



## Agenda

Call to Order

National Anthem

1.0	Additions to the Agenda	
2.0	Adoption of Agenda	
3.0	Corrections or Amendments:	
3.1.	August 18, 2021, Regular Meeting of Council Minutes	3-8
3.2.	September 8, 2021, Special Meeting of Council Minutes	9
4.0	Adoption of:	
4.1.	August 18, 2021, Regular Meeting of Council Minutes	
4.2.	September 8, 2021, Special Meeting of Council Minutes	
5.0	Public Hearings	
5.1.	Town of Drayton Valley Clean Energy Improvement Tax Bylaw 2021/11/A	10
5.2.	Direct Control One (DC-1) Commercial, Farmers' Market Bylaw 2021/06/D	11
5.3.	Discretionary Use & Variance at 5733 50 Ave (Lot 3; Block 32; Plan 6327HW) - Development Permit Application DV21-042	12-13
5.4.	Discretionary Use at 6204-58 Ave (Lot 1; Block 15; Plan 1323539) - Development Permit Application DV21-041	14
6.0	Delegations / Administrative Updates	
6.1.	Bench Dedication – Tammy Reiner	15-17
6.2.	Drayton Valley RCMP Stats – August 2021 – Acting S/Sgt. Erin Matthews	285-292
7.0	Decision Items	Pages 18-226
7.1.	Town of Drayton Valley Clean Energy Improvement Tax Bylaw 2021/11/A Presented for Second and Third Reading	18-23
7.2.	Direct Control One (DC-1) Commercial, Farmers' Market Bylaw 2021/06/D Presented for Second and Third Reading	24-67
7.3.	Discretionary Use & Variance at 5733 50 Ave (Lot 3; Block 32; Plan 6327HW) - Development Permit Application DV21-042	68-95
7.4.	Discretionary Use at 6204-58 Ave (Lot 1; Block 15; Plan 1323539) - Development Permit Application DV21-041	96-194
7.5.	Request to Revise Columbarium Niche Fee Schedule	195-200
7.6.	Rural Development Network Reaching Home Funding Letters of Support	201-205
7.7.	Advanced Vote for the 2021 General Municipal Election	206-207
7.8.	Special Ballots – 2021 General Municipal Election	208-209
7.9.	Federal Statutory Holiday: National Day for Truth and Reconciliation	210-216
7.10.	Weyerhaeuser Proposal	217-221
7.11.	Appointment of Bylaw Enforcement Officer	222-226

8.0 Department Reports

8.1. Planning and Development	Ken Woitt
8.2. Infrastructure and Engineering	Owen Olynyk
8.3. Health and Safety	Shawna Law
8.4. Community Services and FCSS	Annette Driessen
8.5. Enterprise and Growth	Victor Bujor
8.6. Protective and Emergency Services	Tom Thomson
8.7. Corporate Services and Finance	Elvera Thomson
8.8. CAO/Administration	Robert Osmond

9.0 Council Reports

9.1. Councillor Gammana
9.2. Deputy Mayor McGee
9.3. Councillor Wheeler
9.4. Councillor Ballas
9.5. Councillor Peebles
9.6. Councillor Dodds
9.7. Mayor Doerksen

10.0 Information Items Pages 227-292

10.1. Drayton Valley Health Foundation – Annual Report	228-247
10.2. Drayton Valley Municipal Library Board Meeting Minutes – June 17, 2021, and Stats – June and July 2021	248-254
10.3. Drayton Valley Recreation Committee Meeting Minutes – June 17, 2021	255-257
10.4. Economic Development Committee Meeting Minutes – July 15, 2021	258-259
10.5. Brazeau Foundation Meeting Minutes – July 15, 2021	260-263
10.6. STAR Catholic Board Meeting Highlights – August 2021	264
10.7. North Saskatchewan Watershed Alliance – Annual Report	265-284
10.8. Drayton Valley RCMP Stats – August 2021	285-292

11.0 Adjournment



## Meeting Minutes

### **THOSE PRESENT:**

Mayor Doerksen  
Councillor Ballas  
Councillor Dodds  
Councillor Gammana  
Deputy Mayor McGee  
Councillor Peebles  
Councillor Wheeler  
Annette Driessen, Acting CAO  
Elvera Thomson, General Manager of Finance  
Owen Olynyk, General Manager of Infrastructure  
Victor Bujor, General Manager of Enterprise and Growth  
Aishah Mohd Isa, Energy Program Coordinator

Lowani Mubanga, Planning and Development Officer  
Bree Mastre, Executive Assistant  
Sabine Landmark, Administrative Assistant  
Leah Sadegian, Revenue Manager/AV Recording  
Shawna Law, Manager Health and Safety  
Acting S/Sgt. Erin Matthews, RCMP  
Graham Long, Drayton Valley and District Free Press (Call-In)  
Cathy Weetman, Drayton Valley Western Review (Call-In)  
Big West Country News (Call-In)  
Members of the Public

### **ABSENT:**

### **CALL TO ORDER**

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

#### **1.0 Additions to the Agenda**

There were no additions or deletions to the Agenda.

#### **2.0 Adoption of Agenda**

##### **RESOLUTION #137/21**

Councillor Dodds moved to adopt the Agenda for the August 18, 2021, Regular Meeting of Council, as presented.

**CARRIED**

#### **3.0 Corrections or Amendments:**

##### **3.1. July 21, 2021, Regular Meeting of Council Minutes**

There were no corrections or amendments to the July 21, 2021, Regular Meeting of Council Minutes.

##### **3.2. July 21, 2021, Public Hearing Minutes 2021/10/F**

There were no corrections or amendments to the July 21, 2021, Public Hearing Minutes Bylaw 2021/10/F.

#### **4.0 Adoption of:**

##### **4.1. July 21, 2021, Regular Meeting of Council Minutes**

##### **RESOLUTION #138/21**

Councillor Gammana moved to adopt the Minutes of the July 21, 2021, Regular Meeting of Council, as presented.

**CARRIED**

**Regular Meeting of Council  
Minutes of August 18, 2021  
Page 2 of 6**

4.2. July 21, 2021, Public Hearing Minutes 2021/10/F

**RESOLUTION #139/21**

Councillor McGee moved to adopt the Minutes of the July 21, 2021, Public Hearing Bylaw 2021/10/F, as presented.

**CARRIED**

**5.0 Delegations**

5.1. Drayton Valley RCMP Stats – July 2021 – Acting S/Sgt. Erin Matthews

Acting S/Sgt. Matthews presented Council with the statistics for the month of July and advised of new staff members coming to the detachment.

*Mr. Mubanga entered the meeting at 9:07 a.m.*

5.2. Q2 Finance Report – Elvera Thomson

Mrs. Thomson presented Council with the Q2 Finance Report.

**6.0 Decision Items**

6.1. Town of Drayton Valley Clean Energy Improvement Tax Bylaw 2021/11/A,  
Presented for First Reading

**RESOLUTION #140/21**

Councillor Wheeler moved that Council give First Reading to proposed Clean Energy Improvement Tax Bylaw 2021/11/A.

**CARRIED**

6.2. Town of Drayton Valley-Brazeau County Intermunicipal Development Plan (IDP)  
Bylaw 2021/09/D, Presented for First Reading

**RESOLUTION #141/21**

Councillor McGee moved that Council give First Reading to proposed Town of Drayton Valley-Brazeau County Intermunicipal Development Plan (IDP) Bylaw 2021/09/D, as presented.

**CARRIED**

6.3. Direct Control One (DC-1) Commercial, Farmers' Market Bylaw 2021/06/D,  
Presented for First Reading

**RESOLUTION #142/21**

Councillor Peebles moved that Council give First Reading to proposed Direct Control One (DC-1) Commercial, Farmers' Market Bylaw 2021/06/D, as presented.

**CARRIED**

*Mayor Doerksen called a break at 10:24 a.m.*

*Mayor Doerksen reconvened the meeting at 10:33 a.m.*

*Councillor Dodds returned to the meeting at 10:34 a.m.*

6.4. Whistleblower Policy A-02-21

**RESOLUTION #143/21**

Councillor Ballas moved that Town Council approve Whistleblower Policy A-02-21, as presented.

**CARRIED**

*Councillor Wheeler returned to the meeting at 10:38 a.m.*



6.5. Omniplex Ice Fees

**RESOLUTION #144/21**

Councillor Dodds moved that Council take from the table Resolution #134/21.

**CARRIED**

**RESOLUTION #134/21**

Councillor Gammana moved that Council approve up to 25% rebate to the Town of Drayton Valley residents.

**DEFEATED**

**RESOLUTION #145/21**

Councillor Gammana moved that Town Council approve a fee rebate of 25% for youth and adult group bookings for the 2021-22 season based on final registration numbers and end of year revenues, to all Town residents based on the Terms and Conditions outlined below: 1. Ice Users must provide proof of Town residency; 2. Ice users must provide proof of payment made to a group program; 3. Participants must make application directly to the Town at the end of the season and no later than December 31, 2022.

*Councillor Peebles asked for a friendly amendment to say "...based on registration numbers and annual revenues..." instead of "...based on final registration numbers and end of year revenues..." and to change condition 3 to "Participants must make application directly to the Town no later than December 31, 2022" instead of "3. Participants must make application directly to the Town at the end of the season and no later than December 31, 2022" and to state "...2021-22 Omniplex Ice Season..." instead of "...2021-22 season..."*

*Councillor Gammana accepted the friendly amendment.*

**CARRIED AS AMENDED**

*Mayor Doerksen exited the meeting at 11:13 a.m. and Deputy Mayor McGee took over chairing the meeting.*

6.6. New Aquatic Centre Amenity Sponsorship Rights Agreement for Approval

**RESOLUTION #146/21**

Councillor Wheeler moved that Council approve the Sponsorship Rights Agreement between the Town and Obsidian Energy Ltd., as presented.

**CARRIED**

**RESOLUTION #147/21**

Councillor Wheeler moved that Council approve the Sponsorship Rights Agreement between the Town and Plains Midstream Canada ULC, as presented.

**CARRIED**

*Mayor Doerksen returned to the meeting at 11:18 a.m. and reconvened chairing the meeting.*

6.7. Community Event Grants, Third Quarter Allocation – Late Applications

**RESOLUTION #148/21**

Councillor Wheeler moved that Council recognize awarding the Drayton Valley Community Foundation \$1,500 from the Community Events Grant to help cover the costs for rental and food for the Community Dinner taking place on August 20, 2021.

**CARRIED**

**RESOLUTION #149/21**

Councillor Dodds moved that Council award the Drayton Valley Minor Baseball \$1,502.50 from the Community Events Grant to help cover the costs for purchasing provincial shirts and water/Gatorade for the 13U Teams Provincials event taking place on August 27-29, 2021.

**CARRIED**

6.8. Combative Sports Commission

**RESOLUTION #150/21**

Councillor Peebles moved that Council direct Administration to revise the Town of Drayton Valley Combative Sports Commission Bylaw 2003/07/C for Council's review and to prepare the required information for the formation of a Commission.

**CARRIED**

6.9. Education Budget and Reserve

**RESOLUTION #151/21**

Councillor Dodds moved that Council direct Administration to establish a reserve for Education to accumulate any reserves earned, and that Council approve the reallocation of \$40,000 from the operating budget to purchase classroom equipment and supplies.

**CARRIED**

6.10. Town of Drayton Valley Recycling Centre Relocation

**RESOLUTION #152/21**

Councillor Wheeler moved that Council approve the relocation of the Recycling Centre, as proposed.

**CARRIED**

6.11. Landfill Request for Proposal

**RESOLUTION #153/21**

Councillor Dodds moved that Council approve the Landfill Operation RFP, as presented.

**CARRIED**

6.12. Closed Session: Request to Write-Off Bad Debt – FOIP section 16(1)(a)(ii)

**RESOLUTION #154/21**

Councillor Gammana moved that Council move to a Closed Session at 11:54 a.m. for item 6.12 of the August 18, 2021, Regular Council Meeting Agenda, pursuant to section 16(1)(a)(ii) of the *Freedom of Information and Protection of Privacy Act*.

**CARRIED**

*Ms. Driessen was present for item 6.12. to provide Council advice.*

*Mrs. Thomson was present for item 6.12. to provide Council advice.*

*Ms. Sadegian was present for item 6.12. to provide Council advice.*

**RESOLUTION #155/21**

Councillor Ballas moved that Council come out of Closed Session at 12:12 p.m.

**CARRIED**

*Mayor Doerksen called a break at 12:12 p.m.*

*Mayor Doerksen reconvened the meeting at 12:57 p.m.*

**RESOLUTION #156/21**

Councillor McGee moved that Council approve the request to write-off \$42,952.62 of Other Receivables and \$32,729.07 of Utilities Receivables.

**CARRIED**

**7.0 Department Reports**

**7.1. Planning and Development**

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

**7.2. Infrastructure and Engineering**

Mr. Olynyk provided an update from the Infrastructure, Water Treatment Plant, and Public Works departments.

**7.3. Health and Safety**

Ms. Law provided an update from the Safety department.

**7.4. Community Services and FCSS**

Ms. Driessen provided an update from the Community Services department, new aquatic facility construction and aquatic fundraising committee, Omniplex, and Park Valley Pool. She noted upcoming events in the community.

**7.5. Protective and Emergency Services**

Fire Chief Thomson was not present to provide a report.

**7.6. Corporate Services and Finance**

Mrs. Thomson provided an update from the Finance department.

**7.7. CAO/Administration**

Ms. Driessen noted that the 2022 budget process has commenced. She thanked Mr. Mubanga for stepping in at the Planning & Development department and introduced Victor Bujor as the General Manager for Enterprise and Growth.

**8.0 Council Reports**

**8.1. Councillor Dodds**

- July 23 – AUMA Reconciliation Workshop
- Education Committee meetings
- Municipal Leaders' Caucus
- Meeting with Minister Schweitzer and MLA Smith
- Sustainability Committee meeting
- Arbitration meeting
- Jail & Bail fundraiser

**8.2. Councillor Gammana**

- Education Committee meetings
- Meeting with Minister Schweitzer and MLA Smith

**8.3. Deputy Mayor McGee**

- Brazeau Foundation update

**8.4. Councillor Wheeler**

- Sustainability Committee meeting

**8.5. Councillor Ballas**

- had nothing to report

**8.6. Councillor Peebles**

- had nothing to report

**Regular Meeting of Council  
Minutes of August 18, 2021  
Page 6 of 6**

8.7. Mayor Doerksen

- Open House at Brazeau County/Breton Fire Hall

**9.0 Information Items**

---

9.1. Brazeau Foundation Meeting Minutes – June 14, 2021, and June 24, 2021

---

9.2. Economic Development Committee Meeting Minutes – June 16, 2021

---

9.3. Sustainability Committee Meeting Minutes – June 22, 2021

---

9.4. Drayton Valley RCMP Stats – July 2021

---

**RESOLUTION #157/21**

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

**CARRIED**

**10.0 Adjournment**

Mayor Doerksen adjourned the meeting at 1:30 p.m.

---

MAYOR

---

ACTING CHIEF ADMINISTRATIVE OFFICER



---

## Meeting Minutes

---

### **THOSE PRESENT:**

Mayor Doerksen  
Councillor Ballas  
Councillor Dodds  
Councillor Peebles  
Councillor Gammana  
Deputy Mayor McGee  
Councillor Wheeler  
Annette Driessen, Acting CAO  
Owen Olynyk, General Manager of  
Infrastructure  
Nathan Palovcik, Manager of Information  
Services

Sabine Landmark, Administrative  
Assistant  
Bree Mastre, Executive Assistant  
Kelsey Baker, Communications Assistant  
(Call-In)  
Cathy Weetman, Drayton Valley Western  
Review (Call-In)  
Graham Long, Drayton Valley & District  
Free Press (Call-In)  
Robert Osmond

### **Absent:**

### **1.0 CALL TO ORDER**

Mayor Doerksen called the meeting to order at 9:15 a.m.

### **2.0 Adoption of Agenda** **RESOLUTION #158/21**

Councillor Dodds moved to adopt the Agenda for the September 8, 2021, Special Meeting of Council, as presented.

**CARRIED**

### **3.0 Decision Items**

#### **3.1 Interim Chief Administrative Officer Employment Agreement**

*Councillor Gammana excused himself from the decision items and abstained from voting.*

#### **RESOLUTION #159/21**

Councillor Dodds moved that Council approve the Employment Agreement between the Town of Drayton Valley and Robert Osmond, effective September 13, 2021.

**CARRIED**

#### **3.2 Interim Chief Administrative Officer Appointment**

#### **RESOLUTION #160/21**

Councillor Ballas moved that Council appoint Robert Osmond as the Interim Chief Administrative Officer for the Town of Drayton Valley, pursuant to the Chief Administrative Officer Bylaw 2009/12/A and effective September 13, 2021.

**CARRIED**

### **4.0 Adjournment**

Mayor Doerksen adjourned the meeting at 9:18 a.m.

---

MAYOR

---

ACTING CHIEF ADMINISTRATIVE OFFICER

# **PUBLIC HEARING**

**September 15, 2021**

**9:00 A.M.**

**Council Chambers – Civic Centre**

## **1. DECLARE PUBLIC HEARING OPEN**

Bylaw No. 2021/11/A – Clean Energy Improvement Tax Bylaw

## **2. PRESENT**

## **3. PURPOSE OF THE PUBLIC HEARING**

To receive comments, concerns, and questions from the public with regard to the proposed Clean Energy Improvement Tax Bylaw 2021/11/A.

## **4. BACKGROUND**

The above Bylaw received First Reading at the August 18, 2021, Regular Meeting of Council, and may receive Second and Third Readings today, depending upon the comments received at this Public Hearing.

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

## **5. CALL FOR COMMENTS FROM THE FLOOR.**

## **6. CALL FOR COMMENTS OR WRITTEN SUBMISSIONS.**

## **7. DECLARE PUBLIC HEARING CLOSED.**

# **PUBLIC HEARING**

**September 15, 2021**

**9:00 A.M.**

**Council Chambers – Civic Centre**

## **1. DECLARE PUBLIC HEARING OPEN**

Direct Control One (DC-1) Commercial, Farmers' Market Bylaw 2021/06/D

## **2. PRESENT**

## **3. PURPOSE OF THE PUBLIC HEARING**

To receive comments, concerns, and questions from the public regarding Bylaw 2021/06/D that will re-zone 5015 Industrial Road from C-GEN (Commercial, General District) to the proposed DC-1 (Commercial, Direct Control-One District).

## **4. BACKGROUND**

The Town of Drayton Valley received an application to re-zone 5015 Industrial Road (5935HW;11;5) from C-GEN (Commercial, General District) to the proposed DC-1 (Commercial, Direct Control-One District). The purpose of the DC-1 district is to provide flexibility by permitting a Farmers' Market, in addition to other land uses currently listed as Permitted Uses in the C-GEN (Commercial, General District) district as well as to mitigate potential impacts to surrounding landowners. A decision to approve or deny this application will be made by Council, depending upon the comments received at this Public Hearing.

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

## **5. CALL FOR COMMENTS FROM THE FLOOR.**

## **6. CALL FOR COMMENTS OR WRITTEN SUBMISSIONS.**

## **7. DECLARE PUBLIC HEARING CLOSED.**

# **PUBLIC HEARING**

**September 15, 2021**

**9:00 A.M.**

**Council Chambers – Civic Centre**

## **1. DECLARE PUBLIC HEARING OPEN**

Development Permit DV21-042 – Discretionary Use and Variance at 5733 50 Ave.

## **2. PRESENT**

## **3. PURPOSE OF THE PUBLIC HEARING**

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

1. A Variance less than 30% to allow the proposed Cannabis Retail store to be within 200 metres of another Cannabis Retail Store contrary to section 4.10.h of Land Use Bylaw 2020/12/D.

Variances may be issued where:

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

## **4. BACKGROUND**

The Town of Drayton Valley received a Development Permit application for a Commercial Plaza (Galaxy Plaza), defined in Land Use Bylaw 2020/12/D as 'Retail (Shopping Centre)', with a Drive-Through and Variance request at the above-noted address. A decision to approve or deny this application will be made by Council, depending upon the comments received at this Public Hearing.



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

- 5. CALL FOR COMMENTS FROM THE FLOOR.**
- 6. CALL FOR COMMENTS OR WRITTEN SUBMISSIONS.**
- 7. DECLARE PUBLIC HEARING CLOSED.**

# **PUBLIC HEARING**

**September 15, 2021**

**9:00 A.M.**

**Council Chambers – Civic Centre**

## **1. DECLARE PUBLIC HEARING OPEN**

Development Permit DV21-041 – Discretionary Use and Variance at 6204 58 Avenue.

## **2. PRESENT**

## **3. PURPOSE OF THE PUBLIC HEARING**

To receive comments, concerns, and questions from the public regarding the proposed Discretionary Bulk Storage of Oil and Gas Substances (Hydrochloric Acid).

## **4. BACKGROUND**

The Town of Drayton Valley received a Development Permit application for the bulk storage of hydrochloric acid in 3 – 50m<sup>3</sup> tanks equipped with equipped with fume scrubbers, level indicators and warning lights. Additionally, a safety berm will be constructed around the storage area. This use is not specifically provided for in Land Use Bylaw 2020/12/D and will be considered as a similar use. A decision to approve or deny this application will be made by Council, depending upon the comments received at this Public Hearing.

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

## **5. CALL FOR COMMENTS FROM THE FLOOR.**

## **6. CALL FOR COMMENTS OR WRITTEN SUBMISSIONS.**

## **7. DECLARE PUBLIC HEARING CLOSED.**



# Town of Drayton Valley

## Delegation Request Form

Name(s): Tammy Reiner

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

Contact Number \_\_\_\_\_ Contact E-mail: \_\_\_\_\_

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

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

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

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

Reason for Requesting Delegation:

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

Given The public outcry and support that myself as a community member would like to see a memorial plaque placed in town for Derek Henningsmoen. Not only important for the community but also important for the community to support the family.

Additional Information Provided

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

A letter of permission I had asked his sons for.

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

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

August XX, 2021

Town of Drayton Valley  
5120 52 Street  
Drayton Valley, Alberta T7A 1A1

**SUBJECT: Letter of Endorsement – Establishing a Memorial Park Bench for Derek John Henningsmoen in Drayton Valley's Discovery Park**

To Whom It May Concern:

Please accept this letter as my family's endorsement for the establishment of a memorial park bench in the Town of Drayton Valley for our father Derek John Henningsmoen (1955- 2021).

Our father Derek passed away under tragic circumstances this past July in Drayton Valley. You may remember seeing media stories regarding his passing during this past June and July. We have attached two such stories to this letter for context. Despite these tragic circumstances, my family was awed by the support that the Drayton Valley community provided, this included first responders and volunteers who took part in the search efforts.

Derek had special needs brought on by a series of strokes near the end of his life, but he always worked hard to maintain his independence. Derek was a long-time resident of Drayton Valley. Derek always loved walking around Drayton Valley's numerous parks and pathways.

My family believes that a memorial bench located in one of these parks would be a fitting tribute to him. We would suggest that locating a memorial bench in Discovery Park would be ideal, as the park is across the street from his childhood home. My family would gladly be willing to put forth the costs of establishing a memorial bench of our father.

Please advise us if it would be possible to establish a memorial bench in our father Derek's memory.

Sincerely,

**Erik Henningsmoen & Brandon Henningsmoen**

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

---

**ATTACHMENTS:**

- (1) Derek John Henningsmoen Memorial Webpage (archived), <https://www.tributearchive.com/obituaries/21626625/derek-john-henningsmoen/wall>.
- (2) CTV News, 'We need him home': Family continues to search for missing Drayton Valley man, <https://edmonton.ctvnews.ca/we-need-him-home-family-continues-to-search-for-missing-drayton-valley-man-1.5490342>.
- (3) Global News, Missing Drayton Valley man with special needs found dead, June 27, 2021, <https://globalnews.ca/news/7984725/drayton-valley-derek-henningsmoen-missing/>.



# DRAYTON VALLEY BENCH DEDICATION

## COMMEMORATIVE MEMORIAL APPLICATION

Name of Applicant: Tammy Reiner Date: Aug 24/2021  
 Mailing Address: FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)  
 Email: FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4) Contact Phone: FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

### MEMORIAL DETAILS

Name of Person/Event for dedication plaque: Derek Henningsmoen

Reason for Commemoration:

### REQUESTED TYPE OF ACTIVITY - (Tick applicable box)

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

☐ BENCH Proposed Location\* (existing bench or new location)

☒ PLAQUE Proposed Inscription\*

**BY AFFIXING HIS/HER SIGNATURE BELOW, THE APPLICANT CONFIRMS THAT THE FOLLOWING STATEMENTS ARE TRUE, TO THE BEST OF HIS/HER KNOWLEDGE.**

1. The information provided is accurate.
2. The signature below is that of the applicant or authorized designate of the applicant requesting sponsorship.
3. I understand and agree that this application, or any information related thereto, is not confidential information and may be released by the Town of Drayton Valley.

Applicant's Signature: FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4) Date: Aug 24/2021

# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION

DRAYTON VALLEY



<b>SUBJECT:</b>	Town of Drayton Valley Clean Energy Improvement Tax Bylaw 2021/11/A Presented for Second and Third Reading
<b>MEETING:</b>	September 15, 2021 Regular Meeting of Council
<b>PRESENTED BY:</b>	Aishah Mohd Isa Energy Program Coordinator

### 1. PROPOSAL AND BACKGROUND:

The Clean Energy Improvement Program (CEIP) is an innovative financing tool for property owners to fund energy efficient and renewable energy upgrades to their properties. The financing is then repaid through property taxes.

A CEIP Bylaw is a requirement under the *Municipal Government Act* to authorize the chosen financing mechanism for the program. A CEIP Market Study and the CEIP Bylaw are pre-requisites to apply for the Federation of Canadian Municipalities (FCM) Community Efficiency Financing grant, which can offset the first four years of program costs.

The First Reading of the Clean Energy Improvement Tax Bylaw 2021/11/A was presented and approved on August 18th, 2021.

### 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

CEIP will be implemented only if the Town successfully secured funding for program start-up costs. Once the program has been established and running, Administration costs can be evaluated, and a fee can be added to new projects to cover future administrative costs (up to 5% of project costs).

Section 252 (2) of the *Municipal Government Act* provides that the borrowing made by a municipality for CEIP does not count against its debt limit or debt service limit.

The Town may borrow the capital required for the program from its local bank, credit union or other financial organizations. A line of credit would be secured which would only be used when projects are completed, minimizing the carrying costs.

### 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	Yes	<i>Municipal Government Act</i> , Division 6.1 Clean Energy Improvement Tax Bill 10: An Act to Enable Clean Energy Improvements AR 212/2018: Clean Energy Improvements Regulation
Municipal Bylaws	N/A	
Municipal Development Plan	N/A	
Sustainability Vision 2019-2021	Yes	GHG Reduction/Carbon Footprint
Town of Drayton Valley Strategic Plan 2019-2021	N/A	
Other Plans or Policies	Yes	Local Energy Stewardship Plan Goal

**4. POTENTIAL MOTIONS:**

- A. That Council give Second Reading to proposed Clean Energy Improvement Tax Bylaw 2021/11/A as presented.

That Council give Third and Final Reading to proposed Clean Energy Improvement Tax Bylaw 2021/11/A as presented.

- B. That Council give Second Reading to proposed Clean Energy Improvement Tax Bylaw 2021/11/A with the following amendment(s): \_\_\_\_\_.

That Council give Third and Final Reading to proposed Clean Energy Improvement Tax Bylaw as amended.




- C. That Council does not give Second Reading to proposed Clean Energy Improvement Tax Bylaw 2021/11/A.

**5. RECOMMENDATION:**

Administration recommends that Council give Second and Third Readings to proposed Clean Energy Improvement Tax Bylaw 2021/11/A.

**6. ATTACHMENTS:**

1. DRAFT Clean Energy Improvement Tax Bylaw 2021/11/A.

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			



**DRAFT BYLAW NO. 2021/11/A****Name of Bylaw: Clean Energy Improvement Tax Bylaw**

**WHEREAS** a clean energy improvement program is a financing program that facilitates the implementation of qualified clean energy improvements to eligible properties.

**WHEREAS** pursuant to Section 390.3 of the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta 2000 and amendments thereto, a municipality may pass a clean energy improvement tax bylaw to establish a clean energy improvement program.

**WHEREAS** a clean energy improvement program bylaw authorizes the municipality to make a borrowing for the purpose of financing clean energy improvements and authorizes Council to impose, with respect of each qualified clean energy improvement, a clean energy improvement tax to raise revenue to pay the amount required to recover the costs of those clean energy improvements.

**WHEREAS** the Minister of Environment and Parks has designated a Program Administrator to support municipalities' efforts to establish clean energy improvement programs.

**AND WHEREAS** the Town of Drayton Valley wishes to enable financing for clean energy improvements for eligible properties in their municipality through the Clean Energy Improvement Program.

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

**TITLE**

1. This Bylaw may be cited as the "Clean Energy Improvement Tax Bylaw" of the Town of Drayton Valley.

**PURPOSE**

2. The purpose of this Bylaw is to establish a Clean Energy Improvement program for the Town of Drayton Valley.

**DEFINITIONS**

3. In this Bylaw, the following definitions apply, unless the context otherwise requires:



- 3.1. Act – means the Municipal Government Act, R.S.A., 2000, c. M-26 and amendments thereto;
- 3.2. Agreement – means a Clean Energy Improvement Agreement executed between the Town of Drayton Valley and the Owner whereby the Owner agrees to pay an amount required to cover the costs of financing each Eligible Clean Energy Improvement approved by the Program Administrator, as drafted in accordance with Section 390.4 of the Act;
- 3.3. Clean Energy Improvement Tax – means a tax levied against an Eligible Property pursuant to an Agreement;
- 3.4. Eligible Clean Energy Improvement – means, subject to the regulations, a renovation, adaptation, or installation on eligible private property that will increase energy efficiency or the use of renewable energy on that property, and for which an Agreement may be made;
- 3.5. Eligible Property – means a property that is situated within the Town, that qualifies as eligible under Section 390.2 of the Act;
- 3.6. Owner – means, collectively, the registered owners of a property;
- 3.7. Program – means a clean energy improvement program as described in the Act and Regulation;
- 3.8. Program Administrator – means the Alberta Municipal Services Corporation, or its successors or assigns as designated in accordance with the Regulation;
- 3.9. Regulation – means the Clean Energy Improvement Regulation, A.R.212/2018 and amendments thereto; and
- 3.10. Town – means the municipal corporation of the Town of Drayton Valley or as the context may imply, the physical area within the jurisdictional boundary of the Town of Drayton Valley.

#### **PROGRAM APPLICATION**

4. Pursuant to the Program, an Owner of Eligible Property may apply to the Program Administrator to finance an Eligible Clean Energy Improvement. The Program Administrator may charge a fee in relation to any such application, pursuant to the Regulation.
5. An Owner may submit one Program application per year, per Eligible Property.
6. An Owner must meet the following eligibility criteria to participate in the Program:

- 6.1. Be current on their taxation payment for the property, for a period of 5-years, prior to the date of the application to the program;
- 6.2. Has never been in collections for a property in the Town;
- 6.3. Does not have any outstanding municipal service bills or unresolved development compliance issues with the municipality. The Town reserves the right to deny the applicant if the applicant is not in good standing with any department of the Town;
- 6.4. Not be in personal bankruptcy (or insolvency) and the property must not be in foreclosure. The Owner may be required to provide documentation confirming these; and
- 6.5. Be current with mortgage payment, and any other debts secured by the property. The Owner may be required to provide documentation confirming these.

#### **CLEAN ENERGY IMPROVEMENT AGREEMENT**

7. The Town may enter into an Agreement with an Owner on a discretionary basis but subject at all times to the requirements, conditions and limitations set out in Section 10 (1) of the Regulation including, but not limited, to the Program Administrator's approval of the application.
8. Where the Town has entered into an Agreement with an Owner, and at any time following the signing of the Agreement, a Clean Energy Improvement Tax will be imposed on the applicable property pursuant to that Agreement.

#### **CLEAN ENERGY IMPROVEMENT TAX**

9. For the purpose of imposing a Clean Energy Improvement Tax, the annual repayment amount will not exceed the annual taxation amount most recently imposed for the Eligible Property.
10. The period over which the cost of each Eligible Clean Energy Improvement will be spread may vary, to a maximum, over the probable lifetime of the applicable improvement.
11. For the purpose of this Program, the Town may borrow funds totaling up to \$3, 200,000, over the course of a 4-year period, in the form of a line of credit or other loan instruments to finance approved Eligible Clean Energy Improvements. Source of funding may be financial institutions, lending organizations and/or the Green Municipal Fund, a program delivered by the Federation of Canadian Municipalities and funded by the Government of Canada.

12. The annual maximum amount to be allocated by the Town towards the Clean Energy Improvement Program is up to \$400,000 for residential and up to \$500,000 for non-residential.
13. The annual borrowed amount will have a maximum rate of interest of 5%, a maximum term of 25 years, and repayment terms including principal and interest, plus other fees or charges applicable to the borrowing.
14. The principal and interest owing under the borrowing will be paid using the proceeds from the Clean Energy Improvement Tax and other payments that may be made by the Owners with respect to the applicable Eligible Clean Energy Improvements.
15. If the Owner wishes to make early, full repayment of an amount financed by a Clean Energy Improvement Tax, the amount owing will be calculated at the time of the request, based on the principal and interest remaining and the terms of the financing.
16. Any project that has been approved under the Program must be completed within the time limit as set out under the Agreement.

#### **SEVERABILITY**

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

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

Read a first time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A. D.

Public Hearing held this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A. D.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A. D.

Read a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, A. D.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION

DRAYTON VALLEY



<b>SUBJECT:</b>	Direct Control One (DC-1) Commercial, Farmers' Market Bylaw 2021/06/D Presented for Second and Third Reading
<b>MEETING:</b>	September 15, 2021 Regular Meeting of Council
<b>PRESENTED BY:</b>	Lowani Mubanga Planning and Development Officer

### 1. PROPOSAL AND BACKGROUND:

The Drayton Valley and District Agricultural Society (hereafter referred to as the Applicant) applied to re-zone the parcel at 5015 Industrial Road to provide for the use of the parcel as a permanent year-round location for the Drayton Valley Evergreen Farmers' Market. Town Council gave First Reading to Bylaw 2021/06/D which if approved (after Second and Third Reading), will re-zone 5015 Industrial Road from C-GEN (Commercial, General District) to DC-1 (Commercial, Direct Control-One District). If approved, the change in designation will provide for the use of 5015 Industrial Road (**See Attachment 1- Site Location and Zoning Map**) as the permanent year-round location for the Drayton Valley Farmers' Market.

Farmers' Markets bring many benefits to the community but could also have potential impacts to surrounding land uses. Administration worked with the applicant to ensure that possible negative impacts to surrounding landowners from this use, are mitigated as much as reasonably possible. As such, a Direct Control (DC-1) district was proposed, the purpose of which is to provide flexibility by permitting a Farmers' Market, in addition to other land uses currently listed as Permitted Uses in the C-GEN (Commercial, General District) district as well as to mitigate potential impacts to surrounding landowners.

The current location for the Farmers' Market, is the Life Church parking lot at 5115 50 Avenue on Wednesdays during the hours of 4:00-7:00pm from May-October 2021 and patrons use the adjacent Eldorado Elementary School parking lot for parking. The Farmers' Market is held during the same hours at the MacKenzie Conference Centre from September to December. Although it is typical for most other Farmers' Markets to do the same, Administration recognizes the logistical challenges the Applicant contends with in setting up, managing the activities of the market, and cleaning up at one of these two locations each week.

The Applicant intends to host smaller Farmers' Markets at the subject parcel each Wednesday of the week from 1:00 pm-8:00 pm, May to September. The Applicant also wishes to test the off-season by hosting a market from 8:00am-6:00pm once per month on Wednesdays or Saturdays from October to May and if demand dictates, these Saturday markets could be held weekly on either day of the off-season. The Applicant will continue to host weekly Christmas-season markets at the MacKenzie Conference Centre from the second week in October until mid-December.

Since the August 18, 2021, Regular Meeting of Council, the re-zoning application was advertised on the Town website, Facebook and in the DV Free Press. Additionally, notices were sent to surrounding landowners within 100m of the subject site. No comments were received from surrounding landowners at the time this report was prepared.

The subject parcel is designated as Commercial/Light Industrial in Map 4-Generalized Present and Future Land Uses of Municipal Development Plan 2012/27/D **(see Attachment 3- Municipal Development Plan Map 4)**. The proposed Farmers' Market use complies with the policies of Section 2.8 (Commercial and Light Industrial Areas) of the Plan.

### Site Inspection

The subject property, formerly occupied by Pembina River Nursery and Garden Centre, consists of an L-shaped building that includes at-grade entrances that facilitate wheelchair access and a fenced rear yard that includes a gated entrance that faces Industrial Road towards the front of the parcel and second gated entrance at the rear of the parcel that faces the lane at the rear of the parcel **(see Attachment 4- Site Photos)**.

The building on the parcel consists of two parts; an original east-west oriented portion (which according to the site plan was completed in 1993) and a front north-south oriented addition that faces Industrial Road completed in 2008. According to a previous 2015 aerial photo, the parcel included a greenhouse, numerous smaller outbuildings located behind the building, a shipping container located at the west side of the building and several trees/shrubs that were likely potted and offered for sale along the rear fence line facing the lane. According to the same aerial photo, parking for the former nursery/garden centre was offered at the front of the building within the Town's right-of-way part of Industrial Road and at the east side of the building **(see Attachment 5- 2015 Aerial Photo)**.

### Land Use Bylaw 2020/12/D

The subject property is in the Commercial, General (C-GEN) district of Land Use Bylaw 2020/12/D.

Farmers' Market is defined in Land Use Bylaw 2020/12/D, as

*"a use where individual vendors provide goods for sale directly to the public. Vendors may change on a frequent or seasonal basis and goods may be sold both inside and outside of the building. Goods being sold are primarily fresh food products, finished consumer goods, produce, handcrafted articles, antiques or second-hand goods".*

Section 5.4.f requires a parcel to be re-zoned to a Direct Control (DC) district prior to it being used as a Farmers' Market. Administration, therefore, presents the proposed Direct Control, One (DC-1) district, as Bylaw 2021/06/D **(See Attachment 6-Draft Bylaw 2021/06/D)** for Second and Third Reading. The provisions of this proposed district are discussed separately below.

### Development Authority

For the purposes of efficiency, Administration recommended the decision authority for Permitted Use Development Permit applications and Variances (subject to the limits prescribed in Table 3- Public Consultation Requirements of the Land Use Bylaw) in this district is delegated to a Development Officer or Senior Planner. Therefore, any time the Applicant or a future owner of the subject property applies for a Development Permit in this district (unless the proposed use is listed as Discretionary or consists of a Variance of more than 30%), Administration may process the application without a meeting before the Municipal Planning Commission (MPC).

### Permitted and Discretionary Uses

Consistent with the main purpose of this Bylaw, Farmers' Market is listed as a Permitted Use in the proposed DC-1 district. However, the subject property could always change ownership in the future with a new owner no longer wishing to utilize the property as a Farmers' Market. Therefore, the proposed

DC-1 district includes the Permitted and Discretionary Uses of the current Commercial, General (C-GEN) district so a future owner in this scenario could convert the subject property back to a commercial use that is currently permitted without the need to re-zone the property a second time.

Administration has drafted the proposed Bylaw to list “all uses in the Commercial, General (C-GEN) land use district” in addition to Farmers’ Market under Permitted Uses and “all uses in the Commercial, General (C-GEN) land use district” under Discretionary Uses in the proposed DC-1 district. However, Administration opted to copy the list of Permitted and Discretionary Uses in the C-GEN district to the proposed DC-1 district to reduce the number of pages that one needs to refer to when reviewing Land Use Bylaw 2020/12/D.

### **Parcel Size**

The minimum required dimensions for the subject parcel in the DC-1 district are those that exist.

### **Setbacks**

Other than permitting a Farmers’ Market on the subject parcel that includes site specific regulations for this use, the proposed DC-1 district is identical to the current C-GEN district. Therefore, the front, side and rear yard setbacks for the proposed district are carried over from the current C-GEN land use district.

Administration notes the existing building on the parcel is located 0 metres from the front property line. Town Council approved Development Permit DV06-051 with Variance for the front yard setback of this part of the building on April 5, 2006. The variance that was approved applies to front portion of the building. The minimum required 8.0 metre front yard setback.

The minimum required side yard setback is 3.0 metres. Administration recognized the shipping container shown in the 2015 aerial photo of the property was present at the time of the site inspection. Administration is willing to recognize this shipping container as legal non-conforming, meaning that it can remain in its current location until it is re-located or removed from the parcel completely. If the shipping container is removed or re-located, it cannot be moved back to its current location and no additional shipping containers are permitted without amendment to the proposed DC district and issuance of a Development Permit.

The rear yard setback, identical to the current C-GEN district of Land Use Bylaw 2020/12/D, is 5.0 metres. In the context of a commercial property, the purpose of a rear yard setback is to ensure sufficient space between the building, commercial display/storage area, etc. and the adjacent lane. Administration understands the Applicant may wish to construct an addition at the rear of the existing building in the location of the previously existing greenhouse. Based on the 2015 aerial photo and available mapping information, a future addition in the location of the previously existing greenhouse would appear to comply with the 5.0 metres rear yard setback requirement.

### **Maximum Number of Vendors**

When the Applicant initially discussed the Farmers’ Market with Administration, it was indicated that a maximum of 45 vendors could be accommodated at the subject property. The Applicant has since reduced this number to 30.

