver comprehensive services, accommodate combined collections and offer social engagement opportunities.

Objective 1: Secure a centrally located multipurpose facility that allows expansion, affords versatility and accommodates social activities.

Strategies:

- Coordinate with municipal partners to identify and acquire space to house a new library.
- Communicate with stakeholders, sponsors and grant support groups to secure funding for retrofitting and renovating the selected facility.
- Cooperate with building developers to incorporate barrier-free features for all ages and abilities.
- Collaborate with facility planners to create a space for Rotary Children's collections and kid's activities.

Objective 2: The Library will work with municipal and business partners to revitalize downtown.

Strategies:

- Explore connections to neighbouring businesses to increase interest in downtown.
- Expand partnerships with other service providers to enhance resource and program offerings.
- Enhance promotional activities to stimulate interest and social engagement at the library.

Measures

Objective 1

By the end of 2021:

- A suitably sized (>650 m²) facility with street-level access will be acquired to house the Library located in the downtown area.

By the summer of 2022:

- Relocate to the new facility.
- Launch event attended by > 2000 visitors and guests.

Objective 2

Annual increases:

- >3% in partnerships.
- >4% in promotional events.
- >5% in library foot-traffic.

By December 2025

- >90% users respond that they are satisfied or very satisfied with the physical space.



“The library is not a shrine for the worship of books... A library, to modify the famous metaphor of Socrates, should be the delivery room for the birth of ideas - a place where history comes to life.”

- Norman Cousins (Journalist & Peace Activist)

DVML Plan of Service 2021-2025

Welcoming Faces: Inclusive Access to Services

We greet customers with warmth and compassion, ensuring equal and equitable access to services that enrich lives and support livelihoods.

The Library is a hearth of society and hub of community where all are welcome to share in the knowledge of personable and professional services free of bias or barriers.

Objective 1: Reduce physical and social barriers for those seeking access to learning and literacy services through the library.

Strategies:

- Increase public hours to include four evenings per week and longer weekend hours.
- Connect marginalized people with special reading needs to service for learning and lifestyle choices.
- Identify isolated individuals that cannot access the library and determine their service needs.

Objective 2: Deliver a warm, welcoming experience through personalized customer care.

Strategies:

- Promote a positive, collegial work environment through team-building exercises.
- Ongoing staff training to improve service skills.
- Empower staff to manage patron issues without administrative intervention.

Objective 3: Enhance technology services.

Strategies:

- Provide 12 public work stations with Internet, MS Office and printer networking.
- Install 2 designated Public Access Catalogue stations.
- Create 2 interactive children's literacy kiosks.

Objective 4: Increase public awareness of services through promotion and marketing.

Strategies:

- Increase engagement at community functions.
- Increase Social Media presence.
- Increase partnerships with Interagency groups.
- Work with our regional library to improve website navigation and functionality.

Measures

Objective 1

By January 2022:

- 8 permanent staff supported by student pages & summer program staff.
- >56 public hours/ week.
- >10% CELA services.
- >15% outreach to seniors.

Objective 2

By January 2022:

- >85% surveyed customers were greeted with a smile.
- >35% of users recognized and referred to by name.
- >95% surveyed customers rate service as 'very good' or 'excellent'.

Objective 3

By January 2024:

- ~16 public computers.
- >10% computer use hours.
- >15% Wi-Fi users.

Objective 4

Monthly news ad or article

Annual increases:

- >5% active cardholders.
- >5% walk-in foot traffic.
- >5% allied service referrals.
- >10% "heard our message".
- >15% website visits.

DVML Plan of Service 2021-2025

Satisfy Curiosity: Resources for Learning & Leisure

We connect people to physical and virtual resources that inspire imagination, engage information, explore ideas and discover possibilities.

Residents see the library as an essential community resource to expand knowledge and improve quality of life.

Objective 1: Collaborate with community to develop resources for early learning and literacy skills.

Strategies:

- Involve educators in selecting learning resources.
- Include parents with pre-school and school-aged children in selection of leisure reading materials.
- Develop kits for learning and discovery.

Objective 2: Quality and efficacy of physical collections are guided by circulation trends.

Strategies:

- Annual inventory and weeding of collections.
- Expand capacity in highly circulated collections.
- In-house promotion of under-accessed resources.

Objective 3: Patrons know how to access the larger collection of province-wide resources.

Strategies:

- Train staff in use of computer resources.
- Teach patrons how to access resources.

Objective 4: Technology and virtual resource offerings keep pace with 21st century innovations.

Strategies:

- Invest in digital resources through regional library.
- Instruct people on use of virtual tools and digital information literacy.



Measures

Objective 1

By the summer of 2023:

- >5% Early literacy material.
- >5% ELL collections.
- >10% Junior & Youth items.

Objective 2 & 3

By the Summer of 2024:

- <5% of inventory items show as “never circulated.”
- >10% item check-outs.
- ~50:50 ratio of items lent to items borrowed through ILL.
- >85% users found what they were looking for on shelves.
- >90% users rate collection as “very good” to “excellent”.

Objective 4

By the summer of 2024:

- >10% database access
- ~15% of collections budget allocated to eBook licensing.
- >20% e-content downloads.
- >80% staff are comfortable troubleshooting tech-related issues.

“Never regard study as a duty, but as the enviable opportunity to learn to know the liberating influence of beauty in the realm of the spirit for your own personal joy and to the profit of the community to which your later work belongs.”

- Albert Einstein (Physicist & Humanist)

DVML Plan of Service 2021-2025

Culture of Community: Programs for Living & Lifestyle

We promote community culture through programs and social activities that excite imagination, engage the mind, explore interests and discover passions.

Our programs provide a fun, interactive stage to engage people in activities that inform, excite and educate.

Objective 1: Imagination-incubators: Early literacy and learning skill development.

Strategies:

- Promote early childhood language development.
- Increase library awareness by engaging in story-time outreach in daycares and schools.
- Include schools in encouraging literacy for leisure and lifestyle through reading clubs, writing groups, summer programs and 'Battle of Books' events.

Objective 2: Idea-labs: Cultural programs supporting leisure and lifestyle.