The number of required parking stalls for the proposed Farmers’ Market is a function of the number of vendors; therefore, the higher number of maximum vendors at the Farmers’ Market, the higher the number of required parking spaces and vice-versa. Administration recommends setting the maximum number of vendors to 30 for the time being and If the Applicant wishes to increase the number of vendors, an amendment to the proposed DC district can be considered.



## Required Parking Spaces

The Guide to Starting a Farmers' Market, published by Alberta Agriculture and Forestry, most recently updated in 2018 states, "*the rule of thumb is two to three stalls per vendor*" (Page 10) **(See Attachment 9- Excerpt from Guide to Starting a Farmers' Market)**.

Administration used a ratio of two stalls per vendor when calculating the parking requirements of the proposed district. Based on a total maximum of 30 vendors, a total of 60 stalls at minimum are required for a Farmers' Market in the proposed DC-1 district.

Bicycle parking spaces are based on the number of parking stalls specifically provided on the subject parcel, subject to a minimum of four spaces in accordance with Section 3.44 of Land Use Bylaw 2020/12/D.

Other than the number of parking spaces, the other parking-related provisions of Land Use Bylaw 2020/12/D (Sections 3.37-3.45) apply as part of the DC-1 district. The Applicant's site plan submitted for this bylaw indicates a total of 22 on-site parking spaces. Six of these parking spaces are within the Town's right-of-way for Industrial Road. After accounting for the 22 parking stalls to be provided on-site, a total of 38 required parking spaces would need to be secured through communal parking agreements with the neighboring and surrounding landowners within the vicinity of the subject parcel.

## Communal Parking Agreements

The deficient number of parking spaces may be provided entirely on a single parcel or any combination among numerous parcels. While there is no stated distance between the subject parcel and the parcel(s) that provide the remaining required parking spaces, they do need to be within reasonable proximity of each other.

While Administration does not involve itself with matters between private landowners, it is recognized that opportunity for communal parking arrangements may be available at several nearby properties. If any of the deficient parking spaces are provided at the parcels on the opposite (north) side of Industrial Road, Administration recommends that a signalized pedestrian crosswalk is installed.

The requirement for one or more communal parking agreements between the Applicant and adjacent/surrounding landowner(s) will be implemented as a condition of an eventual Development Permit, should Bylaw 2021/06/D for the proposed DC-1 district be passed.

Similar to implementation of the communal parking agreement(s) discussed above, any required pedestrian crosswalk would be implemented through a Development Agreement that may be required as a condition of a Development Permit.

## Days and Hours of Operation

Days that specifically apply to a Farmers' Market operated at the subject parcel are those that have been stated by the applicant:

- Wednesday and Saturday (applies to Farmers' Market only)
  - I. If the Farmers' Market is to be held on days other than those stated above, the host of the Farmers' Market shall provide 3 weeks' notice to surrounding landowners notifying them of the alternative days.
- Hours of operation will typically be 1:00 pm-8:00 pm on Wednesday every week from May to September and monthly on Wednesdays or Saturdays 8:00 am-6:00 pm from October to May.

These Hours may vary and as such, the host of the Farmers' Market shall provide 3 weeks' notice to surrounding landowners notifying them of the alternative hours.

Administration notes these specific days and hours for the Farmers' Market may alleviate some concerns that adjacent/surrounding landowners may have with providing any number of deficient parking spaces on their site, as the hours for the Farmers' Market are mostly outside a typical business day.

As the Applicant also wishes to utilize the building for other events during non-Farmers' Market times (i.e. firearms training, general safety training, first-aid courses, non-profit community group meetings, birthday party bookings, obedience classes, etc.) the normal parking requirements of the Land Use Bylaw would apply. Administration confirms the 22 provided on-site parking stalls complies with the parking requirements of the Land Use Bylaw for any of these intended uses.

## Landscaping

Landscaping is an important component for beautifying areas of the Town and promoting sustainable, aesthetically pleasing re-development. As the proposed Farmers' Market is a change of use for the subject parcel, it is subject to the requirements of Land Use Bylaw 2020/12/D. Section 3.19- Table 5 (Tree Planting Minimums) of the Land Use Bylaw requires a minimum of one tree per 400 square metres of gross parcel area. Based on an area of 1,633.99 square metres, this ratio equates to a minimum of four trees for the subject parcel.

Administration recognizes the difficulties with digging holes to plant trees on the parcel, due to the amount of asphalt. However, Administration accommodates these challenges by clarifying the trees may be provided in planter boxes in the regulations of the proposed DC-1 district.

For non-residential and multi-residential parcels, Section 3.18 of the Land Use Bylaw requires a minimum 1.8-meter-wide landscaped buffer along each public road right-of-way. While Administration respects that (except for two areas), the south side of Industrial Road between 50 Street and 52 Street consists of a limited landscaped buffer, recently adopted Land Use Bylaw 2020/12/D is an instrument that can be utilized by the Town to implement gradual and progressive improvement over time as re-development occurs in this area. Therefore, trees planted as part of the proposed use should generally face the parcel's frontage along Industrial Road. Administration identifies a small area for these plantings between parking stall 20 and parking stalls 14 through 16 along the front lot line of the subject parcel (**see Attachment 2- Site Plan**). Due to their broad base that may obstruct walkways and parking stalls, Section 3.19.d of the Land Use Bylaw prohibits evergreen trees planted in these areas. However, numerous types of deciduous plantings that strike a balance of providing visual amenity, not interfering with parking spaces and, provide for adequate sightlines are possible within this area.

If the Applicant is unable to comply with landscaping requirements of the proposed DC-1 district, Administration has included a wording which allows for alternative landscaping provisions at the direction of a qualified landscaping professional.

## Additional Requirements

The additional requirements of the Land Use Bylaw regarding storage provision of garbage receptacles and so on apply to the subject parcel, whether it is used as a Farmers' Market or any of the other intended uses. Provision of waste receptacles on the subject parcel will be implemented through the conditions of a Development Permit.



## 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 Public Health Act and Food Regulation</i> <i>Municipal Government Act (MGA)</i> <i>National Building Code, Alberta Edition</i> <i>Societies Act, Cooperatives Act</i>
Municipal Bylaws	Yes	Business Licence Bylaw 2008/15/D Community Standards Bylaw 2015/08/D Land Use Bylaw 2020/12/D
Municipal Development Plan	Yes	Section 2.8- Commercial/Light Industrial Areas, Map 4
Sustainability Vision 2019-2021	N/A	N/A
Town of Drayton Valley Strategic Plan 2019-2021	Yes	Goal One- Recovery in Drayton Valley  Goal Three- A Sense of Community
Other Plans or Policies	Yes	Social Development Plan 2020-2024, A Community fulfilled with food that is accessible and secure for all (Page 15)

## 4. POTENTIAL MOTIONS:

- A. That Council give Second Reading to proposed Direct Control One (DC-1) Commercial, Farmers' Market Bylaw 2021/06/D, as presented.

That Council give Third and Final Reading to proposed Direct Control One (DC-1) Commercial, Farmers' Market Bylaw 2021/06/D, as presented.

- B. That Council give Second Reading to proposed Direct Control One (DC-1) Commercial, Farmers' Market Bylaw 2021/06/D with amendments to \_\_\_\_\_.

That Council give Third and Final Reading to proposed Direct Control One (DC-1) Commercial, Farmers' Market Bylaw 2021/06/D, as amended.

- C. That Council table the Second Reading of proposed Direct Control One (DC-1) Commercial, Farmers' Market Bylaw 2021/06/D, to request further information from Administration in regard to: \_\_\_\_\_.




- D. That Council decline to give Second Reading to proposed Direct Control One (DC-1) Commercial, Farmers' Market Bylaw 2021/06/D.

## 5. RECOMMENDATION

Administration recommends giving Second and Third Reading to proposed Direct Control One (DC-1) Commercial, Farmers' Market Bylaw 2021/06/D.

## 6. ATTACHMENTS:

1. Site Location and Zoning Map
2. Site Plan
3. Municipal Development Plan Map 4
4. May 13, 2021 Site Photos
5. 2015 Aerial Photo
6. Draft Bylaw 2021/06/D
7. Current Location Site Photos
8. Farmers' Market Access and Parking
9. Excerpt from Guide to Starting a Farmers' Market
10. Farmers' Market draft MOU and Landowner Letters

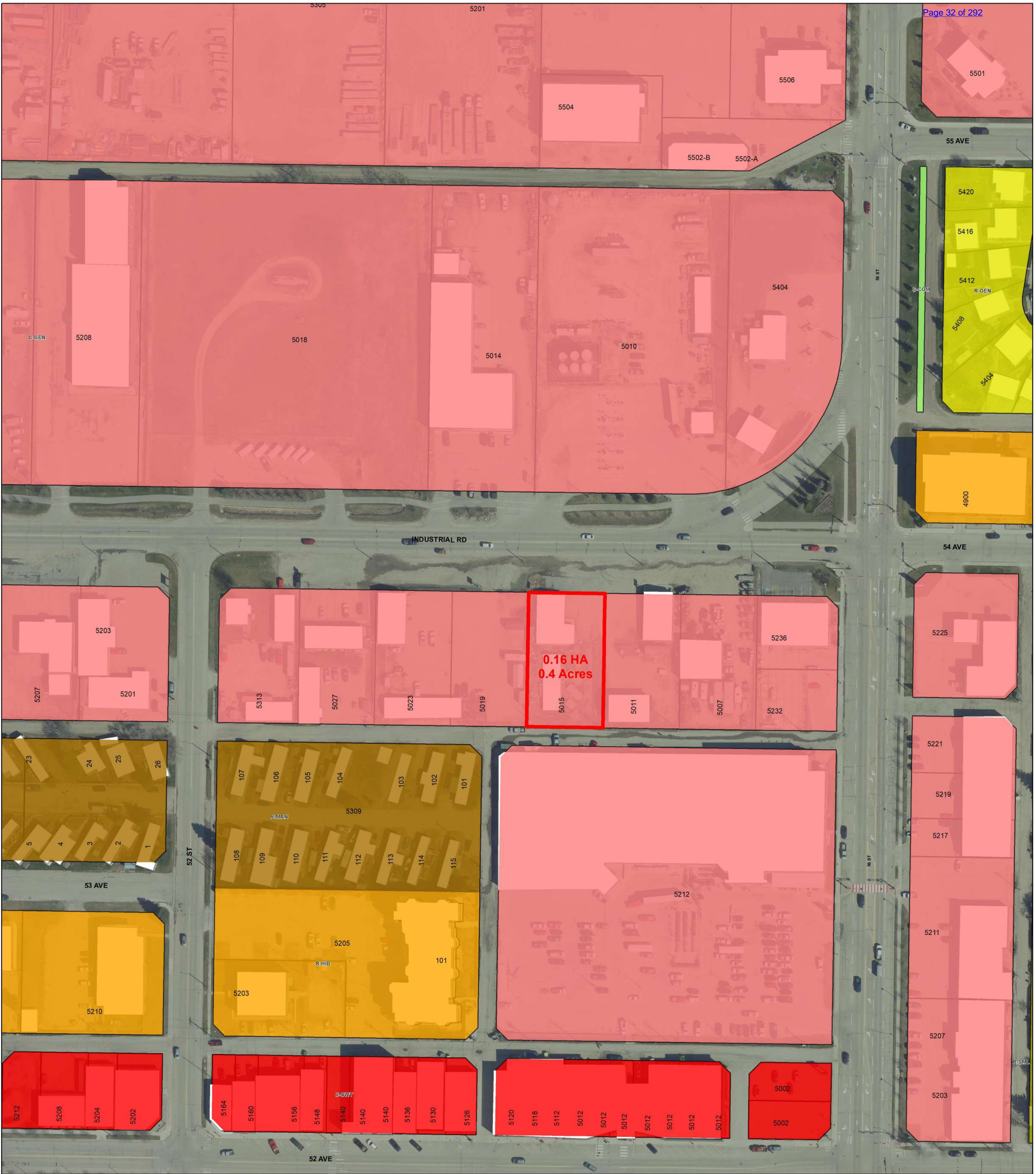
REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

ATTACHMENT

..... @- O #° u@ V° V) :-\ V@8 MAP

---


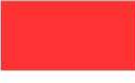


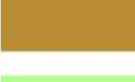
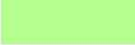




# Town of Drayton Valley Zoning Map

August 2021

## Legend

-  Areas of Interest
-  C-DWT Commercial, Downtown District
-  C-GEN Commercial, General District
-  R-HID Residential, High Density District
-  R-MAN Residential, Manufactured Home Park District
-  S-COM Special, Community Services District



0 50 100  
Meters

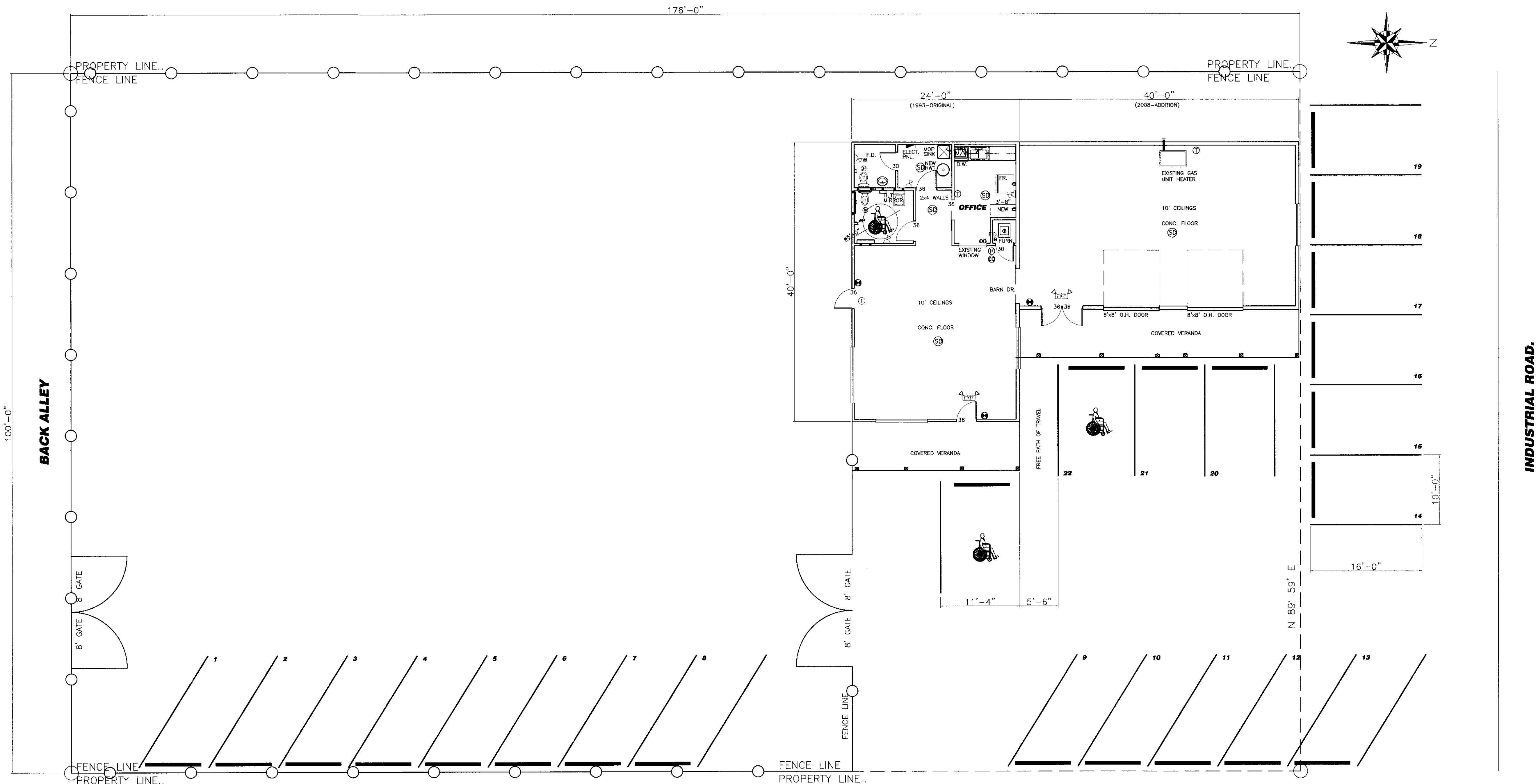
This map is for advisory purposes only and does not replace a legal land survey. It is based on data sources deemed reliable but the Town of Drayton Valley is not responsible for errors or omissions.



## **ATTACHMENT 2**

### **SITE PLAN**

---



**PROPOSED PARKING LAYOUT**  
SCALE : 3/16" = 1'-0"

**"NEW" D.V. AGRICULTURAL SOCIETY**  
**LOT : 5**  
**BLOCK # : 11**  
**PLAN # : 5935-HW**  
**CIVIC ADDRESS : 5015 INDUSTRIAL ROAD.**  
**DRAYTON VALLEY, ALBERTA**

no.	description	revisions	date	checked
-----	-------------	-----------	------	---------

detail legend		A	DETAIL NO.
		B	LOCATION DWG. NO.
		C	DETAIL DWG. NO.
DETAIL NUMBERS		TO	

seal

project  
D.V. AGRICULTURAL SOCIETY  
5015 INDUSTRIAL ROAD,  
DRAYTON VALLEY, ALBERTA

drawing title  
PROPOSED PARKING LAYOUT

scale AS SHOWN

drawn by A. KELLY

reviewed by COLLEEN/HARVEY

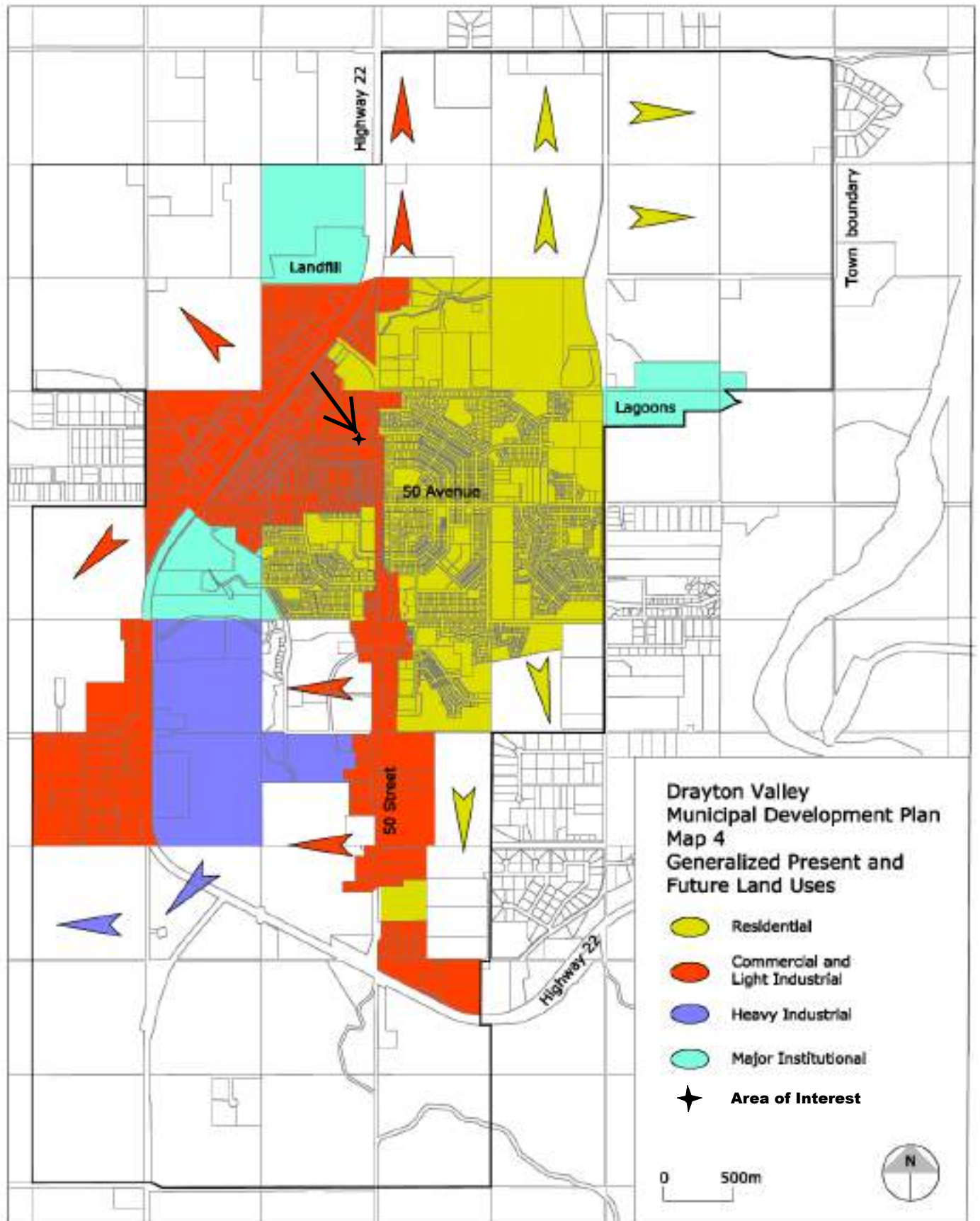
date MAY 7 /21

units AS SHOWN

drawing no.  
**A-3**

project no.  
DV-AG

**ATTACHMENT 3**  
**MUNICIPAL DEVELOPMENT PLAN- MAP 4**





**ATTACHMENT**

o@- 'h=\ u\ 8k° h=o' 'hk\ h\ o-) 'Q #° u@ V



Subject parcel from opposite side of Industrial Road looking south



From the front of the subject parcel looking east along Industrial Road towards 50 Street



Storage container to the west of the building on the subject parcel



The gate at the rear of the subject parcel from the lane



From the subject parcel looking east along the lane towards 50 Street



From the subject parcel looking west along the lane towards 52 Street

**ATTACHMENT 5**

**2015 AERIAL PHOTOGRAPH**



**ATTACHMENT 6**

**DRAFT BYLAW 2021/06/D**

---





## **DRAFT BYLAW 2021/06/D**

### **BYLAW NO. 2021/06/D**

#### **Name of Bylaw: Direct Control One (DC-1) Commercial, Farmers' Market**

**WHEREAS** Council deems it necessary to amend Land Use Bylaw 2020/12/D by re-zoning the subject parcel from the existing Commercial, General (C-GEN) land use district to a newly created Direct Control, One (DC-1) land use district.

**AND WHEREAS** Council wishes to include a Farmers' Market as defined in Section 6- Glossary of Land Use Bylaw 2020/12/D as a Permitted Use in the newly created DC-1 land use district.

**AND WHEREAS** Council also wishes to include those land uses currently listed as Permitted Uses or Discretionary Uses in the Commercial, General (C-GEN) land use district in the new DC-1 land use district.

**NOW THEREFORE** the Council of the Town of Drayton Valley, duly assembled, hereby enacts as follows, pursuant to Part 17 of the Municipal Government Act, 2000:

#### **TITLE**

1. This Bylaw may be cited as the "Direct Control One (DC-1) Commercial, Farmers' Market of the Town of Drayton Valley".

#### **PURPOSE**

1. The purpose of this Bylaw is to provide flexibility by creating a new Direct Control (DC-1) land use district that includes a Farmers' Market, as defined in Section 6- Glossary, in addition to other land uses currently listed as Permitted Uses in the Commercial, General (C-GEN) land use district of Land Use Bylaw 2020/12/D at the subject property.
2. Land uses listed as Discretionary in the Commercial, General (C-GEN) land use district of Land Use Bylaw 2020/12/D are continued in this newly created DC-1 district at the subject property.
3. Pursuant to Section 641(3) of the Act, the power to approve applications for Development Permits may be delegated to a Development Officer or Senior Planner when the proposed use is consistent with the uses and standards set out below. The provisions of the newly created land use district known as Direct Control One (DC-1) shall be as provided in Appendix "A", Figure 7 attached hereto.

4. The land use designation of Lot 5, Block 11, Plan 5935HW (municipally known as 5015 Industrial Road), as shown in Appendix "A" attached hereto are changed from Commercial, General (C-GEN) to Direct Control One- (DC-1).

DRAFT

**Bylaw 2021/06/D**  
**Appendix “A”**

**“DC-1” DIRECT CONTROL, ONE- COMMERCIAL, FARMERS' MARKET**

**PURPOSE:**

To provide flexibility by permitting a Farmers' Market, as defined in Section 6- Glossary, in addition to other land uses currently listed as Permitted Uses in the Commercial, General (C-GEN) land use district of Land Use Bylaw 2020/12/D at the subject property.

**DEVELOPMENT PERMITS:**

a) The Development Authority shall consider and decide upon Development Permit applications within this district. Notwithstanding section 5.4 (b) of Land Use Bylaw 2020/12/D, a Planning and Development Officer and Senior Planner can make decisions on Development applications for all permitted uses in this Direct Control One- (DC-1) District.

b) The Development Authority may grant a Variance for a Development Permit in accordance with Sections 2.10 through 2.17 of the Land Use Bylaw. Notwithstanding section 5.4 (b) of Land Use Bylaw 2020/12/D, a Planning and Development Officer and Senior Planner can make decisions on Development applications for all variances 30% or less in this Direct Control One- (DC-1) District.

**AREA:**

The Direct Control, One (DC-1) district applies to the parcel identified as Lot 5, Block 11, Plan 5935HW (municipally known as 5015 Industrial Road) and shown in **Figure 7- Direct Control, One (DC-1) 1 Land Use Location Map.**

**Figure 7-  
Direct Control, One (DC-1) 1 Land Use Location Map**



<b>PERMITTED USES:</b>	<b>DISCRETIONARY USES:</b>
Accessory Building/Structure	Auction Market
Alcohol Production	Automotive Sales and Service
Animal Services Facility (Minor)	Cannabis Processing (Micro)
Establishment (Eating & Drinking/Entertainment)	Care Facility (Child/Large Group)
Farmers' Market	Communications Tower
Financial Institution	Establishment (Adult)
Government Services	Funeral Home
Hotel/Motel	Gas Station
Office	Industrial (Light)
Recreation (culture & Tourism)	Recreation (Public)
Recreation (Private)	Recycling Facility
Religious Assembly	Retail (Large/Shopping Centre)
Retail (Cannabis/Liquor/Small/General)	School
School (Trade)	Drive-Through
	Solar Panels (Wall Mounted)

Those uses, not otherwise defined in the Bylaw, which in the opinion of the Development Authority are similar to the Permitted or Discretionary Uses and conform to the purpose of this District.

**MINIMUM PARCEL SIZE:** 0.16 hectares\*

Parcel Width	Parcel Depth
30.0 m*	53.6 m*

\*Minimum Parcel Size, Parcel width and Parcel Depth are those dimensions for the subject parcel that exist on the date this land use district comes into effect.

**MAXIMUM BUILDING HEIGHT:** 20.0 m**MINIMUM SETBACKS:**

<b>MAIN BUILDING</b>		
Front Yard	Side Yard	Rear Yard
8.0 m	3.0 m	5.0 m
<b>ACCESSORY BUILDINGS</b>		
Front Yard	Side Yard	Rear Yard
No Accessory Buildings Permitted in the Front Yard	1.0m	1.0m

**NUMBER OF FARMERS' MARKET VENDORS:** based on a maximum of 30 Market Vendors.

**LANDSCAPING:** The minimum number of trees provided within the confines of the subject parcel shall be one tree per 400 m<sup>2</sup> of gross parcel area, as per the requirements of Section 3.19 (Tree Planting) and Table 5 (Tree Planting Minimums) in Land Use Bylaw 2020/12/D.

Tree plantings shall generally face the frontage along Industrial Road and may be provided within planters on the property. If the Landscaping requirements cannot be adhered to because of the limitations of the subject parcel, alternative provisions may be provided at the direction of a qualified landscaping professional and to the satisfaction of the Development Authority. Otherwise, all other Landscaping requirements of Sections 3.18 through 3.25 of Land Use Bylaw 2020/12/D apply.

**PARKING REQUIREMENTS:**

Use	Required Parking Stalls
Farmers' Market	60 (based on a ratio of 2 per vendor, capped at 30 Market Vendors) *
All Other Uses	In accordance with Section 3.38 and Table 6-Parking Minimums of the Land Use Bylaw
Bicycle Parking Spaces	4 spaces

\*The total number of required parking spaces include those provided on-site as well as the Town road allowance in front of the subject property. The remaining required parking spaces shall be secured through one/more communal parking agreements with surrounding and nearby landowner(s). The Town shall be notified if or when a parking agreement is amended or canceled by either party.

All other Parking regulations as stated in Sections 3.37-3.42, 3.43.i and 3.44-3.55, inclusive of Tables and Figures contained in these sections of the Land Use Bylaw apply.

## **DAYS AND HOURS OF OPERATION:**

Hours of operation that generally apply to the Farmers' Market only:

- a) Wednesday and Saturday
  - i) If the Farmers' Market is to be held on days other than those stated above, the host of the Farmers' Market shall provide 3 weeks' notice to surrounding landowners notifying them of the alternative days.
- b) Hours of operation will typically be 1:00 pm-8:00 pm on Wednesday every week from May to September and monthly on Wednesdays or Saturdays 8:00 am-6:00 pm from October to May. These Hours may vary and as such, the host of the Farmers' Market shall provide 3 weeks' notice to surrounding landowners notifying them of the alternative hours.

No restrictions to days and hours of operation for other Permitted and Discretionary land uses in the DC-1 land use district.

## **ADDITIONAL REQUIREMENTS:**

- a) Outdoor storage and display shall not be permitted except for a Farmers' Market and sidewalk sales,
- b) Garbage storage shall be confined to a designated area and shall not have an adverse affect on the use or circulation on the parcel or adjacent lands,
- c) Maximum of two shipping containers of up to 12m (40 ft) in length are permitted at the west side or to the rear sides of the main building. The exterior of the Shipping containers shall be reasonably maintained at the discretion of the Development Authority.
- d) Requirements of other authorities, as stated in Section 1.4 of the Land Use Bylaw apply.

## **EXCEPTIONS:**

- a) Auction Markets exclude Livestock sales.

## **INTERPRETATION**

1. Words used in the singular include the plural and vice-versa.
2. Words used in the present tense include the other tenses and derivative forms.

**SEVERABILITY**

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

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

Read a first time this 18<sup>th</sup> day of August, 2021, A. D.

Public Hearing held this \_\_\_\_ day of \_\_\_\_\_, 2021, A. D.

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

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

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



ATTACHMENT

o@- 'h=\ u\ 8k° h=o' '#ykk-Vu'Q #° u@ V



Eldorado School 50 Street Parking Lot looking south



Eldorado School 50 Avenue parking lot  
looking west towards Life Church



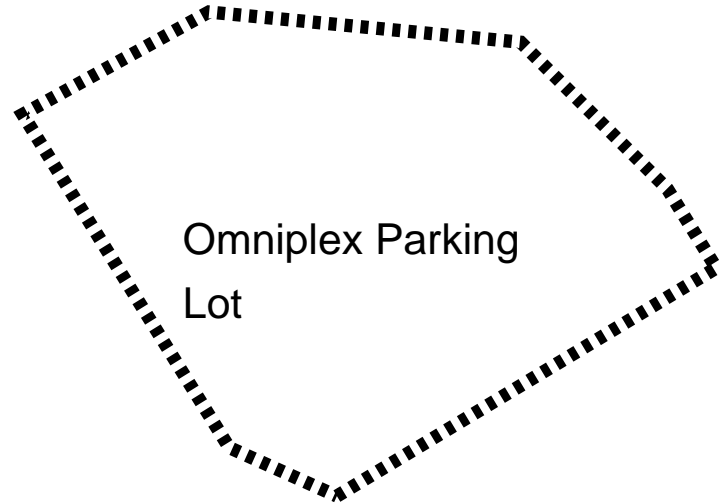
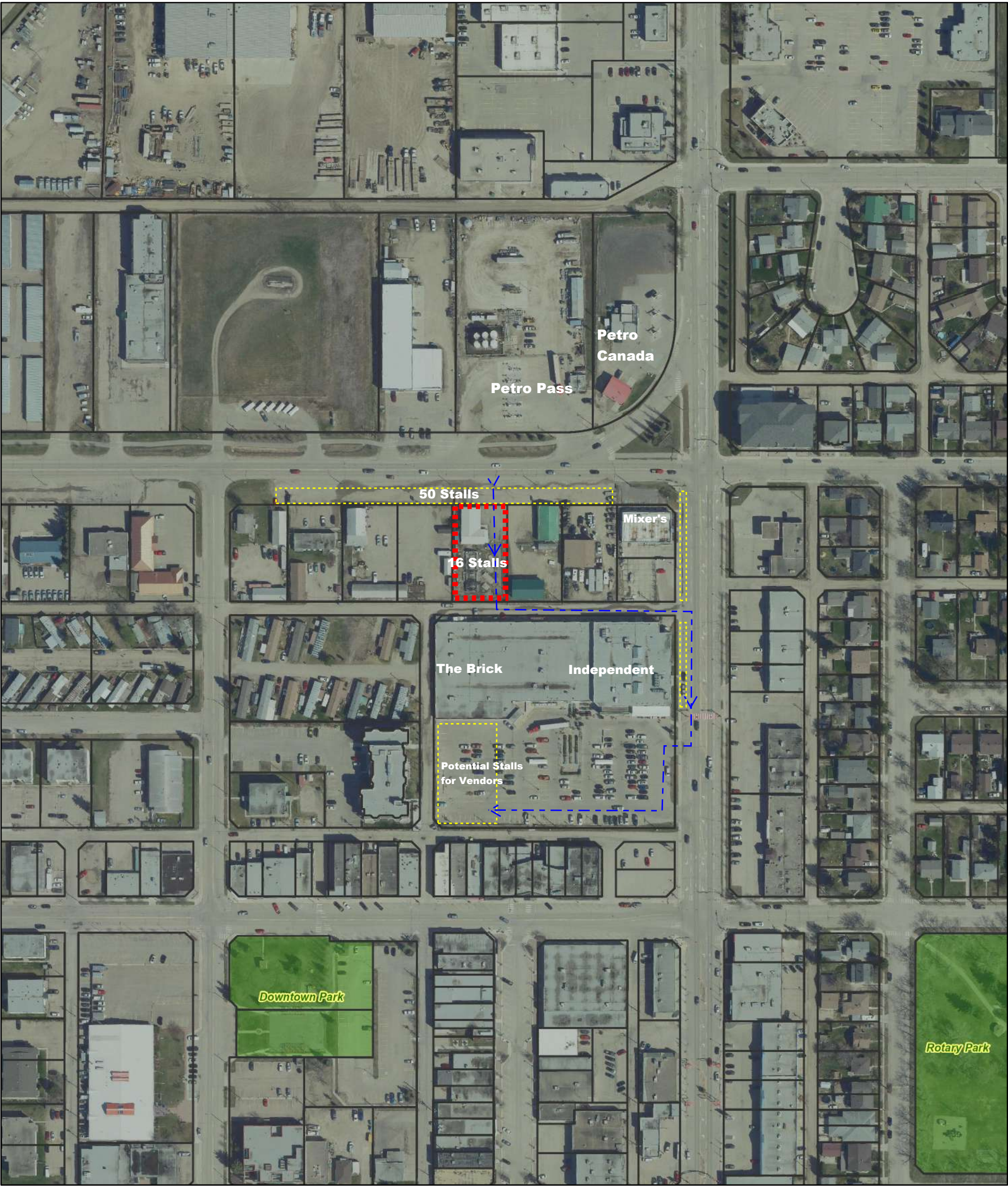
Food truck to the south of the Eldorado School 50 Avenue parking lot



Entrance of the Farmer's Market in the Life Church parking lot

**ATTACHMENT 8**  
**FARMERS' MARKET ACCESS AND PARKING**

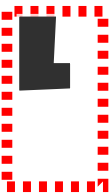




Life Church/Eldorado



Ag Society Office  
5015 Industrial Road



**Occasional Location**

**Current Location**

**Proposed New Location**



**ATTACHMENT**

- Ekhu'7k\ U '8y@ - 'u\ 'au° ku@78° '7° kU -ko 'U ° kMu'

**Things to consider when selecting a site:**

- **Size:** How many tables/stalls will the site accommodate? Is there room to increase the existing number of vendors? If your size is limited, is there a way to reconfigure the layout of the stalls to be able to increase the number of vendors? If your site is available year round, could you have some vendors set up outside during the summer months to allow for an increase in vendors during the busy season?
- **Centrality:** Is the site central to where your potential customers live, work and shop? If it isn't central, is there public transportation available so that customers who don't drive can still attend the market?
- **Transportation:** As noted above, some of your customers won't be able to drive so alternatives need to be available to them. For example, if seniors make up an important component of your target audience but the market is not within easy walking distance of where the seniors are located in your community, is it possible to rent a van each week to transport seniors to the market?
- **Parking:** Is there ample parking? The rule of thumb is two to three stalls per vendor. Is the parking lot paved, on grass or gravel and what impact will there be when it rains?
- **Surface cover/flooring:** If indoors, is the market on a cement surface, tile or hardwood? If the market is outside, is the surface paved, gravel, on grass, etc.? And what is the impact when it rains? Consult with Alberta Health Services for outdoor surfaces that are not recommended/viable for a farmers' market.
- **Water:** Potable water must be available for your vendors.
- **Restrooms:** Restrooms for vendors and customers must be available within the area.
- **Cost:** Is the facility provided by your sponsor at no cost or is there a weekly/seasonal fee or a long term lease? If the facility is available exclusively to your market year round, what else can you do with the building on off-market days in order to recoup some of your expenses?

Source: Alberta Agriculture and Forestry, Starting an Alberta Approved Farmer's Market (2018)



## **ATTACHMENT 10**

### **FARMERS' MARKET MOU AND LANDOWNER LETTERS**

## Memorandum of Understanding

### Memorandum of Understanding

Between

(Add Business name HERE)

And

Drayton Valley & District Agricultural Society

(Herein referred to as DV Ag Society)

This Memorandum of Understanding (MOU) sets the terms and understanding between The BUSINESS and the DV & District Ag Society to utilize (# of parking spaces) for the Drayton Valley Farmers' Market on Wednesdays weekly from May to September from 1:00 pm-8:00 pm and monthly Wednesdays OR Saturdays 8:00 am-6:00 pm from October to May.

### Background

The Drayton Valley & District Agricultural Society has purchased the building and land at 5015 Industrial Rd to house the Drayton Valley Agricultural Society office and meeting room as well as the weekly market. The building should be opening in August of 2021. The DC-1 zoning allows for multiple uses out of this location and requests for additional parking agreements with surrounding business is a condition of the Town of Drayton Valley. The Ag Society is in need of 30 offsite parking spots for its vendors in order to accommodate more spaces for the public onsite and to find an additional 30 parking stalls for public use overflow.

### Purpose

This MOU will allow a clear understanding of the arrangement between the BUSINESS and the Drayton Valley & District Agricultural Society. The goal is to give vendors, staff, volunteers and public places to park near the location without congesting the available parking spaces on site at 5015 Industrial Rd.

- The Agricultural Society will provide a map of the area to be used by vendors and staff that does not conflict with the public parking normally used by the BUSINESS customers.
- They will maintain adequate insurance for their event and will include the BUSINESS as additional named insured if required.
- Signage may be provided for participating businesses in areas where parking is NOT permitted to reduce disruption.
- The Drayton Valley & District Agricultural Society is a Not For Profit organization that depends on volunteerism and donations, grants and the income from Farmers' Market and events of this sort to operate in the community. This MOU understands that this is an IN KIND shared use of space and that no money will be transferred by or to either party.

### **Duration**

This MOU is at-will and may be modified by mutual consent of authorized officials from The Business and the Drayton Valley & District Agricultural Society. This MOU shall become effective upon signature by the authorized officials and will remain in effect until modified or terminated by any one of the partners by mutual consent.

### **Contact Information**

The Business

Contact person:

Address:

Telephone: 780-

E-mail:

Drayton Valley & District Agricultural Society

Harvey Miller, President

Box 6985 Drayton Valley, T7A 1S3

Telephone: 780-898-5351

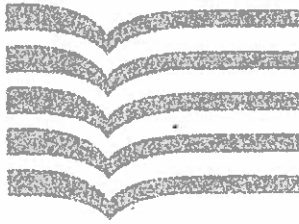
E-mail: dvagsocietyinfo@gmail.com

\_\_\_\_\_  
(Signature)  
(The BUSINESS)

Date:

\_\_\_\_\_  
(Signature)  
(Harvey Miller, Drayton Valley & District Agricultural Society, President)

Date:



# DRAYTON VALLEY & DISTRICT AGRICULTURAL SOCIETY

Box 7257  
Drayton Valley Alberta  
T7A 1S5

May 25, 2021

Regarding: Events PARKING for Drayton Valley & District Agricultural Society

Hello Neighbours!!

The Drayton Valley & District Agricultural Society would like to ask permission to utilize parking in front of your business during weekly or monthly Farmer's Market operations seasonally.

The Farmers Market currently runs Wednesdays from 4:00 pm-7:00 pm from May to October. During the Off-Season we may have monthly Saturday Markets but they would be much smaller than the high season and would be during the day between 10:00 am-3:00 pm. Christmas markets would still be at Omniplex/Mackenzie Centre.

We understand that there will be some inconvenience to surrounding businesses if there are public parking in your business spaces. We would hope you could look at the positives instead of negatives and think of ways to advertise your business or service to the people parking in your space for the short period of time there is a conflict. We often attract 300-500 people in the 3 hours we are open and the mix seems to be half town and half County with a few from further away in summer months. This is great exposure and could translate into new customers.

We are also looking for off site reserved spaces for market vendors. They would be arriving about 2:00 pm and leaving about 7:10 pm. If you have spaces to donate for the 30 people needing them, please let us know.

Thank you for considering our request. Please contact Harvey Miller (President) at 780-898-5351 or Colleen Schoeninger through email at with any questions you may have.

If you have no questions and are not opposed to the market setting up in the neighbourhood, please sign your name and business and contact at the bottom of the page and we will submit on your behalf.

Concerns can be directed to Ag President or Matt at Town of Drayton Valley Planning Department.

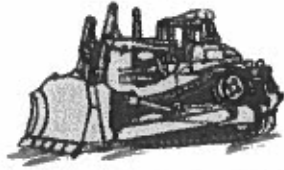
Sincerely,

*Drayton Valley Agricultural Society*

*Bald Eagle Plumbing + Heating*  
*no concern*

*Bruce Burdeleau*

*May 26/21*



**DRAYTON VALLEY**  
**DISTRICT**  
**AGRICULTURAL SOCIETY**

Box 7257  
Drayton Valley Alberta  
T7A 1S5

May 25, 2021

Regarding: Events PARKING for Drayton Valley & District Agricultural Society

Hello Neighbours!!

The Drayton Valley & District Agricultural Society would like to ask permission to utilize parking in front of your business during weekly or monthly Farmer's Market operations seasonally.

The Farmers Market currently runs Wednesdays from 4:00 pm-7:00 pm from May to October. During the Off-Season we may have monthly Saturday Markets but they would be much smaller than the high season and would be during the day between 10:00 am-3:00 pm. Christmas markets would still be at Omniplex/Mackenzie Centre.

We understand that there will be some inconvenience to surrounding businesses if there are public parking in your business spaces. We would hope you could look at the positives instead of negatives and think of ways to advertise your business or service to the people parking in your space for the short period of time there is a conflict. We often attract 300-500 people in the 3 hours we are open and the mix seems to be half town and half County with a few from further away in summer months. This is great exposure and could translate into new customers.

We are also looking for off site reserved spaces for market vendors. They would be arriving about 2:00 pm and leaving about 7:10 pm. If you have spaces to donate for the 30 people needing them, please let us know.

Thank you for considering our request. Please contact Harvey Miller (President) at 780-898-5351 or Colleen Schoeninger through email at \_\_\_\_\_ with any questions you may have.

If you have no questions and are not opposed to the market setting up in the neighbourhood, please sign your name and business and contact at the bottom of the page and we will submit on your behalf.

Concerns can be directed to Ag President or Matt at Town of Drayton Valley Planning Department.

Sincerely,

*Drayton Valley Agricultural Society*

# Home Away Inn

Daily / Weekly / Monthly Stay Hotel

[www.TheHomeAway.com](http://www.TheHomeAway.com)

Toll Free 1-(866)-927-0220

TEL 780-542-4255

FAX 780-800-6990

HomeAwayInn.DV@gmail.com



5208 Industrial Road  
Drayton Valley  
Alberta. T7A 1R6

[Page 63 of 292](#)

## DRAYTON VALLEY DISTRICT AGRICULTURAL SOCIETY

Box 7257  
Drayton Valley Alberta  
T7A 1S5

May 25, 2021

Regarding: Events PARKING for Drayton Valley & District Agricultural Society

Hello Neighbours!!

The Drayton Valley & District Agricultural Society would like to ask permission to utilize parking in front of your business during weekly or monthly Farmer's Market operations seasonally.

The Farmers Market currently runs Wednesdays from 4:00 pm-7:00 pm from May to October. During the Off-Season we may have monthly Saturday Markets but they would be much smaller than the high season and would be during the day between 10:00 am-3:00 pm. Christmas markets would still be at Omniplex/Mackenzie Centre.

We understand that there will be some inconvenience to surrounding businesses if there are public parking in your business spaces. We would hope you could look at the positives instead of negatives and think of ways to advertise your business or service to the people parking in your space for the short period of time there is a conflict. We often attract 300-500 people in the 3 hours we are open and the mix seems to be half town and half County with a few from further away in summer months. This is great exposure and could translate into new customers.

We are also looking for off site reserved spaces for market vendors. They would be arriving about 2:00 pm and leaving about 7:10 pm. If you have spaces to donate for the 30 people needing them, please let us know.

Thank you for considering our request. Please contact Harvey Miller (President) at 780-898-5351 or Colleen Schoeninger through email at [colleen.schoeninger@draytonvalley.ca](mailto:colleen.schoeninger@draytonvalley.ca) with any questions you may have.

If you have no questions and are not opposed to the market setting up in the neighbourhood, please sign your name and business and contact at the bottom of the page and we will submit on your behalf.

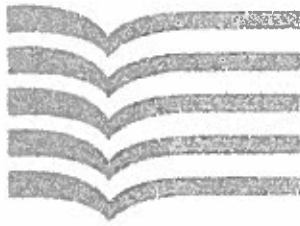
Concerns can be directed to Ag President or Matt at Town of Drayton Valley Planning Department.

Sincerely,

*Drayton Valley Agricultural Society*

*No  
concerns.*

*2/20/21*



# DRAYTON VALLEY & DISTRICT AGRICULTURAL SOCIETY

Box 7257  
Drayton Valley Alberta  
T7A 1S5

May 25, 2021

Regarding: Events PARKING for Drayton Valley & District Agricultural Society

Hello Neighbours!!

The Drayton Valley & District Agricultural Society would like to ask permission to utilize parking in front of your business during weekly or monthly Farmer's Market operations seasonally.

The Farmers Market currently runs Wednesdays from 4:00 pm-7:00 pm from May to October. During the Off-Season we may have monthly Saturday Markets but they would be much smaller than the high season and would be during the day between 10:00 am-3:00 pm. Christmas markets would still be at Omniplex/Mackenzie Centre.

We understand that there will be some inconvenience to surrounding businesses if there are public parking in your business spaces. We would hope you could look at the positives instead of negatives and

vice to the people parking in your space for the short act 300-500 people in the 3 hours we are open and the h a few from further away in summer months. This is istomers.

s for market vendors. They would be arriving about 2:00 ces to donate for the 30 people needing them, please let



Dean Gabrielson  
Operations Administration Manager

(780) 542-3096  
dgabrielson@keystonefieldeng.com  
www.keystonefieldeng.com

Box 7866  
5014 Industrial Road  
Drayton Valley, AB T7A 1S9

contact Harvey Miller (President) at 780-898-5351 or  
with any questions you may have.

If you have no questions and are not opposed to the market setting up in the neighbourhood, please sign your name and business and contact at the bottom of the page and we will submit on your behalf.

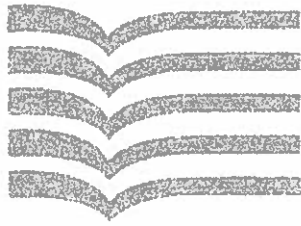
Concerns can be directed to Ag President or Matt at Town of Drayton Valley Planning Department.

Sincerely,

*Drayton Valley Agricultural Society*

*no  
Concerns*





# DRAYTON VALLEY & DISTRICT AGRICULTURAL SOCIETY

Box 7257  
Drayton Valley Alberta  
T7A 1S5

May 25, 2021

Regarding: Events PARKING for Drayton Valley & District Agricultural Society

Hello Neighbours!!

The Drayton Valley & District Agricultural Society would like to ask permission to utilize parking in front of your business during weekly or monthly Farmer's Market operations seasonally.

The Farmers Market currently runs Wednesdays from 4:00 pm-7:00 pm from May to October. During the Off-Season we may have monthly Saturday Markets but they would be much smaller than the high season and would be during the day between 10:00 am-3:00 pm. Christmas markets would still be at Omniplex/Mackenzie Centre.

We understand that there will be some inconvenience to surrounding businesses if there are public parking in your business spaces. We would hope you could look at the positives instead of negatives and think of ways to advertise your business or service to the people parking in your space for the short period of time there is a conflict. We often attract 300-500 people in the 3 hours we are open and the mix seems to be half town and half County with a few from further away in summer months. This is great exposure and could translate into new customers.

We are also looking for off site reserved spaces for market vendors. They would be arriving about 2:00 pm and leaving about 7:10 pm. If you have spaces to donate for the 30 people needing them, please let us know.

Thank you for considering our request. Please contact Harvey Miller (President) at 780-898-5351 or Colleen Schoeninger through email at [redacted] with any questions you may have.

If you have no questions and are not opposed to the market setting up in the neighbourhood, please sign your name and business and contact at the bottom of the page and we will submit on your behalf.

Concerns can be directed to Ag President or Matt at Town of Drayton Valley Planning Department.

Sincerely,

Drayton Valley Agricultural Society  
Tracy Petro Canada Bulk.  
Office - 780 542-4360.

please put up  
sandwich board  
saying no event  
parking because of  
card lock -  
semi activity.

**MIXERS**  
Liquor Store



Frank & Clara  
Owners/Operators

Store: 780-542-7595  
Cell: 780-722-5418  
Fax: 780-542-5094

5236 - 50 Street  
Drayton Valley, AB  
frank\_cho@hotmail.com

DRAYTON VALLEY  
DISTRICT  
AGRICULTURAL SOCIETY

Box 7257  
Drayton Valley Alberta  
T7A 1S5

May 25, 2021

Regarding: Events PARKING for Drayton Valley & District Agricultural Society

Hello Neighbours!!

The Drayton Valley & District Agricultural Society would like to ask permission to utilize parking in front of your business during weekly or monthly Farmer's Market operations seasonally.

The Farmers Market currently runs Wednesdays from 4:00 pm-7:00 pm from May to October. During the Off-Season we may have monthly Saturday Markets but they would be much smaller than the high season and would be during the day between 10:00 am-3:00 pm. Christmas markets would still be at Omniplex/Mackenzie Centre.

We understand that there will be some inconvenience to surrounding businesses if there are public parking in your business spaces. We would hope you could look at the positives instead of negatives and think of ways to advertise your business or service to the people parking in your space for the short period of time there is a conflict. We often attract 300-500 people in the 3 hours we are open and the mix seems to be half town and half County with a few from further away in summer months. This is great exposure and could translate into new customers.

We are also looking for off site reserved spaces for market vendors. They would be arriving about 2:00 pm and leaving about 7:10 pm. If you have spaces to donate for the 30 people needing them, please let us know.

Thank you for considering our request. Please contact Harvey Miller (President) at 780-898-5351 or Colleen Schoeninger through email at \_\_\_\_\_ with any questions you may have.

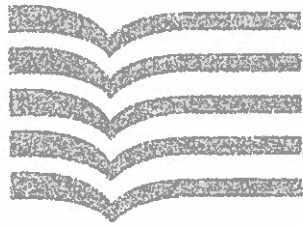
If you have no questions and are not opposed to the market setting up in the neighbourhood, please sign your name and business and contact at the bottom of the page and we will submit on your behalf.

Concerns can be directed to Ag President or Matt at Town of Drayton Valley Planning Department.

Sincerely,

*Drayton Valley Agricultural Society*

once a month Saturday is fine  
weekly Wednesday is more of an issue  
we don't have much parking.  
Please send yearly calendar of dates.



# DRAYTON VALLEY & DISTRICT AGRICULTURAL SOCIETY

Box 7257  
Drayton Valley Alberta  
T7A 1S5

May 25, 2021

Regarding: Events PARKING for Drayton Valley & District Agricultural Society

Hello Neighbours!!

The Drayton Valley & District Agricultural Society would like to ask permission to utilize parking in front of your business during weekly or monthly Farmer's Market operations seasonally.

The Farmers Market currently runs Wednesdays from 4:00 pm-7:00 pm from May to October. During the Off-Season we may have monthly Saturday Markets but they would be much smaller than the high season and would be during the day between 10:00 am-3:00 pm. Christmas markets would still be at Omniplex/Mackenzie Centre.

We understand that there will be some inconvenience to surrounding businesses if there are public parking in your business spaces. We would hope you could look at the positives instead of negatives and think of ways to advertise your business or service to the people parking in your space for the short period of time there is a conflict. We often attract 300-500 people in the 3 hours we are open and the mix seems to be half town and half County with a few from further away in summer months. This is great exposure and could translate into new customers.

We are also looking for off site reserved spaces for market vendors. They would be arriving about 2:00 pm and leaving about 7:10 pm. If you have spaces to donate for the 30 people needing them, please let us know.

Thank you for considering our request. Please contact Harvey Miller (President) at 780-898-5351 or Colleen Schoeninger through email at [redacted] with any questions you may have.

If you have no questions and are not opposed to the market setting up in the neighbourhood, please sign your name and business and contact at the bottom of the page and we will submit on your behalf.

Concerns can be directed to Ag President or Matt at Town of Drayton Valley Planning Department.

Sincerely,

*Drayton Valley Agricultural Society*

*Brick* *[Signature]* *Mr. Wood*

# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION

SUBJECT:	Discretionary Use & Variance at 5733 50 Ave (Lot 3; Block 32; Plan 6327HW) - Development Permit Application DV21-042
MEETING:	September 15, 2021 Regular Meeting of Council
PRESENTED BY:	Lowani Mubanga Planning and Development Officer

### 1. PROPOSAL AND BACKGROUND:

The Town of Drayton Valley received a Development Permit application for a Commercial Plaza (Galaxy Plaza), defined in Land Use Bylaw 2020/12/D as 'Retail (Shopping Centre)', with a Drive-Through at the above-noted address. The subject parcel is shown in the enclosed Zoning Map (see **Attachment 1**) and Immediate Context Map (see **Attachment 2**). The proposed development is shown in the enclosed Development Drawings (see **Attachment 3**). Landowners within 100 metres of the parcel that is subject to this application were notified in accordance with Section 2.10 of Land Use Bylaw 2020/12/D and Development Notices to the Public Policy PD-04-08.

The subject parcel is located within the C-GEN (Commercial, General District) of Land Use Bylaw 2020/12/D in which 'Retail (Shopping Centre)' is listed as discretionary. The proposed Drive-Through, which sometimes comes with such types of development, is also listed as discretionary. In accordance with Section 2.10 of Land Use Bylaw 2020/12/D, decisions for discretionary uses are made by the Municipal Planning Commission (MPC)/Town Council.

Retail (Shopping Centre) is defined in Land Use Bylaw 2020/12/D as "a use where commercial establishments are grouped on a site planned, developed, and managed as a single unit with on-site parking provided. Typical development includes a strip mall, power centre or shopping mall". The 576.5m<sup>2</sup> plaza will have 4 commercial spaces, 1 of which is proposed to be a liquor store and another to be a cannabis retail store. There are no current proposed uses for the other 2 spaces.

A Drive-Through is defined in Land Use Bylaw 2020/12/D as "a use where services are provided to patrons who are in a motor vehicle. This use will always be approved with another use such as Establishment (Eating and Drinking) or financial institution". The Drive-Through will straddle the principal building on the south, east and north sides and will specifically be for liquor store use. The subject property (see **Attachment 4-Site Photographs**) is currently vacant and is adjacent to another Drive-Through on the south-west corner of the parcel immediately west.

Additionally, the applicant is applying for a Variance of less than 30% to permit a cannabis retail store to be located within 200 metres of another cannabis retail store. A Variance can be described as a deviation from a set of rules a municipality applies to land use and land development. It is within the powers of Administration to make a decision on Variances less than 30%. However, in this instance, the Variance is also decided by MPC/Town Council, due to the Discretionary Use (drive-through) aspect of the application. The applicant notes that allowing the cannabis store will help offset the losses in revenue incurred as a result of reduced activity (current pandemic) and volatile fuel prices at the adjacent fuel station which is also owned by the same company.

Furthermore, the applicant adds that the project can only proceed if the cannabis store is approved as this is the anchor tenant for the development.

The application was circulated to other Town departments and external stakeholders for comments and recommendations as this application covers multiple areas outside of planning and development. There were no concerns received from other Town departments or external stakeholders. The subject parcel is quite narrow and as such, the Applicant was required by the Town to revise the proposed site plan to one that ensures optimal site layout to ensure safe onsite traffic flow, that potential queuing problems and bottlenecks are mitigated as reasonably as possible and to demonstrate how vehicles would maneuver safely to ensure smooth traffic flow.

#### **MUNICIPAL DEVELOPMENT PLAN 2012/27/D:**

The subject parcel is located within the Commercial and Light Industrial Area of the Municipal Development Plan (**See Attachment 5- Municipal Development Plan, Map 4**).

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

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

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

#### **LAND USE BYLAW 2020/12/D:**

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

The location of the proposed development, coupled with the variance requested aligns with some of the following criteria as per Section 2.14.b of Land Use Bylaw 2020/12/D:

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

The intent of the 200 metre distance requirement could be interpreted as a way to limit potential clusters of cannabis retail stores in areas like the downtown where parcels are more compact. These clusters could potentially be perceived negatively by the public. However, an argument can be made as to why this requirement exists for cannabis retail and not other businesses such as liquor stores, or even fast-food restaurants. Perhaps the 200 metre restriction for the location of a cannabis retail store from another could be from the edge of one building to another as opposed to the property line for areas with larger parcels or could be eliminated altogether. This may have to be a wider discussion in the near future. Administration supports the proposed development and is of the opinion that the development is appropriate for the noted location. The development also meets part of the criteria listed above that must be considered when evaluating a Variance, in accordance with Section 2.14 of Land Use Bylaw 2020/12/D.

## 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

All registered landowners within 100 metres of the subject property were mailed a notice of this Council Meeting as per Section 2.10 of Land Use Bylaw 2020/12/D. A notice was also advertised on the Town's website and Facebook page.

## 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	Yes	<p><i>Municipal Government Act,</i></p> <p>Sections 230 and 606 (establish the requirements for sending notifications of public hearings)</p> <p>Part 17 (contains the several sections related to municipal and regional land use planning matters), Divisions 4 and 5 (statutory plans and Land Use Bylaw),</p>



		<p>Section 650 (Development Permit conditions), Division 10 (appeals)</p> <p>Alberta Fire Code, the fire safety-related requirements for this specific land use are administered/ enforced by Drayton Valley/Brazeau County Fire Services and will be determined during a fire safety inspection imposed as a condition of the Development Permit</p> <p><i>Gaming, Liquor and Cannabis Act.</i></p>
Municipal Bylaws	Yes	<p>Town of Drayton Valley Land Use Bylaw 2020/12/D, Sections 1.12 (establishing Council as Development Authority for Discretionary Uses), 2.10 (requires that landowners within 100 meters of a subject property are notified of applications for Discretionary Use Development Permits and a notice published to the Town website prior to and after a decision), 2.12 ( requires that the applicant is notified of a decision the same day it is made and the decision is advertised on the Town website), 2.11 (ability to approve a Development with or without conditions or refuse a Development Permit with reasons) , 2.14 (recommended criteria for evaluating a Variance), 4.5 (Drive-Through Regulations) and 6 (Glossary), 4.10 Retail (Cannabis) – General/Site Requirements, 4.11 Retail Liquor – General/Site Requirements.</p>
Municipal Development Plan	Yes	<p>Map 4 (Attachment 5) - Identifies the subject property located within the Commercial &amp; Light Industrial Area of Town.</p> <p>Section 2.8 (Commercial and Light Industrial policies).</p>
Sustainability Vision 2019-2021	N/A	None
Town of Drayton Valley Strategic Plan 2019-2021	Yes	<p>Goal One (Recovery) - Approval of this Development Permit would facilitate the creation of employment and further diversify the economy to help achieve economic resiliency. Given current economic conditions, the proposed use presents the Applicant an opportunity to create an avenue that helps stimulate the local economy while realizing revenue.</p>



Other Plans or Policies	Yes	PD-04-08- Development Notices to the Public Policy- requires that landowners within 60 meters of a subject property are notified of applications for Discretionary Use Development Permits.
-------------------------	-----	---

#### 4. POTENTIAL MOTIONS:




- A. That Council approves Development Permit DV21-042 with the recommended conditions (**see Attachment 6 - Draft DV21-042**).
- B. That Council approves Development Permit DV21-042 but deny the Variance (require the applicant to conform with regulations as per Land Use Bylaw 2020/12/D) with the recommended conditions (**see Attachment 6 - Draft DV21-042**).
- C. That Council refuses Development Permit DV21-042, with the following reason(s): \_\_\_\_\_.

#### 5. RECOMMENDATION

Administration recommends Council approve Development Permit DV21-042 with conditions.

#### 6. ATTACHMENTS:

1. Zoning Map
2. Immediate Context Map
3. Proposed Development Drawings
4. Site Photographs
5. Municipal Development Plan- Map 4
6. Draft Development Permit DV21-042

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

## ATTACHMENT

..... @- O #° u@ V° V) :-\ V@8 MAP

---



**Town of Drayton Valley  
Zoning Map  
August 2021**

## Legend

- Area of Interest
- C-GEN Commercial, General District
- DC Direct Control District
- R-SML Residential, Small Parcel District
- S-COM Special, Community Services District
- S-PRK Special, Parks and Recreation District



0 50 100 Meters

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

**ATTACHMENT 2**

**IMMEDIATE CONTEXT MAP**



**Town of Drayton Valley**

August 2021

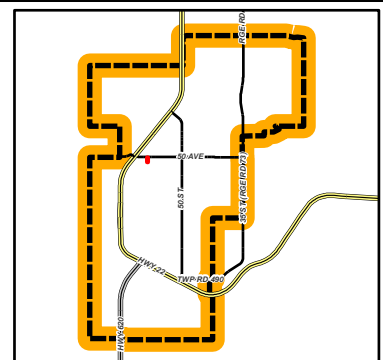
**Legend**

- Area of Interest
- Parcels
- Parks



0 25 50  
Meters

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

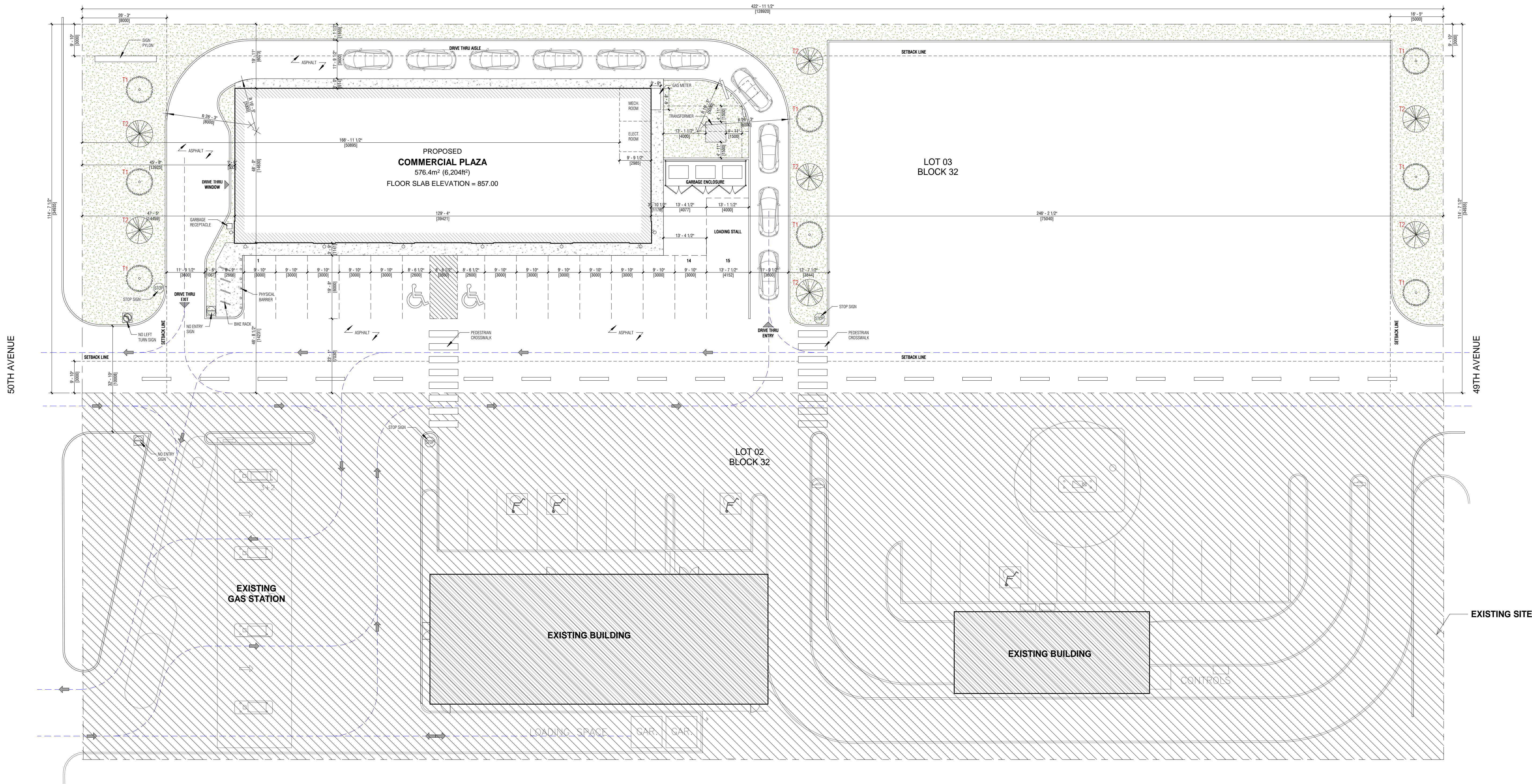


**ATTACHMENT 3**

**DEVELOPMENT DRAWINGS**

---





#### LEGEND

- PROPERTY LINE
- == CURB
- == BUILDING OUTLINE
- EXTERIOR LIGHT FIXTURE

#### LANDSCAPING LEGEND



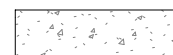
**T1**  
COMMON NAME: SIBERIAN LARCH  
SPECIES NAME: *LARIX SIBIRICA*  
PLANT TYPE: CONIFEROUS  
QUANTITY: 8



**T2**  
COMMON NAME: IVORY SILK JAPANESE LILAC  
SPECIES NAME: *SYRINGA RETICULATE*  
PLANT TYPE: DECIDUOUS  
QUANTITY: 7



SOD



CONCRETE SIDEWALK

#### DEVELOPMENT INFORMATION:

PROJECT TITLE	- GALAXY PLAZA - DRAYTON VALLEY
LEGAL DESCRIPTION	- LOT 3; BLOCK 32; PLAN 6327HW
MUNICIPAL ADDRESS	- 5733 50TH AVENUE DRAYTON VALLEY, AB. T7A 1J9
LAND USE DESIGNATION	- C-GEN: COMMERCIAL GENERAL DISTRICT
ZONING BYLAW	- TOWN OF DRAYTON VALLEY LAND USE BYLAW 2020-12-D
PERMITTED USE	- COMMERCIAL
PROPOSED USE	- COMMERCIAL
PARCEL AREA	- 4,480m <sup>2</sup> (48,221.5ft <sup>2</sup> )
BUILDING AREA	- 576.4m <sup>2</sup> (6,204ft <sup>2</sup> )
FLOOR AREA RATIO	- 0.12
PARKING STALLS	- REQUIRED: 2 STALLS PER 100.0m <sup>2</sup> PROVIDED: 15 STALLS (12 REGULAR + 2 HANDICAP + 1 LOADING STALL)
FRONT SETBACK	- 8.0m
REAR SETBACK	- 8.0m
SIDE SETBACK	- 3.0m
BUILDING HEIGHT	- 5.5m
TREE PLANTING	- REQUIRED: 11 TREES (1 PER 400.0m <sup>2</sup> GROSS PARCEL AREA) PROVIDED: 15 TREES

Project No.:  
**21-024**

Project Title:  
**GALAXY PLAZA - DRAYTON VALLEY**

Project Address:  
**5733 50 AVENUE  
DRAYTON VALLEY, AB. T7A 1J9**

#### Notes:

1. This drawing is the sole property of FarMor Architecture and shall not be reproduced or used in any way without written permission by the above.
2. Read all dimensions, do not scale from drawing.
3. Verify all dimensions and datum prior to construction start and any/all errors, omissions and/or discrepancies are to be reported immediately.

Issued for:

**DEVELOPMENT PERMIT**

Date:

**16 AUGUST 2021**

Revisions:

Drawing:

**SITE PLAN**

Key Plan:

Sheet No.:

**A1**

Project No.:  
**21-024**

Project Title:  
**GALAXY PLAZA - DRAYTON VALLEY**

Project Address:  
**5733 50 AVENUE  
DRAYTON VALLEY, AB. T7A 1J9**

- Notes:**
1. This drawing is the sole property of FarMor Architecture and shall not be reproduced or used in any way without written permission by the above.
  2. Read all dimensions, do not scale from drawing.
  3. Verify all dimensions and datum prior to construction start and any/all errors, omissions and/or discrepancies are to be reported immediately.

Issued for:  
**REVIEW**

Date:  
**8 JULY 2021**

Revisions:	
1. ISSUED FOR REVIEW	8 JULY 21

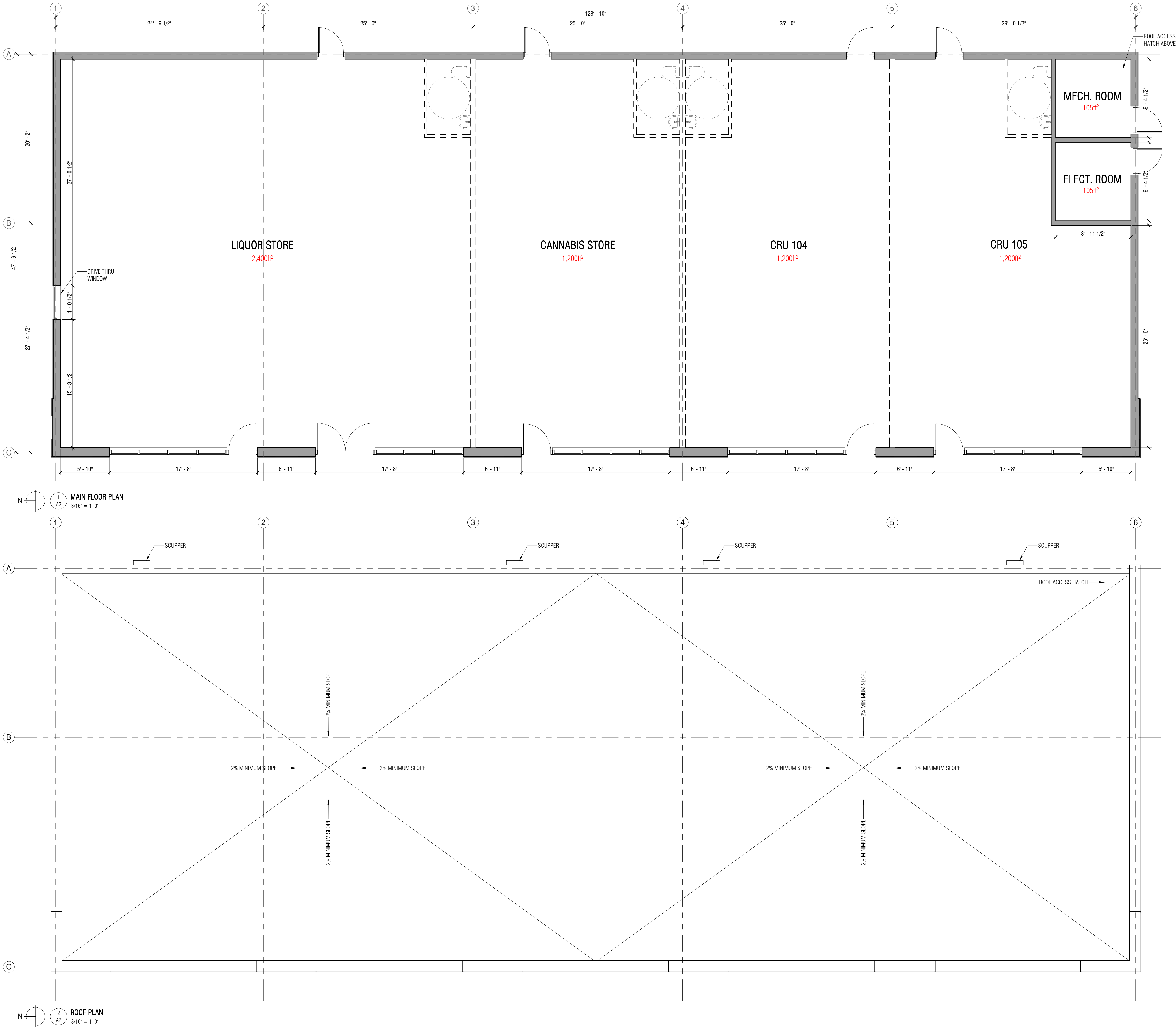
Drawing:  
**FLOOR PLAN, SCHEDULES**

Key Plan:

Sheet No.:

**A2**

OF - 4





Project Address:  
**5733 50 AVENUE**  
**DRAYTON VALLEY, AB. T7A 1J9**

**Notes:**

1. This drawing is the sole property of FarMor Architecture and shall not be reproduced or used in any way without written permission by the above.
2. Read all dimensions, do not scale from drawing
3. Verify all dimensions and datum prior to construction start and any/all errors, omissions and/or discrepancies are to be reported immediately.

Issued for:

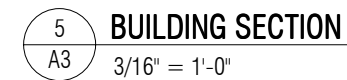
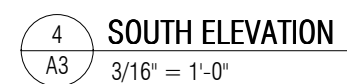
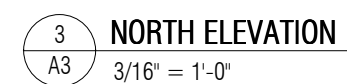
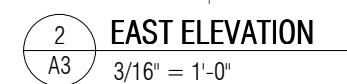
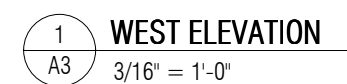
## REVIEW

Date:

**8 JULY 2021**

Revisions:

1. ISSUED FOR REVIEW 8 JULY '21



# A3





Project No.:  
**21-024**

Project Title:  
**GALAXY PLAZA - DRAYTON VALLEY**

Project Address:  
**5733 50 AVENUE  
DRAYTON VALLEY, AB. T7A 1J9**

**Notes:**

1. This drawing is the sole property of FarMor Architecture and shall not be reproduced or used in any way without written permission by the above.

2. Read all dimensions, do not scale from drawing.

3. Verify all dimensions and datum prior to construction start and any/all errors, omissions and/or discrepancies are to be reported immediately.

Issued for:  
**REVIEW**

Date:  
**8 JULY 2021**

Revisions:

1. ISSUED FOR REVIEW	8 JULY 21
----------------------	-----------



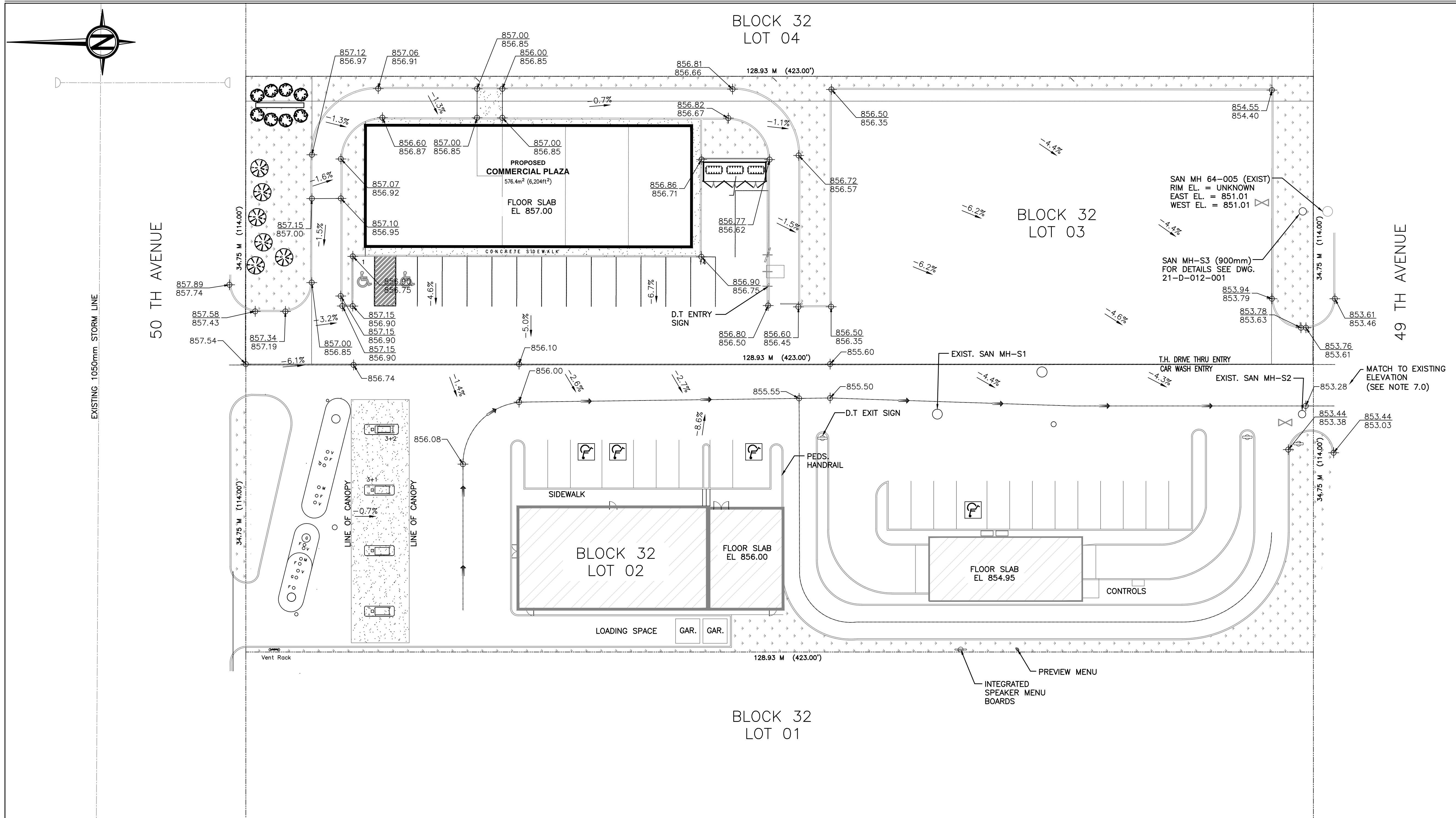
Drawing:  
**EXTERIOR VIEWS**

Key Plan:

Sheet No.:

**A4**





NOTES

- 1.0 ALL ITEMS ARE NEW UNLESS NOTED OTHERWISE
- 2.0 ALL DISTANCES ARE IN METERS
- 3.0 THE OWNER/DEVELOPER MUST CONFORM TO TOWN OF DRAYTON VALLEY EROSION AND SEDIMENT CONTROL GUIDELINES.
- 4.0 ALL CONSTRUCTION TO COMPLY WITH TOWN OF DRAYTON VALLEY GUIDELINES.
- 5.0 CONTRACTOR TO VERIFY SERVICE TIE-IN LOCATIONS AND ELEVATIONS.
- 6.0 INSPECTION OF MUNICIPAL UTILITY CONNECTIONS (WATER SANITARY AND STORM SEWER) TO TOWN MAINLINES IS TO BE INSPECTED BY TOWN STAFF. NOTICE IS REQUIRED TO SCHEDULE AN INSPECTION.
- 7.0 CONTRACTOR MUST MATCH LOT GRADING TO EXISTING STREET ELEVATION AND EXISTING PHASE 1 ASPHALT ELEVATIONS.