Strategies:

- Engage local writers in author talk events.
- Encourage cultural expression through arts and crafts activities for all ages and stages of life.
- Entertain audiences with movie programs and music events.

Objective 3: Mind-Markets: Tech-based learning.

Strategies:

- Incorporate 3-D printer in Science-Technology-Engineering-Arts-Math (STEAM) programs.
- Include available technologies as teaching tools.
- Improve digital and information literacy skills.

Objective 4: Going places: Engaging beyond the physical library.

Strategies:

- Provide virtual programs as an alternative to in-person engagement.
- Encourage serendipitous reading: "brown-wrapper reads", "chance encounters with an author", etc.
- Participate in outreach initiatives to community recreation facilities and local campgrounds.

Measures

Objective 1

By the summer of 2023:

- >5% in school visits.
- >10% library tours.
- >15% in Summer Reading Club (SRC) participation.
- >250 programs or events for children and youth.

Objective 2 & 3

By the summer of 2024:

- >5% family-based events.
- >10% teen activities.
- >10% adult programs.
- >15% library awareness engagements.
- >15% 3-D Maker-bot printing jobs.
- >20% use of SMART-Board for program delivery.
- >90% surveyed customers rated program as 'very good' or 'excellent'.
- >95% surveyed customers 'learned something new'.

Objective 4

By the summer of 2025:

- >15% program attendance is virtual.
- >30% of new patrons result from contact outside library.

DVML Plan of Service 2021-2025

Acknowledgements

The Town of Drayton Valley Library Board extends thanks to local councils, Community Planning Committee (**CPC**) members, library staff, Interagency groups, library patrons and other community members who contributed to the development of this plan of service.

We appreciate your continued support and trust that this plan will contribute to the ongoing success of our organization and our community.

Library Board Members

(CPC members identified with Bold font)

Lyndara Cowper-Smith (Board Chair)
 Donna Gawalko (**Board Vice Chair**)
 Patricia Adamson (Board Treasurer)
 Colleen Schoeninger (Trustee)
 Sandra Blades (**Trustee**)
 Karen Hickerty (**Trustee**)
 Rosemarie Mayan (**Trustee**)
 Susan Schwindt (**Trustee**)
 Bill Ballas (Town Councillor)
 Sara Wheale (County Councillor)



Library Staff

Douglas Whistance-Smith (**Director**)
 Dana Crawford (Operations Manager – on leave)
 Darlene Edwards (Interim Manager)
 Verna Wicks (Programmer)
 Lorna Thompson (Senior Service Specialist)
 Crystal Serzisko (Service Specialist)
 Rebecca Wepryk (Service Specialist & Outreach)
 Pamela St. Laurent (Service Specialist)

"A customer is the most important visitor on our premises: [They are] not dependent on us; we are dependent on [them]. [They are] not an interruption in our work; [They are] the purpose of it. [They are] not an outsider in our business; [They are] part of it. We are not doing [them] a favor by serving [them]. [They are] doing us a favor by giving us an opportunity to do so."

- Mohandas Gandhi (Human Rights Activist & ethicist)

DVML Plan of Service 2021-2025



Drayton Valley Municipal Library

Imagine ~ Engage ~ Explore ~ Discover

Our Logo Interpreted

Our logo has metaphorical relevance to our community and our library's service to residents. There are two interpretations implied by the logo:

The logo depicts the gently rolling landscape of Drayton Valley with the sun rising over the river valley. The green hill in the foreground signifies new growth while the purple wave symbolizes forests of the foothills visible in the distance. The white lines between the waves represent the Pembina and North Saskatchewan rivers.

The logo also illustrates one half of an open book with the spine on the right border. The green wave suggests a book cover with the pages represented in purple. "The sun shines on a new chapter for our library and our community" and signifies hope for the future.

Learning and living are journeys of discovery that start with imagining possibilities, engaging in personal development, exploring new ideas and discovering yourself in the process. We are proud of our community and our contribution to the life journey of our customers.

The *2021-2025 Plan of Service* was adopted by unanimous consent of the Town of Drayton Valley Library Board on **April 22, 2021**.

Imagine the places we'll go!

TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION

SUBJECT:	Appointment of Yellowhead Regional Library (YRL) Board Member
MEETING:	May 12, 2021 Regular Meeting of Council
PRESENTED BY:	Doug Whistance-Smith Library Director

1. PROPOSAL AND BACKGROUND:

The Town of Drayton Valley is a member of the Yellowhead Regional Library System, and therefore is entitled to appoint a member on behalf of the Town of Drayton Valley to the library system board as per Part 2, Section 16, of the Alberta Libraries Act:

A library system board shall consist of

(a) one member for each municipality, Metis settlement and school authority that is a member of the library system who is appointed by the council of the municipality, Metis settlement or school authority.

Traditionally, a member of Council is being appointed to the YRL Board at the annual Organizational Meeting of Council. The Council member currently appointed is Councillor Bill Ballas. However, the Drayton Valley Municipal Library Board (DVMLB) expressed its interest to appoint the current DVMLB member, Ms. Pat Adamson, to the Yellowhead Regional Library System for the Town of Drayton Valley.

The YRL Board will be notified of Council's decision.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

N/A

3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:




Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	Yes	<i>Alberta Libraries Act</i>
Municipal Bylaws	Yes	2019/15/B
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	Yellowhead Regional Library Master Membership Agreement

4. POTENTIAL MOTIONS:

- A. That Council appoint Ms. Pat Adamson to the Yellowhead Regional Library Board for the Town of Drayton Valley and for a term ending October 31, 2021.
- B. That Council appoint _____ to the Yellowhead Regional Library Board for the Town of Drayton Valley and for a term ending October 31, 2021.
- C. That Council direct to: _____.

5. RECOMMENDATION

6. ATTACHMENTS:

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION

SUBJECT:	Appointment of Returning Officer
MEETING:	May 12, 2021 Regular Meeting of Council
PRESENTED BY:	Annette Driessen, Acting Chief Administrative Officer

1. PROPOSAL AND BACKGROUND:

The *Local Authorities Election Act*, which governs the running of elections within Alberta municipalities, states that an elected authority may, by resolution, appoint a Returning Officer for the purposes of conducting elections (section 13(1)). According to the *Local Authorities Election Act*, section 13(2), if the elected authority does not appoint a Returning Officer, the secretary (defined as the Chief Administrative Officer or designated officer of a municipality) is deemed to have been appointed as the Returning Officer.