LEGEND

- PROPERTY LINE
- CURB
- PROPOSED STORM SEWER LINE
- GRADING LINES
- LANDSCAPING
- EL:XXX.XX TOP OF CURB ELEVATION
- EL:XXX.XX TOP OF ASPHALT ELEVATION
- EL:XXX.XX DESIGN ELEVATION (T.O. ASPHALT)
- OVERLAND FLOW

A	19-JUL-21	ISSUED FOR DEVELOPMENT PERMIT	TS	TT
NO.	DATE	DESCRIPTION	BY	CHE/ENG/APP

DRAWN BY:	DATE:	CHECKED BY:	DATE:
T. SHINNESS	06-NOV-19		
ENGINEER:	DATE:	APPROVED:	DATE:

DRAYTON VALLEY, ALBERTA

LOT 3 BLOCK 32 DEVELOPMENT

SITE GRADING PLAN

5733 50TH AVE

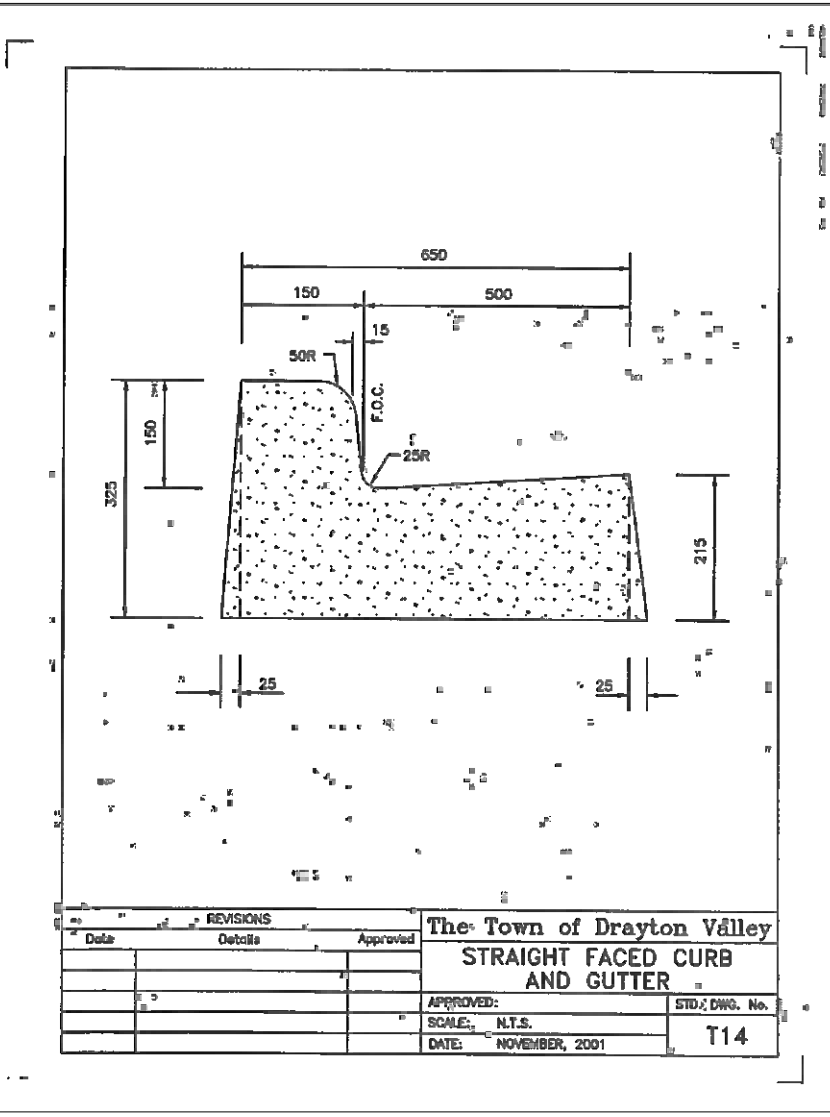
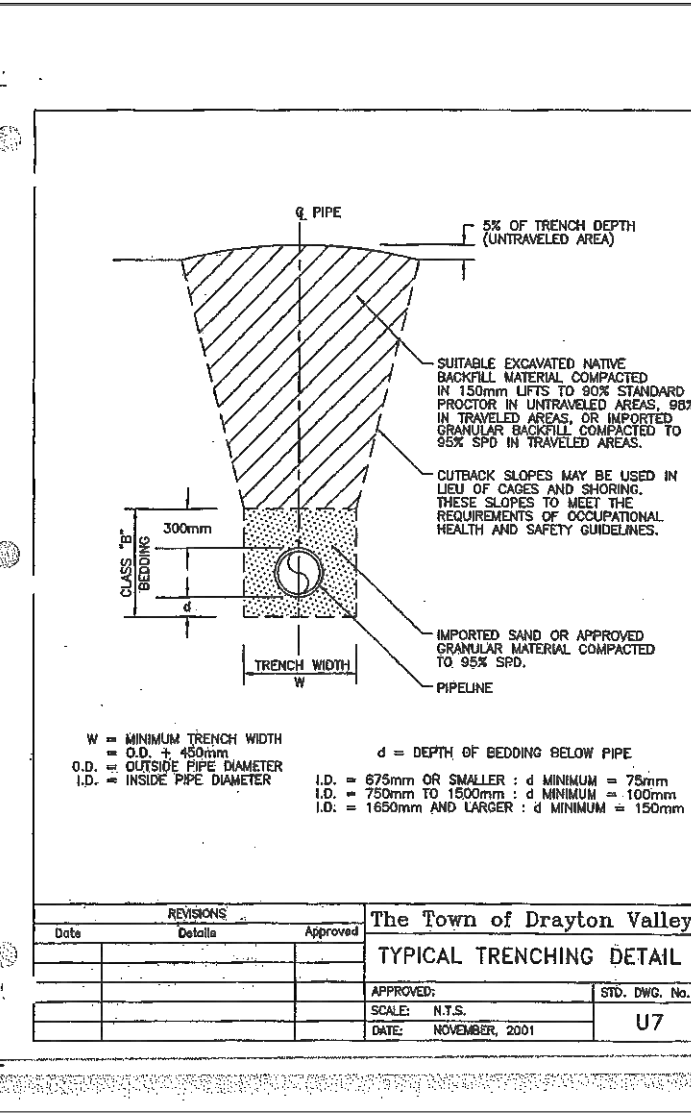
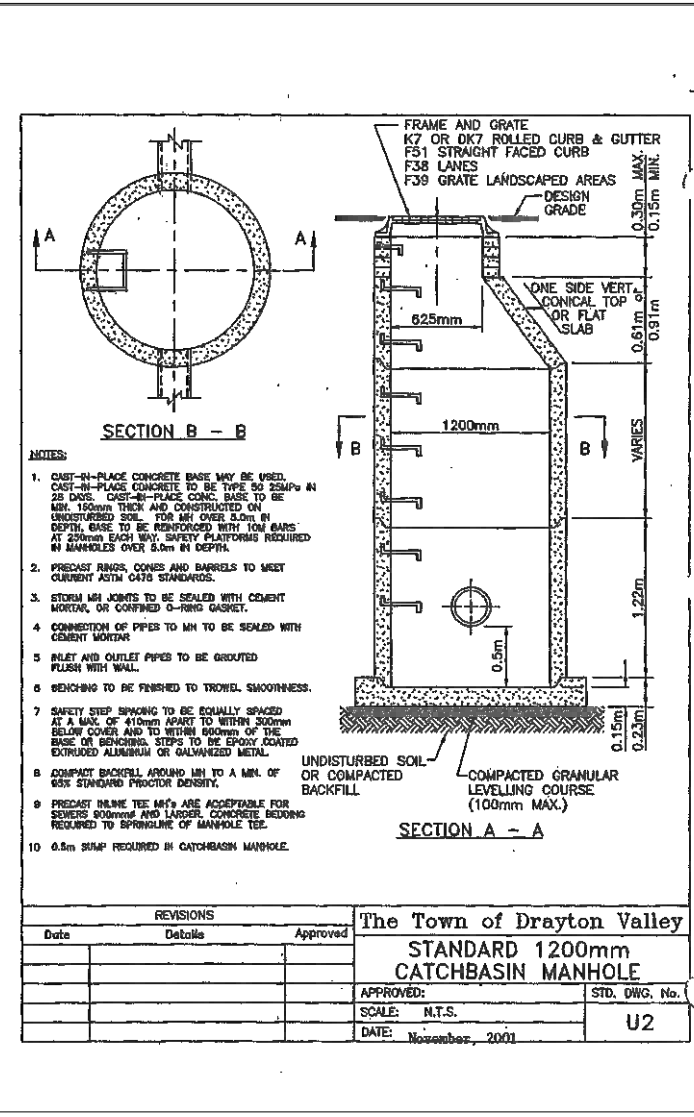
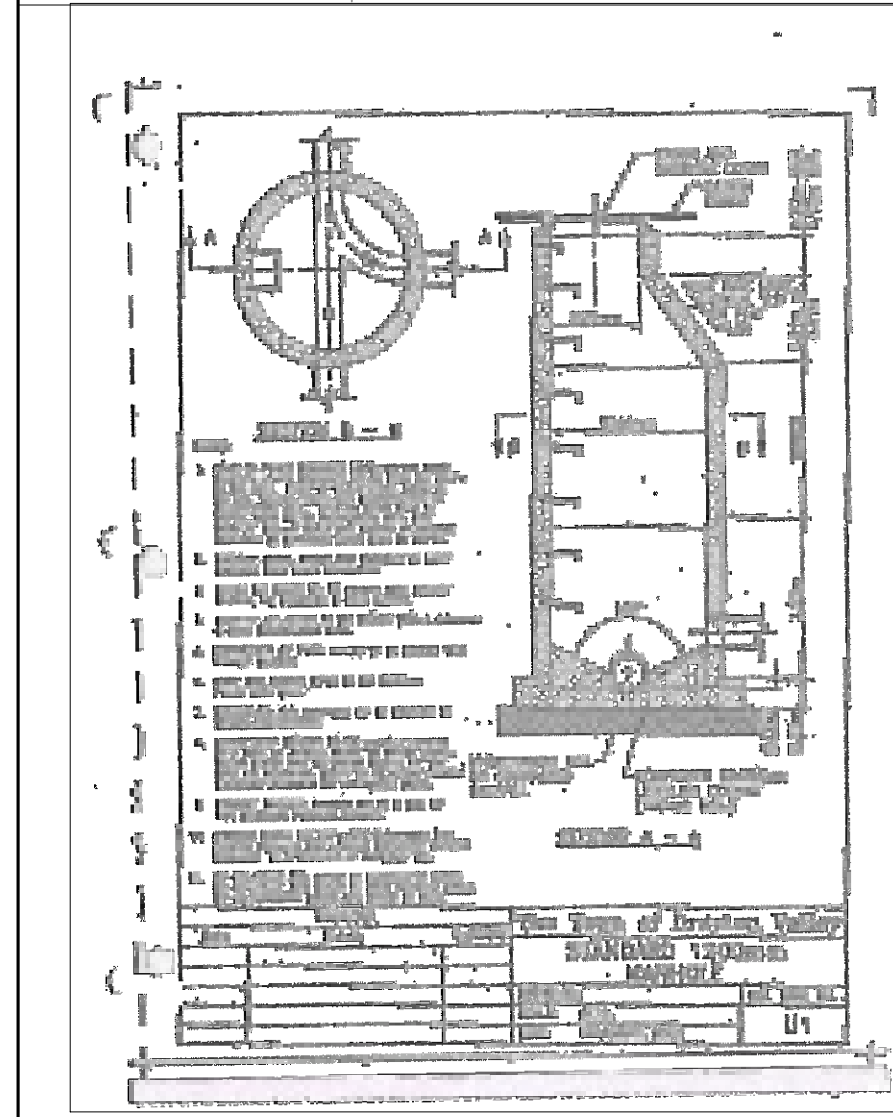
SCALE: 1:250

CLIENT:

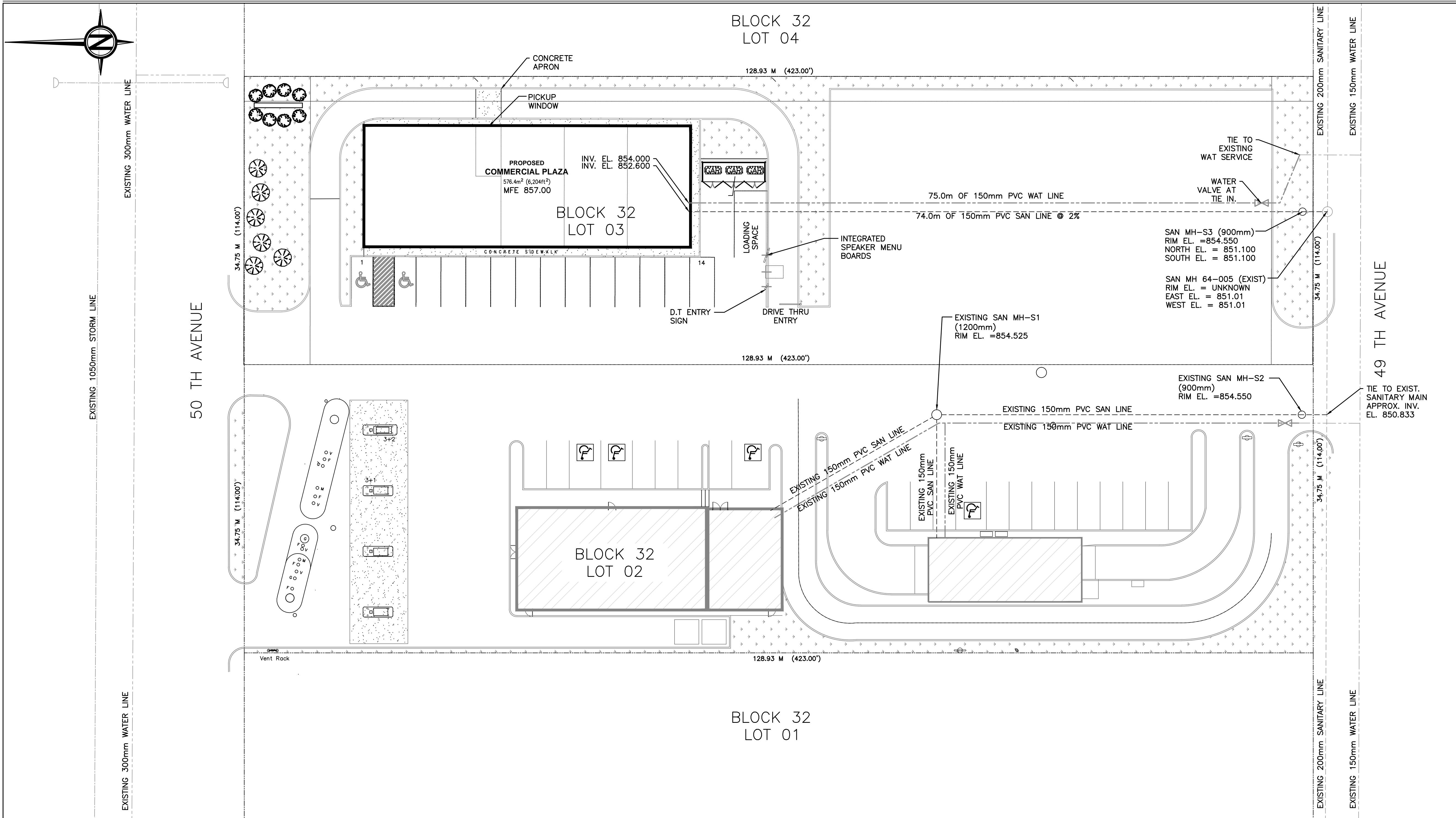
JOB NUMBER: 21-D-012

DWG NUMBER: DD-15D017-02

REV: A





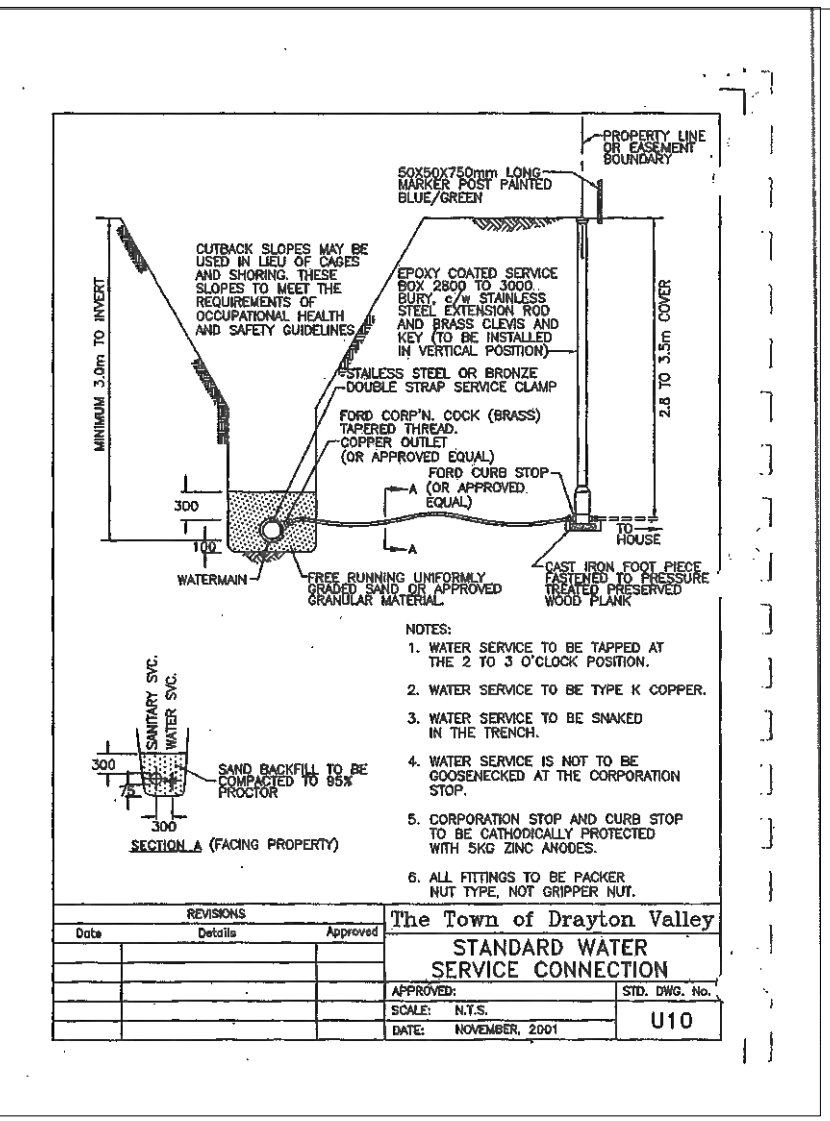
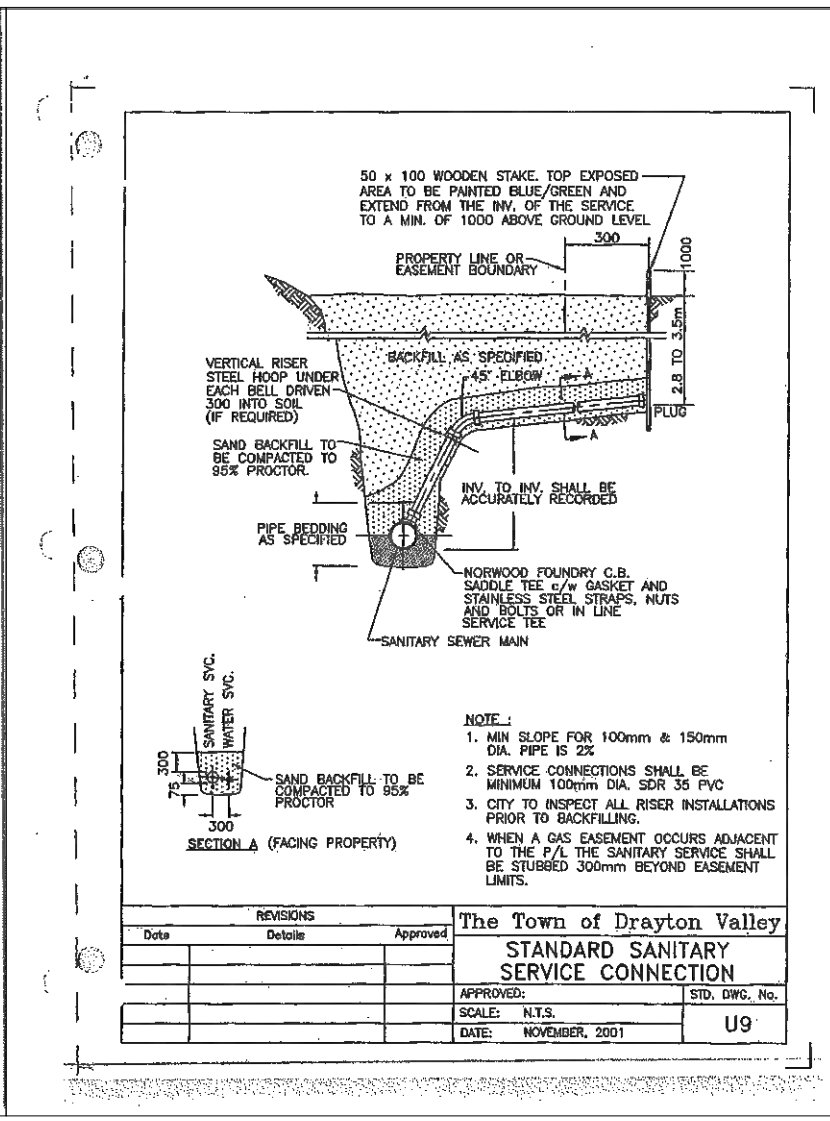
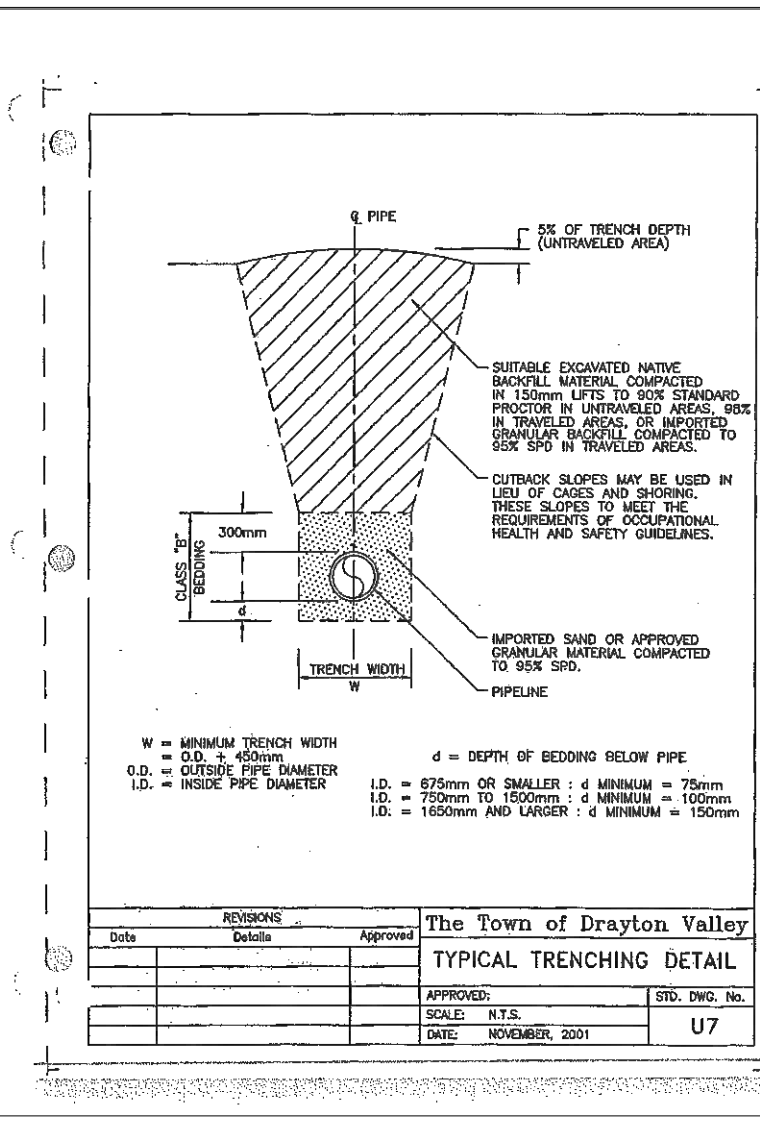
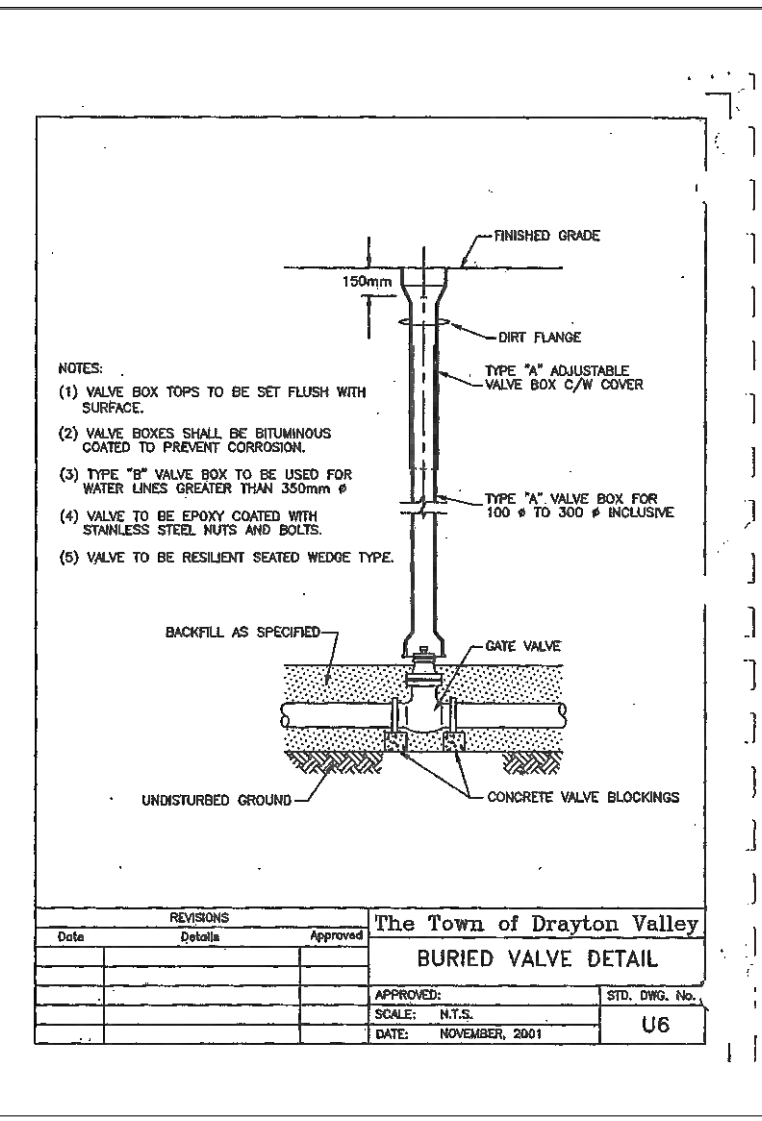
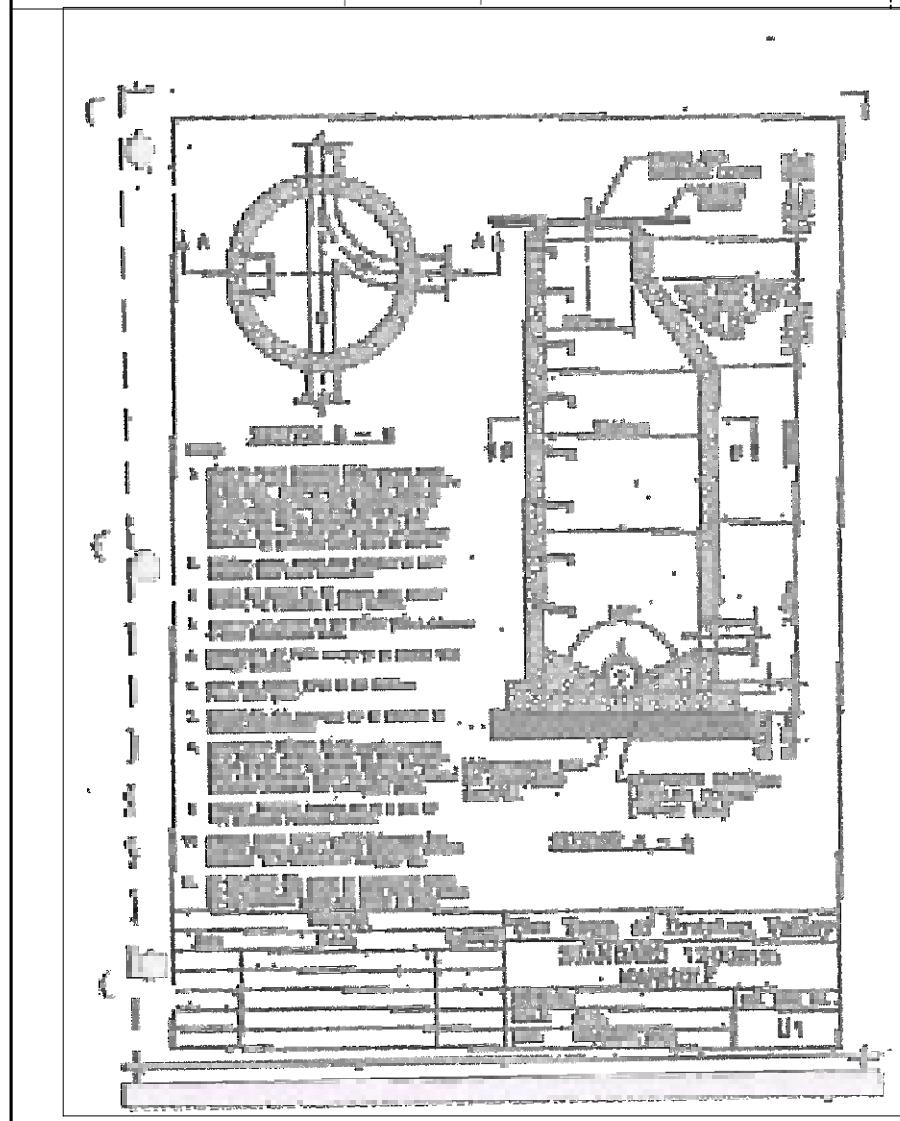


NOTES	
1.0	ALL ITEMS ARE NEW UNLESS NOTED OTHERWISE
2.0	ALL DISTANCES ARE IN METERS
3.0	THE OWNER/DEVELOPER MUST CONFORM TO TOWN OF DRAYTON VALLEY EROSION AND SEDIMENT CONTROL GUIDELINES.
4.0	ALL CONSTRUCTION TO COMPLY WITH TOWN OF DRAYTON VALLEY GUIDELINES.
5.0	CONTRACTOR TO VERIFY SERVICE TIE-IN LOCATIONS AND ELEVATIONS.
6.0	INSPECTION OF MUNICIPAL UTILITY CONNECTIONS (WATER SANITARY AND STORM SEWER) TO TOWN MAINLINES IS TO BE INSPECTED BY TOWN STAFF. NOTICE IS REQUIRED TO SCHEDULE AN INSPECTION.

LEGEND	
	PROPERTY LINE
	CURB
	EXISTING WATER LINE
	PROPOSED WATER LINE
	EXISTING SANITARY SEWER LINE
	PROPOSED SANITARY SEWER LINE
	LANDSCAPING

ENGINEER'S STAMP		PERMIT STAMP	

REVISIONS			
NO.	DATE	DESCRIPTION	BY
A	19-JUL-21	ISSUED FOR DEVELOPMENT PERMIT	TS TT
DRAWN BY: T. SHINNNESS			
ENGINEER: T. SHINNNESS			



DRAYTON VALLEY, ALBERTA	
LOT 3 BLOCK 32 DEVELOPMENT	
SITE SERVICING PLAN	
5733 50TH AVE	
SCALE: 1:250	CLIENT: 1881858 ALBERTA LTD.
JOB NUMBER: 21-D-012	DWG NUMBER: DD-21D012-01
REV: A	



**ATTACHMENT**

.....  
o@- 'h=\ u\ 8k° h=o

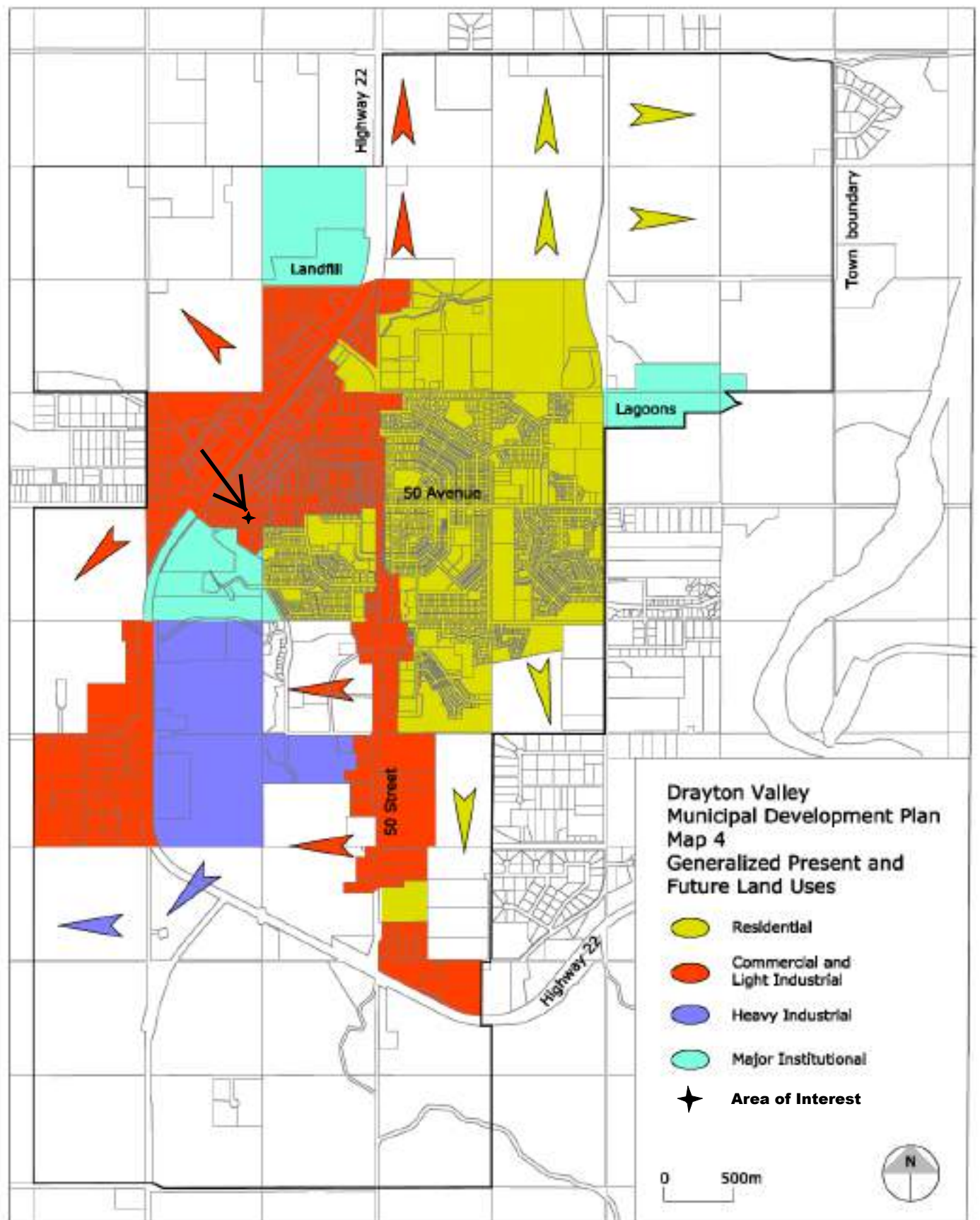
South Facing from 50 Avenue







**ATTACHMENT 5**  
**MUNICIPAL DEVELOPMENT PLAN- MAP 4**





**ATTACHMENT**

) k° 7u) - t - Q hU - Vu'h-kU @) t



# DRAFT DEVELOPMENT PERMIT # DV21-042

LOT 3, BLOCK 32, PLAN 6327HW

YOUR DEVELOPMENT APPLICATION # DV21-042 HAS BEEN CONSIDERED BY

☐

THE DEVELOPMENT OFFICER

☒

TOWN COUNCIL

AND

☐

APPROVED, SUBJECT TO THE CONDITIONS BELOW

☐

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

TYPE OF DEVELOPMENT: Retail (Shopping Centre) with Drive-Through

PROPERTY CIVIC ADDRESS: 5733 50 Avenue

PERMIT ISSUED TO: FarMor Architecture

ADDRESS: \_\_\_\_\_

## CONDITIONS OF DEVELOPMENT PERMIT

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

1. The following Variance pursuant to Section 2.14 of Town of Drayton Valley Land Use Bylaw 2020/12/D has been granted by Town Council as part of this Development Permit.
  - The proposed Cannabis Retail store is permitted to be within 200 metres of another Cannabis Retail Store (Variance less than 30%).
2. Site layout and construction must be as shown in the examined and approved Site Plan which follows setback regulations as outlined in the Land Use Bylaw. NOTE: All setbacks are from the property line to the eave of the structure, NOT from any roadway, curb, sidewalk or fence line unless otherwise noted in the Land Use Bylaw. The Owner/Applicant or Contractor must locate the property lines before setting the building, foundation or walls on the property.
3. Surface drainage shall be such that runoff does not flow onto adjacent lots, except onto drainage easements. Site grading shall be as approved by the Town Engineer.
4. Driveways are to be constructed such that they are at least 4 to 8 inches above the curb at the property line, to ensure runoff does not flow from the street onto the property.
5. Driveway location shall be free of any conflict with power poles, utility or municipal structures or any other existing structures or adjacent properties.
6. The sewer invert elevation at the property line must be confirmed by the contractor prior to setting the elevations for the building. Notification must be given to the Town's Civil Engineering Technologist, Sonny Caguiguin at 780-514-2561, prior to connection to any Town-owned utility.
7. Easements shall not be encroached upon by any structures unless otherwise approved in this permit.
8. Water and sewer services are to be installed for each unit at the sole cost of the owner/applicant or contractor, including any changes in service location, capacity and pressure.
  - I. Where water pressure is below 100 kPa (15 psi) or where the volume of water is inadequate to satisfactorily supply the plumbing system with water during periods of

- peak demand, the owner shall provide and maintain such equipment as may be necessary to adequately supply the fixtures and water outlets.
- II. Where the water pressure is in excess of 700 kPa (100 psi) the owner shall provide and maintain approved pressure reducing equipment to maintain the pressure between 100 kPa (15 psi) and 700 kPa (100psi).
  - III. Where the owner wishes to reduce the water pressure, the owner shall be responsible for installing and maintaining approved pressure reducing equipment.
9. The Town shall be advised of any damage to municipal structures prior to the start of any construction. Failure to point out any damages will result in the contractor being responsible for repairs.
  10. Weeping tile shall not be hooked to the sanitary sewer or storm drain and must be pumped out into the back yard.
  11. All landscaping shall be completed to the satisfaction of the Development Officer within one (1) year of occupancy of the development.
  12. The owner/applicant or contractor shall not, during construction or after construction, impede, obstruct or change any existing drainage patterns outside of the subject property without prior approval of the Town Engineer.
  13. The water and sewer service tie-ins to the Town's water and sewer mains shall be inspected by the Town before backfilling occurs. Please contact Utilities Supervisor, Shelley George at 780-514-2249 for an inspection.
  14. Obtaining the required plumbing, gas and electrical permits and inspections are the responsibility of the Owner/Applicant or Contractor. The Town of Drayton Valley may require a copy of the plumbing inspection report prior to allowing water and sewer services to be activated. The Town requires that the owner/applicant or contractor, at his sole cost, install a station wire from the water metre to the exterior of the building (at a height no greater than 3 feet above grade and in close proximity to the outdoor gas meter) to which the Town will install a remote reader.
  15. A Real Property Report (RPR), prepared by an Alberta Land Surveyor, is required to be submitted to the Development Authority for review against the approved site plan at the foundation stage of the development prior to further commencement of construction. Failure to provide an RPR at the foundation stage may result in the issuance of a Stop Work Order by the Development Authority.
  16. This permit is subject to any/all required Federal, Provincial or Municipal Permit approvals including, but not limited to, Building and/or Safety Code Permits.
  17. The Owner/Applicant or Contractor shall be financially responsible during construction for any damage, or as a result of the negligence causing damage by the owner/applicant or contractor's servants, suppliers, agents or contractors, to any public or private property.
  18. It is the responsibility of the Owner/Applicant or Contractor to ensure all requirements for utility companies (including easements) are met. These companies include, but are not limited to Telus, Fortis Alberta, Atco Gas and the Town of Drayton Valley.
  19. The Owner/Applicant or Contractor shall, upon the completion of the construction and installation of the municipal improvements, deliver to the Town both a paper and electronic copy (an AutoCAD \*.dwg file, version R14 or higher) of as-built plans, prepared and certified by the consulting engineer as being complete and accurate in all details, for all municipal improvements for the Town's records.
  20. Site area shall be fenced/secured to prevent public access for safety during construction.
  21. The building shall have its civic address clearly displayed temporarily during construction and permanently after construction. The numbers shall be easily visible from the street and shall accord with the Town of Drayton Valley's Addressing Bylaw.
  22. The Owner/Applicant or Contractor shall prevent excess soil or debris from being spilled on public streets, lanes and sidewalks, and shall not place soil or any other materials on

adjacent properties without permission in writing from adjacent property owners. The owner/applicant or contractor shall be solely responsible for cleaning up the soil or debris

23. The Owner/Applicant or Contractor shall place a call to Alberta One-Call for location of all utilities prior to construction.
24. It is the responsibility of the Owner/Developer to provide any water or sewer upgrades that are different than the existing services in the area should they be required as a result of this development.
25. Grading and drainage work shall be completed to the specifications provided to and approved by the Town Engineer. The Applicant/Developer shall not impede, obstruct or change or alter the grade or change any existing drainage patterns outside of the subject property without prior approval of the Town Engineer.
26. All loads are to be secured.
27. Any loose debris or mud that may be deposited onto other lands or roads from trucks or equipment shall be cleaned up at the expense of the Applicant/Developer.
28. Applicant/Developer shall erect safety construction signs (ie: trucks turning off of or onto road), which shall be erected prior to commencement of each day and removed at the end of the day of work.
29. Applicant/Developer shall advise the Town Office of dates of commencement and completion of the operation.
30. Topsoil and/or earth which is not required for future lot grading or landscaping shall be removed from site and properly disposed of. Storage of topsoil and/or earth on future phases of developable land within the quarter section is not permitted.
31. Parking Stalls, driving aisles and loading spaces shall be clearly marked and regularly maintained in the parking area to the satisfaction of the Development Authority, including provisions for barrier free parking stalls intended for mobility-reduced persons. All regular parking stalls shall be a minimum of 3m X 6m with a minimum aisle width of 7m.
32. All parking aisles and stalls must be hard surfaced (asphalt and/or concrete), and meet the requirements of Sections 3.37 – 3.45 of the Town of Drayton Valley Land Use Bylaw 2020/12/D regarding number of stalls, dimensions, etc. This shall be completed on or before opening of the development.
33. The Owner/Developer shall provide onsite bike racks to accommodate a minimum of 4 bicycles. Bicycle racks shall:
  - i. Be constructed of industrial-grade metals with a smooth painted surface to prevent rusting and, as much as reasonably possible, scratching of bicycle frames,
  - ii. Be securely affixed to the finished grade, and
  - iii. Have two points of contact between the bicycle and the rack to allow a wheel and frame to be locked to the rack, similar to those shown in Figure 6 – Permitted Bicycle Rack Designs in the Land Use Bylaw 202/12/D.
34. Parking facilities shall have adequate lighting for the entire parking area.
35. The Owner/Developer shall install proper traffic signage required for the safe operation of vehicle traffic to the satisfaction of the Town during and after construction of the proposed development. Driving aisles shall be marked as shown on the approved Site Plan, to show that they are one-way.
36. As per section 3.19 of Land Use Bylaw 2020/12/D, In Commercial Land Use Districts, the minimum number of trees required shall be 1 per 400.0 m<sup>2</sup> gross parcel area. Trees planted to meet landscaping requirements shall be a minimum of 1.8 meters in height at the time of installation and shall not impede movement or visibility of pedestrians or traffic.
37. Outside storage (refuse areas) must be located, screened, and maintained to the satisfaction of the Development Authority.