As defined in the *Local Authorities Election Act*, a Returning Officer is the person appointed under the Act as a Returning Officer and includes a person acting in the Returning Officer's place.

The appointment of a Returning Officer by way of Resolution provides transparency to the community of Drayton Valley.

The next municipal general election will be held on October 18, 2021. Nominations for the general election will be open between January 1, 2021, and September 20, 2021.

Due to changes in staffing which leaves the Returning Officer position vacant, a successive Returning Officer must be appointed.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

Hiring an independent Returning Officer will impact the Budget; the necessary funds have been included as part of the 2021 Final Budget.

3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	Yes	LAEA 13(1)
Municipal Bylaws	N/A	
Municipal Development Plan	N/A	
Sustainability Vision 2019-2021	N/A	
Town of Drayton Valley Strategic Plan 2019-2021	N/A	
Other Plans or Policies	N/A	




4. POTENTIAL MOTIONS:

- A. That Council appoint Pam Thesen as the Returning Officer for the 2021 Municipal General Election.
- B. That Council decline the appointment of Pam Thesen as the Returning Officer for the 2021 Municipal General Election.

5. RECOMMENDATION

Administration recommends that Council appoint Pam Thesen as the Returning Officer for the 2021 Municipal General Election.

6. ATTACHMENTS:

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION

SUBJECT:	Rescinding Policy A-02-19 Drayton Valley Smart Communities Security Camera Pilot Policy
MEETING:	May 12, 2021 Regular Meeting of Council
PRESENTED BY:	Jennifer Stone, Intergovernmental Relations & Communications

1. PROPOSAL AND BACKGROUND:

In 2019, the Town of Drayton Valley participated in a Smart Communities Pilot Project initiative in partnership with TELUS. The Project included the installation of cameras at key intersections and at outdoor public spaces.

Policy A-02-19 was developed to address an internal process for data sharing, including administrative access and requests from the RCMP and the public. This Policy was passed by Council on December 18, 2019, just before the Pilot went live in early 2020.

As the Smart Communities initiative with TELUS formally ended on February 11, 2021, at the direction of Council; it is no longer necessary to have an active policy for the project.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

There are no impacts 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:

- That Council rescind the Drayton Valley Smart Communities Security Camera Policy A-02-19.
- That Council decline rescinding the Drayton Valley Smart Communities Security Camera Policy A-02-19 and instruct Administration to _____.
- That Council _____.

5. RECOMMENDATION

Administration recommends that Council rescind the Drayton Valley Smart Communities Security Camera Policy A-02-19.

6. ATTACHMENTS:

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION

SUBJECT:	1994 Volvo Fire Engine – Truck Engine 3
MEETING:	May 12, 2021 Regular Meeting of Council
PRESENTED BY:	Tom Thomson Fire Chief

1. PROPOSAL AND BACKGROUND:

The fire service is looking for direction from Council on the disposal of an old fire truck, Engine 3. The vehicle is a Town-owned asset and has served the community since 1994 and was taken out of service after the arrival of Engine 5. As the fire department has limited space in the fire hall, we are looking for direction on how to dispose of the asset.

Upon reviewing the National Fire Protection Association (NFPA) Standard 1901, (Standard for Automotive Fire Apparatus ANNEX D), the literature suggests a life expectancy for automotive fire apparatus to be ten (10) to fifteen (15) years as a front-line apparatus and twenty (20) years total service in fire operations. NFPA 1901 states: "Anything over twelve (12) years of service has very little trade in value."

Engine 3 is currently 27 years old.

2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

The fire service has contacted a sales company that purchases and sells used fire trucks. It is estimated that the value of the vehicle would be listed between \$15,000 to \$20,000 as a maximum.

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	Disposition of Surplus Good and Equipment Policy TF-01-18

4. POTENTIAL MOTIONS:


- A. That Council direct Administration to donate the 1994 Volvo Fire Engine – Truck Engine 3 to Firefighter Aid Ukraine as a donation to a third world country.
- B. That Council direct administration to try and sell the 1994 Volvo Fire Engine – Truck Engine 3.


5. RECOMMENDATION

That Council donates the fire engine to a third world country.

6. ATTACHMENTS:

1. Asset Management Policy Section 9.10.
2. Photos of Engine 3 Fire Truck.
3. Photos of a previous donation that was made in 2010 of a water tender truck to Guatemala.

REPORT PREPARED BY:	<i>7-7L</i>	REVIEWED BY:	<i>7-7L</i>
APPROVED BY:			

Subject:	Disposition of Surplus Goods and Equipment Policy	Policy No.:	TF-01-18	
Department:	Treasury and Finance			
Approval Date:	May 16, 2018	Review Date:		
Associated Policies:				

Disposition of Surplus Goods and Equipment Policy

General Policy

Each Department Head will submit to the Senior Finance Officer, from time to time and upon request, a written list of assets which are deemed surplus, have become obsolete, worn out, damaged or scrap. For the purposes of clarity, these assets are to include vehicles and equipment normally replaced on a scheduled basis and may be considered for trade-in or replacement. Land and real property are not contemplated under this Policy.

Procedure

1. All obsolete, damaged or surplus property will first be offered to other departments at its net value as determined by the Senior Finance Officer and Department Head. The disposition of assets which contain data shall be first cleared by the Manager of the IT Department.
2. All obsolete, damaged, surplus or scrap assets not required by any Town departments will be accumulated by the Town and will be disposed of by any of the following:
 - 2.1 a trade-in on vehicle/equipment being replaced;
 - 2.2 live public auction;
 - 2.3 sealed bid by advertised public bid (and sold to the highest bidder);
 - 2.4 donation to a community organization; or
 - 2.5 upon approval of Senior Finance Officer and Department Head, removal to a Town garbage disposal unit or an approved site.