- 38. A minimum of one (1) garbage receptacle is required along the length of the Drive-Through in accordance with section 4.5 of Land Use Bylaw 202/12/D.
- 39. There shall not be outside storage of goods, products, materials or equipment permitted within the front yard setback prescribed. Outside storage of goods, products, materials or equipment shall be kept in a clean and orderly condition at all times and shall be screened by means of a solid wall or fence from public thoroughfares to the satisfaction of the Development Authority.
- 40. Installation of any signage will require development authorization. Application shall be submitted and approved, prior to installation.
- 41. All improvements are to be located subject to the approved "Site Plan", Prepared by FarMor Architecture, Project Number 21-024 as attached to the development permit application. Any change to the approved "Site Plan" must be approved by the Town before the changes are made, which may happen or may have to be done for whatsoever reason.
- 42. New builds are to change the Siamese connection to a single 4.5" Sotrz fire department connection. The local Fire Department is to be involved in the placement and positioning of fire hydrants, as well as being involved in or notified of the hydrant testing and flow rates for this development.
- 43. The Owner/Developer shall be responsible to repair any damage to Town Infrastructure related to or resulting from construction.

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

DEVELOPMENT OFFICER:

  
\_\_\_\_\_  
LOWANI MUBANGA, BEnvD, MPlan

DATE OF DECISION:

September 15<sup>th</sup>, 2021

DEADLINE FOR APPEAL:

October 7<sup>th</sup>, 2021

**IMPORTANT NOTES**

- 1. This permit is subject to any/all required Federal, Provincial or Municipal Permit approvals including, but not limited to, Alberta Transportation Roadside Development Permit, Building and/or Safety Code Permits.
- 2. The Owner/Applicant or Contractor shall obtain the required Alberta Safety Codes Permit(s) prior to the installation of any propane tank associated with this development.
- 3. A Fire Safety Plan shall be approved by Drayton Valley/Brazeau County fire Services prior to commencement of any demolition work on the subject property.
- 4. A fire inspection must be completed by Drayton Valley/Brazeau County Fire Services prior to operation. Please contact Drayton Valley/Brazeau Fire Services to schedule an appointment.
- 5. No physical excavation or construction may legally begin prior to the effective date (or such later date should an appeal be received). Any excavation or construction started prior to the effective date will be done at the sole risk and cost of the applicant/owner.

8. This Development Permit is valid for a period of twelve (12) months from the date it was issued. If at the expiry of this period, the development has not been commenced, the Development Permit is deemed invalid.
9. The issuance of this Development Permit does not supersede, or suggest violation of any caveat, easement, restrictive covenant or other encumbrance registered on title. It is the responsibility of the Applicant/Owner to research the Certificate of Title for the existence of any encumbrance.
10. The development must not encroach on Registered Rights of Ways or Utility Service Lines.
11. The proposed development must comply with the applicable AER setbacks unless a lesser distance is agreed to in writing by AER; and the AER must be contacted by the Applicant/Owner to ensure that no active or abandoned well sites are located on the subject lands.

DRAFT



# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION

SUBJECT:	Discretionary Use at 6204-58 Ave (Lot 1; Block 15; Plan 1323539) - Development Permit Application DV21-041
MEETING:	September 15, 2021 Regular Meeting of Council
PRESENTED BY:	Ken Woitt, GM, Planning & Development

### 1. PROPOSAL AND BACKGROUND:

The Town of Drayton Valley has received a Development Permit application for a Chemical Storage Tank facility at the above-noted address and shown in the enclosed Site Location & Zoning Map (see **Attachment 1**), Immediate Existing Context Map (see **Attachment 2**) and Tentative Development Drawing (see **Attachment 3**).

Landowners within 100 meters of the parcel that are subject to this application were notified in accordance with Land Use Bylaw 2020/12/D.

The subject parcel is located in the I-Industrial District of the Land Use Bylaw (LUB) Bylaw 2020/12/D.

#### MUNICIPAL DEVELOPMENT PLAN 2012/27/D:

The subject parcel is located within the Commercial and Light Industrial future growth area of the Municipal Development Plan (**See Attachment 7- Municipal Development Plan, Map 4**).

Administration supports the proposed Chemical Storage Tank facility on the subject property. Administration is of the opinion that the above use conforms to the Commercial and Light Industrial policies in the Municipal Plan, Bylaw 2012/27/D.

#### LAND USE BYLAW 2020/12/D:

The subject parcel is located within the I-Industrial, Light District of Land Use Bylaw 2020/12/D in which chemical storage facility is considered similar to the Permitted or Discretionary Uses. The applicant is proposing chemical storage tanks to house products used by local oil and gas producers. The storage tanks were previously set up in the Town and were dismantled and stored since TRICAN closed. The subject property is serviced with municipal water, sanitary sewer, power and natural gas. The applicant is applying for the approval of the above-mentioned Discretionary Use and it is within the powers of Town Council to make a decision on Discretionary Uses.

Chemical Storage Tanks as a Discretionary Use in the I-Industrial District will:

- a) not unduly interfere with the amenities of the neighborhood;
- b) not materially interfere with or affect the use, enjoyment or value of neighboring lots and;
- c) conform with the uses prescribed for the land in the I-Industrial district.

Therefore, Administration feels the proposed Chemical Storage Tank facility meets the criteria listed above and in the Land Use Bylaw 2020/12/D.

The application was circulated to other Town departments for comments and recommendations. Drayton Valley/Brazeau County Fire Services provided comments and their recommendations regarding approval of safety and emergency response plans (**See Attachment 8 - Fire Services Comments**).

A Fire Safety Inspection must also be conducted and passed in accordance with the National Fire Code – 2019 Alberta Edition (and in some areas, also in accordance with the National Building Code – 2019 Alberta Edition).

As the above-mentioned Fire Code (and in some cases Building Code) measures are Federal and Provincial requirements, they are not reflected in the conditions of the Development Permit, which are appealable to the Subdivision and Development Appeal Board (SDAB) as per the *Municipal Government Act*. However, these requirements are provided as separate information items as a courtesy to the Applicant.

Administration supports the proposed Chemical Storage Tank facility on the subject property. Administration is of the opinion of that the above uses meet the criteria suggested for a Discretionary Use under the I-Industrial, Light District of Land Use Bylaw 2020/12/D.

## 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

All registered landowners within 100 meters of the subject property were mailed a notice of this Council Meeting as per Section 2.12 of the LUB.

## 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

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

		within 100 meters of a subject property are notified of applications for Discretionary Use Development Permits), (ability to approve a use similar to a use prescribed in the subject parcel's land use district, (ability to approve a Development with or without conditions or refuse a Development Permit with reasons) and (establishing Council as Development Authority for Discretionary Uses)
Municipal Development Plan	Yes	Map 4 (Attachment 5) - Identifies the subject property located within the Commercial & Light Industrial future area of Town. Section 2.8 (Commercial and Light Industrial policies).
Sustainability Vision 2019-2021	N/A	None
Town of Drayton Valley Strategic Plan 2019-2021	Yes	Goal One (Recovery) - Approval of this Development Permit would facilitate the creation of employment and further diversify the economy to help achieve economic resiliency. This development exemplifies resiliency. Given current economic conditions, the proposes uses present the Applicant an opportunity to create an innovative avenue that stimulates the local economy while realizing revenue.
Other Plans or Policies	Yes	PD-04-08- Development Notices to the Public Policy- requires that landowners within 100 meters of a subject property are notified of applications for Discretionary Use Development Permits.

#### 4. POTENTIAL MOTIONS:



- A. That Council approves Development Permit DV21-041 with the recommended conditions (**see Attachment 6- Draft DV21-041**).
- B. That Council approves Development Permit DV21-041 but with revisions to the recommended conditions.
- C. That Council refuses Development Permit DV21-041, with the following reasons: \_\_\_\_\_.

#### 5. RECOMMENDATION:

Administration recommends Council approve Development Permit DV21-041 with the recommended conditions.

**6. ATTACHMENTS:**

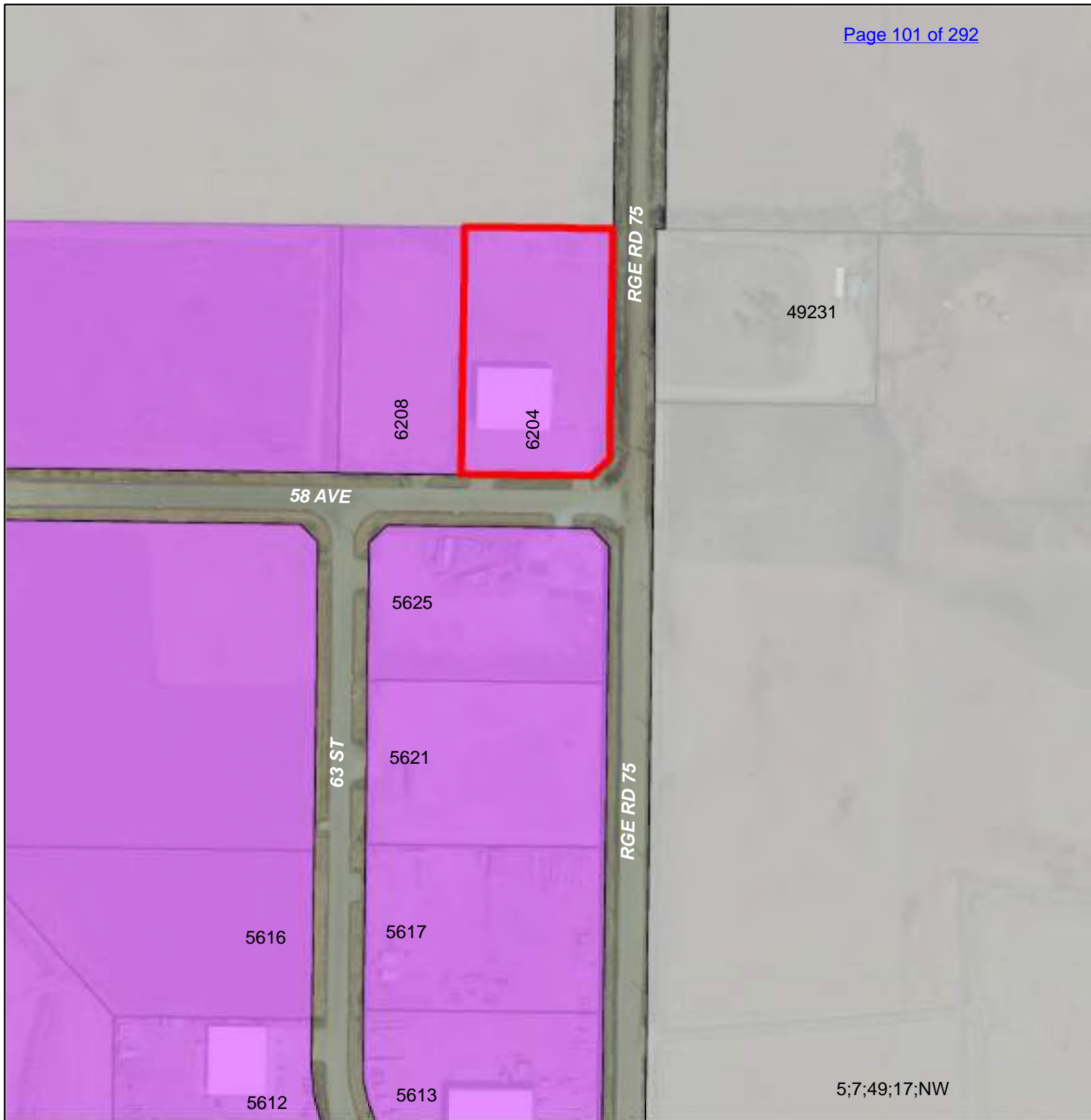
- 1. Site Location & Zoning Map**
- 2. Immediate Existing Context Map**
- 3. Proposed Development Drawings**
- 4. Site Photographs**
- 5. Emergency Response and Safety Data Sheet**
- 6. Draft Development Permit DV21-041**
- 7. Municipal Development Plan- Map 4**
- 8. Fire Services Comments**

REPORT PREPARED BY:	Ken Woitt	REVIEWED BY:	
APPROVED BY:			

## ATTACHMENT

..... @- Q #° u@ V ° V) :-\ V@ 8 MAP

---



**Town of Drayton Valley  
Zoning Map**

August 2021

**Legend**



Area of Interest



I-LHT Industrial, Light District



S-URB Special, Urban Reserve District



0 50 100  
Meters

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



**ATTACHMENT**

.....@ U - ) @ u - # \ V u - C E M A P

---



**Town of Drayton Valley**

**August 2021**

**Legend**



Hydrants



Area of Interest

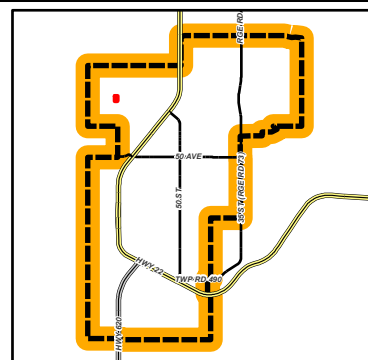


Parcels



0 50 100 Meters

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


























ATTACHMENT

“u-Vu° u@ - ) - † - Q hU - Vu) k° ‡ @8



3 Hydrochloric Acid Storage Tanks (50m3 each)  
Safety Berm,  
Fume Scrubbers,  
Level Indicators  
Warning Lights.

**Landscaping Details:**

Symptoms		Signs	
Signs	Signs	Signs	Signs
 Reddish-brown discoloration of the skin	 Swelling of the face	 Fever	 Rash
 Swelling of the face	 Fever	 Rash	 Swelling of the face
 Fever	 Rash	 Swelling of the face	 Fever
 Rash	 Swelling of the face	 Fever	 Rash
 Swelling of the face	 Fever	 Rash	 Swelling of the face
 Fever	 Rash	 Swelling of the face	 Fever

[illegible]

Copyright © 1999 by McGraw-Hill, Inc.

NAME	XXXXXXXXXX
DATE OF BIRTH	1980-01-01

QUEST

7100  
28 3/4

20

100

1000

100

14

A

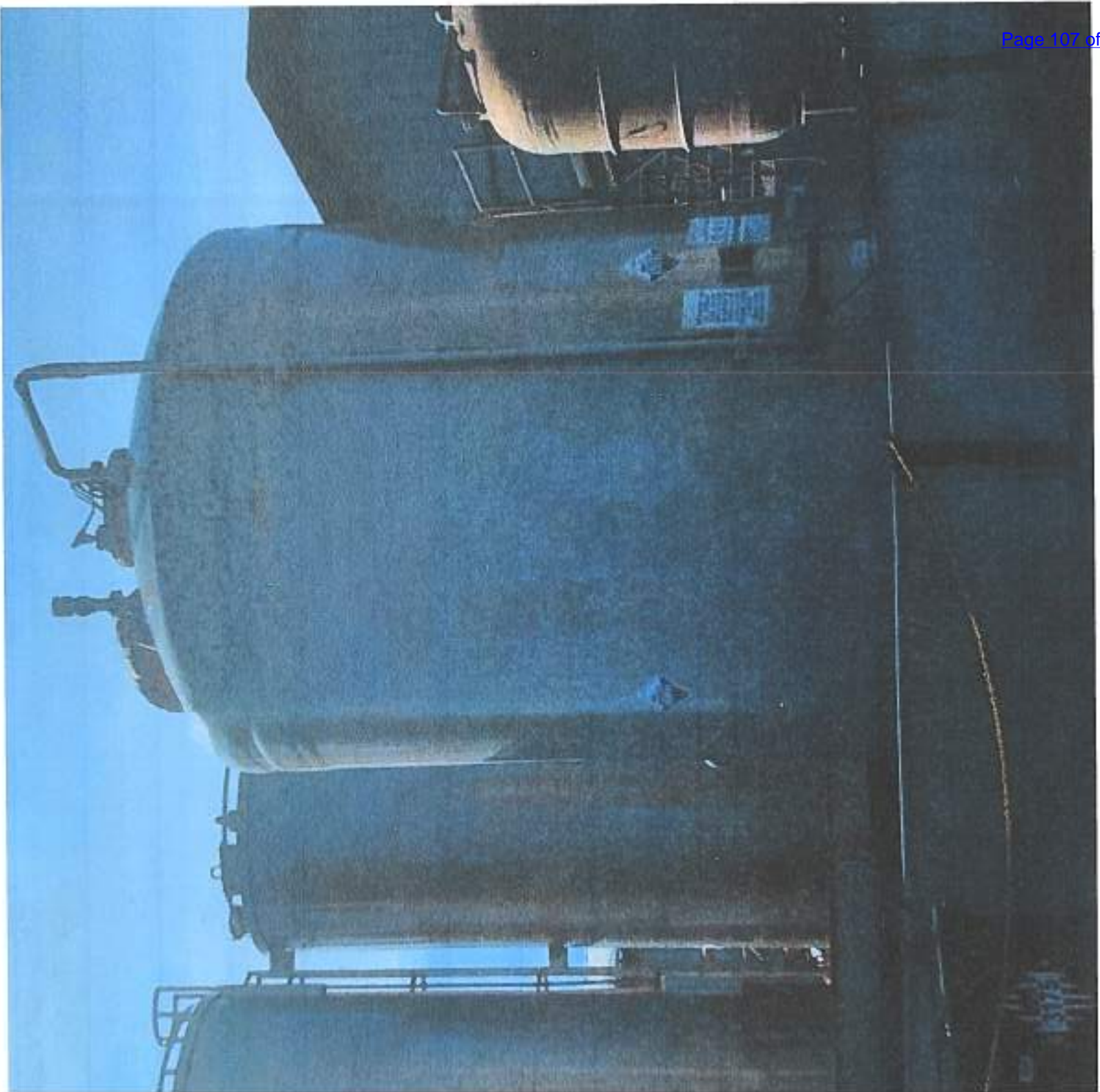
LINE
------

---

- 3 HCL (Hydrochloric Acid) storage tanks 50m<sup>3</sup> each.
- PTMA (Canadian safety) beam.
- Fume scrubber









**ATTACHMENT**

.....  
\_\_\_\_\_ @ h=\ u\ 8k° h=o

North Facing From 58 Avenue









**ATTACHMENT 5**  
**EMERGENCY RESPONSE | SAFETY DATASHEET**



## **Part 7 – Accident and Incident Investigation**

<b>Part VII – Accident and Incident Investigation</b>	December 2018
<b>Section 1 – Company Investigation Policy</b>	Page 1 of 1

## Purpose

To investigate accidents/incidents so that causes can be determined and corrective actions can be implemented to prevent recurrence.

**Section 19(1) to (6) - Investigation of Accident - of the Occupational Health and Safety Act will be adhered to by this company.**

## Policy

**This company will fully investigate the following types of incidents:**

1. Accidents that result in injuries requiring medical aid.
2. Accidents that cause property damage or interrupt operations with potential loss.
3. Incidents that have the potential to result in (1) or (2) above, such as close calls or near misses.

All incidents that fall under pertinent sections of the OH&S Act must be reported to OH&S and to WCB or other regulatory agencies as defined by the OH&S Act.

### Responsibilities - Reporting Procedure

1. All employees shall report all incidents as soon as possible to their immediate supervisor and assist in the investigation when requested. Employees shall be instructed on the reporting process during their orientation.
2. Supervisors shall be responsible for conducting investigations (including Near Misses) and submitting their report(s) to management. Supervisors will be trained in investigation and reporting procedures.
3. Company Owners shall determine the need for, and if necessary shall direct, detailed investigations. They shall also determine causes, recommend corrective action, and report to management.
4. The management shall review all supervisors' reports, determine the corrective action to be taken, and ensure that such action is implemented.

**The safety information in this policy does not take precedence over applicable government legislation, with which all employees should be familiar.**

Signed: \_\_\_\_\_  
Management

Date: \_\_\_\_\_



## SpectroChem Technologies Inc.

### Company Health and Safety Manual

## Part VII – Accident and Incident Investigation

December 2018

### Section 2 – Conducting Investigations

Page 1 of 1

This is not a disciplinary policy but one in which we can identify the cause of an incident so that corrective action can be taken to prevent a reoccurrence of the incident. Additionally, information will be valuable in meeting the WCB and Alberta OH&S reporting requirements.

#### Investigation Procedure

Investigations should be conducted by the supervisor in charge of the area and/or personnel involved. Supervisors should assist in the investigation and must review every incident report to ensure that appropriate corrective actions take place.

The person or team conducting the investigation of an accident/incident will utilize the following procedure:

1. Take control of the scene.
2. Initiate the Emergency Response Procedure.
3. Ensure that any injured persons are cared for.
4. Ensure that no further injury or damage occurs.
5. Get the "big picture" of what happened.
6. Examine equipment/materials involved.
7. **Preserve the evidence** - collect and safeguard any physical evidence. Where practicable, the scene of any accident should be left untouched, except for activity necessitated by rescue work or to prevent further failures or injuries, until the accident has been investigated.
8. Take photographs of the scene.
9. Interview witnesses and obtain written statements where appropriate.
10. Analyze all the available information to determine the causes.
11. Look for causes where "the system failed the worker," not only for those where "the worker failed the system."
12. Determine what corrective action will prevent recurrence.
13. Complete the report.
14. Follow-up to ensure corrective action is completed.

**Note:** Incident Investigations are not conducted to fix blame. They are conducted to find facts to help prevent recurrence.

**SPECTROCHEM**
**SpectroChem Technologies Inc.**  
 Company Health and Safety Manual
**Part VII – Accident and Incident Investigation**

December 2018

**Section 3 – Incident Investigation Report**

Page 1 of 2

1. Incident Type: ☐ Injury/Illness ☐ Property Damage ☐ Near Miss ☐ Spill  
☐ Fire ☐ Other ☐ Vehicle Collision

2. Incident Date (Y/M/D): \_\_\_\_\_ 3. Time: \_\_\_\_\_

4. Area: \_\_\_\_\_ 5. Specific Location: \_\_\_\_\_

Injury/Illness: (Complete #6 to #11 only if an injury has occurred)

6. ☐ First Aid ☐ Medical Aid ☐ Modified Work ☐ Lost Time ☐ Fatal

7. Name of Employee: \_\_\_\_\_ 8. Age: \_\_\_\_\_ Sex: M F

9. Occupation: \_\_\_\_\_ Experience: \_\_\_\_\_

10. Nature of Injury: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

11. Object/Equipment/Substance Inflicting Injury/Damage: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Property Damage:**

12. Description of Property: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

13. Description of Damage: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

14. Estimated Damage Cost: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Other Actual/Potential Loss:**

15. Type: \_\_\_\_\_

16. Description: \_\_\_\_\_

17. Estimated Cost: \_\_\_\_\_

**18. Evaluation of Risk Potential If Not Corrected:**

A. Loss Severity Potential ☐ Major ☐ Serious ☐ Minor  
 B. Probable Recurrence Rate ☐ Frequent ☐ Occasional ☐ Rare

**SPECTROCHEM**
**SpectroChem Technologies Inc.**  
 Company Health and Safety Manual
**Part VII – Accident and Incident Investigation**

December 2018

**Section 3 – Incident Investigation Report**

Page 2 of 2

**19. Description of Incident:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**20. Diagram of Scene:**

**21. Witness(es):** \_\_\_\_\_  
 \_\_\_\_\_

Witness(es) Statement(s) Attached:

☐ Yes☐ No

**22. Immediate Cause(s):** \_\_\_\_\_

Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**23. Underlying Cause(s):** \_\_\_\_\_

Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**24. Corrective Action(s):** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Recommendations Completed by Whom: \_\_\_\_\_

**25. Date Report Completed: (Y/M/D):** \_\_\_\_\_

**Signatures:**

Supervisor: \_\_\_\_\_ Employee: \_\_\_\_\_

Reported to OH &amp; S Branch

☐ Yes☐ No





## SpectroChem Technologies Inc.

### Company Health and Safety Manual

#### Part VII – Accident and Incident Investigation

December 2018

#### Section 4 – Incident Reporting Procedure

Page 1 of 1

The supervisor will complete an accident/incident report for all Accidents, Occupational Illnesses and Near Misses.

Employees will report all incidents and near miss accidents to their immediate supervisor without delay.

Supervisors will report the incident immediately and complete the accident report within 24 hours.

If one of the following types of serious incidents occurs, the site supervisor will inform the WHS Division by telephone of the incident providing the information requested:

- An injury or accident that results in death,
- An injury or accident that results in a worker's being admitted to hospital for more than 2 days.
- An unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury,
- The collapse or upset of a crane, derrick or hoist, or
- The collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure.

In the case of equipment damage or serious injury the supervisor will report the accident immediately.

**In the event of a fatal accident, the following procedure is to be used:**

Report immediately to:

- Supervisor
- Local Police Department
- Nearest Occupational Health And Safety Office

Do not disturb the accident scene other than necessary to affect rescue or prevent deterioration in the situation until released to do so by the police or the Occupational Health & Safety Inspectors.

To report serious incidents, contact your nearest Workplace Health and Safety office.

## December 2018

## Page 1 of 1

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Description of Events:** \_\_\_\_\_

**Office Use Only**

Received By: \_\_\_\_\_



## SpectroChem Technologies Inc.

### Company Health and Safety Manual

## Part VII – Accident and Incident Investigation

December 2018

### Section 6 – Definitions

Page 1 of 1

**Incident** - an undesired event that, under slightly different circumstances, could have resulted in personal harm, property damage or loss.

**Accident** - unforeseen or unplanned occurrence in a sequence of events which results in unintended injury, death and/or property damage.

**Near Miss** - a deviation from a standard, that could have but does not, result in injury or property damage. E.g. performing an unsafe act in the presence of an unsafe condition, climbing up and down an unsecured ladder, walking in an area where nails are on the floor without appropriate protection.

**Occupational Illness or Disease** - any abnormality caused by exposure to factors associated with employment. It includes acute and chronic illness or disease, which may be caused by inhalation, absorption, ingestion or direct contact (e.g. repetitive stress).

### What is an Incident/Accident Investigation?

An incident/accident investigation is an analysis, evaluation, and report of an incident/ accident, based on information gathered by the investigation team. A complete investigation includes the facts, statements, and related information, as well as a plan to prevent or control a similar situation.

### Investigating Only Injury-Producing Accidents

Many companies have a tendency to investigate an accident only if an injury or damage results or there is much bleeding. Potential injury-causing incidents are often ignored. Don't make this mistake! Instead, consider every incident a warning signal; and heed the signal. For example, if there is a near miss involving a forklift and no damage is done, don't ignore the incident. Investigate the near miss to find out why it happened. Did the forklift throttle stick or the brakes fail? Was the operator properly trained and authorized to drive the forklift? No matter how minor the incident may appear, investigate it thoroughly; and then take whatever corrective action is needed to prevent it from happening again.



**SpectroChem Technologies Inc.**  
Company Health and Safety Manual

**Part VII – Accident and Incident Investigation**

December 2018

**Section 7 – Legislative Requirements**

Page 1 of 1

**OH&S Act - Serious Injuries and Accidents**

**Section 18**

1. If an injury or accident occurs at a work site, the prime contractor or, if there is no prime contractor, the contractor or employer responsible for that work site shall notify a Director of Inspection of the time, place and nature of the injury or accident as soon as possible.
2. The injuries and accidents to be reported under subsection (1) are:
  - a. an injury or accident that results in death
  - b. an injury or accident that results in a worker's being admitted to a hospital for more than 2 days
  - c. an unplanned or uncontrolled explosion, fire or flood that causes a serious injury or that has the potential of causing a serious injury
  - d. the collapse or upset of a crane, derrick or hoist
  - e. the collapse or failure of any component of a building or structure necessary for the structural integrity of the building or structure
3. If an injury or accident referred to in subsection (2) occurs at a work site or if any other serious injury or any other accident that has the potential of causing serious injury to a person occurs at a work site, the prime contractor or, if there is no prime contractor, the contractor or employer responsible for that work site shall:
  - a. carry out an investigation into the circumstances surrounding the serious injury or accident
  - b. prepare a report outlining the circumstances of the serious injury or accident and the corrective action, if any, undertaken to prevent a reoccurrence of the serious injury or accident
  - c. ensure that a copy of the report is readily available for inspection by an officer
4. The prime contractor, contractor or employer who prepared the report referred to in subsection (3) shall retain the report for 2 years after the serious injury or accident.
5. Except as otherwise directed by a Director of Inspection, an occupational health and safety office or a peace officer, a person shall not disturb the scene of an accident reported under subsection (1) except insofar as it is necessary in:
  - a. attending to persons injured or killed
  - b. preventing further injuries
  - c. protecting property that is endangered as a result of the accident

**Part VII – Accident and Incident Investigation**

December 2018

**Section 8 – Failing to Look Beyond the Symptoms to the Cause**

Page 1 of 2

When investigating accidents, many companies only recognize the unsafe acts or unsafe conditions, but fail to identify the root cause. For example, an employee slips in a puddle of oil on the shop floor and sprains an ankle. The unsafe condition was the poor housekeeping that resulted from the oil being left on the floor. The unsafe act was not cleaning up the spilled oil or reporting it. But neither the act nor the condition is the true cause of the accident, they are only symptoms of greater health & safety program deficiencies. To prevent a similar accident, you need to find out where the oil came from, why it was left there, and then take steps to assure that in the future all oil spills are cleaned up immediately.

**Why Investigate?**

- To prevent reoccurrence
- To identify the real causes, i.e. unsafe conditions, unsafe acts, indirect cause
- To maintain a safe and healthy work environment
- To maintain good employee relations
- To prevent further down time and losses to company
- WCB forms may need to be completed
- WH&S may require an investigation to be completed and retained on file

**When Should You Conduct an Investigation?**

- As soon as it is practical after medical treatment and the area has been stabilized
- Try to conduct the investigation during the shift on which the accident occurred

**What Incidents Should Be Investigated?**

- All incidents which have the potential for loss (near miss)
- All personal injuries and occupational illnesses
- All property damage (companies often set a \$ value to these investigations)

**Who Should Conduct the Investigation?**

- The supervisor in charge of where the accident occurred, accompanied by the worker involved, a safety committee representative, and any staff with the expertise to aid in the investigation

**Witnesses**

- Always obtain the statement of any worker who witnessed or was part of the incident/accident.

**Evidence**

- You may wish to take photos of the accident scene




**Part VII – Accident and Incident Investigation**

December 2018

**Section 8 – Failing to Look Beyond the Symptoms to the Cause**

Page 2 of 2

- Collect any physical evidence
- Draw diagrams of the accident scene
- An accident investigation kit containing such items as: a camera, tape measure, note pad, accident investigation form, explosion proof flashlight, evidence tags, tape (masking)

**Who Should Review Accident/ Incident Investigations?**

- Upper management
- Safety committee
- Safety officer
- Any other department that might be subject to such an occurrence

Communicate investigation results to any employees who may be affected by the results.

**Reporting of Accidents**

- All lost time accidents must be reported to the WCB

All serious injuries, fatalities or an accident that has the potential of causing serious injury to a person at the work site, must be reported to WHS. (Consult Occupational Health and Safety Act Sections 18 and 19 for required actions.)

## **Part 6 – Emergency Response**



## SpectroChem Technologies Inc. Company Health and Safety Manual

### Part VI – Emergency Response

December 2018

#### Section 1 – Emergency Response Legislation

Page 1 of 1

#### Emergency Preparedness and Response - OH&S Code Part 7 Section 115

1. An employer must establish an emergency response plan for responding to an emergency that may require rescue or evacuation.
2. An employer must consult with affected workers in establishing the emergency response plan.
3. An employer must ensure that an emergency response plan is current.

An emergency plan is a comprehensive document providing guidance on actions to be taken during various emergency conditions. The plan includes responsibilities of individuals and departments, organization resources available for use, sources of aid outside the organization, general methods or procedures to follow and the training and practice of these methods and procedures.

To be emergency-prepared means that you have systems in place to minimize and/or control damages and losses from such catastrophes as:

- Fire and Evacuation
- Storms (Tornadoes, Blizzards, Hail, Electrical, etc.)
- Serious Injuries and Fatalities
- Bomb Threats
- Security Breaches
- Power Failure
- Computer Sabotage or Failure
- Floods
- Explosions
- Chemical Spills
- Utilities
- Personal Threats and Workplace Violence
- Vehicle Accidents
- CISD (Critical Stress Debriefing)
- Media
- Violence
- Confined Space Rescue

Should you require information on topics not in this manual, please contact your local fire and police departments, security specialists, and the public safety services branch of the Government of Alberta.



**SpectroChem Technologies Inc.**  
Company Health and Safety Manual

**Part VI – Emergency Response**

December 2018

**Section 2 – Emergency Preparedness Policy**

Page 1 of 1

Emergency preparedness means having plans in place that we hope we will never have to use. **SpectroChem Technologies Inc.** will ensure that all jobsites have plans in place to deal with emergency situations particular to the types of hazards identified. At minimum, each job site will be capable of providing:

- First aid to an injured worker
- Transportation to a medical facility
- Means of contacting outside agencies for assistance
- Means of conducting an initial attack on fire

The site supervisor is responsible for the development of emergency procedures for any unusual hazards or tasks that employees may encounter. At minimum, the site supervisor will ensure that all emergency preparedness information is readily available and that our employees are given a site orientation to ensure they are aware of:

- Location of emergency equipment such as:
  - First aid supplies
  - Fire extinguishers
- Location of communication device and contact numbers for contacting outside assistance
- Location of MSDS sheets
- Escape route and muster point
- Emergency phone numbers

**The safety information in this policy does not take precedence over applicable government legislation with which all employees should be familiar.**

Signed: \_\_\_\_\_  
Management

Date: \_\_\_\_\_



## SpectroChem Technologies Inc. Company Health and Safety Manual

### Part VI – Emergency Response

December 2018

#### Section 3 – Emergency Response Plan

Page 1 of 31

#### Emergency Procedures

Emergencies are defined in three levels:

##### Level 1:

In a level 1 emergency, there is no potential danger to the public outside company property. The situation can be handled entirely by company personnel.

##### Level 2:

A level 2 emergency occurs where there is no immediate danger but sufficient potential for danger exists to justify alerting outside services such as police, fire, OHS. There are requirements in the legislation for reporting.

##### Level 3:

In a level 3 emergency, safe operating control has been lost causing or potentially causing severe injuries or fatalities of employees, or the public or serious damage to the environment and property. Appropriate action in handling the media and public are important.

#### Emergency Reporting

- It is the responsibility of every employee of the company to report all situations that occur to their immediate supervisor.
- Emergency phone numbers are posted by all telephones throughout the facility to ensure immediate response.
- An emergency warning system is installed to ensure everyone is notified for evacuation of the facility.
- Emergency plans are posted throughout the facility indicating location of fire extinguishers, exits, eyewash stations, first aid supplies.
- The first aid responders are first responders if the event is an injury or health related. Know who the responder in your area is; check the bulletin board for current listings.
- Evacuations of the facility will be directed and controlled by the managers on site.
- The Managers and First Aid Responders are responsible to ensure the scene is controlled and appropriate emergency services are contacted if an outside source is required.
- Workers are not to re-enter an evacuated building until directed by a Manager. If a rescue is required leave it to the professionals, do not become another victim.
- Sales personnel are responsible to direct the customers to a safe area in the event of a facility evacuation.

#### First Aid Services and Equipment

SpectroChem Technologies Inc. will maintain first aid stations that meet with the OH &S legislation.

An appropriate number of employees will be trained according to the requirement stated in the first aid regulations.

Supervisors are responsible:





**SpectroChem Technologies Inc.**  
Company Health and Safety Manual

**Part VI – Emergency Response**

December 2018

**Section 3 – Emergency Response Plan**

Page 2 of 31

- to ensure all first aid supplies are inspected and replenished as needed.
- to ensure first aid records are maintained
- to ensure all workers have been trained

Records of first aid treatment will be reviewed by the Safety Committee at a monthly meeting to track trends and needs. Suggestions for improvement and prevention of injury will be brought to the attention of the General Manager for final approval and direction for implementation of the necessary changes.

All records will be maintained in a confidential manner in keeping with the OH&S Regulations.

## **REACT**

### **In An Emergency Situation**

**Respond** to the emergency call.

**Ensure** first aid is given to those in need of immediate help

**Assess** the situation.

**Communicate** with fire marshals, fire wardens, managers, supervisors, fire department, and police.

**Transport** the injured to a safe place

**SPECTROCHEM**
**SpectroChem Technologies Inc.**  
 Company Health and Safety Manual
**Part VI – Emergency Response**

December 2018

**Section 3 – Emergency Response Plan**

Page 3 of 31

**Emergency Evacuation Drill Report**

To be posted on the Health and Safety Bulletin Board

Date: \_\_\_\_\_

Time of drill: \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

Area(s) to be tested:

Summary of Drill

Deficiencies of Drill

Date of last drill:

Deficiencies noted on last drill:

 Communicated with \_\_\_\_ Managers \_\_\_\_ Supervisors \_\_\_\_ H & S Committee  
 \_\_\_\_ Employees (in all departments)



## SpectroChem Technologies Inc.

### Company Health and Safety Manual

#### Part VI – Emergency Response

December 2018

#### Section 3 – Emergency Response Plan

Page 4 of 31

#### Emergency Procedures Checklist

- By checking off as "done" all the items on this checklist, you can see if any areas of your emergency plan needs work.
- Identify the kinds of disasters or emergencies your business may be faced with
- Contact local disaster services and other emergency response agencies for assistance
- Assess the potential for harm to people, property, equipment and the environment
- Develop procedures to deal with each emergency and type of harm. For example, if there is a fire, there could be burns or other injuries to deal with.
- Provide training to all employees in what to do in specific situations. Make sure this information is included in the new worker safety orientation.
- Post a copy of the emergency plan in clearly visible locations where those responsible for carrying it out can find it easily.
- Include a list of phone numbers for all emergency response agencies that may have to be contacted. Include the names of local medical people who could respond quickly in an emergency. Let those people know they are on your list.
- Include a way of evacuating everyone (including visitors) from the site.
- Establish safety zones or meeting points where people being evacuated can be counted and accounted for.
- Install warning systems such a fire alarms, smoke detectors where needed.
- Put emergency equipment into place to respond to emergencies. Consider such items as first aid kits, fire extinguishers, water hoses, emergency showers, emergency lighting, and breathing apparatus. Include rescue equipment such as ladders, stretchers, emergency communication equipment, etc.
- Provide training in the use of emergency equipment.
- Assign specific emergency duties to staff that have been specially trained. Make sure everyone knows what duties they have been given and who to call on for assistance. For example, who will take charge, who will sound the alarm, which will co-ordinate an evacuation, which will check that everyone is accounted for, who is trained in first aid and CPR, who knows how to use a fire extinguisher, etc.
- Review the plan with local emergency response agencies. Let them know if an emergency arises.
  - Hold emergency drills to practice roles and procedures to be followed.
  - Check and inspect all emergency equipment on a regular schedule, including first aid and rescue equipment.



## SpectroChem Technologies Inc.

### Company Health and Safety Manual

#### Part VI – Emergency Response

December 2018

#### Section 3 – Emergency Response Plan

Page 5 of 31

#### List of Emergency Contacts

##### Emergency Response

##### Phone Number:

- Fire
- Ambulance
- Police / RCMP
- Disaster services
- Hospital
- Doctor
- Poison control centre
- EUB

---

---

---

---

---

---

---

---

##### Company

- Senior manager
- Safety coordinator

---

---

##### Alberta Government Agencies:

- Workplace Health and Safety
- Environment
- Forestry
- Public Safety Services
- Transportation of Dangerous Goods
- Electrical Safety
- Boilers Branch

---

---

---

---

---

---

---

##### Other:

- Power company
- Telephone company
- Gas company
- Local Authorities for evacuation

---

---

---

---



**SpectroChem Technologies Inc.**  
Company Health and Safety Manual

**Part VI – Emergency Response**

December 2018

**Section 3 – Emergency Response Plan**

Page 6 of 31

**1.0 Fire / Emergency Plan Purpose**

1. To provide simple, basic emergency procedures for the safe evacuation of building occupants
2. To ensure effective utilization of the building fire protection system during an emergency
3. To provide instruction and guidance on the other matters of fire safety
4. To ensure proper scheduled maintenance of fire protection systems as required by the Alberta Fire Code

**Note:** *The evacuation procedure is to be activated in case of fire and/or any other emergency situation where the safety and well-being of facility personnel is in question.*

SPECTROCHEM



**SPECTROCHEM****SpectroChem Technologies Inc.**  
Company Health and Safety Manual**Part VI – Emergency Response**

December 2018

**Section 3 – Emergency Response Plan**

Page 7 of 31

**2.0 Fire Prevention and Emergency Procedures**

The following will bring to your attention the responsibilities, procedures, regulations to be adhered to by all tenants in order to prevent a fire condition from occurring, and to effect the safe and organized evacuation of all building occupants should a situation present itself.

This is derived from the original sent from the Southport Road Fire Warden's Manual at the above address.