Subject:	Disposition of Surplus Goods and Equipment Policy	Page:	2 of 2
Department:	Treasury/Finance		
Approval Date:	May 16, 2018	Review Date:	

3. Net proceeds from the disposal of surplus assets shall be transferred through the operating or capital budget to the appropriate account as directed by the Senior Finance Officer.
4. In each case where it is estimated that the value of the surplus assets will be greater than ten thousand dollars (\$10,000.00), a report recommending the sale shall be submitted to Council for approval.
5. No surplus assets will be sold directly to a Town employee, although this does not prohibit any Town employee from purchasing Town surplus assets being sold through a public process.



Mayor

May 16, 2018

Approval Date

1994 Volvo Fire Truck Engine 3



Donation of Water Tender to Fire Station in Guatemala



(Parade for the arrival of the donated truck)



(Appreciation shown by the public for the donation of the truck)



(Truck also serves in the delivery of drinking water to rural villages)



(Donated truck parked in front of fire station in Guatemala)

TOWN OF DRAYTON VALLEY

REQUEST FOR DECISION

SUBJECT:	New Aquatic Centre Amenity Sponsorship Rights Agreement for Approval
MEETING:	May 12, 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 one community business is wishing to become a naming sponsor for one of the specific amenities within the new Aquatic Centre.

Pembina Pipeline Corporation has signed an agreement in hopes of being awarded the Naming Sponsor of the Natatorium Solar Power Panel. This sponsorship allows Pembina Pipeline Corporation 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 this Request For Decision for Councils 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, a grapple, a skateboard park and off-

		<p>leash dog park;</p> <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.
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4. POTENTIAL MOTIONS:

OPTIONS FOR THE SPONSORSHIP RIGHTS AGREEMENT FROM RIDGEBACK RESOURCES INC:




- 1) That Council approve the Sponsorship Rights Agreement between the Town and Pembina Pipeline Corporation as presented.
- 2) That Council approve the Sponsorship Rights Agreement between the Town and Pembina Pipeline Corporation with the following recommendations:
- 3) That Council decline the Sponsorship Rights Agreement between the Town and Pembina Pipeline Corporation.

5. RECOMMENDATION

That Council approve the Sponsorship Rights Agreement between the Town and the Pembina Pipeline Corporation as presented.

6. ATTACHMENTS:

1. Sponsorship Rights Agreement - Pembina Pipeline Corporation

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

PEMBINA PIPELINE CORPORATION

(hereinafter referred to as the “Sponsor”)

1. OWNERSHIP

The Facility is the Aquatic Centre located at 4700 West Valley Park Road, 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 Pembina Pipeline Corporation is the name of the Natatorium Solar Power Panel, located within the Aquatic Centre. Any change to this name must receive prior written approval of the Town.

3. DEFINITION

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

4. RIGHT TO CHANGE NAME

- a. The Sponsor may change the name of the Facility Amenity only with written approval of the Town.
- 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 Amenity 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 Sponsorship Rights Agreement.
- b. Notwithstanding the foregoing, the Sponsor shall have the right to extend the term of this Sponsorship Rights Agreement for a period of ten (10) years on the same naming right costs, terms, and conditions as stated in Section 8 of this agreement or as otherwise agreed by the parties. The Sponsor will provide written notice of its election to extend the term of this Sponsorship Rights Agreement at least 12 months prior to the expiration hereof.

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 in respect of the Facility or other Facility amenities 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 is found guilty of a criminal offense that jeopardizes the integrity of the Sponsorship Rights Agreement;
 - ii. The Sponsor, in the reasonable opinion of the Town, is deemed to have jeopardized its role as a corporate or community citizen in the community; and/or
 - iii. The Sponsor materially breaches this Agreement.

- h. In the event of termination by the Town, payment for any remaining term on the Agreement is not required to be paid by the Town.
- h. The Sponsor may terminate the Sponsorship Rights Agreement, upon submitting written notice of three (3) months to the Town, for any reason; however, the Sponsor will not be entitled to payment or refund for the remaining portion of the agreement term and will be responsible for meeting its financial obligation under this Agreement up to, and including, the date of termination.
- i. 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 Pembina Pipeline Corporation Natatorium Solar Power Panel ;
- b. Locate the name Pembina Pipeline Corporation within the Facility in a location that is appropriate for promotional purposes;
- c. Use the Sponsor logo and/or amenity name at every feasible opportunity;
- d. Mention the Sponsor in all media releases for the Opening of the Facility; and
- e. Other promotional rights as described below:

8. NAMING RIGHTS COSTS

In consideration for naming the Facility Amenity the Pembina Pipeline Corporation Natatorium Solar Power Panel , the Sponsor:

- a. Shall provide to the Town the sum of One Hundred Thousand (\$ 100,000) dollars; paid in equal instalments of Twenty Thousand (\$ 20,000), per year for the period of 20 21 to 20 25 .
- b. The Town shall pay all reasonable costs for the name to be displayed within the Facility. The Sponsor shall share equally (up to a maximum of \$5,000) in the costs of producing and/or displaying the sign within the Facility should the desired design or construction materials exceed a value of \$5,000.

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 reasonable 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 in any way related to the use of the Facility by the Sponsor, its officers, agents,

employees, invitees, or contractors except where the action, claim, demand, cost or expense was caused by the intentional acts, wilful misconduct or gross negligence of the Town.

10. PAYMENT FOR RIGHTS


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

- a. Payment of Twenty Thousand (\$ 20,000) dollars, payable to the Town of Drayton Valley, is due upon signing of this Agreement, with equal payments to be paid annually on the date of signing until _____, 20 25.

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

TOWN OF DRAYTON VALLEY

Per: _____
Annette Driessen

Print Name


Signature

PEMBINA PIPELINE CORPORATION

Per: _____
Jennifer Findlay

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

Signature

Information Items

10.0 Information Items

Pages 51-65

10.1. Drayton Valley Recreation Committee Meeting Minutes – March 24, 2021	52-55
10.2. Drayton Valley Municipal Library Meeting Minutes – March 18, 2021, and Stats – March 2021	56-60
10.3. STAR Catholic Schools Board Meeting Highlights – April 2021	61
10.4. FCM Partners for Climate Protection (PCP) Milestone 3	62-63
10.5. Drayton Valley / Brazeau County Fire Services - The Bike Index Registration Program Update Report	64-65

MOTION:

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

Regular Meeting of the Drayton Valley Recreation Committee

held on Thursday, March 24, 2021 at 4:00pm
in Boardroom Town at the Civic Centre



MINUTES

PRESENT: Annette Driessen, Acting Chief Administrative Officer
Bill Ballas, Councillor
Fayrell Wheeler, Councillor
Cora Appleby, Administrative Assistant
Lanny Patten, President, Drayton Valley Minor Ball
Jason Huber, Vice President, Drayton Valley Minor Ball

1.0 APPOINTMENT OF CHAIR AND CALL TO ORDER

MOTION BY Councillor Ballas to nominate Councillor Wheeler as the Chair of the Drayton Valley Recreation Committee.

CARRIED

The meeting was called to order at 4:06pm.

2.0 INTRODUCTIONS

Annette Driessen discussed the mandate/goals and priorities of the Recreation Committee.

3.0 ADOPTION OF AGENDA

3.1 Additions or Deletions

The following additions/deletions were made to the agenda:

1.0 APPOINTMENT OF CHAIR and Call to Order

3.2 Approval

MOTION BY Councillor Ballas to approve the agenda as amended.

CARRIED

4.0 BUSINESS ARISING

4.1 Delegation: Drayton Valley Minor Ball

- Lanny Patten, President
- Jason Huber, Vice President

Jason Huber reported that registration has been lowering progressively throughout the years.

Lanny Patten reported that they are working on the older levels of baseball, as registration has been lower and would like to rebuild the sport from the ground up.

Annette Driessen reported that the old shale is going to be used for behind the backstop and under the bleachers. Parkway is going to be finishing the existing contract which is to finish the groundwork and the laying of the sod. The Town is currently acquiring quotes on the new fencing. The old fencing is intended to be used for repairs on other diamonds or can be sold to raise some extra funds for Minor Ball.

A discussion took place regarding reusing the dugouts and some of the concerns that because they are wood and not cinderblock, they can be easily blown over or damaged.

The Committee reviewed the Mosquito Diamond layout; if there is excess shale it can be used for a warning track for around the diamond. The Pitcher's mound is to be built and not portable. The dimensions for the mound are to be 48ft. 13U and 44ft. 11U.

Lanny Patten reported that he would like to coordinate with the Town to provide power to the site as long as the Town can provide the trenching.

Jason Huber reported that the landscape cloth for Diamond No. 1 is coming up and weed control is needed. Minor Ball would like to have the Diamond repaired by May 2022.

Annette Driessen asked for Minor Ball to look at the Pitcher's Mound on Diamond No. 5 to ensure it is built to the right specs.

Minor Ball is concerned about the Parking Lot by Diamond No. 5, as it does get rutted up when people drive or walk on it when it is wet. The request is to have the Parking Lot put onto a regular grader maintenance schedule, to ensure that the ruts are addressed.

Lanny Patten discussed the possibility of creating a Baseball Hub at the HW Pickup Site. Annette Driessen reported that the land is currently owned by the Wild Rose School Division and the ownership may not be reverted back to the Town until the Division identifies it as surplus lands.

~ ACTION ITEM ~ Cora Appleby to send the dimensions of the HW Pickup Site to Lanny Patten and Jason Huber.

Lanny Patten would like to discuss upgrading the batting cages and levelling them off.

~ ACTION ITEM ~ Cora Appleby will get the information to apply for an FCM Grant for the Hemp blocks to upgrade the dugouts from wood to hemp block construction.

The Committee discussed the Diamond maintenance and the possibility of providing Minor Ball a lease arrangement that will allow Minor Ball to be able to do some of the maintenance and upkeep at the site. The School Diamonds are maintained by the School Divisions.

~ ACTION ITEM ~ Annette Driessen will discuss the lease agreement with Public Works and see what the obligations of Public Works is.

Lanny Patten reported since Diamond No. 2 will not be ready this year, the 13U youth team needs to upgrade Diamond No. 4 to have the pitcher's mound and bases moved back 10ft to accommodate the age category. Minor Ball will send a list of costs to Annette Driessen for review and hopefully the funds can be found to do the upgrade.

~ ACTION ITEM ~ Cora Appleby will forward the RFP for the bleachers onto Jason Huber and Lanny Patten for review.

4.2 Sports Fields Scheduling

Annette Driessen explained the Sports Fields Scheduling and will be reaching out to the groups to send us their scheduling for the season.

4.3 Review of Terms of Reference

The Committee reviewed the Terms of Reference as information only.

4.4 Identifying Priorities

Annette Driessen discussed some concerns and priorities that have been identified, and the role of the Omniplex and Recreation Manager Position.

~ ACTION ITEM ~ Cora Appleby will attach a copy of the Omniplex and Recreation Manager Position Job Description to the minutes for the Committee's review.

The Committee discussed different events and programs that could generate revenue for the facilities.

~ ACTION ITEM ~ Annette Driessen will ask Jennifer Stone to create a communication piece to remind the community what programs and facilities are still in place.

The Committee discussed partnering with the Schools to have more Gym Space available for organizations to rent.

The Committee would like to meet with all of the local Recreation Organizations one on one over the next couple of months.

The Committee discussed the meeting that took place with the Curling Club last November.

4.5 Recreational Fee Schedule

The Committee reviewed the 2019, 2020 and 2021 Fee Schedules for the Omniplex and the 2021 Park Valley Pool and Sports Fields Fee Schedules.

The Committee discussed applying a 3% increase on the fees for the facilities, although this year might be difficult.

~ ACTION ITEM ~ Cora Appleby will forward the Recreation Master Plan to the Committee Members.

~ ACTION ITEM ~ Cora Appleby to attach the Rodeo Grounds Lease to the next meeting agenda.

Councillor Wheeler wants to review the fee schedule closer to the budget approval date in May to ensure that the Recreational Facilities cost recovery is discussed based on the results of the mediation process.