**SPECTROCHEM**



**SpectroChem Technologies Inc.**  
Company Health and Safety Manual

**Part VI – Emergency Response**

December 2018

**Section 3 – Emergency Response Plan**

Page 8 of 31

**3.0 Audits**

**3.1 Audit of Building Resources**

<b>Sprinkler System:</b>	Checked annually; ceiling panel, T-Bar suspension
<b>Fire Alarm Panel:</b>	Checked annually; main floor across from elevators
<b>Emergency Lighting:</b>	Checked monthly; all common areas
<b>Emergency Power:</b>	Checked annually; ground floor
<b>Voice Communication System:</b>	Checked annually; by elevator on 7 <sup>th</sup> floor; across from men's room
<b>Portable Fire Extinguishers:</b>	Checked monthly; in hallway past the glass door to the left on the way to the emergency stair
<b>Exits:</b>	Checked daily; stairs located to the left of reception through glass door; elevators past stairs on left across from washrooms
<b>Water Supply:</b>	Checked daily; basement
<b>Fire Department:</b>	Located on Southport Road, north of Southland Drive; one mile north of the office



## SpectroChem Technologies Inc.

### Company Health and Safety Manual

#### Part VI – Emergency Response

December 2018

#### Section 3 – Emergency Response Plan

Page 9 of 31

#### 4.0 Appointment of Staff:

#### 4.1 Appointment of Staff – Evacuation Team Captains

An Evacuation Team Captain plays a key role in the effort of eliminating potential fire hazards. This position allows continuous interaction between the workers, management, and daily contact with the operations and processes of each department. This particular characteristic of the job puts the Evacuation Team Captain in the best position to eliminate causes of fire.

It is important that the Evacuation Team Captain continually stress proper fire prevention techniques. The primary objectives of fire prevention include good housekeeping, cleanliness, safe operation of equipment and processes, controlled smoking and regular maintenance checks of electrical and mechanical machinery and equipment.

In order to be effective, the emergency evacuation program must have the understanding and support of every supervisor. It is important that each Fire Warden understand the objectives of the emergency evacuation program, so they are able to keep employees updated on fire prevention and evacuation procedures. The Evacuation Team Captains responsibilities with regard to fire prevention and control within his department are summarized in the following points:

1. Familiarize yourself with all potential fire hazards and take appropriate safeguards
2. Conduct regular and frequent inspections to ensure a safe and hazard free environment
3. Develop a fire-conscious attitude within your department; every employee should adopt this attitude in the effort to eliminate fire hazards and promote the use of safe work procedures
4. Keep well informed of all emergency planning activities and evacuation plans; make sure that changes in the fire protection program are passed on to each employee
5. Be in complete charge of the accepted emergency evacuation plan
6. Maintain a daily shift list of all employees in their department (including absent, contract employees, temperatures, visitors, etc.)
7. Educate and train all building personnel and occupants in the use of existing fire safety equipment and in the actions to be taken under the emergency evacuation plan
8. Ensure that a schedule and schematic diagram are posted in each area, outlining emergency exit and fire equipment

#### 4.2 Appointment of Staff – Team Captains

\_\_\_\_\_ – Fire Warden, Evacuation Team Captain

\_\_\_\_\_ – Deputy Fire Warden, Evacuation Team Deputy

#### 4.3 Appointment of Staff – Evacuation Team Captains Responsibilities

In the event of an emergency evacuation, an Evacuation Team Captain is responsible to:



## SpectroChem Technologies Inc.

### Company Health and Safety Manual

#### Part VI – Emergency Response

December 2018

#### Section 3 – Emergency Response Plan

Page 10 of 31

1. Ensure the emergency evacuation alarm has been sounded; an alarm may be initiated by smoke detectors, a building operator or someone activating an alarm pull station
2. Notify the fire department of the emergency – CALL 911
3. Supervise the evacuation of the personnel within your department (and the plant in general) including:
  - Checking their assigned area
  - Closing exit door(s) when leaving their area, if safe to do so
  - Guiding employees to the assembly area
4. Report roll call results to Evacuation Team Captain and return to / remain with department employees
5. Co-operate with the appropriate persons in charge of the emergency evacuation and assist in coordinating the efforts of designated staff with those of the fire department.
6. Provide access and vital information to fire officials (i.e. master keys, service rooms, MSDS, etc.)
7. Ensure that the emergency alarm is not silenced until the fire department has responded, the cause of the alarm has been investigated and you are authorized to silence the alarm by a fire official
8. Assemble the employees under their supervision in the designated area and take attendance to ensure that all employees are accounted for

#### 4.4 Appointment of Staff – Employer's Responsibilities

The employer has numerous responsibilities related to fire safety and must ensure that the following measures are incorporated into the fire safety plan.

1. Establishment of emergency procedures to be followed during an emergency
2. Appointment and organization of supervisory staff to carry out Evacuation Plan
3. Instruction to Fire Wardens so that they are aware of these responsibilities with regard to the plan
4. Holding Emergency Evacuation Drills
5. Control of fire hazards in the building
6. Maintenance of the building facilities provided for the safety of all occupants
7. Provision of alternate measures for safety of occupants during shutdown of fire protection equipment
8. Posting and maintaining a copy of the emergency procedures in each department
9. Assuring that checks, tests and inspections, as required by the fire code, are completed on schedule and those records are maintained

**SpectroChem Technologies Inc.**  
Company Health and Safety Manual**Part VI – Emergency Response**

December 2018

**Section 3 – Emergency Response Plan**

Page 11 of 31

10. Preparation and maintenance of diagrams for the fire and emergency systems
11. Keeping a copy of MSDS sheets in the appropriate areas of the facility

SPECTROCHEM



**Part VI – Emergency Response**

December 2018

**Section 3 – Emergency Response Plan**

Page 12 of 31

**5.0 Emergency Preparedness****5.1 Emergency Preparedness – General Safe Fire Hazard Practices**

In an effort to eliminate as many fire hazards as possible in the building, employees are advised to:

1. Endeavor to practice good housekeeping rules; *the best Fire Protection is Fire Prevention*; all stairwells, passageways and exits must be kept clear of obstructions and combustible refuses
2. Ensure electrically powered equipment, especially coffee makers and hot plates, are shut off; electric appliance cords should be unplugged when not in use and at closing time
3. Photocopy machines should be secured and shut off immediately after the working day
4. Copying fluids should be stored in approved containers away from combustible and heat sources
5. Do not use unsafe electrical equipment, frayed extension cords, overloaded outlets and lamp wires for permanent wiring; octopus wiring (the use of multiple extension cords) is not permitted
6. Do not smoke in prohibited areas; smoking is not permitted in the facility
7. Fire stairwell doors must not be left wedged or blocked open
8. The use of METAL waste receptacles is encouraged

In general, employees are advised to:

1. Know where the pull stations, alarms and emergency exits are located
2. Call 911 whenever you need emergency assistance
3. Know audible emergency signals and the procedures established to implement safe evacuation
4. Know the supervisory staff assigned to your shift and/or department
5. Report any condition that you feel may present a fire hazard to supervisory staff or to a member of the Joint Health & Safety Committee

**5.2 Emergency Preparedness – Instructions to All Personnel**

1. If you discover fire, see smoke or smell gas, operate the nearest fire alarm pull station and warn persons nearby
2. Fire extinguishers are located in each cabinet near the stairwell doors  
If you hear the fire alarm:
  - Listen for the PA announcement
  - DO NOT use elevators



**SpectroChem Technologies Inc.**  
Company Health and Safety Manual

**Part VI – Emergency Response**

December 2018

**Section 3 – Emergency Response Plan**

Page 13 of 31

- Walk quickly, but do not run to the nearest stairwell
  - DO NOT return to your workstations to collect your belongings
  - Proceed immediately to main floor lobby area
  - Hold the handrail while going downstairs
  - Never proceed upstairs to the roof, as rescue will be impossible from that location
  - DO NOT turn back on the stairwell at any time for any reason
  - DO NOT attempt to get through an unsafe stairwell, use an alternate stairwell
3. After fire alarms or horns have ceased ringing, wait for the Chief Fire Warden or Fire Department to give the "ALL CLEAR" before returning into the building
  4. Any persons refusing to vacate during an alarm condition will be reported to the Fire Department

### **5.3 Emergency Preparedness – Emergency Drills**

The purpose of emergency drills is to ensure that the supervisory staff and employees are totally familiar with emergency evacuation procedures so that orderly evacuation with efficient use of all exit facilities results. Emergency drills should begin by practicing with employees in each department; a voice communication system should be used where available. The operation of the fire and emergency systems should be incorporated into emergency drills. Advance notice should be posted advising the employees of the time and date of these practice drills. Following each drill, all persons of delegated responsibility should attend a debriefing, to report on their actions and the reactions of the employees. Emergency drills must be conducted at least annually.

### **5.4 Emergency Preparedness – Preventing Emergencies**

You can prevent emergencies by reminding your co-workers to:

- Ask unfamiliar people and contractors for identification; utilize visitor sign in sheet
- Only store hazardous products in specially designated cabinets
- Turn off coffee machines and other kitchen appliances before going home
- Never overload electrical plug-ins and replace damaged electrical cords
- There is no smoking in the building but ashtrays are provided by the exits outside the building, please extinguish smoking materials in ashtrays only
- Use only artificial Christmas trees



## SpectroChem Technologies Inc.

### Company Health and Safety Manual

## Part VI – Emergency Response

December 2018

### Section 3 – Emergency Response Plan

Page 14 of 31

#### 6.0 Emergency Procedures

#### 6.1 Emergency Procedures – Communication Procedures

If an emergency does arise and the health and safety of the employees is in jeopardy, action must be taken first, to ensure the safety of all employees; second, to control the hazard; and finally, third to resume normal operations as soon as possible.

In the event of an emergency at any location, the senior-most person on site (or his/her designate) will organize all efforts involved with the emergency:

- Assess the extent of the hazard and if serious, will authorize a call to notify an emergency service (fire, ambulance, police, etc.)
- Authorize the evacuation of the area or building if the health and safety of the employees may be in jeopardy
- Ensure that corrective measures are taken to control the hazard
- Delegate and instruct persons to take responsibility for the following duties: "WARDEN", "CALLER", "CUTTER"

##### WARDEN:

If instructed to do so, will be responsible for ensuring all employees have been evacuated. Will report to the senior-most person that everyone is accounted for.

##### CALLER:

When authorized to do so, will notify the appropriate emergency service (fire, ambulance, police, etc.) The CALLER should then proceed to the main entrance of the building to direct the emergency personnel to the location of the emergency.

##### CUTTER:

If instructed to do so, will be responsible for shutting off all power to the office or affected area.

The evacuation procedure will be reviewed with all employees at each location a minimum of once annually.

Furthermore, it is the responsibility of all employees to make themselves familiar with all emergency exits throughout the building and the proper procedures to follow in case of an emergency.

#### 6.2 Emergency Procedures – Evacuation Procedure

In the event that you are instructed to evacuate all employees should leave by the nearest (and safest) exit and proceed to the collection area as designated by each location. You are NOT to leave the collection area unless you have been instructed to do so.

1. Each floor will designate a person responsible for ensuring that their floor is emptied
2. The designated person will report to the Floor Warden in the floor lobby, wearing red Fire Warden cap, that their floor is empty
3. All persons will evacuate to \_\_\_\_\_, or to the place designated by their employer



## SpectroChem Technologies Inc. Company Health and Safety Manual

### Part VI – Emergency Response

December 2018

#### Section 3 – Emergency Response Plan

Page 15 of 31

4. Once the floor is empty, the Floor Warden will report to security on the main floor
5. Security will notify the evacuated persons when it is safe to re-enter the building; the Fire Department has the final say

Evacuation Diagram:

SPECTROCHEM

### 6.3 Emergency Procedures – Designated Emergency Meeting Place

All Floor Wardens are to direct their people a safe distance away from the building so the fire department has room to work and in case of falling glass, etc. Fire Wardens (\_\_\_\_\_ and \_\_\_\_\_) report to the Fire Marshall (white hat) in front of the Tower by the south parking lot (The red World Health Club sign). (See diagram above).

Employees need to know their work area well and be available during an emergency. Get to know all the Fire Wardens and Deputy Fire Wardens on your floor, whether they work for your company or not. Take time to review your evacuation plan together. You could save lives.

There are red hard hats for all Fire Wardens; remember to wear yours. Your hat lets everyone know that they can rely on you to lead him or her through the crisis. If you have questions about responsibilities, need safety procedures or want additional hard hats, contact your manager.

**Note:** If you are not on your floor at the time of evacuation, DO NOT RETURN TO YOUR FLOOR. If you are a Fire Warden, rely on your Deputy to take over your responsibilities at this time. Go to a prearranged area outside of the building.



## SpectroChem Technologies Inc.

### Company Health and Safety Manual

#### Part VI – Emergency Response

December 2018

#### Section 3 – Emergency Response Plan

Page 16 of 31

#### 6.4 Emergency Procedures – Management / Supervisory Procedure

The following actions should be taken in the event of an emergency and / or evacuation:

1. Notify Fire Department by dialling 911 from a safe area; never assume that this has been done
2. Supervise the evacuation of employees
3. Notify the fire department of fire condition and location on fire department personnel arrival
4. Direct fire department to the person with building access and sprinkler room keys
5. Provide fire department with list and location of any physically challenged person(s) who may require assistance, or any person(s) that are injured or missing

#### 6.5 Emergency Procedures – Emergency Evacuation Procedures

*If you discover a fire:*

If the fire is containable (about the size of a waste paper basket), attempt to extinguish using methods in the Fire Procedures section. If the fire is not containable, utilize the following steps:

1. Leave the fire area immediately and close all the doors behind you
  - Receptionist is responsible for obtaining the black login book located on reception desk
  - Staff is responsible for the visitors currently in the building to see them
2. Ensure the fire alarm has been activated; notify supervisory staff of the emergency situation
3. Call 911 and notify them of the emergency condition; know and give the correct address and location of the fire in the building
4. Evacuate the building immediately using emergency exits to leave the building; follow the emergency exit signs; each stairwell is marked and do not use elevators
5. Do not re-enter the building once you have left, until it is declared safe to do so by a fire official

*If you hear an Emergency Evacuation Alarm:*

1. Leave your workstation at once; proceed in an orderly manner to the nearest EXIT in your area
2. If doors are encountered on the way to an exit, feel the door for heat before opening
  - If it is not hot, brace yourself against the door and open slightly
  - If you feel air pressure or hot draft, close the door quickly and proceed to an alternate exit





**SpectroChem Technologies Inc.**  
Company Health and Safety Manual

**Part VI – Emergency Response**

December 2018

**Section 3 – Emergency Response Plan**

Page 17 of 31

3. Leave the building using the safest exit and assemble in the designated area keep together so that attendance may be taken to ensure everyone has left the building, including any visitors
4. Do not re-enter the building until the "ALL CLEAR" is given by the designated person
5. Once outside the building, do not leave assembly area without permission from your supervisor

**\*Note:** All employees, visitors and contractors are expected to fully cooperate in the execution of these emergency evacuation procedures.

**6.6 Emergency Procedures – Personnel to Contact**

The following person has overall responsibility for Office Emergency Organization:

\_\_\_\_\_, Fire Warden

SPECTROCHEM



## SpectroChem Technologies Inc.

### Company Health and Safety Manual

## Part VI – Emergency Response

December 2018

### Section 3 – Emergency Response Plan

Page 18 of 31

## 7.0 Fire Procedure

### 7.1 Fire Procedure – Fire Plan & Organization

The Management team is responsible for coordinating the Fire Plan. In the event of an emergency, the Department Manager will assume the position of Chief Fire Warden. The Chief Fire Warden can be contacted at \_\_\_\_\_.

#### Responsibilities overview:

#### 1. Chief Fire Warden or appointed delegate:

- Is responsible to coordinate and relay information received from Floor Wardens, Central Services, General Maintenance and Technical Services staff to the Fire Department
- The Chief Fire Warden will ensure with the Fire Department that the building is safe for tenants to return to work prior to the "ALL CLEAR" being given

#### 2. Floor Wardens:

- Will assume control of their floor or floor area and direct evacuation of their floor
- In the case of multi-tenant floors, the Fire Warden will be appointed from the firm or office having the largest population

#### 3. Deputy Floor Warden:

- Will assume control in their floor areas and will direct evacuation of their area
- Deputy Fire Wardens are from a multi-tenant floor with smaller populations

#### 4. Assistant Fire Warden:

- Will be responsible to search all areas of their floor to ensure complete evacuation of their floor
- Responsible to remain with any physically challenged persons remaining on the floor



**SpectroChem Technologies Inc.**  
Company Health and Safety Manual

**Part VI – Emergency Response**

December 2018

**Section 3 – Emergency Response Plan**

Page 19 of 31

**8.0 Power Outage Procedure**

In the event of a power failure, follow the procedures above; emergency back up lighting will last approximately 30 minutes. During the outage, take these steps to ensure safety when power is restored:

1. Turn off any heat producing appliances or equipment
2. Leave a battery operated radio on for news updates
3. Turn off all electrical equipment; when the power is restored, turn the equipment back on in stages to prevent power surges that can damage sensitive equipment
  - Do not move seriously injured persons unless they are in obvious immediate danger (of fire, building collapse, etc.)
4. Do not call 911 to report the outage or to ask when the power will be restored; 911 is for life threatening emergencies only
5. Do not use elevators

In the event of a severe power failure, your supervisor will contact you the next business day to inform you if the office will be closed that day. Alternatively, there will be an extension set up with a message indicating if the office is closed. Please refer to the *Employee Handbook Policy on Emergency Closings* for more information.

SPECTROCHEM



**SpectroChem Technologies Inc.**  
Company Health and Safety Manual

**Part VI – Emergency Response**

December 2018

**Section 3 – Emergency Response Plan**

Page 20 of 31

**9.0 Hazardous Material Leak Procedure**

Do you know which products in your office are hazardous? Take time to find out!

Most hazardous products found in office contain ammonia. Examples include inks, toner, developer fluids, paint, and adhesives. To find out which products are hazards, read the label on your office equipment and supplies. The Company is legally responsible for storing and disposing of hazardous material in your office safely. This is easiest when you store as little as possible.

*If you find a hazardous material leak:*

1. Clear all people from the area
2. Close the doors surrounding the leak to prevent spreading
3. Call your Manager at \_\_\_\_\_

SPECTROCHEM

**Part VI – Emergency Response**

December 2018

**Section 3 – Emergency Response Plan**

Page 21 of 31

**10.0 Natural Gas:***In the event of a suspected Natural Gas leak:*

1. Notify your manager immediately
2. Standby for instructions by way of communication announcement

*In the event of a confirmed Natural Gas leak:*

1. Call Fire Department at 911 and pull the Pull Station
2. Notify the Manager with information
3. Evacuate immediately
4. Same procedures as normally followed for Fire
5. DO NOT return to the building until the "ALL CLEAR" announcement is given by the Fire Chief or Chief Fire Warden

SPECTROCHEM





**SpectroChem Technologies Inc.**  
Company Health and Safety Manual

**Part VI – Emergency Response**

December 2018

**Section 3 – Emergency Response Plan**

Page 22 of 31

**11.0 Bomb Threat Procedures**

**11.1 Bomb Threat Procedures – Written Threat**

If a bomb threat is received in writing, it should be kept, including any envelope or other container. Unnecessary handling must be avoided and every possible effort must be made to retain possible evidence such as fingerprints, hand writing, paper and post mark.

*If there is a bomb threat in the building:*

1. Follow instructions given to you and stay calm
2. Ask each person who works in your area to search his or her personal work areas
  - Remind everyone not to touch or move a suspicious object, look for anything which does not clearly belong to someone; this could be anything from a seemingly harmless brown paper bag to something more obvious
3. Search all common areas including washrooms, coffee stations, meeting rooms, file rooms, reception areas and storage areas
4. Leave interior office doors open; only leave doors closed if you are responding to a fire or hazardous material leak

**11.2 Bomb Threat Procedures – Telephone Threat**

The person receiving the call should not disconnect the caller and should try to find out the information required on the BOMB THREAT FORM\*. If it is not possible to fill out the Threat List immediately, do so as soon after as possible, whilst details are still fresh in your memory. BOMB THREAT FORM should be held by receptionist, supervisors, and managers. Report all details immediately to the local police and management team member.

Supervisors are to make certain that all individuals who receive telephone calls from external sources have a copy of the BOMB THREAT FORM and know how to use it. If you discover a suspicious person or an out-of-place package anywhere within the complex, inform the building operator immediately.

*If someone in your area receives a telephone bomb threat, instruct him / her to:*

1. Telephone the police at 911
2. Telephone the manager at \_\_\_\_\_
3. Complete the BOMB THREAT FORM
4. Remain available to answer questions

*\*Note:* A copy of the BOMB THREAT FORM can be found following this report in Appendix D.

**11.3 Bomb Threat Procedures – Search of Premises**


**Part VI – Emergency Response**

December 2018

**Section 3 – Emergency Response Plan**

Page 23 of 31

Great varieties of disguises are used to conceal the identity of a bomb. The most common containers are parcels, briefcases, lunch kits, shopping bags, and gift-wrapped boxes. If a bomb threat is received, a complete search of the area will be conducted. It will be necessary to utilize persons who are familiar with the area, along with Security Personnel. In these situations, the Fire Warden System, along with designated alternates and duties, come into effect.

You are under no obligation to remain; however, it is extremely beneficial to search with persons who are most familiar with the surroundings. All persons not required to assist, will be evacuated from the building.

The search will be supervised by the local City Police and assisted by the Chief Fire Warden, or in his place, the Security Officer on duty. Any parcels or objects that remain should be positively identified, otherwise they will be considered suspect.

Persons who will be involved in searches should thoroughly familiarize themselves with their premises, while also encouraging the proper storage of office equipment and the personal belongings of their staff. Fire Wardens are to check the stairwells on their floor.

*What to look for:*

Anything foreign to the area, which you can reasonably assume, could be a suspected explosive device.

*What to do should you encounter a suspicious package:*

1. Do not touch it
2. Do not assume it is the only one
3. Notify the following:
  - Police Service 911
  - Department Manager
4. Isolate the area from all persons
5. Remain near the area but a safe distance away and direct emergency personnel to the exact location and inform them of the nature of the device

*If you have suspect mail / package and are unable to verify the contents:*

1. Do not open or move it
2. Notify above listed emergency personnel
3. Isolate it and evacuate the immediate area
  - DO NOT PUT IT IN WATER OR A CONFINED SPACE

*Actions in case of an explosion:*



**SpectroChem Technologies Inc.**  
**Company Health and Safety Manual**

**Part VI – Emergency Response**

December 2018

**Section 3 – Emergency Response Plan**

Page 24 of 31

1. Fall to the floor and take immediate shelter under table, desks or other such objects that will offer protection against flying glass or debris
  - Protect face and head with your arms
2. After the effect of the explosion have subsided, evacuate the building in a calm manner as per Fire Procedures
3. Operate the nearest fire alarm pull station and notify the Floor Warden
4. Do not return to the building until give the "ALL CLEAR" by either the Fire Chief or the Fire Warden

SPECTROCHEM



## SpectroChem Technologies Inc. Company Health and Safety Manual

### Part VI – Emergency Response

December 2018

#### Section 3 – Emergency Response Plan

Page 25 of 31

#### 12.0 Suspicious Mail Procedure

#### 12.1 Suspicious Mail Procedure – Anthrax Information

##### *What is Anthrax?*

Anthrax is a disease that occurs naturally in humans who have come into contact with infect animals. Infectious bacteria called *Bacillus anthracis* cause the disease. In order for serious infection to occur, the bacteria must be aerosolized and inhaled. Skin contact will generally result in localized lesions that are more easily diagnosed and treated. While the disease can be fatal, if treated early it can usually be cured.

##### *How likely is it to be found in the mail?*

Experts generally agree that the manufacture of anthrax would require advanced biotechnology that is beyond the capability of individuals and terrorist organizations. Canada would in all likelihood not be the first target of bio-terrorist activities. Should an item be sent through the mail, the contents would have to be released to cause infection.

##### *What should I look for?*

The microorganism cannot be seen or detected other than by laboratory analysis. There is no odor or visible characteristics that would allow us to identify this product. Existing suspicious item procedures must be followed. The dried agent might have the consistency of bath powder.

##### *What are the Symptoms and Effects of Anthrax?*

After an incubation period of one to seven (1-7) days, the onset of inhalation anthrax is gradual. Possible symptoms include:

- Fever
- Malaise (feeling of illness or uneasiness)
- Fatigue
- Cough
- Mild chest discomfort followed by severe respiratory distress

A mild illness can progress rapidly to respiratory distress and shock in two to four (2-4) days. This is followed by a range of more severe symptoms including difficulty breathing, exhaustion, tachycardia and cyanosis. Shock and death occur within 24-36 hours after onset of severe symptoms.

#### 12.2 Suspicious Mail Procedure – Procedures

##### *Personal Protective Equipment*

While it is recognized that the threat of a biological entering our facilities through the mailroom or our shipping / receiving area is considered to be low, the following person protective equipment is available for use by the staff in these areas:



**SpectroChem Technologies Inc.**  
Company Health and Safety Manual

**Part VI – Emergency Response**

December 2018

**Section 3 – Emergency Response Plan**

Page 26 of 31

- Non-latex rubber gloves
- Standard dust mask: for hygiene reasons, masks are NOT to be shared; each employee will have access to their own mask

*What to do when in possession of a suspicious letter or parcel:*

1. Immediately contact Poison Centre (1-500-332-1414)
2. Contact your Manager and on site security
3. Do not return the item to Canada Post
4. Do not handle, shake or smell the suspicious article Isolate the article and evacuate the immediate vicinity
5. Anyone who has handled the article should immediately wash their hands with soap and water

*What may constitute a suspicious letter or parcel:*

A combination of the following may constitute a suspicious mail item:

- Suspicious items may be addressed to specific individuals and could bear restricted endorsements such as "PERSONAL", "PRIVATE", "TO BE OPENED ONLY BY:" etc.
- Addressee's name / title may be inaccurate
- No return address or the return address may be fictitious, from a foreign country and/or even indecipherable
- Suspicious items may have protruding wires, aluminum foil, oil or grease stains on the wrapping and can emit a peculiar odour
- Cancellation or postmark may indicate a different location than the return address or that the item was mailed from a foreign country
- Excessive amounts of postage using low denominations
- Excessive binding, taping and tying material
- Unprofessionally wrapped with several combinations of tape used to secure the package and may have special endorsements: "Fragile - Handle With Care", "Rush - Do Not Delay" or "Special Delivery"
- Parcels may have a buzzing or ticking noise or a sloshing sound
- Parcels or letters may have a powdery substance observed on the exterior of them

*Remember to look for these indicators:*

- Powdery substance visible on exterior
- No return address





**SpectroChem Technologies Inc.**  
Company Health and Safety Manual

**Part VI – Emergency Response**

December 2018

**Section 3 – Emergency Response Plan**

Page 27 of 31

- Restrictive markings
- Mailed from a foreign country
- Excessive Postage
- Misspelled words
- Addressed to title only
- Rigid or bulky
- Badly typed or written
- Strange odour
- Protruding wires
- Excessive wrapping
- Lopsided

**12.3 Suspicious Mail Procedure – What To Do: Anthrax Threat**

If you opened a letter that claims to have contaminated you with anthrax and there is no substance in the letter or envelope, no one, including the person opening the letter, is at risk. No decontamination or treatment is necessary. Notify your supervisor and they will notify the Facilities Department and/or the Manager, Safety and Security. It is recommended that you do the following steps:

1. Do not shake or empty the contents of any suspicious envelope or package
2. Double bag the letter or package in zipper-type or zip-lock type plastic bags using latex gloves or some other type of container to prevent leakage of contents
  - If you do not have any container, COVER the envelope or package with anything (e.g. clothing, paper, trashcan, etc.)
  - DO NOT REMOVE THIS COVER
3. Leave the room and close the door or section off the area to prevent others from entering
4. Notify your immediate supervisor and the Facilities Department who will contact the local Police, who will arrange to collect the letter / package and assess the threat situation
5. Wash your hands with soap and water to prevent spreading any powder to your face
6. Ensure that all persons who have touched the letter wash their hands with soap and water
7. List all people who were in the room or area when this suspicious letter or package was recognized. Give this list to both the local public health authorities and law enforcement officials for follow-up investigation



**SpectroChem Technologies Inc.**  
Company Health and Safety Manual

**Part VI – Emergency Response**

December 2018

**Section 3 – Emergency Response Plan**

Page 28 of 31

8. Place all items worn at the time in plastic bags and keep them available for law enforcement

- If possible, change clothing in the workplace and DO NOT let anyone else touch them
- Shower with soap and water

SPECTROCHEM

**SPECTROCHEM**
**SpectroChem Technologies Inc.**  
 Company Health and Safety Manual
**Part VI – Emergency Response**

December 2018

**Section 3 – Emergency Response Plan**

Page 29 of 31

**13.0 Contact Information****13.1 Contact Information – Office Numbers**

Name of Company:	
Address:	
Phone #:	
General Manager:	
Supervisor:	
Supervisor:	
Safety Manager:	
Fire Warden:	
Alternative Fire Warden:	

**13.2 Contact Information – Emergency Numbers**

General Emergency: Police, Fire, Ambulance – call 911\*

Hazardous Material Spills:	911
Poison Centre:	403-944-1414
Non-Emergency Police Services:	403-266-1234
Hearing Impaired Emergency Numbers – Fire:	403-233-2210
Hearing Impaired Emergency Numbers – Police:	403-265-7392
Hearing Impaired Emergency Numbers – Ambulance:	403-268-3673
Air and Marine Search & Rescue:	1-800-267-7270
Animal Services:	403-268-2489
Emergency Management Alberta (EMA):	1-800-272-9600
Environmental Complaint Emergency:	1-800-222-6514

**13.3 Contact Information – Hospital Numbers**

NEAREST HOSPITAL:

SECOND NEAREST:

---



---



---



---



---



---



## SpectroChem Technologies Inc.

### Company Health and Safety Manual

## Part VI – Emergency Response

December 2018

### Section 3 – Emergency Response Plan

Page 30 of 31

#### 14.0 Other

#### 14.1 Serious Injury or Fatality

During a situation which involves a serious injury or fatality:

1. Inform a first aider of the situation, if they have not already been notified;
2. Shut down any equipment that may pose additional hazards to the individual or responding first aider(s);
3. Keep other workers and visitors back far enough from the scene so they will not become an additional hazard; and,
4. Follow any instructions given by the first aider(s) responding.

The first aider responding to the situation will need to assess the situation and determine what initial treatment is required. All steps taken should be in accordance with the First Aid training that has been provided.

In serious injury situations, the first aider must never attempt to transport the injured worker to the hospital. An ambulance must be called. Once emergency response services arrive, they will be able to take over any treating procedures.

#### 14.2 Extreme Blizzards and Any Other Dangerous Weather Conditions

As everyone in Canada can attest, weather is not predictable. Rainstorms, snow blizzards, tornados and other extreme conditions are possible. Emergencies related to abnormal weather require all individuals to remain calm and stay indoors. If wind is, strong individuals should be moved to safe areas within each property. In doing this, they will be protected from potential flying debris or shattered glass.

Plant workers must ensure that all of their equipment has been shut down in the manner described and report to their Supervisor to be accounted for.

#### 14.3 Water Damage from Overhead Sprinkler

In the case of an overhead sprinkler being activated, there would be two main reasons for this to occur. These would be:

1. Accidental damage or break in line; or
2. Fire.

In either case, a monitoring company will be notified of the situation due to the pressure drop in the sprinkler system. The monitoring company will then notify the Fire Department who will respond to the situation.

In either a fire situation or an accidental release, the following procedures are to be followed:

1. Back away from any electrical equipment or machines that you are using immediately as the risk for electric shock is extremely high at this point. Do not attempt to shut equipment down or touch it in any way;

**SPECTROCHEM**
**SpectroChem Technologies Inc.**  
 Company Health and Safety Manual
**Part VI – Emergency Response**

December 2018

**Section 3 – Emergency Response Plan**

Page 31 of 31

2. Notify your Supervisor or maintenance employee of the situation if they are not already aware. The Supervisor of the area will be responsible for keeping people out of the area. The maintenance employee will ensure that the power supply to the area is shut off at the main electrical box and locked out by using the lockout procedures.
3. Evacuate the affected area or entire building, depending on whether the situation was caused by damage to the pipes or a fire situation. This will be determined by either the supervisor or maintenance employee after an assessment has been completed; and,
4. Once the situation has been effectively controlled, it may be determined that clean-up is required. The maintenance employee and area supervisor must ensure that the power supply to the area has been disconnected.

**14.4 After Hours Emergencies**

Production at SpectroChem Technologies Inc. occurs 24 hours a day, 7 days each week. As result, SpectroChem Technologies Inc. may have a situation arise when there are no management team members present. Should an incident occur "after hours" one of the management team members must be notified of the situation immediately.

The responsibility to contact someone listed on the Table of Emergency Contacts will lie solely on the Supervisor present at the time of the emergency. This individual must begin by calling the first name on the list and continuing down the list until one of these individuals has been notified.

SPECTROCHEM




**SpectroChem Technologies Inc.**  
 Company Health and Safety Manual

**Part VI – Emergency Response**

December 2018

**Section 4 – Site Specific Emergency Response Plan**

Page 1 of 2

<b>Potential Emergencies</b> (Based on Hazard Assessment) Medical, Fire, Spill, etc.	<b>The following are identified potential emergencies:</b>	
	>	
	>	
	>	
	>	
	>	
	>	
	>	
	>	
<b>Emergency Procedures</b>	<b>See below for Emergency Response Procedures</b>	
	>	
	>	
	>	
	>	
	>	
	>	
	>	
	>	
<b>Location of Emergency Equipment</b>	<b>Emergency equipment is located as follows:</b>	
	Fire Alarm:	
	Fire Extinguisher:	
	Fire Hose:	
	Panic Alarm Button:	
	Other:	
<b>Workers Trained in the Use of Emergency Equipment</b>	<b>Name</b>	<b>Equipment Trained On</b>
<b>Emergency Response Training Requirements</b>	<b>Type of Training</b>	<b>Frequency</b>
	Use of Fire Extinguishers	Orientation; Annually
	Practice Fire Drills	

**SPECTROCHEM**
**SpectroChem Technologies Inc.**  
 Company Health and Safety Manual
**Part VI – Emergency Response**

December 2018

**Section 4 – Site Specific Emergency Response Plan**

Page 2 of 2

<b>Location and Use of Emergency Facilities</b>	<b>The nearest emergency services are located at:</b>	
	Fire Station:	
	Ambulance:	
	Police:	
	Hospital:	
	Other:	
<b>Fire Protection Requirements - Alarm and Emergency Communication Requirements</b>	> Fire extinguishers are located in all work trucks	
	> Initiation of the Fire Alarm Procedure	
	> The fire alarm signal will be discussed during site orientation. In some situations it is intermittent sharp beeps, but this could vary depending on the site (e.g. The supervisor's truck horn)	
<b>First Aid</b>	<b>First aid supplies are located at:</b>	
	Type No. 1 First Aid Kit in supervisor's truck	
	<b>First Aiders are:</b> <i>(Examples for Level are Standard, Emergency, etc.)</i>	
	Name:	Level:
	Name:	Level:
	Name:	Level:
<b>Procedures for Rescue and Evacuation</b>	<b>In case of fire:</b>	
	1. Advise all personnel	
	2. Initiate fire alarm procedure	
	3. Evacuate all persons to a safe muster point and account for everyone including visitors and clients	
	4. Assist ill or injured workers to evacuate the area	
	5. Provide first aid to injured workers if required	
	6. Call 911 to arrange for transportation of ill or injured workers to the nearest health care facility	
<b>Designated Rescue and Evacuation Workers</b> <i>(Qualification Examples: Fire Warden, Deputy Fire Warden, etc.)</i>	<b>The following workers are trained in rescue and evacuation</b>	
	<b>Name</b>	<b>Qualification</b>

Completion Date: \_\_\_\_\_

Signed: \_\_\_\_\_



**SpectroChem Technologies Inc.**  
Company Health and Safety Manual

**Part VI – Emergency Response**

December 2018

**Section 5 – Emergency Response Procedures**

Page 1 of 2

Emergency preparedness means having plans in place in the event of a serious injury, fire, explosion, or spill. At a minimum our intent is that we are capable of:

- Providing first-aid to the injured
- Providing transportation to medical aid for the injured
- Conducting initial attack fire-fighting
- Cleaning up minor spills
- Promptly contacting outside agencies for assistance

**Medical Aid/First-Aid** - procedure to follow in the event of a serious injury

1. Notify Superintendent, foreman by telephone. Emergency contact list must be kept in each vehicle.
2. Assess the situation. Protect yourself, and prevent any further injury to casualty.
3. Administer first-aid if qualified, to the best of your ability.
4. Do not move casualty, unless absolutely necessary to prevent further injury.
5. Superintendent or foreman will contact EMS as required.
6. Make provisions for meeting EMS and directing to casualty.
7. **Do not endanger yourself or others.**

**Fire/Explosion** - procedure to follow in the event of a fire or explosion

*Procedure - Small Fires*

1. If possible remove any source of fuel that may be fueling the fire.
2. Use appropriate extinguishing media, until the fire is out.
3. If there is any doubt that the fire can be readily extinguished, first contact Superintendent or foreman.
4. Continue with action described for larger fire response if needed.
5. **Do not endanger yourself or others.**

*Procedure - Large Fires/Explosions*

1. Notify Superintendent or foreman.
2. Evacuate all personnel to designated muster area, ensure all personnel accounted for.
3. Superintendent or foreman to contact emergency services as required.

**Part VI – Emergency Response**

December 2018

**Section 5 – Emergency Response Procedures**

Page 2 of 2

4. Assess situation, if possible remove source of fuel that may be fuelling the fire.
5. If safe to do so, remove any mobile equipment that may be endangered.
6. Maintain safe perimeter around fire/explosion area until emergency service arrives.
7. **Do not endanger yourself or others.**

**Spill Response** - the priority considerations after a spill has occurred are to:

- Protect yourself and others from injury.
- Minimize damage to the environment.
- Minimize property damage.

*Emergency phase:*

1. Notify your Superintendent or foreman
2. Determine hazards of the substance spilled and take appropriate action to ensure your safety.
3. Determine source of spill and if possible prevent further loss of product.
4. **Do not endanger yourself or others.**

*Non-emergency phase:*

1. Initiate containment measures to limit the effects of the spill (this could be absorbent material, dykes, bell-holes, or trenches)
2. Initiate clean-up of as much of the product as possible using equipment such as absorbent material, vacuum trucks or skimmers.



**SpectroChem Technologies Inc.**  
Company Health and Safety Manual

**Part VI – Emergency Response**

December 2018

**Section 6 – Policy for Fire Prevention**

Page 1 of 2

Fire Protection and Prevention shall embrace all measures relating to safeguarding human life, preserving property and continuing operations at **SpectroChem Technologies Inc.** The best time to stop a fire is before it starts.

The Fire Loss Control Program Policy intends to ensure that employees shall, at all times, know the location of fire extinguishers, fire-fighting devices, and be properly trained in how to operate them in order to respond to fires in the correct manner.

The Fire Loss Control Program includes the following objectives:

1. To prevent loss of life and personal injury
2. To protect property
3. To provide uninterrupted operations
4. To prevent the opportunity for fire

**FIRE RESPONSE PLAN**

If you discover a fire, see smoke, or smell gas:

1. Warn persons nearby in the same area.
2. Make efforts to contain the fire, e.g. close doors, windows, etc.
3. All personnel employed by **SpectroChem Technologies Inc.** are responsible for sounding the nearest alarm.
4. All personnel should be trained to understand the alarm procedure that will apply within your work area; this shall be consistent throughout the entire company.
5. The first person trying to contain the fire should delegate a responsible person to call the emergency phone number. They should instruct that person to report back to them and confirm that contact with proper authorities has been made.
6. The person or fire team should try to fight the fire using extinguishers, only if it is small, and as long as the fire is not between the person or team and an exit (escape route). That person or team should evaluate the situation to determine if the fire may be fought without posing risks which are beyond the scope of their experience, and/or level of skills while waiting for the fire department to arrive.
7. If you do not have a designated responsibility, don't run but walk smartly to a safe area or the outside of the building, using the nearest safe exit.
8. At the muster point, report in to your designated fire warden. Fire Wardens are to perform a head count and be aware of all employee locations - even those out of the office.

Fire Warden #1 \_\_\_\_\_ Fire Warden #2 \_\_\_\_\_





**SpectroChem Technologies Inc.**  
Company Health and Safety Manual

**Part VI – Emergency Response**

December 2018

**Section 6 – Policy for Fire Prevention**

Page 2 of 2

**IF CLOTHING CATCHES FIRE**

1. Don't run - it fans the flames. Act quickly to smother the fire.
2. If another person catches fire, make them lie down, then roll them up in a rug, coat or blanket, with the head outside.
3. Gently beat the fire out. Give burn or shock first-aid.

**FURTHER PRECAUTIONS**

- **NEVER RISK YOUR LIFE** unless it is to save another life. Property can be replaced.
- As you make your escape, close all windows and doors to prevent the spread of fire.
- If a fire is suspected on the other side of a door, open it slowly, with your foot and shoulder against it.
- If fire, heat or smoke prohibits easy escape, close the door, seal top and bottom if possible, partially open window, remain at window with a coat or carpet over your head, and wait for rescue by the fire department.  
**DON'T PANIC.**
- **DO NOT JUMP** from windows above the first floor.
- If escape is attempted through heavy smoke or heat, crawl on hands and knees remembering that some degree of fresh air always exists at floor levels.
- Report all fires, regardless of size, to the fire department.
- **REMEMBER THAT HEAT, TOXIC GASES, AND SMOKE, KILL MORE PEOPLE THAN DO ACTUAL FLAMES.**
- **THINK CALMLY, DO NOT PANIC, BUT DO SOMETHING - DON'T WASTE TIME OR RISK YOUR LIFE.**

The safety information in this policy does not take precedence over applicable government legislation, with which all employees should be familiar.