The Committee discussed having quarterly financial statements to discuss the Recreational Facilities finances.

~ ACTION ITEM ~ Annette Driessen will contact Wild Rose School Division and discuss joint use of the school gyms.

Annette Driessen reported that the deficiency in the Pickleball Court will hopefully be rectified this Spring.

Annette Driessen reported that the arena boards on the Outdoor Rink are not holding up and are in need of replacement and the hope is to have it rectified this summer.

5.0 NEW BUSINESS

Nothing to report at this time.

6.0 NEXT MEETING DATE

The next meeting will take place on April 22 at 3:30pm. The Soccer Association will be in attendance as a delegation.

7.0 ADJOURNMENT

MOTION BY Councillor Ballas to adjourn the meeting at 6:25pm.

CARRIED

TOWN of DRAYTON VALLEY LIBRARY BOARD MEETING MINUTES

The minutes of the Drayton Valley Municipal Library Board regular meeting held
March 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 **1:27 pm**.

Quorum Declared.

ADOPTION OF AGENDA

Additions/ Deletions/ Amendments: None

MOTION 2021-036 *Donna Gawalko* moved to approve the agenda as presented. **CARRIED**

ADOPTION OF MINUTES

Corrections: February 18 meeting adjourned at 2:45 pm.

New Facility discussion was in chamber. Remove notes from minutes.

MOTION 2021-037 *Susan Schwindt* moved to adopt the **February 18** minutes as corrected. **CARRIED**

OLD BUSINESS

Bylaw DVMLB & Schedules

Ken Allen from PLSB has reviewed the draft of the Bylaw following second reading and offered several edits, marked in red font. The Board reviewed the Bylaw and Schedule amendments offering an additional edit to Schedule E re Exams.

Discussion.

MOTION 2021-038 *Donna Gawalko* moved to accept third reading of DVMLB Bylaws and Schedules with amendment to wording of Exam fees in Schedule E.
Susan Schwindt seconded the motion. **CARRIED**

Action Item: *The Director will forward a signed copy of the Bylaw and Schedules County administration to present to Council as information. A copy will also be sent to Town administration with a request for Council to accept the Bylaws. Once accepted by Town Council the Bylaws will be submitted to PLSB and CRA Charities Directorate.*

Policy Manual Amendments

The Director provided a draft cover page for Appendix 2-A to introduce Annual Budget.

A draft cover page was also presented for Appendix 3-A to introduce professional service contracts along with the frequency for reviewing contracts. Trustees were provided with copies of all existing professional service contracts for insertion in policy manuals.

The Director also presented revised policy 3.1.2.8 Employee Benefits to introduce "Couples Benefits" and remove name of health benefits provider.

MOTION 2021-039 *Pat Adamson* moved to approve Appendix 2-A, 3-A and Policy 3.1.2.8.

CARRIED

NEW BUSINESS

Annual Review of Financial Statements

The Director and Treasurer summarized the review of financial statements for 2020. There was nothing unexpected to report given the unusual year resulting from the pandemic.

MOTION 2021-040 *Pat Adamson* moved to accept the Review of Financial Statements as presented.

Donna Gawalko seconded the motion.

CARRIED

Action Item: The Director will forward a signed copy of the Review to Town and County administration to present to Councils as information. A copy will also be sent to Parkland County Library Board and FCSS according to allotment and grant agreements. The CRA Charity Return will be completed by the Director in advance of the June deadline for filing.

Annual Review of Financial

The Board discussed year-end accumulated surplus referring to Note 3 on page 9:

Unrestricted surplus	\$77979 (monies may be allocated to any appropriate purpose)
Restricted surplus	\$57427 (monies already designated to a particular purpose)
Equity of tangible assets	\$20681 (value of investments in physical properties)
	\$156087

Discussion.

MOTION 2021-041 *Colleen Schoeninger* moved to transfer \$30,000 to Operating Reserve.

Rosemarie Mayan seconded the motion.

CARRIED

FINANCIAL

Current account balance as of March 16, 2021 = **\$233,142**: includes Op. Chequing (\$88,040), Op. Saving (\$96,084) and Op. Reserve (\$42,831), Cap. Reserve (\$6,185).

February Financial Reports were reviewed.

Grants: The Director explained that the application for the PLSB operating grant will not be available until the Provincial budget has been approved. The acting Minister of Municipal Affairs announced that Library funding is “stable” for 2021.

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 2021-042 *Donna Gawalko* moved to accept the financial report as presented.

Susan Schwindt seconded the motion.

CARRIED

REPORTS

Manager’s Report: Darlene Edwards reported that Rotary patron migration has been completed. A complete inventory of combined collections is underway and will be complete by the second week of April to identify lingering item issues from the merge of collections.

Director’s Report: Doug Whistance-Smith reported that the Library reopened to foot-traffic the day after the Province announced that libraries were being advanced from Step 3 to Step 3 relaunch, advancing the potential re-opening date from March 22 to March 2. The Director provided statistics from February.

The Annual Report infographic was included in the Library’s March Newsletter.

The Director was asked to review options for a share-point portal that Executive Committee members can access remotely to view documents in progress.

Advocacy Committee Report:

The committee is making progress on the Plan of Service (POS); the committee's next meeting is scheduled for April 7 to prepare a complete document draft for review at the April Board meeting.

The Committee presented the Board with three brochures that had been updated to reflect new hours for a one-library operation and include information in updated bylaws. Updated brochures include Donating & Volunteering, 3-D Printer, Safe Use of Facility.

Action Item: Wording in the Safe Use brochure about sleeping needs to better reflect wording in the Bylaw paragraph 2.3.3.

New Facility Committee Report:

The Town is broadcasting an Expression of Interest (EOI) to discover other facility options. The EOI provides transparency for the project and defines library requirements: >7000 sq. ft, single level street access within 2-block radius of 50th Ave and 50th St.

Trustee Reports:

No trustee reports.