Signed: \_\_\_\_\_  
Management

Date: \_\_\_\_\_

**Part VI – Emergency Response**

December 2018

**Section 7 – Fire Prevention Checklist**

Page 1 of 1

**Fire Extinguishers**

1. In proper place ☐
2. Unobstructed ☐
3. Clearly marked ☐
4. Properly serviced and mounted ☐
5. Regularly checked ☐

**Housekeeping**

1. Premises free of combustible material ☐
2. No accumulation of rubbish ☐
3. Safe storage of flammables ☐
4. Passageways clear of obstacles ☐

**Electrical Equipment and Wiring**

1. No bare wiring or badly worn insulation ☐
2. Proper grounds - connections clean and tight ☐
3. Panels and outlet boxes clean and covered ☐
4. Motors and tools free of dirt and grease ☐
5. No lights near combustible material ☐
6. No makeshift wiring ☐

**Shop Area and Fuel Handling**

1. Proper precautions in welding areas ☐
2. Oil and fuel spills cleaned up ☐
3. No smoking areas clearly marked ☐
4. Proper fuel handling ☐

**For further information refer to the Occupational Health and Safety Act, Regulations and Code.**



**SpectroChem Technologies Inc.**  
Company Health and Safety Manual

**Part VI – Emergency Response**

December 2018

**Section 8 – Emergency Evacuation Procedures/Drills**

Page 1 of 1

Emergency Evacuation drills shall be held on each work site at a frequency appropriate to the hazards of that work site. These drills shall consist of the following general steps to increase awareness and training.

**Practice Reduces Confusion**

1. Sounding of the alarm. (actual and simulated)
2. Evacuation of the site to a predetermined muster point for the gathering of all personnel, (actual)
3. Emergency telephone call. (simulated)
4. Head count. (must account for all personnel) (actual)
5. Fire team or fire prevention officer to complete an evaluation of the fire. (simulated)
6. Fight fire to their experience or skill level. (simulated)
7. Ensure access and egress routes are clear and controlled. Those properly trained should stand by to assist fire department. (simulated)
8. Render first aid where necessary. (simulated)
9. Sound all clear, maintain a fire watch if needed, return to duties. (actual)

A site plan and layout of all work areas shall contain a legend which clearly defines the location of the site buildings, material storage areas, emergency access, egress, primary and secondary gathering areas, fire extinguisher locations, power lines, gas lines, etc., for reference during training or an actual emergency.

**PLEASE POST**

**The safety information in this policy does not take precedence over applicable government legislation, with which all employees should be familiar.**

Date & Time: \_\_\_\_\_ Location: \_\_\_\_\_

### Details of Emergency Drill

SPECTROCHEM

**Please refer to the previous section “Emergency Evacuation Procedures/Drills” for instructions on how to conduct drills.**

**SPECTROCHEM****SpectroChem Technologies Inc.**  
Company Health and Safety Manual**Part VI – Emergency Response**

December 2018

**Section 10 – Worksite Safety Plan and Site Plan**

Page 1 of 1

**Job Site Location and Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_**In the space below, please identify Escape Routes and Muster Points:****SPECTROCHEM****PLEASE POST**

**Part VI – Emergency Response**

December 2018

**Section 11 – Dangerous Goods Situation – Five Steps to Emergency Response**

Page 1 of 1

**1. Secure the area**

Establish a hazard zone that will keep non-emergency response personnel well out of danger. It may be necessary to patrol the zone to keep spectators at a safe distance.

**2. Approach with care**

Do not rush blindly ahead as this could add your name to the list of casualties. Approach from upwind to keep from coming in contact with vapours. Keep in mind that many vapours and gases are odourless, colourless and heavier than air and hence may accumulate in low-lying areas.

**3. Identify Products**

Placards and/or labeling symbols will provide information as to the type of hazard involved. The exact identity of the products involved can be found by examining the shipping documents. Other markings such as the rail car number or vehicle license plate number may be used to trace the shipment and determine the contents.

**4. Assess the Situation**

The following points need to be considered:

1. Is there a fire?
2. Is there a spill or a leak?
3. What are the weather conditions?
4. What is the terrain like?
5. What is at risk, people, property or the environment?
6. What should be done? Is an evacuation necessary? Is diking necessary? What resources (human and equipment) are required and which are readily available?
7. What can be done right away?

**5. Respond**

Respond in an appropriate manner. Establish a command post and establish lines of communication. Rescue casualties where possible and evacuate if necessary. Maintain control of the site. Continually re-assess the situation and modify the response accordingly. The first duty is to consider the safety of those people in the immediate area, including your own safety.




**Part VI – Emergency Response**

December 2018

**Section 12 – Emergency Response Plan for Contact with an Underground Utility**

Page 1 of 1

**Never bury a damaged utility**

Trying to cover up an accident can be dangerous, and can lead to costly damages or criminal charges against you and **SpectroChem Technologies Inc.** Take the following steps instead:

**In case of electrical contact:**

1. Call 911 and the electric company immediately.
2. Warn co-workers to stay away.
3. Do NOT touch the equipment and the ground at the same time.
4. Stay on the equipment unless it's on fire.
5. If you must exit the equipment, jump clear and land with your feet together. Shuffle away with feet together and on the ground.

**In case of gas pipeline contact:**

1. Call 911 and your gas utility.
2. Call your supervisor.
3. Keep people out of the area.
4. Keep all ignition sources (like vehicles) away, as this can cause gas to ignite. Be available to tell emergency personnel what happened.

**In case of other utility contact:**

1. Notify your supervisor and the utility owner immediately.
2. If you cut a fiber optic cable, do not look into the end of it. This can cause serious eye damage even if the light source is not visible.


**Part VI – Emergency Response**

December 2018

**Section 13 – In the Event of a Spill**

Page 1 of 1

When encountering a spill of any nature, it is the responsibility of the **EMPLOYEE** to:

1. Warn others in the immediate vicinity that a spill has taken place;
2. Designate a fellow employee to guard the area; and
3. Inform the supervisor.

It is the responsibility of the **SUPERVISOR** to:

1. Re-assign employees to other areas or evacuate if necessary using the following guidelines:
  - Unless immediate evacuation is essential, the supervisor shall decide whether or not to evacuate the site.
  - Evacuation procedures shall be as stated in "Emergency Evacuation Procedures"
  - Move crosswind or upwind - never downwind - to avoid toxic gases and vapours.
  - Render first aid if necessary.
2. Cordon off the immediate area.
3. Attempt to identify the spilled substance (placards, labels).
4. Phone authorities listed in the emergency response plan for clean-up and disposal procedures (if the spill is considered a reportable emergency).
5. Keep all employees informed of procedures taken.
6. Provide a written report to management, environment agency, and the Health and Safety Committee, if one exists.

**Emergency Phone Numbers: In Case of Life Threatening Emergencies - CALL 911!**

For non - life threatening emergencies see phone numbers in the following section.

**PLEASE POST**



## SpectroChem Technologies Inc.

### Company Health and Safety Manual

#### Part VI – Emergency Response

December 2018

#### Section 14 – Emergency Phone Numbers

Page 1 of 3

Date: \_\_\_\_\_

Ambulance: \_\_\_\_\_ Police: \_\_\_\_\_

Poison Control: \_\_\_\_\_ Fire Department: \_\_\_\_\_

Water Utility: \_\_\_\_\_ Electrical Utility: \_\_\_\_\_

Gas Utility: \_\_\_\_\_ Cable Utility: \_\_\_\_\_

OH&amp;S: \_\_\_\_\_ WCB: \_\_\_\_\_

#### Emergency Response Team

Coordinator: \_\_\_\_\_

First Aid Attendants: \_\_\_\_\_

Stretcher Location: \_\_\_\_\_

Site Location, Address, Etc. \_\_\_\_\_

Other

Office

After Hours

Prime Contractor \_\_\_\_\_

Alberta Environment \_\_\_\_\_

Public Safety Services \_\_\_\_\_

Alberta First Call \_\_\_\_\_

Insurance Company \_\_\_\_\_

Stars Ambulance \_\_\_\_\_

Nearest Hospital Location: \_\_\_\_\_

Phone: \_\_\_\_\_

Nearest Clinic Location: \_\_\_\_\_

Phone: \_\_\_\_\_

**Post Near Phones and Keep Copy in Vehicle**

**SPECTROCHEM****SpectroChem Technologies Inc.****Company Health and Safety Manual****Part VI – Emergency Response**

December 2018

**Section 14 – Emergency Phone Numbers**

Page 2 of 3

***Emergency Resource Phone Number List***

Province Wide Emergency Response	1-888-888-4567
Fire - Police - Ambulance & Hazardous Spills	911
Workplace Health and Safety	1-866-415-8690
E.R.C.B (Edmonton)	1-780-427-0200
E.R.C.B (Calgary)	1-403-297-8311
E.R.C.B. (Drayton Valley)	1-780-542-5182
Alberta Environment (Emergency/Complaint)	1-800-222-6514
Alberta Public Safety Service	1-800-272-9600
Alberta One Call (Call Before You Dig)	1-800-242-3447

**Utilities:**

ATCO (Emergency)	1-800-511-3447
TRANS ALTA (Emergency)	1-800-332-1002
TELUS	310-CUTS (2887)

**SpectroChem Technologies Inc.:**

Frank Velden	1-403-804-9990
Lionel Gervais	1-403-910-9395

**List of SpectroChem Technologies Inc.'s Qualified First Aiders**

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |
| 7. _____ | 8. _____ |

**SPECTROCHEM****SpectroChem Technologies Inc.**

Company Health and Safety Manual

**Part VI – Emergency Response**

December 2018

**Section 14 – Emergency Phone Numbers**

Page 3 of 3

9. \_\_\_\_\_ 10. \_\_\_\_\_

SPECTROCHEM

**SPECTROCHEM**
**SpectroChem Technologies Inc.**  
 Company Health and Safety Manual
**Part VI – Emergency Response**

December 2018

**Section 15 – First Aid Requirement for a Low Hazard Site**

Page 1 of 1

# of Workers at Worksite Per Shift	Close Worksite	Distant Worksite	Isolated Worksite
1	Type P Kit	Type P Kit	Type P Kit
2 to 10	No. 1 Kit	1 emergency first aider, No. 2 Kit	1 standard first aider, No. 2 Kit
11 to 49	1 emergency first aider, No. 1 Kit	1 emergency first aider, No. 2 Kit	1 standard first aider, No. 2 Kit
50 to 99	1 emergency first aider, 1 standard first aider, No. 2 Kit	1 emergency first aider, 1 standard first aider, No. 2 Kit	2 standard first aiders, No. 2 Kit
100 to 199	1 emergency first aider, 2 standard first aiders, No. 3 Kit, designated area for first aid services	1 emergency first aider, 2 standard first aiders, No. 3 Kit, designated area for first aid services, 3 blankets, stretcher and splints	3 standard first aiders, No. 3 Kit, designated area for first aid services, 3 blankets, stretcher and splints
200 or more	1 emergency first aider, 2 standard first aiders + 1 standard first aider for every additional increment of 1 to 100 workers, No. 3 Kit, designated area for first aid services	1 emergency first aider, 2 standard first aiders + 1 standard first aider for every additional increment of 1 to 100 workers, No. 3 Kit, designated area for first aid services, 3 blankets, stretcher and splints	3 standard first aiders + 1 standard first aider for every additional increment of 1 to 100 workers, No. 3 Kit, designated area for first aid services, 3 blankets, stretcher and splints



**SPECTROCHEM**
**SpectroChem Technologies Inc.**  
 Company Health and Safety Manual
**Part VI – Emergency Response**

December 2018

**Section 16 – First Aid Requirement for a Medium Hazard Site**

Page 1 of 1

# of Workers at Worksite Per Shift	Close Worksite	Distant Worksite	Isolated Worksite
1	Type P Kit	Type P Kit	Type P Kit
2 to 9	1 emergency first aider, No. 1 Kit	1 standard first aider, No. 2 Kit, 3 blankets	1 standard first aider, No. 2 Kit, 3 blankets
10 to 19	1 emergency first aider, 1 standard first aider, No. 2 Kit, 3 blankets	1 emergency first aider, 1 standard first aider, No. 2 Kit, 3 blankets	2 standard first aiders, No. 2 Kit, 3 blankets
20 to 49	1 emergency first aider, 1 standard first aider, No. 2 Kit, 3 blankets	1 emergency first aider, 1 standard first aider, No. 2 Kit, 3 blankets	2 standard first aiders, No. 2 Kit, 3 blankets
50 to 99	2 emergency first aiders, 1 standard first aiders, No. 2 Kit	2 emergency first aiders, 1 standard first aiders, No. 3 Kit, 3 blankets	3 standard first aiders, No. 3 Kit, 3 blankets
100 to 199	2 emergency first aiders, 2 standard first aiders, No.3 Kit, designated are for first aid services, 3 blankets	2 emergency first aiders, 2 standard first aiders, No.3 Kit, designated are for first aid services, 3 blankets, stretcher and splints	3 standard first aiders, 1 advanced first aider, No. 3 Kit, designated area for first aid services, 3 blankets, stretcher and splints
200 or more	2 emergency first aiders, 2 standard first aiders, + 1 standard first aider for each additional increment of 1 to 100 workers, 1 nurse or 1 EMT-P, first aid room	2 emergency first aiders, 2 standard first aiders, + 1 standard first aider for each additional increment of 1 to 100 workers, 1 nurse or 1 EMT-P, first aid room	4 standard first aiders +1 standard first aider for each additional increment of 1 to 100 workers, 1 nurse or 1 EMT-P, first aid room



**SpectroChem Technologies Inc.**  
Company Health and Safety Manual

**Part VI – Emergency Response**

December 2018

**Section 17 – First Aid Requirement for a High Hazard Site**

Page 1 of 1

# of Workers at Worksite Per Shift	Close Worksite	Distant Worksite	Isolated Worksite
1	Type P Kit	Type P Kit	Type P Kit
2 to 9	1 emergency first aider, 1 standard first aider, No. 2 Kit	2 standard first aiders, No. 1 Kit, 3 blankets	2 standard first aiders, No. 1 Kit, 3 blankets
10 to 19	1 emergency first aider, 1 standard first aider, No. 2 Kit, 3 blankets	2 standard first aiders, No. 2 Kit, 3 blankets, stretcher and splint	2 standard first aiders, No. 2 Kit, 3 blankets, stretcher and splint
20 to 49	2 emergency first aiders, 1 standard first aider, No. 2 Kit, 3 blankets	3 standard first aiders, No. 3 Kit, 3 blankets, stretcher and splints	3 standard first aiders, No. 3 Kit, 3 blankets, stretcher and splints
50 to 99	2 emergency first aiders, 2 standard first aiders, No. 2 Kit, 3 blankets	2 emergency first aiders, 3 standard first aiders, No. 3 Kit, 3 blankets, stretcher and splints	4 standard first aiders, 1 advanced first aider, No. 3 Kit, 3 blankets, stretcher and splints
100 to 199	2 emergency first aiders, 2 standard first aiders, 1 advanced first aider, first aid room	4 standard first aiders, 1 advanced first aider, first aid room	4 standard first aiders, 1 advanced first aider, first aid room
200 or more	2 emergency first aiders, 2 standard first aiders, + 1 standard first aider for each additional increment of 1 to 100 workers, 1 nurse or 1 EMT-P, first aid room	4 emergency first aiders +1 standard first aider for each additional increment of 1 to 100 workers, 1 nurse or 1 EMT-P, first aid room	4 standard first aiders +1 standard first aider for each additional increment of 1 to 100 workers, 1 advanced first aider, 1 nurse or 1 EMT-P, first aid room

Hydrochloric Acid, 31 – 36%  
Preparation Date: 11-July-2018

Page 1 of 9

Modification Date: 01-Sept-2021

**SAFETY DATA SHEET****SECTION 1: IDENTIFICATION****Product Identifier used on the label:**

Hydrochloric Acid, 31 - 36%

**Product Code(s):** None Assigned**Recommended use of chemical and restrictions on use:**

General Acidizing

Use pattern: Professional use only

Recommended Restrictions None known.

**Supplier name, address and telephone number:**Spectrochem Technologies Inc.  
1200, 101- 6<sup>th</sup> Ave SW  
Calgary, AB, T2P 3T4

Supplier's Telephone #: (403) 804-9990

**24 Hr. Emergency Tel#:** (613) 996-6666 (CANUTEC)**SECTION 2: HAZARDS IDENTIFICATION****GHS Classification in accordance with 29 CFR 1910 (OSHA HCS)**

Corrosive Liquid, Toxic: Corrosive to metals - Category 1 Serious eye damage - Category 1 Skin corrosion - Category 1B Specific target organ toxicity - single exposure - Category 3

**Most important hazards:**

Causes eye, skin, and digestive tract burns. Severe respiratory irritant. May be fatal if inhaled. Harmful if swallowed

**Hazard classification**

Fatal if inhaled

Fatal if Swallowed

May be corrosive to metals

Causes severe skin burns and eye damage

May cause an allergic skin reaction

May cause respiratory irritation

**Label elements****Hazard pictogram(s)****Signal Word****DANGER****Hazard statement(s)**

Causes eye, skin, and digestive tract burns. Severe respiratory irritant. May be fatal if inhaled. Harmful if swallowed. May be corrosive to metals.

Hydrochloric Acid, 31 – 36%  
Preparation Date: 11-July-2018

Page 2 of 9

Modification Date: 01-Sept-2021

**SAFETY DATA SHEET****Precautionary statement(s)****Obtain special instructions before use.****Do not handle until all safety precautions have been read and understood.**

Do not breathe dust/fume/gas/mist/vapors/spray.

Wear respiratory protection.

Wear protective gloves/protective clothing/eye protection/face protection.

Wash hands thoroughly after handling.

Use only outdoors or in a well-ventilated area.

IF exposed or concerned: Get medical attention/advice.

IF SWALLOWED: Immediately call a POISON CENTER or doctor/physician. Do NOT induce vomiting.

IF ON SKIN (or hair): Take off immediately all contaminated clothing. Rinse skin with water/shower. Wash contaminated clothing before reuse.

If skin irritation occurs, get medical advice/attention.

If inhaled: Remove person to fresh air and keep comfortable for breathing. Call a POISON CENTER or doctor/physician immediately.

IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing, get medical advice/attention.

If eye irritation persists: Get medical advice/attention.

In case of fire: Use water fog, CO<sub>2</sub> or 'alcohol' foam to extinguish. Use chemical extinguishing agents with caution.

Store locked up. Store in a well-ventilated place. Keep container tightly closed. Keep cool.

Dispose of contents/container in accordance with local regulation.

**Other hazards**

None

**SECTION 3. COMPOSITION INFORMATION ON INGREDIENTS****Synonyms**

CHEMICAL NAME:	Hydrochloric Acid
TRADE NAME:	Hydrochloric Acid, 31 – 36%
SYNONYMS:	Raw HCl acid, Muriatic acid, Chlorohydric acid, Hydrogen Chloride

C.A.S.: 7647-01-0

EC: 231-595-7

WHMIS: D2A, E

CHEMICAL FORMULA: HCl (In aqueous solutions)

CHEMICAL FAMILY: Inorganic Acid

**SECTION 4. FIRST AID MEASURES****Description of first aid measures:**

Consult a Physician. Show the Safety Data Sheet to the doctor in Attendance

**If inhaled:**

If breathed in, move person into fresh air. If not breathing, give artificial respiration. If breathing is difficult, give humidified air. Give oxygen, but only by a certified physician. Consult a physician.

**In case of skin contact:**

Hydrochloric Acid, 31 – 36%  
Preparation Date: 11-July-2018

Page 3 of 9

Modification Date: 01-Sept-2021

## SAFETY DATA SHEET

Immediately flush with plenty of water for at least 15 minutes while removing contaminated clothing and shoes. Wash off with soap and plenty of water. Consult a physician.

### **In case of eye contact:**

Rinse thoroughly with plenty of water for at least 15 minutes and consult a physician. Remove contact lenses if present and easy to do. Continue rinsing eyes during transport to medical facility.

### **If swallowed:**

Do NOT induce vomiting. Never give anything by mouth to an unconscious person. Rinse mouth thoroughly with water. If vomiting occurs, keep head low so that stomach content doesn't get into the lungs. Consult a physician.

### **Most important symptoms and effects, both acute and delayed:**

Eyes Contact	Corrosive. Vapours, liquids, and mists are irritating and may cause severe damage to the eyes. Direct contact can result in chemical burns, corneal damage, and possibly blindness. Immediate medical attention is required.
Skin Contact/Absorption	Corrosive. Can cause redness, pain and severe skin burns. Direct skin contact may cause corrosive skin burns, deep ulcerations, and possibly permanent scarring
Inhalation	May be fatal if inhaled. May cause severe irritation to the nose, throat and respiratory tract. Symptoms may include coughing, choking, and wheezing. Severe exposure can result in corrosion and ulcers of the nose and throat; and bleeding of nose and gums. Inhalation of extremely high concentrations could cause pulmonary edema (chest pain, shortness of breath) may be delayed. May result in unconsciousness and possibly death
Ingestion	May be fatal if ingested. May cause severe irritation and corrosive damage in the mouth, throat, and stomach. Symptoms may include abdominal pain, vomiting, burns, perforations, bleeding and eventually death.

### **Indication of any immediate medical attention and special treatment needed**

Treat symptomatically and supportively. In case of skin contamination, a mild alkaline solution may be used to neutralize the acid. Irrigate skin with water or normal saline. Avoid use of topical steroids and/or anesthetics. In case of ingestion, avoid use of carbonate and bicarbonates as they release carbon dioxide which may cause gastric tension and rupture. Neutralization of ingested acid may be accomplished by using aluminum hydroxide gel or milk of magnesia. Subsequently, treatment should be symptomatic and supportive.

## SECTION 5. FIRE-FIGHTING MEASURES

<b>Flash Point (Method):</b>	Non-combustible.
<b>Extinguishing Media:</b>	Use extinguishing agents compatible with acid and appropriate for the burning material. Use water spray to keep fire-exposed containers cool.
<b>Auto Ignition Temp:</b>	Non-combustible.
<b>Special Fire Fighting Procedures:</b>	Wear self-contained breathing apparatus and full protective clothing. In case of fire and/or explosion do not breathe fumes. Use standard fire fighting procedures and consider the hazards of other involved materials.
<b>Unusual Fire/Explosion Hazards:</b>	Releases flammable hydrogen gas when reacting with metals.
<b>Hazardous combustion products:</b>	Thermal decomposition can produce poisoning chlorine.
<b>Special protective equipment:</b>	<i>Protective equipment for fire-fighters</i> Firefighters should wear proper protective equipment and self-contained breathing apparatus with full face piece operated in positive pressure mode. Refer to Section 8.

Hydrochloric Acid, 31 – 36%  
Preparation Date: 11-July-2018

Page 4 of 9

Modification Date: 01-Sept-2021

## SAFETY DATA SHEET

### SECTION 6: ACCIDENTAL RELEASE MEASURES

#### Personal precautions, protective equipment and emergency procedures

All persons dealing with the clean-up should wear the appropriate chemically protective equipment. Keep people away from and upwind of spill/leak. Do not touch or walk through spilled material. Do not breathe vapor or mist. Provide adequate ventilation or wear appropriate respirator. Restrict access to area until completion of clean-up. Refer to protective measures listed in sections 7 and 8.

#### Environmental precautions

Do not allow material to contaminate ground water system. If necessary, dike well ahead of the spill to prevent runoff into drains, sewers, or any natural waterway or drinking supply.

#### Methods and material for containment and cleaning up

Ventilate area of release. Remove all sources of ignition. Contain and absorb spilled liquid with non-combustible, inert absorbent material (e.g. sand) then place absorbent material into a container for later disposal (see section 13) Do not flush to sewer or surface waters. Dilute acid with water and neutralize with sodium carbonate (soda ash) or sodium bicarbonate (baking soda). This will release carbon dioxide, so use caution. Notify the appropriate authorities as required.

#### Special spill response procedures

Waste must be disposed of in accordance with federal, provincial, and local environmental control regulations

### SECTION 7: HANDLING AND STORAGE

#### Precautions for safe handling

Obtain special instructions before use. Do not handle until all safety precautions have been read and understood. Use in a well-ventilated area. Wear chemically resistant protective equipment during handling. Avoid breathing vapour or mist. Avoid contact with skin, eyes, and clothing. Keep away from heat and sources of ignition. Keep away from metals and incompatible materials. When preparing or diluting a solution always add to water, slowly and with stirring. When diluting, always add the product to water. Never add water to product. Label containers appropriately. Protect from damage. Wash thoroughly after handling. Keep containers closed when not in use. Gives off hydrogen by reaction with metals.

#### Conditions for safe storage, including any incompatibilities:

Store in a cool, dry well-ventilated area, away from heat, ignition sources, and incompatible materials. Keep container tightly closed when not in use. Do not store with oxidizing agents or other incompatible materials. Do not store at temperatures above 38°C. store in corrosion resistant containers. Suitable container and packaging materials for safe storage include: polyethylene; pvc; polypropylene; Teflon. Always keep in containers made of the same materials as the supply container.

### SECTION 8: EXPOSURE CONTROLS / PERSONAL PROTECTION

#### Exposure Limits:

Chemical Name	OSHA Final PEL		
	TWA	STEL	Ceiling
Hydrochloric acid	2 ppm	2 ppm	5ppm

ACGIH TLV = 5 PPM (7.59 mg/m<sup>3</sup>) TWA  
NIOSH IDLH = 50 ppm (as HCl, 2010)



Hydrochloric Acid, 31 – 36%  
Preparation Date: 11-July-2018

Page 5 of 9

Modification Date: 01-Sept-2021

## SAFETY DATA SHEET

### Exposure controls

#### Ventilation and engineering measures

Use only in well-ventilated areas. Apply technical measures to comply with the occupational exposure limits. Where reasonably practicable this should be achieved by the use of local exhaust ventilation and good general extraction. Use explosion-proof equipment. In case of insufficient ventilation wear suitable respiratory equipment.

#### Respiratory protection

If airborne concentrations are above the permissible exposure limit or are not known, use NIOSH-approved respirators. Respirators should be selected based on the form and concentration of contaminants in air, and in accordance with OSHA (29 CFR 1910.134) or CSA Z94.4-02. Advice should be sought from respiratory protection specialists.

#### Skin protection

Wear protective gloves/clothing. Where extensive exposure to product is possible, use resistant coveralls, apron and boots to prevent contact. The suitability for a specific workplace should be discussed with the producers of the protective gloves.

#### Eye / face protection

Wear eye/face protection. Safety glasses with side-shields or chemical splash goggles.

#### Other protective equipment

Ensure that eyewash stations and safety showers are close to the workstation location.  
Other equipment may be required depending on workplace standards.

#### General hygiene considerations

Avoid breathing mist or vapor. Avoid contact with skin, eyes and clothing. Do not eat, drink or smoke when using this product. Wash thoroughly after handling. Remove and wash contaminated clothing before re-use. Do not take contaminated clothing home. Handle in accordance with good industrial hygiene and safety practice.

### SECTION 9. PHYSICAL AND CHEMICAL PROPERTIES

<b>Appearance</b>	Liquid, Colorless to light yellow.
<b>Odour</b>	Pungent, irritating, strong.
<b>Odour threshold</b>	0.3 ppm (can cause olfactory fatigue)
<b>pH</b>	<1 (in aqueous solution)
<b>Melting/Freezing point</b>	-30°C (-22°F)
<b>Initial boiling point &amp; boiling range</b>	>100°C (>212°F)
<b>Flash point</b>	>93°C (open cup)
<b>Evaporation Rate</b>	No data available
<b>Flammability</b>	Not Combustible
<b>Lower flammable limit (% by vol.)</b>	Not applicable
<b>Upper flammable limit (% by vol.)</b>	Not applicable
<b>Oxidizing properties</b>	Not applicable
<b>Explosive properties</b>	Not applicable
<b>Specific gravity</b>	1.16 (32.0% HCl Solution) to 1.19 (36.5% HCl Solution)
<b>Solubility in water</b>	Yes
<b>Other solubility(ies)</b>	Not applicable
<b>Auto-ignition temperature</b>	Not applicable
<b>Decomposition temperature</b>	1500°C
<b>Viscosity</b>	1.16 mPa.s
<b>Vapor Density (air = 1)</b>	1.267 at 20°C
<b>Vapor Pressure</b>	84 mm Hg @ 20°C

Hydrochloric Acid, 31 – 36%  
Preparation Date: 11-July-2018

Page 6 of 9

Modification Date: 01-Sept-2021

## SAFETY DATA SHEET

### SECTION 10: STABILITY AND REACTIVITY

<b>Reactivity</b>	Reactive
<b>Chemical stability</b>	Stable under normal conditions and pressures
<b>Conditions to avoid</b>	Incompatible materials, metals, excess heat, caustic's and bases.
<b>Incompatible materials</b>	Bases, amines, metals, permanganates (e.g., potassium permanganate), fluorine, metal acetylides, hexalithium disilicide.
<b>Hazardous decomposition products</b>	Hydrogen chloride, chlorine, hydrogen gas.
<b>Polymerization</b>	Hazardous polymerization WILL NOT occur.

### SECTION 11: TOXICOLOGICAL INFORMATION

#### Information on likely routes of exposure:

Inhalation:	Vapors and mist will irritate throat and respiratory system and cause coughing.
Skin contact:	Causes skin burns.
Eye contact:	Causes eye burns.
Ingestion:	Harmful if swallowed. Causes digestive tract burns. Ingestion may produce burns to the lips, oral cavity, upper airway, esophagus and possibly the digestive tract.

#### Symptoms related to the physical, chemical and toxicological characteristics:

Contact with this material will cause burns to the skin, eyes and mucous membranes. Permanent eye damage including blindness could result.

#### Information on toxicological effects:

Acute toxicity:	Harmful if swallowed.
Skin corrosion/irritation:	Causes severe skin burns and eye damage. Irritation: Causes serious eye damage.
Irritation:	Causes serious eye damage.
Respiratory sensitization:	Not available.
Skin sensitization:	No data available.
Germ cell mutagenicity:	No data available to indicate product or any components present at greater than 0.1% are mutagenic or genotoxic.
Carcinogenicity:	This product is not considered to be a carcinogen by IARC, ACGIH, NTP or OSHA.
Reproductive toxicity:	This product is not expected to cause reproductive or developmental effects.

#### Specific target organ toxicity:

Single exposure:	May cause respiratory irritation.
Repeated exposure:	No data available.
Aspiration hazard:	Not available.
Chronic effects:	Prolonged inhalation may be harmful.

#### Components Species Test Results:

Hydrochloric acid (CAS# 7647-01-0)

Rat - Inhalation LC50:	3124 ppm, (1 hour)
Rabbit - Dermal LD50:	5010 mg/kg

#### Other important toxicological hazards:

None reported by the manufacturer.

Hydrochloric Acid, 31 – 36%  
Preparation Date: 11-July-2018

Page 7 of 9

Modification Date: 01-Sept-2021

## SAFETY DATA SHEET

### SECTION 12: ECOLOGICAL INFORMATION

<b>Ecotoxicity:</b>	Because of the low pH of this product, it would be expected to produce significant ecotoxicity upon exposure to aquatic organisms and aquatic systems.
<b>Aquatic Toxicity:</b>	This material is toxic to fish and aquatic organisms. Most aquatic species do not tolerate pH lower than 5.5 for any extended period.
<b>Fish Toxicity:</b>	Fish LC50 Mosquito fish: 282 mg/l, 96 hours Fish LC50 Bluegill: 3.6 mg/l, 48 hours
<b>Persistence and Degradability:</b>	Not biodegradable. Hydrochloric acid will likely be neutralized to chloride by alkalinity present in natural environment.
<b>Bioaccumulative Potential:</b>	No data available.
<b>Mobility in Soil:</b>	Hydrochloric acid will be neutralized by naturally occurring alkalinity. The acid will permeate soil, dissolving some soil material and will then neutralize.
<b>Other Adverse Effects:</b>	No other adverse environmental effects (e.g., ozone depletion, photochemical ozone creation).
<b>Additional Remarks:</b>	Do not allow product or run off from fire control to enter storm or sanitary sewers, lakes, rivers, streams, or public waterways. Block off drains and ditches.

### SECTION 13: DISPOSAL CONSIDERATIONS

#### Handling for Disposal

Responsibility for proper waste disposal rests with the generator of the waste. Neutralize with limestone, soda ash or slaked lime. Processing, use, dilution or contamination of this product may cause its physical and chemical properties to change.







#### Methods for Disposal

Dispose in accordance with all applicable federal, state, provincial and local regulations. Please note that these regulations may also apply to empty containers, liners, and rinsate.

#### RCRA

If this product, as supplied, becomes a waste in the United States, it may meet the criteria of a hazardous waste as defined under RCRA, Title 40 CFR 261. For disposal of unused or waste material, check with local, state and federal environmental agencies.

### SECTION 14: TRANSPORTATION INFORMATION

Regulatory Information	UN Number	UN Proper Shipping Name	Transport hazard class(es)	Packing Group	Label
DOT	UN1789	HYDROCHLORIC ACID	8	II	
TDG	UN1789	HYDROCHLORIC ACID	8	II	
IMDG	UN1789	HYDROCHLORIC ACID	8	II	 
ICAO/IATA	UN1789	HYDROCHLORIC ACID	8	II	 

Hydrochloric Acid, 31 – 36%  
Preparation Date: 11-july-2018

Page 8 of 9

Modification Date: 01-Sept-2021

## SAFETY DATA SHEET

### Shipping:

Usual Shipping Containers: Tank cars, bulk tankers, IBC Totes.  
Usual Shelf Life: Indefinite (life of containers).  
Storage/Transport Temperatures: Ambient.

### Suitable Storage:

Materials/Coatings: Teflon, Tygon, Rubber, PVC and Polypropylene Materials.

## SECTION 13. REGULATORY INFORMATION

### US Federal Information

Components listed below are present on the following U.S. Federal chemical lists:

Ingredients	CAS #	TSCA Inventory	CERCLA Reportable Quantity (RQ) (40 CFR 117.302)	SARA TITLE III: Sec. 302 Extremely Hazardous Substance 40 CFR 355	SARA TITLE III: Sec. 33, 40 CFR 372, Specific Toxic Chemical	
					Toxic Chemical	de minimus Concentration
Hydrochloric Acid	7647-01-0	Yes	5000 lbs	-	-	-

### US State Right to Know Laws

The following chemicals are specifically listed by individual States

Ingredients	CAS #	California Proposition 65		State "Right to Know" Lists					
		Listed	Type of Toxicity	CA	MA	MN	NJ	PA	RJ
Hydrochloric Acid	7647-01-0	No	N/Ap	Yes	Yes	Yes	Yes	Yes	Yes

### Canadian Information

Canadian Environmental Protection Act (CEPA): All components of this product are on the Canadian DSL list. WHMIS information: Refer to Section 2 for a WHMIS Classification for this product.

### International Information

Ingredients	CAS #	European EINECS	Australia AICS	Phillipines PICCS	Japan ENCS	Korea KECI/KECL	China IECSC	New Zealand IOC
Hydrochloric Acid	7647-01-0	231-595-7	Present	Present	Present	Present	Present	Present

## SECTION 15. OTHER INFORMATION

### Legend

ACGIH: American Conference of Governmental Industrial Hygienists AICS: Australian Inventory of Chemical Substances  
ATE: Acute Toxicity Estimate CA: California  
CAS: Chemical Abstract Services  
CERCLA: Comprehensive Environmental Response, Compensation, and Liability Act of 1980  
CFR: Code of Federal Regulations CSA: Canadian Standards Association DOT: Department of Transportation ECHA: European Chemicals Agency  
ECOTOX: U.S. EPA Ecotoxicology Database  
EINECS: European Inventory of Existing Commercial chemical Substances ENCS: Existing and New Chemical Substances  
EPA: Environmental Protection Agency HSDB: Hazardous Substances Data Bank  
IARC: International Agency for Research on Cancer IBC: Intermediate Bulk Container  
IECSC: Inventory of Existing Chemical Substances IMDG: International Maritime Dangerous Goods IOC: Inventory of Chemicals  
IUCLID: International Uniform Chemical Information Database KECI: Korean Existing Chemicals Inventory  
KECL: Korean Existing Chemicals List LC: Lethal Concentration

Hydrochloric Acid, 31 – 36%  
Preparation Date: 11-July-2018

Page 9 of 9

Modification Date: 01-Sept-2021

**SAFETY DATA SHEET**

LD: Lethal Dose MA: Massachusetts MN: Minnesota  
N/Ap: Not Applicable N/Av: Not Available  
NIOSH: National Institute of Occupational Safety and Health NJ: New Jersey  
NOEC: No observable effect concentration NTP: National Toxicology Program  
OECD: Organisation for Economic Co-operation and Development OSHA: Occupational Safety and Health Administration  
PA: Pennsylvania  
PEL: Permissible exposure limit  
PICCS: Philippine Inventory of Chemicals and Chemical Substances RCRA: Resource Conservation and Recovery Act  
RI: Rhode Island  
RTECS: Registry of Toxic Effects of Chemical Substances SARA: Superfund Amendments and Reauthorization Act SDS: Safety Data Sheet / Material Safety Data Sheet STEL: Short Term Exposure Limit  
TDG: Canadian Transportation of Dangerous Goods Act & Regulations TLV: Threshold Limit Values  
TSCA: Toxic Substance Control Act TWA: Time Weighted Average  
WHMIS: Workplace Hazardous Materials Identification System

**References**

1. ACGIH, Threshold Limit Values for Chemical Substances and Physical Agents & Biological Exposure Indices for 2016
2. International Agency for Research on Cancer Monographs, searched 2017
3. Canadian Centre for Occupational Health and Safety, CCIInfoWeb databases, 2017(Chempendium, MSDS and RTECS).
4. Material Safety Data Sheets from manufacturer.
5. US EPA Title III List of Lists - 2017 version.
6. California Proposition 65 List - 2017 version.
7. OECD - The Global Portal to Information on Chemical Substances - eChemPortal, 2017.

**Preparation Date (mm/dd/yyyy)**

07/11/2018

**Other special considerations for handling**

Provide adequate information, instruction and training for operators.

**Prepared by:**SpectroChem Technologies Inc.  
1200, 101- 6<sup>th</sup> Ave SW  
Calgary, AB, T2P 3T4  
(403) 804-9990**SPECTROCHEM****DISCLAIMER**

This Safety Data Sheet was prepared using information provided by Alloy Energy and CCOHS' Web Information Service. The information in the Safety Data Sheet is offered for your consideration and guidance when exposed to this product. Alloy Energy expressly disclaim all expressed or implied warranties and assume no responsibilities for the accuracy or completeness of the data contained herein. The data in this Safety Data Sheet does not apply to use with any other product or in any other process.

This Safety Data Sheet may not be changed or altered in any way without the expressed knowledge and permission of Alloy Energy.

**END OF DOCUMENT**

**ATTACHMENT**

) k° 7u) - t - Q hU - Vu'h-kU @) t





# DEVELOPMENT PERMIT

## # DV20-041

LOT 1, BLOCK 15, PLAN 1323539

YOUR DEVELOPMENT APPLICATION # DV21-041 HAS BEEN CONSIDERED BY

☐

THE DEVELOPMENT OFFICER

☒

TOWN COUNCIL

AND

☐

APPROVED, SUBJECT TO THE CONDITIONS BELOW

☐

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

TYPE OF DEVELOPMENT: Bulk Storage of Oil and Gas Substances (3 x 50m<sup>3</sup> Tanks)

PROPERTY CIVIC ADDRESS: 6204 58 Avenue

PERMIT ISSUED TO: Spectrochem Technologies Inc.

ADDRESS: \_\_\_\_\_

### CONDITIONS OF DEVELOPMENT PERMIT

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

1. All improvements are to be located subject to the approved Site Plan that accompanied the development permit application (a copy is attached).
2. The Owner/Applicant shall provide detailed, professionally engineered drawings of the storage tanks and containment berm that shall be approved by the Drayton Valley/Brazeau County Fire Services prior to commencement of construction.
3. A review of the capability of the emergency response plan with all agencies that may be involved, including but not limited to third party emergency service providers will be required.
4. Verification that emergency equipment on site is operational will be required as part of the fire inspection prior to commencement of operations.
5. The Owner/Applicant is responsible for any/all clean-up or remediation of the site as a result of any contamination to the lands from their operation(s). Any spills or leaks must be reported to the appropriate authorities including but not limited to, the Town of Drayton Valley, Drayton Valley/Brazeau County Fire Services and Alberta Environment and Parks.
6. This approval is for 3 x 50m<sup>3</sup> tanks containing hydrochloric acid only. Any product other than that approved, will require separate approval.
7. This permit is subject to any/all required Federal, Provincial or Municipal Permit approvals.
8. Right-of-way Plans and Easements shall not be encroached upon by any buildings or structures unless otherwise approved in this permit.
9. The emergency response plan submitted requires more information which shall include but not limited to, phone numbers, names, signatures, and dates. A detailed Emergency Response Plan must be approved by the Fire Chief. If the Emergency Response Plan is incomplete, the operator will be required to delay commencing operation until an acceptable plan is provided. For more information regarding this requirement, please contact Drayton Valley/Brazeau County Fire Services at 780-514-2216 or [fireadmin@draytonvalley.ca](mailto:fireadmin@draytonvalley.ca).