MOTION 2021-043 *Pat Adamson* moved to accept reports as information. **CARRIED**

CORRESPONDENCES

Incoming Information Items:

- Feb 24: Sara Wheale re B-County popⁿ East of river (2966) vs. West of river (4805)
- Feb 25: Minister Ric McIver, Municipal Affairs re provincial budget 2021. Library funding remains stable.
- Mar 3: Samantha Littler LLP: legal matter. Refusal of offer to settle legal matter.
- Mar 12: PLSB announces recommendation for item quarantine at 24 hours

Action / Decision Items:

- Feb 25: Samantha Littler LLP: legal matter.

Vote on the **motion 2021-044** was conducted by email on Feb 26 and verified Mar 18.

MOTION 2021-044 *Sandra Blades* moved to follow advice of Board's legal representative, Andrew Skieth in response to legal matter.

Colleen Schoeninger seconded the motion. **CARRIED**

Outgoing Items:

- Mar 3: Response from legal counsel Andrew Skieth (RMRF) re legal matter.

NEXT MEETING: Thursday, April 22, 2021 @ 1:15 pm

MOTION 2021-045 *Susan Schwindt* moved to adjourn meeting at 2:25 pm. **CARRIED**

Board Chair

Library Director

Adopted on the 22 day of April 2021

Drayton Valley Libraries Monthly Stats – March 2021 Page 59 of 65

Patrons

In-Person Library visits	1569
ME Library users	4
Patron e-Registrations	27
Patron Records Deleted	0
TOTAL Patrons (includes active & inactive patron records)	2916
Where They Live: DV Town: 1737 + Brazeau: 1036 /1294 (230 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 = 24.0% Town	DV Library Users/ Pop ⁿ = 16.5%* BC TOTAL/ Pop ⁿ 21.55%

Collections	28519 items
Items Added	130
Items Deleted	3139
Items Withdrawn (ADVR items to ADV process completed)	217

Circulations	
Check-Outs (incl 40 CELA item circs)	4536
# Patrons (incl 1 CELA patron)	383
Check-Ins	3398
Overdue CKIs	212

ILL & Holds	
Staff Generated Holds	396
Holds Satisfied	1413
Holds Cancelled	133
ILL-Items Borrowed (from other libraries)	2296
ILL - Items Lent (to other libraries)	1322

Public Access Catalogue (TRACpac) = Patron self-directed activity	
Log-ins	1044
Item Renewals	671
Patron Generated Holds	959
Patron Cancelled Holds	42

Public Access - Potential Hrs (Hours: M & F 10am-5pm / T-Th 9am-8pm / S 12pm-4pm) 253 hrs	
Closures: Stat & Holiday / Pandemic libraries allowed to reopen Mar 2	(-0/ -8 hrs)
Actual Open Hours	245 hrs

Wi-Fi & Public Computer Usage:

Public Computer Use:	163 Sessions / 5872 Min	163 Sessions / 98 Hrs
Wi-Fi Sessions (patrons/staff)	484/1167	1651
Wi-Fi Max. Same-time Users		14 same-time users
Unique Devices		144 unique devices
Total Data		143.22 GB

eResources

CloudLibrary	46
Hoopla Circs (Average Value \$358)	193
OverDrive Circs	818 eBook Check-outs
RBDigital Circs	30
Press Reader (YRL-system circs)	8844

Website	Users: 536	Sessions: 897	Page Views: 2244
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March 2021 Programs & Activities

	Posts	Followers	Reached	Impressions	Engagements	Video View Time
Facebook	113	918	8157	18705	842	4.8 hrs
Instagram	49	226	111	1344	87	NA
Twitter	67	687	NA	6966	57	NA
YouTube	13	28	129	2101	NA	8.5 hrs

Children Programs

		Sessions	Participants	Views	
Crafty Kids (Mon)	YouTube	5	NA	11	
Story-On-Request (Wed)	YouTube	7	NA	16	
ABC 123 Concepts (Fri)	Zoom	4	1	NA	
		16 sessions	1	+	27 = 28

Youth Programs

		Sessions	Participants	Views	
Youthink Book Clubs (M/T/W)	Zoom	13	48 virtual	NA	
Creative STEAM (Fri)	Zoom	4	24 virtual	NA	
		17 sessions	72	+	NA = 72

Adult & Sr. Programs

		Sessions	Participants	Views	
Adult Winter Reading Challenge	From Home	1	10 returned forms	NA	
Distantly Social (Thurs)	Zoom / YouTube	4	6 virtual	11	
		5 sessions	16	+	11 = 27

Family & Multigenerational Programs

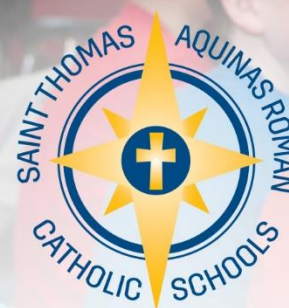
		Sessions	Participants	Views	
Homework Help (T/Th)	Facebook	9	NA	38	
Fascinator Kits	Take Home	1	24 kits went out	NA	
Portrait Challenge	From Home	1	9 portraits	NA	
Women X Women Art Exhibit	In Person	21 days	465 visitors to library	NA	
		32 sessions	498	+	38 = 536

Outreach Social Distanced Services

Seniors Outreach	1 scheduled visit to local area lodges
Delivery Service	13 individuals served
Curbside Pickup	14 individuals served Monday, Mar 1 Library re-opened Tuesday, Mar 2
Interagency	1 Zoom session with 13 attendees + 10 YouTube views after meeting = 23

Library Awareness & Networking

Monthly Newsletter	150+
Monthly Programs e-Newsletter	84 distributed via listserv subscription
Monthly Newspaper Ad (newsletter summary)	3 (1x programs + 2x SRC Coordinator ad)
Newspaper Articles	4 + Town originated EOI for new library location
DV Free Press: email distribution	10,461 opened (out of 12,703 email list)
Print distribution	4008 copies
Website views	4552 views



Souls Seeking Christ

ON A JOURNEY OF FAITH, LEARNING AND LOVE

Board Meeting Highlights – April 2021

DATES TO REMEMBER

Next Board Meeting

**Wednesday,
May 19, 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 Effen

Vice Chair
Wetaskiwin

Liz Taylor-Sirois

Beaumont

Dan Svitich

Ponoka

Donna Tugwood

Lacombe

Vacant

Drayton Valley

Vacant

Leduc

2021-2022 Division Calendars

The Board approved the draft 2021-2022 Division school year calendars as presented.

Budget Update

The Board heard an update on provincial funding and the Division's funding profile for the 2021-2022 school year. STAR Catholic will be held harmless and will not see a reduction in provincial funding due to lower enrolment related to COVID-19.

Education Plan and AERR Approval Letter

The Board reviewed a letter from Alberta Education approving the Division's Education Plan and Annual Education Results Report.

Community Consultation Feedback

The Board reviewed stakeholder feedback from the Division's Community Consultation Day in the areas of "Grow and Affirm Catholic Identity" and a "Focus on Mental Health and Well-Being".

Draft Communication Review

The Board heard an update on the Division's decision-making process for determining whether it will pilot the Government of Alberta's draft K-6 curriculum. This will include a comprehensive review by committees of teachers, a survey of all teachers, and a parent survey. A decision will be made and communicated to families on May 4.

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



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MUNICIPALITIES

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CANADIENNE DES
MUNICIPALITÉS



**FEDERATION OF
CANADIAN
MUNICIPALITIES**

PRESIDENT

GARTH FRIZZELL
COUNCILLOR
CITY OF PRINCE GEORGE
(BC)

**CHIEF EXECUTIVE
OFFICER**

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**ICLEI—LOCAL
GOVERNMENTS
FOR SUSTAINABILITY**

PRESIDENT

FRANK COWNIE
MAYOR
DES MOINES, USA

**EXECUTIVE DIRECTOR,
CANADA OFFICE**

MEGAN MEANEY
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2021-03-18

Town of Drayton Valley
PO Box 6837
5120-52 Street
Drayton Valley, Alberta
T7A 1A1

Mr. Michael Doerksen and Members of Council:

On behalf of the FCM-ICLEI Partners for Climate Protection (PCP) program, I wish to congratulate the Town of Drayton Valley for achieving Milestone 3 for community and corporate greenhouse gas (GHG) emissions. The Town of Drayton Valley has shown bold leadership in addressing these important issues, and we are pleased to share your achievement on the PCP website at fcm.ca/pcp. If you have requested a customized PCP Milestone Trophy for your municipality, you will receive the puzzle pieces symbolizing the milestones your local government has achieved by mail in the next few months.

We look forward to working with you in the monitoring of progress and reporting on results for both corporate and community GHG emissions, which form the remaining milestones in the PCP framework. Your efforts, along with those of a growing number of PCP participants, are making a significant contribution to reducing Canada's GHG emissions.

Cost-effective, community-based projects offer significant opportunities for taking action on climate change. In 2018, PCP member municipalities voluntarily reported over 160 projects to reduce GHG emissions, representing over 720,000 tonnes in annual GHG reductions. Along with reducing the impacts of climate change, municipalities saw other community benefits and savings, including \$2.88 million in annual cost savings generated by reducing emissions from streetlights, municipally-owned vehicles and buildings.

PCP members benefit from one-on-one support from the PCP Secretariat. Visit the program's online networking platform at pcphub.fcm.ca to connect with FCM and ICLEI staff and receive support to achieve your next milestone.

Should you have any questions about PCP, our program officer can be reached by telephone at (613) 907-6392 or by e-mail at pcp@fcm.ca.

Yours sincerely,



Garth Frizzell
Councillor, City of Prince George
President, Federation of Canadian
Municipalities



Frank Cownie
Mayor, Des Moines, USA
President, ICLEI—Local Governments for
Sustainability

cc. Aishah Mohd-Isa, Energy Program Coordinator



DRAYTON VALLEY/BRAZEAU COUNTY FIRE SERVICES

Office of the Fire Chief

P.O. Box 6685
5120-52 Street
Drayton Valley, Alberta
T7A-1S1
fireadmin@draytonvalley.ca

Main: (780) 514-2216
Fax: (780) 514-2244
www.draytonvalley.ca

UPDATE REPORT TO COUNCIL

SUBJECT: The Bike Index Registration System

DATE TO COUNCIL: May 12, 2021

UPDATE :

During the Police/Security/Fire Committee Meeting held on March 31, 2021, an item of interest was brought forward regarding a bike registration program known as The Bike Index Registration System.

This is an online program that is free for the public to participate in which allows members of the community the ability to register their bikes online or through an app. The public would simply upload photos of their bike and a serial number with their contact information into the system where it is stored on a data base and can be easily accessed by the RCMP or our CPO Officer.

Any bike that has been registered can also be reported as missing or stolen on the system so if it is recovered by law enforcement, it can be traced back to the owner and returned if possible. The bike can also be marked as recovered as well. If the bike is in the custody of another individual and has been reported stolen on the system, it becomes much easier for law enforcement to lay charges of theft or laying charges of being in possession of stolen property.

In 2019 in the Drayton Valley area, approximately 30 to 50 bikes were recovered by the RCMP and an additional 25 bikes were recovered in 2020. Many of these bikes have no identification and were not reported as missing or stolen. Consequently, after 90 days the bikes are donated to a worthy cause.

The program also provides added features free of charge. For example, the Bike Index group network is actively engaged with stolen bike Facebook groups actively looking for stolen bike information across the internet and in the community. Bike shops can also register bikes that are sold before they are even used with the free point of sale integration system (Bike Index, n.d.).

Residents that join the program and register their bikes can submit claims and prove ownership for bikes that have been recovered. Residents are also able to connect with other bike owners on the site and form riding clubs and safe riding partners which will ultimately grow interest in biking in our community (Bike Index, n.d.).

This program is currently used by the Calgary Police Service, the Edmonton Policy Service, and the Lethbridge Police Service.

It is strongly recommended that Council adopt and promote this worthwhile program in our community.

The site for the Bike Index Program is:

https://bikeindex.org/registrations/embed?organization_id=drayton

OR

<https://bikeindex.org/organizations/drayton/embed>

If Council approves this program, we will move forward with providing all of the necessary information on the Town website.

References

Bike Index. (n.d.). *Bike Index for law enforcement*. Bike Index Tools for Law Enforcement (003).pdf