10. Approval, in accordance with Town of Drayton Valley Land Use Bylaw 2020/12/D shall be obtained from the Town of Drayton Valley Planning and Development Department prior to the installation of any/all signage associated with the proposed development.
11. The Owner/Applicant or Contractor shall not, during or after construction impede, obstruct, or change any existing drainage patterns outside of the subject property without prior written approval of the Town's General Manager of Engineering.
12. The Owner/Applicant or Contractor shall place a call to Alberta One-Call for location of all underground utilities prior to construction/excavation for the Concrete Pad and Sanitary Dump.
13. The Town shall be advised of any damage to municipal structures prior to the start of any construction. Failure to point out any damages will result in the contractor being responsible for repairs.
14. The Owner/Applicant or Contractor shall be financially responsible during construction for any damage, or as a result of negligence causing damage by the Owner/Applicant or Contractor's servants, suppliers, agents or contractors, to any public or private property.
15. It is the responsibility of the Owner/Applicant or Contractor to ensure all requirements for utility companies (including easements) are met. These companies include, but are not limited to Telus, Fortis Alberta, Atco Gas and the Town of Drayton Valley.
16. The Owner/Applicant or Contractor shall prevent excess soil or debris from being spilled on public streets, lanes and sidewalks, and shall not place soil or any other materials on adjacent properties without permission in writing from adjacent property owners. The Owner/Applicant or Contractor shall be solely responsible for cleaning up the soil or debris.

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

DEVELOPMENT OFFICER:



LOWANI MUBANGA, BEnvD, MPlan

DATE OF DECISION:

September 15<sup>th</sup>, 2021

DEADLINE FOR APPEAL:

October 7<sup>th</sup>, 2021

**IMPORTANT NOTES**

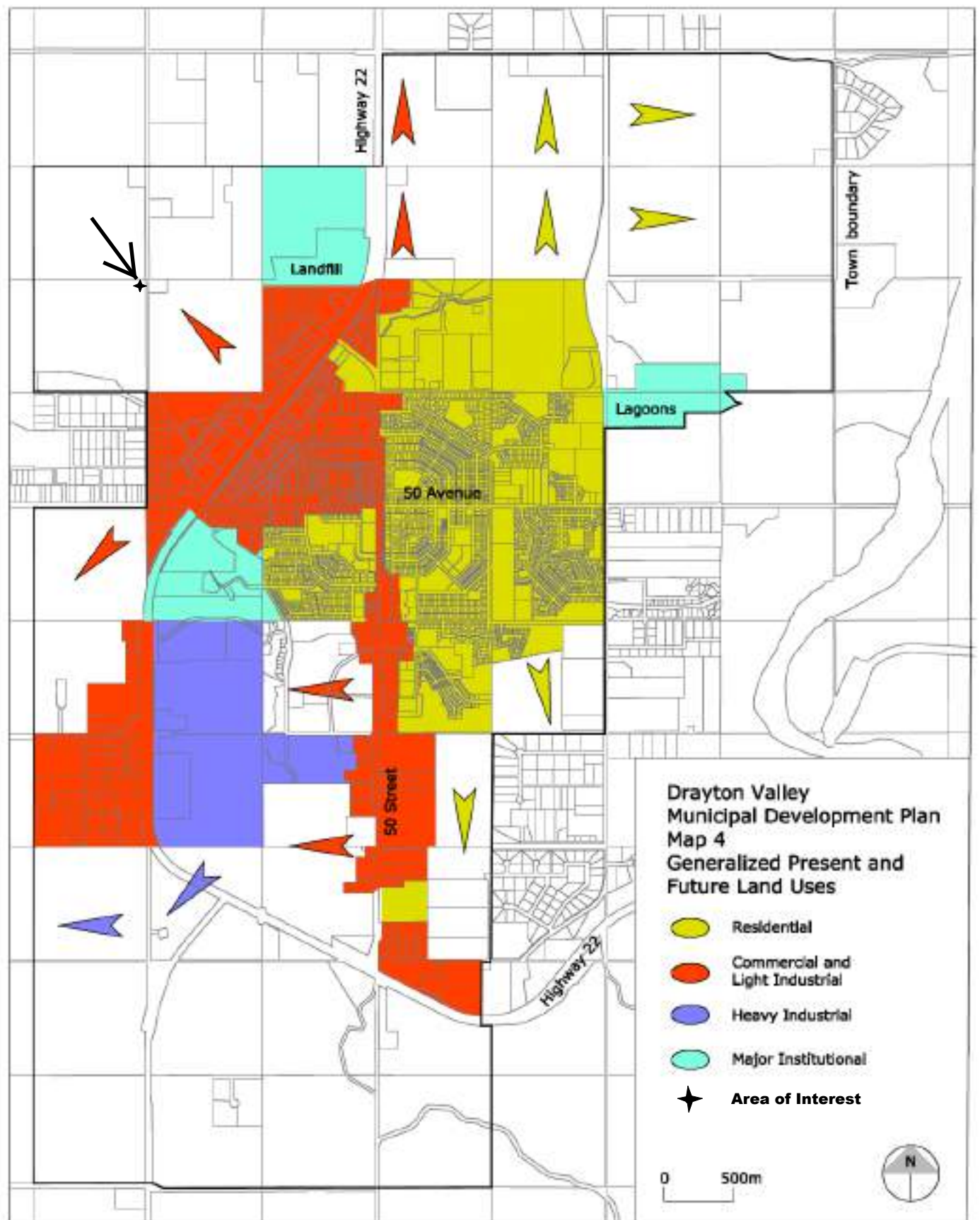
1. This permit is subject to any/all required Federal, Provincial or Municipal Permit approvals including, but not limited to, Alberta Transportation Roadside Development Permit, Building and/or Safety Code Permits.
2. The Owner/Applicant or Contractor shall obtain the required Alberta Safety Codes Permit(s) prior to the installation of any propane tank associated with this development.
3. A Fire Safety Plan shall be approved by Drayton Valley/Brazeau County fire Services prior to commencement of any demolition work on the subject property.
4. A fire inspection must be completed by Drayton Valley/Brazeau County Fire Services prior to operation. Please contact Drayton Valley/Brazeau Fire Services to schedule an appointment.
5. No physical excavation or construction may legally begin prior to the effective date (or such later date should an appeal be received). Any excavation or construction started

prior to the effective date will be done at the sole risk and cost of the applicant/owner.

6. The Applicant/Owner is reminded that compliance with this permit requires compliance with all conditions forming a part thereof.
7. If the use of the development changes, the Owner(s) must apply for a Development Permit.
8. This Development Permit is valid for a period of twelve (12) months from the date it was issued. If at the expiry of this period, the development has not been commenced, the Development Permit is deemed invalid.
9. The issuance of this Development Permit does not supersede, or suggest violation of any caveat, easement, restrictive covenant or other encumbrance registered on title. It is the responsibility of the Applicant/Owner to research the Certificate of Title for the existence of any encumbrance.
10. The development must not encroach on Registered Rights of Ways or Utility Service Lines.
11. The proposed development must comply with the applicable AER setbacks unless a lesser distance is agreed to in writing by AER; and the AER must be contacted by the Applicant/Owner to ensure that no active or abandoned well sites are located on the subject lands.

DRAFT

**ATTACHMENT 7**  
**MUNICIPAL DEVELOPMENT PLAN- MAP 4**



**ATTACHMENT**

.....7@- 'o-k†@-o'#\ U U -Vuo

---



## Lowani Mubanga

---

**From:** Kamil Lasek  
**Sent:** September 10, 2021 11:44 AM  
**To:** Lowani Mubanga; Ken Woitt  
**Cc:** Shawna Law; Tom Thomson  
**Subject:** RE: Development Permit Application DV21-041 - Bulk Storage of Hydrochloric Acid at 6204 58 Ave

Good morning everyone,

Further to my earlier email would like to expand on some of the items the Fire Services would request from the applicant prior to operations.

- The emergency response plan that was submitted will need all information filled out like phone numbers, names, signatures, dates etc.
- Review the capability of emergency plan with all agencies that may be involved. (Third party emergency service providers)
- Verify emergency equipment on site is operational (this will be part of a fire safety inspection that will need to be completed)
- Submit for review a fire safety plan for construction, renovation and demolition sites.

Respectfully,

**Kamil Lasek** -Deputy Fire Chief  
Drayton Valley/ Brazeau County Fire Services  
Box 6685,  
5120-52 Street,  
Drayton Valley, AB T7A 1S1  
**Tel:** (780) 514-2216 **Fax:** (780) 514-2244

[fire.tso@draytonvalley.ca](mailto:fire.tso@draytonvalley.ca)

*The content of this email is confidential and intended for the recipient specified in message only. It is strictly forbidden to share any part of this message with any third party, without a written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.*

---

**From:** Kamil Lasek  
**Sent:** September 8, 2021 11:19 AM  
**To:** Lowani Mubanga <lmubanga@draytonvalley.ca>; Shawna Law <slaw@draytonvalley.ca>; Tom Thomson <firechief@draytonvalley.ca>

# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION

<b>SUBJECT:</b>	<b>Request to Revise Columbarium Niche Fee Schedule</b>
<b>MEETING:</b>	September 15, 2021 Regular Meeting of Council
<b>PRESENTED BY:</b>	Lowani Mubanga Planning and Development Officer

### 1. PROPOSAL AND BACKGROUND:

Administration is requesting Council approval to potentially revise the Columbarium Niche fees based on cost recovery while simultaneously ensuring that the Town provides for the full or partial cost of other Columbaria. The Columbarium purchased contains 64 niches, each of which can accommodate 2 urns (not bigger than 12" H X 7" W). There are 32 niches on either side of the Columbarium. The total cost to purchase the 64 niche Columbarium including all other associated costs such as engineering recommendations and for the installation was \$43,455.30 (includes G.S.T).

Assuming all information (First Names, Last Name, DOBs, DODs) is available for 2 individuals (Town Residents) to be interred into a niche at the time of purchase, the following options are presented for consideration:

#### Option 1 – Cost Recovery + Full Cost of Next 64 Niche Columbarium

Cost Recovery + Cost of next 64 Niche Columbarium	\$679.0 x 2	incl freight
Plaque with 4 lines of text	\$475.0	
Initial Opening and Closing	\$136.0	
<b>Total for Town Residents</b>	<b>\$1,969.0</b>	

Total for Non-Residents - **\$2,044**

#### Option 2 – Cost Recovery + Half the Cost of Next 64 Niche Columbarium

Cost Recovery + Half the Cost of next 64 Niche Columbarium	\$679.0 x 1.5	incl freight
Plaque with 4 lines of text	\$475.0	
Initial Opening and Closing	\$136.0	
<b>Total</b>	<b>\$1,629.50</b>	

Total for Non-Residents - **\$1,704**

Option 3 – Strictly Cost Recovery

Cost Recovery	\$679.0	incl freight
Plaque with 4 lines of text	\$475.0	
Initial Opening and Closing	\$136.0	
<b>Total</b>	<b>\$1,290.0</b>	

Total for Non-Residents - **\$1,365**

**2. MUNICIPAL COMPARISON**Town of Whitecourt

\$854 per niche (fits 2 urns) – Includes basic engraving and Initial Opening and Closing. No Plaque.

Town of Edson

\$1000 per niche (fits 2 urns) – Includes basic engraving and Initial Opening and Closing. No Plaque.

Town of Rocky Mountain House

\$1600 per niche (fits 2 urns) – Includes plaque and Initial Opening and Closing.

City of St Albert

Ranges from \$1,950 to \$2,450 per niche.

Cost per niche reflects several factors including cost and type of niche/material, size of niche and installation costs.

Additionally, Administration is requesting the following change and addition:

1. Columbarium New Plaque – \$475 for residents and \$550 for non-residents.
2. Date, month and year of death text when ordered at a later date – \$90 each for residents and \$120 each for non-residents. Includes freight.

**3. BUDGET / GRANT / RESOURCE IMPLICATIONS:**

The budget allotted to acquire the Columbarium, coupled with other associated costs was \$50,000. Of this amount, \$43,455.3 (includes G.S.T) will be spent.

**4. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:**

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	Yes	<i>Cemeteries Act.</i>

Municipal Bylaws	Yes	Cemetery Bylaw No. 96-18
Municipal Development Plan	N/A	None
Sustainability Vision 2019-2021	N/A	None
Town of Drayton Valley Strategic Plan 2019-2021	N/A	None
Other Plans or Policies	Yes	2021 Fee Schedule

## 5. POTENTIAL MOTIONS:

- A. That Council approve the request to revise Columbarium Niche fees to be \$1,969 for Town residents and \$2,044 for non-Town residents as well as the requested change and addition.
- B. That Council approve the request to revise Columbarium Niche fees to be \$1,629.50 for Town residents and \$1,704 for non-Town residents as well as the requested change and addition.
- C. That Council approve the requested change and addition and keep the Columbarium Niche fees as \$1,290 for Town residents and \$1,365 for non-Town residents.
- D. Council directs Administration in an alternative way.

## 6. RECOMMENDATION

Administration recommends Option A, approving the request to revise Columbarium Niche fees to be \$1,969 for Town residents and \$2,044 for non-Town residents.

## 7. ATTACHMENTS:

### 1. Excerpt from 2021 Fee Schedule

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

**ATTACHMENT 1**

**EXCERPT FROM 2021 FEE SCHEDULE**

Copies of Land Use Bylaw, Minimum Design Standards	40.00
File Search (not including Environmental Search)	75.00
File Search (including Environmental Search)	155.00
Extensive File Search (not including Environmental Search)	150.00
Extensive File Search (including Environmental Search)	230.00
Rush file search fee	Double the standard fee noted above
<b>NOTE: Miscellaneous services shall be charged on a per case basis at the discretion of the Town.</b>	
<b>All file search requests must be submitted in writing (fax, delivery and e-mail are acceptable). Processing time is 3-5 business days and rush requests are 2 business days.</b>	

**3.3 SAFETY CODES-GST EXEMPT**

<b>Building Permits</b>	
<b>Residential</b>	
1 - 4 Dwelling Units (Single family homes, duplexes, triplexes and fourplexes) including modular/mobile/manufactured homes	Total square footage of all floors x 0.60
5+ Units (Apartment Buildings and Townhouses)	9.00 per 1,000 construction value
Deck / patio / balcony - over 2 feet from the ground	60.00
Portable carports/garages	60.00
Retaining wall 4' & over	50.00
Secondary Suite	60.00
Basement development	60.00
Detached garage/carport	100.00
Shed, greenhouse, playhouse, etc.	(over 110 sq. ft.) 50.00
Permanent hot tub or pool	50.00
<b>Non-Residential Developments</b>	
Principle Building & Secondary Use Buildings	9.00 per 1,000 construction value
Detached garage, shed, storage building	9.00 per 1,000 construction value
Retaining wall 4' & over	50.00
Signs - permanent	60.00
Signs - temporary	50.00
Demolition / moving	100.00
Excavation, tree removal, top soil stripping, site preparation and/or service installation	N/A
<b>Miscellaneous Fees</b>	
Re-inspection	\$175
No entry fee on previously scheduled inspection	\$150 first occurrence \$250 each after
Project not ready for scheduled inspection	\$150 first occurrence \$250 each after
Additional inspections if requested by applicant/permit holder	\$175
Weekend/overtime work on expedited inspections	\$125/hour (minimum 2 hours)
Revisions to previously approved plans	\$125/hour (minimum 2 hours)
Re-opening a permit after failure to submit verification of compliance	\$500
Alternative solution/variance	\$125/hour
Cancelled Permit- application accepted	25% of permit fee (minimum \$75)
Cancelled Permit- construction document review completed	25% of permit fee (minimum \$100)
Permit- any inspections completed	100% of permit fee
Permit extensions- beyond 18 months	10% of permit fee (minimum \$100)
Expedited construction document review	15% of permit fee (minimum \$125)
Starting without a permit	Double the permit fees up to a maximum of \$5,000.00

**3.4 MAPS - GST EXEMPT**

Printed Wall Map - Address	42" x 56"	35.00
<b>NOTE: Minimum 48 hours notice for printed requests and a minimum 24 hours notice for digital requests.</b>		

**4.0 CEMETERY - ADD GST**

	<b>Resident</b>	<b>Non-Resident</b>
Adult	450.00	625.00
Adult - Perpetual Care	173.00	216.00
Child	300.00	375.00
Child - Perpetual Care	103.00	130.00
Infant	200.00	250.00
Infant - Perpetual Care	69.00	88.00
Cremation Plot	300.00	375.00
Cremation Plot - Perpetual Care	103.00	132.00
Veteran	140.00	176.00
Veteran - Perpetual Care	69.00	88.00
Collumbarium Niche- includes plaque first opening/closing during normal business hours weekdays	1290.00	1365.00
Collumbarium additional plaque	237.50	312.50
Collumbarium perpetual care	75.00	105.00



**4.1 OPENING AND CLOSING - ADD GST**

	Summer	Winter
Adult	550.00	750.00
Adult - Weekends, holidays and after 4 pm	750.00	950.00
Child	300.00	375.00
Infant	200.00	275.00
Cremated remains (cremation plot)	250.00	450.00
Cremated remains - Weekends, holidays and after 4 pm (cremation plot)	350.00	550.00
Collumbarium niche second open/close - Weekdays prior to 4pm	100.00	100.00
Collumbarium niche second open/close - Weekends, holidays and after 4pm	200.00	200.00
Scattering of ashes	200.00	200.00

**4.2 MISCELLANEOUS - ADD GST**

Concrete vault	690.00 or Cost + 10%, whichever is greater
Disinterment	370.00
Monument Permit Fee	40.00

**5.0 OMNIPLEX****5.1 ARENA FEES - GST INCLUDED \***

	Jan - Apr	Aug - Dec
<b>Public Skating</b>		
All ages	Free	TBD
<b>Senior Skate</b>		
55+	Free	TBD
<b>Kid Skate (Ages 5 and under)</b>		
Drop in (per child)	3.00	TBD
<b>Shinny Practice (Ages 12 and under)</b>		
Drop in (per child)	3.00	TBD
<b>Shinny Game (Ages 13 - 18)</b>		
Drop in (per child)	4.50	TBD
<b>Morning &amp; Noon Hockey (Ages 19 and up)</b>		
Drop in (per adult)	6.00	TBD
Season Pass (per adult)	96.00	TBD
<b>Women's Noon Hockey (Ages 19 and up)</b>		
Drop in (per adult)	6.00	TBD
Season Pass (per adult)	63.00	TBD
<b>NOTE: Rental agreement rates are based on the year the rental agreement is signed.</b>		

**5.2 ICE RENTAL RATES - ADD GST (HOURLY RATE) \***

		Jan - Apr	Aug - Dec
<b>Youth -under 18 yrs.</b>			
Prime Rate (3pm-12am weekdays, and all day weekends)	per hour	94.25	TBD
Non-prime Rate (weekdays only 6am-3pm)	per hour	67.00	TBD
<b>Adult Sports</b>			
Prime Rate (3pm-12am weekdays, and all day weekends)	per hour	171.75	TBD
Non-prime Rate (weekdays only 6am-3pm)	per hour	120.50	TBD
<b>Group (adult &amp; youth)</b>			
Prime Rate (3pm-12am weekdays, and all day weekends)	per hour	131.50	TBD
Non-prime Rate (weekdays only, 6am-3pm)	per hour	92.00	TBD
<b>Schools</b>			
Hourly Rate (weekdays only, 8am-3pm)	per hour	59.25	TBD
<b>Thunder - Practice</b>			
Prime Rate (3pm-12am weekdays, and all day weekends)	per hour	109.50	TBD
Non-prime Rate (weekdays only 6am-3pm)	per hour	76.75	TBD
<b>Thunder - Games &amp; Camps</b>			
Games	per hour	159.75	TBD
Camps	per hour	109.50	TBD

**5.3 OMNI I & II - ADD GST \***

	Adult (19+)	Non-Profit	Youth/Senior
<b>Daily Rates</b>			
Omni I PAD with lobby	978.50	782.75	587.00
Omni II PAD with lobby	927.00	741.50	556.25
Omni I lobby	150.00	150.00	150.00
Omni II lobby	200.00	200.00	200.00
Omni I & II lobby	250.00	250.00	250.00
<b>Hourly Rates</b>			
Omni I or II PAD with lobby (4 hour max)	92.75	74.25	55.65
Omni I lobby (4 hour max)	20.00	20.00	20.00
Omni II lobby (4 hour max)	25.00	25.00	25.00
<b>Nerf</b>			
Birthday Party			85.00

# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION



<b>SUBJECT:</b>	Rural Development Network Reaching Home Funding Letters of Support
<b>MEETING:</b>	September 15, 2021 Regular Meeting of Council
<b>PRESENTED BY:</b>	Lola Strand, FCSS Program Manager Liaison to the Homelessness and Poverty Reduction Team

### 1. PROPOSAL AND BACKGROUND:

There are several potential Provincial and Federal funding streams available to address homelessness. The Homelessness and Poverty Reduction Team and Humans Helping Humans Housing Foundation have been working closely with the Executive Director of Rural Development Network (RDN), the Executive Director of Seniors and Housing and the Executive Director of Housing Stability and Homelessness Supports to determine how Drayton Valley can best utilize these opportunities. This working group was developed in response to Council's letter to the Province in June requesting more supports for homelessness as well as by request of MLA Mark Smith.

The RDN manages the Rural and Remote funding in Alberta for the Federal Reaching Home program and has been working with the Town of Drayton Valley's Homelessness and Poverty Reduction Team (HPRT) since 2013. RDN has been key in the development of a community strategy to address homelessness in Drayton Valley and we continue to have a strong relationship with them. RDN is currently accepting applications to fund projects specific to meeting the needs of individuals who are homeless. The application deadline is September 24, 2021. There are two applications that are being submitted by our community: one by the HPRT and one by Humans Helping Humans Housing Foundation.

The Province indicates that it does not have the resources to continue funding the Community Mat program and has been working with the HPRT for other ways to provide emergency shelter. We have been looking at the Town of Edson which has developed a Shelter Pod program. The RDN provided funding for the development of the Edson Shelter Pod program and based on its evaluation, it is a more sustainable program. RDN is interested in funding more programs of its type in other rural communities which suggests that an application for a similar program in Drayton Valley may be successful. The province recognizes we are working towards a more sustainable solution and are working with us to address the need this winter. We intend to request that the province provide us the funding needed to re-open the Community Mat program for one more winter while we work to develop the Shelter Pod Program.

RDN has also reviewed the Rapid Housing (RHI) application submitted by Humans Helping Humans Housing Foundation and has provided a letter of intent to Canadian Mortgage and Housing Cooperation (CMHC) supporting the proposal of the construction of duplexes for the development of a Housing First program and is expecting an application through the Reaching Home stream for a portion of the project costs. Although it could not provide a guarantee as the funding stream was delayed, the letter submitted by RDN states that based on its current priorities and its long-standing relationship with the Town of Drayton Valley, it feels the Humans Helping Humans Housing Foundation application has a high likelihood of being approved. The province has also provided a letter supporting the Humans Helping Humans RHI application.

The request to Council is for a letter of support showing support from Town Council for the HPRT application to the ARDN for the development of a shelter pod program and a letter of support for

the Humans Helping Humans Housing Foundation application to RDN for funding to support the RHI Housing First program.

## 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

None

## 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	N/A	
Municipal Bylaws	N/A	
Municipal Development Plan	N/A	
Sustainability Vision 2019-2021	N/A	
Town of Drayton Valley Strategic Plan 2019-2021	Yes	Goal One: Recovery In Drayton Valley Building Municipal Economic Resilience: Understand that many workers will "ride the recession out" to stay closer to family for social support and so consideration for education investment and affordable housing are essential
Other Plans or Policies	Yes	Town of Drayton Valley and Brazeau County Social Development Plan:  Goal: High quality medical, emergency and protective services are delivered within Drayton Valley and Brazeau County. Goal: Drayton Valley and Brazeau County is a safe community. Goal: All residents in the community have a place to live.  2021-2025 FCSS Strategic Plan  Maintain a community development focus with a vision of creating a new, sustainable and purpose driven organization to assume responsibility for this issue in the future

## 4. POTENTIAL MOTIONS:

- A. That Council directs Administration to compose and send a letter to Rural Development Network (RDN) in support of the applications of the Homelessness and Poverty Reduction Team (HPRT) and Humans Helping Humans Housing Foundation.
- B. That Council directs Administration to compose and send a letter to Rural Development Network (RDN) in support of the application of the Homelessness and Poverty Reduction Team (HPRT) only.
- C. That Council directs Administration to compose and send a letter to Rural Development Network (RDN) in support of the application Humans Helping Humans Housing Foundation only.
- D. That Council directs Administration to compose and send a letter with the topic adjusted to Council's liking as follows: \_\_\_\_\_.

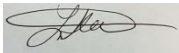


- E. That Council declines to send a letter to Rural Development Network (RDN) supporting the applications of the Homelessness and Poverty Reduction Team (HPRT) and Humans Helping Humans Housing Foundation.

**5. RECOMMENDATION:**

The Homelessness and Poverty Reduction Team recommends that Council direct Administration to compose and send letters to RDN in support of both the HPRT application and the Humans Helping Humans Housing Foundation application.

**6. ATTACHMENTS:**

1. Letter to RDN in support of the application of the HPRT
2. Letter to RDN in support of the application of the Humans Helping Humans Housing Foundation

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

September 15, 2021

Rural Development Network  
11443-143 Street, NW  
Edmonton, AB, CA  
T5M 1V7

To Whom It May Concern,

On behalf of the Town of Drayton Valley, I am pleased to write this letter in support the Homelessness and Poverty Reduction Team's application to the Rural Development Network for funding to establish an emergency Shelter Pod program in our community.

Several years ago, we were fortunate to receive support through the Rural Development Network, allowing us to form and sustain our Homelessness and Poverty Reduction Team (HPRT) as well as create an outreach position to work with individuals and families who were homeless or at-risk of homelessness. Our community has grown not only in understanding about homelessness is, but that something can and should be done about it here.

Prior to this, there were next to zero options for area residents facing homelessness. Since then, the HPRT has helped many people on the homelessness spectrum in multiple ways through various programs, including a Community Mat Program (CMP) for those in emergent need. The CMP started as a volunteer effort but thanks to special provincial funding was allowed to evolve into a staffed one. Staffing the program significantly and positively affected its impact but unfortunately is not a sustainable long-term solution. We believe the shelter pod program could be equally as effective as a staffed mat program but at a much lower operational cost.

While we recognize that emergency shelter is not a solution to homelessness in and of itself, there will always be a need for it. I am confident that the project, as outlined in the accompanying application, is a sustainable and necessary option for people experiencing homelessness in our community.

We have made the commitment not only as a Municipality, but as a community to address this issue and I see this project as a small step to move our community plan into the future. Thank you for giving us this opportunity and please feel free to contact me for any further information.

Sincerely,

Michael Doerksen  
Mayor, Town of Drayton Valley

September 15, 2021

Rural Development Network  
11443-143 Street, NW  
Edmonton, AB, CA  
T5M 1V7

To Whom It May Concern,

On behalf of the Town of Drayton Valley, please accept this letter of endorsement and our commitment to support the development and operations of new affordable housing by Humans Helping Humans Housing Foundation.

As a growth community in a remote location, housing remains in short supply and accessible housing for those at risk of homelessness is a critical problem. We recognize the commitment municipalities must take to help assure affordability and housing security.

The Municipality agrees with the mission set by RDN and commits that its resources will support the project's objectives. Such objectives include energy efficiency, universal accessibility, and rapid delivery. We trust our partner; Humans Helping Humans Housing Foundation will serve those identified by the program as at risk and manage the project in a sustainable manner.

Our contribution to the project development will consist of the following;

- Capital Development: Waiver of all municipal charges associated with the project development
- Operational Sustainability: Cooperate with Humans Helping Humans Housing Foundation on its plans for the ongoing financial sustainability of the project for its intended purpose.

If you require more information about the Municipality and this letter of support, please contact me at (780)514-2200 or by email: [mayor@draytonvalley.ca](mailto:mayor@draytonvalley.ca)

Sincerely,

Michael Doerksen  
Mayor



# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION

DRAYTON VALLEY



<b>SUBJECT:</b>	Advanced Vote for the 2021 General Municipal Election
<b>MEETING:</b>	September 15, 2021 Regular Meeting of Council
<b>PRESENTED BY:</b>	Robert Osmond Interim CAO

### 1. PROPOSAL AND BACKGROUND:

An advance vote is defined as “a vote taken in advance of election day” in the *Local Authorities Election Act* and allows electors who may not be able to attend at a voting station on election day to cast their ballot on an earlier date. Section 73(3) of the *Local Authorities Election Act* states that if a Resolution is enacted under section 73(6), the Returning Officer must determine the days and hours when the advance vote is to be held.

Advance voting may lead to greater voter turnout by allowing those who may not have the opportunity to attend at a voting station on election day to cast their ballot ahead of the General Municipal Election on October 18, 2021.

The Returning Officer is recommending an Advanced Vote be held on Thursday, October 7, 2021, from 10:00 a.m. – 3:00 p.m.

### 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

As per Section 74(1) of the *Local Authorities Election Act*, notice of the days, the locations of the voting stations and the hours fixed for an advance vote shall be given in the form prescribed for use under section 35 by publishing a notice at least one week before the date set for the advance vote in a newspaper or other publication circulating in the area

The Returning Officer may give notice by any other method as many times as the Returning Officer considers appropriate. The cost to advertise the advance vote will have minimal impact to the budget.

Holding an advance vote will require the support of Town staff that will set up, supervise, and conduct the advance vote in accordance with the *Local Authorities Election Act*. The Communications Department will also be required to prepare announcements and ensure information is available to voters leading up to the advance vote on several communication touch points.

### 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:




Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	YES	<i>Local Authorities Election Act</i>
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 authorize, in accordance with Section 73 of the *Local Authorities Election Act*, an advance vote for the 2021 General Municipal Election be held on Thursday, October 7, 2021 from 10:00 a.m. – 3:00 p.m.
- B. That Council decline authorizing an advance vote for the 2021 General Municipal Election.

**5. RECOMMENDATION:**

Administration recommends that Council authorize an advance vote for the 2021 General Municipal Election on Thursday, October 7, 2021, from 10:00 a.m. – 3:00 p.m.

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION



<b>SUBJECT:</b>	Special Ballots - 2021 General Municipal Election
<b>MEETING:</b>	September 15, 2021 Regular Meeting of Council
<b>PRESENTED BY:</b>	Robert Osmond Interim CAO

### 1. PROPOSAL AND BACKGROUND:

77.1(1) of the *Local Authorities Election Act* states that an elector who is unable to vote at an advance vote or at the voting station on Election Day because of

- (a) physical disability,
- (b) absence from the local jurisdiction, or
- (c) being a returning officer, deputy returning officer, substitute returning officer, constable, candidate, official agent or scrutineer who may be located on election day at a voting station other than that for the elector's place of residence may apply to vote by special ballot.

77.1(2) An elected authority may, by resolution passed prior to nomination day, provide for special ballots and provide that the application for special ballots may be made by any one or more of the following methods:

- (a) in writing;
- (b) by telephone;
- (c) by fax;
- (d) in person;
- (e) by e-mail;
- (f) by secure website.

77.1(2.1) If an elected authority has made a resolution described in subsection (2), an elector may apply to the returning officer of the elector's local jurisdiction for a special ballot, by a method provided for in the resolution, and during the period of time specified in the resolution.

Although special ballots are not legislatively required, the Town of Drayton Valley has historically provided this to enable all residents the opportunity to vote.

### 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

Notice of the Special Ballots will be published in the local newspaper. The cost to advertise will have a minimal impact to the budget.

Having Special Ballots will require the support of Town staff to carry out the Special Ballots in accordance with the *Local Authorities Election Act*. The Communications Department will also prepare advertisements and ensure information is available to voters on several communication touch points including the local newspaper, the Town's website and social media.

### 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	YES	<i>Local Authorities Election Act</i>
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 authorizes, in accordance with Section 77.1 (2) of the *Local Authorities Election Act*, special ballots for the 2021 General Municipal Election, provided that the application for special ballots may be made by any one or more of the following methods:
- (a) in writing;
  - (b) by telephone;
  - (c) by fax;
  - (d) in person;
  - (e) by e-mail;
  - (f) by secure website.
- B. That Council decline special ballots for the 2021 General Municipal Election.

**5. RECOMMENDATION:**

That Council authorizes, in accordance with Section 77.1 (2) of the *Local Authorities Election Act*, special ballots for the 2021 General Municipal Election, provided that the application for special ballots may be made by any one or more of the following methods:

- C. (a) in writing;
- D. (b) by telephone;
- E. (c) by fax;
- F. (d) in person;
- G. (e) by e-mail;
- H. (f) by secure website.

**6. ATTACHMENTS:**

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION


 DRAYTON VALLEY

<b>SUBJECT:</b>	Federal Statutory Holiday: National Day for Truth and Reconciliation
<b>MEETING:</b>	September 15, 2021 Regular Meeting of Council
<b>PRESENTED BY:</b>	Robert Osmond Interim Chief Administrative Officer

### 1. PROPOSAL AND BACKGROUND:

The Government of Canada is committed to reconciliation and ensuring that the tragic history and ongoing legacy of residential schools is never forgotten.

On June 3, 2021, Bill C-5, *An Act to amend the Bills of Exchange Act (see attachment 1), the Interpretation Act, and the Canada Labour Code (National Day for Truth and Reconciliation)*, received Royal Assent. It officially designates September 30th of each year as National Day for Truth and Reconciliation. This marks a new public holiday under the Canada Labour Code.

The new national day will honour survivors, their families, and communities. It will also ensure that public commemoration of the tragic and painful history and legacy of residential schools remains a vital component of the reconciliation process.

Presently, the Alberta government is not considering legislation to officially proclaim the statutory holiday for the province.

In alignment with the federal government's efforts to bring further light and time for reflection on the importance of Truth and Reconciliation in our communities' various regional municipalities and school boards have elected to adopt September 30th as National Day for Truth and Reconciliation (**see attachment 2**).

Stated in *Article 23 Statutory Holidays of the Collective Agreement between The Town of Drayton Valley and Canadian Union of Public Employees (CUPE)* is the following:

23.01 *The following Statutory Holidays are recognized by the Town:*

<i>New Year's Day</i>	<i>Good Friday</i>
<i>Canada Day</i>	<i>Labour Day</i>
<i>Remembrance Day</i>	<i>Christmas Day</i>
<i>Victoria Day</i>	<i>Easter Monday</i>
<i>Thanksgiving Day</i>	<i>Boxing Day</i>
<i>Family Day</i>	<i>Civic Holiday</i>

*and all holidays proclaimed by the Town plus all Statutory Holidays proclaimed by the Provincial and/or Federal Governments."*

### 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

Specifically, for Canadian Union of Public Employees (CUPE), the Town of Drayton Valley is required to abide by *Article 23 Statutory Holidays of the Collective Agreement between The Town of Drayton Valley and CUPE, "Employees would receive one day's pay at their regular rate of pay, provided the Employee has worked at least thirty (30) days during the twelve (12) months immediately preceding the Statutory Holiday and the Employee has not been absent, with the Town's consent, on either of the regular working days immediately preceding or following the Statutory Holiday."*

The impact of Council's decision in the recognition of September 30th as a Statutory Holiday for National Day of Truth and Reconciliation will only have an impact on out-of-scope employees of the Town of Drayton Valley.

### 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	<i>Article 23 Statutory Holidays- Collective Agreement between The Town of Drayton Valley and CUPE</i>  <i>House of Commons of Canada Bill C-5</i>  <i>Interpretation Act</i>  <i>Canada Labour Code</i>

### 4. POTENTIAL MOTIONS:

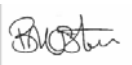


- A. That Town Council approve September 30th as National Day for Truth and Reconciliation, to recognize and commemorate the legacy of residential schools. On this day, Council and staff encourage the community to reflect on the horrific residential school experience and engage in conversations to advance truth and reconciliation.
- B. That Council defer this item back to Administration to\_\_\_\_\_.
- C. That Town Council accept the report Federal Statutory Holiday: National Day for Truth and Reconciliation as information. And further that Administration address the inclusion of the Statutory Holiday for National Day for Truth and Reconciliation for all CUPE staff as required by the Collective Bargaining Agreement.

### 5. RECOMMENDATION:

That Town Council approve September 30th as National Day for Truth and Reconciliation, to recognize and commemorate the legacy of residential schools. On this day, Council and staff encourage the community to reflect on the horrific residential school experience and engage in conversations to advance truth and reconciliation.

### 6. ATTACHMENTS:

1. House of Commons of Canada Bill C-5
2. Regional Municipalities and School Divisions in Alberta recognizing National Day for Truth and Reconciliation on September 30th.

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			



Second Session, Forty-third Parliament,  
69-70 Elizabeth II, 2020-2021

Deuxième session, quarante-troisième législature,  
69-70 Elizabeth II, 2020-2021

## **STATUTES OF CANADA 2021**

## **LOIS DU CANADA (2021)**

### **CHAPTER 11**

### **CHAPITRE 11**

An Act to amend the Bills of Exchange Act,  
the Interpretation Act and the Canada Labour  
Code (National Day for Truth and  
Reconciliation)

Loi modifiant la Loi sur les lettres de change,  
la Loi d'interprétation et le Code canadien du  
travail (Journée nationale de la vérité et de la  
réconciliation)

---

#### **ASSENTED TO**

JUNE 3, 2021

BILL C-5

---

---

#### **SANCTIONNÉE**

LE 3 JUIN 2021

PROJET DE LOI C-5

---

## **SUMMARY**

This enactment amends certain Acts to add a new holiday, namely, National Day for Truth and Reconciliation, which is observed on September 30.

## **SOMMAIRE**

Le texte modifie certaines lois afin d'instituer la Journée nationale de la vérité et de la réconciliation, qui a lieu le 30 septembre, comme jour férié.

## 69-70 ELIZABETH II

## CHAPTER 11

An Act to amend the Bills of Exchange Act, the Interpretation Act and the Canada Labour Code (National Day for Truth and Reconciliation)

[Assented to 3rd June, 2021]

Her Majesty, by and with the advice and consent of the Senate and House of Commons of Canada, enacts as follows:

## Purpose of this Act

### Purpose

**1** The purpose of this Act is to respond to the Truth and Reconciliation Commission of Canada's call to action number 80 by creating a holiday called the National Day for Truth and Reconciliation, which seeks to honour First Nations, Inuit and Métis Survivors and their families and communities and to ensure that public commemoration of their history and the legacy of residential schools remains a vital component of the reconciliation process.

R.S., c. B-4

## Bills of Exchange Act

**2** Subparagraph 42(a)(i) of the *Bills of Exchange Act* is replaced by the following:

(i) Sundays, New Year's Day, Good Friday, Victoria Day, Canada Day, Labour Day, National Day for Truth and Reconciliation, which is observed on September 30, Remembrance Day and Christmas Day,

R.S., c. I-21

## Interpretation Act

**3** The portion of the definition *holiday* in subsection 35(1) of the *Interpretation Act* before paragraph (a) is replaced by the following:

## 69-70 ELIZABETH II

## CHAPITRE 11

Loi modifiant la Loi sur les lettres de change, la Loi d'interprétation et le Code canadien du travail (Journée nationale de la vérité et de la réconciliation)

[Sanctionnée le 3 juin 2021]

Sa Majesté, sur l'avis et avec le consentement du Sénat et de la Chambre des communes du Canada, édicte :

## Objet de la présente loi

### Objet

**1** La présente loi a pour objet de donner suite à l'appel à l'action numéro 80 de la Commission de vérité et réconciliation du Canada, en instituant la Journée nationale de la vérité et de la réconciliation comme jour férié pour rendre hommage aux survivants des Premières Nations, des Inuits et des Métis, à leurs familles et à leurs collectivités, et veiller à ce que la commémoration de leur histoire et des séquelles des pensionnats demeure un aspect essentiel du processus de réconciliation.

L.R., ch. B-4

## Loi sur les lettres de change

**2** Le sous-alinéa 42a)(i) de la *Loi sur les lettres de change* est remplacé par ce qui suit :

(i) les dimanches, le jour de l'an, le vendredi saint, la fête de Victoria, la fête du Canada, la fête du Travail, la Journée nationale de la vérité et de la réconciliation, qui a lieu le 30 septembre, le jour du Souvenir et le jour de Noël,

L.R., ch. I-21

## Loi d'interprétation

**3** Le passage de la définition de *jour férié* précédant l'alinéa a), au paragraphe 35(1) de la *Loi d'interprétation*, est remplacé par ce qui suit :

**holiday** means any of the following days, namely, Sunday; New Year's Day; Good Friday; Easter Monday; Christmas Day; the birthday or the day fixed by proclamation for the celebration of the birthday of the reigning Sovereign; Victoria Day; Canada Day; the first Monday in September, designated Labour Day; National Day for Truth and Reconciliation, which is observed on September 30; Remembrance Day; any day appointed by proclamation to be observed as a day of general prayer or mourning or day of public rejoicing or thanksgiving; and any of the following additional days, namely,

R.S., c. L-2

## Canada Labour Code

**4 The definition *general holiday* in section 166 of the *Canada Labour Code* is replaced by the following:**

***general holiday*** means New Year's Day, Good Friday, Victoria Day, Canada Day, Labour Day, National Day for Truth and Reconciliation, which is observed on September 30, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day and includes any day substituted for any such holiday under section 195; (*jours fériés*)

**5 Subsection 193(2) of the Act is replaced by the following:**

### **Alternative day for holiday falling on non-working Saturday or Sunday**

**(2)** Except as otherwise provided by this Division, when New Year's Day, Canada Day, National Day for Truth and Reconciliation, Remembrance Day, Christmas Day or Boxing Day falls on a Sunday or Saturday that is a non-working day, the employee is entitled to and shall be granted a holiday with pay on the working day immediately preceding or following the general holiday.

## Coming into Force

### **Two months after royal assent**

**6 This Act comes into force on the day that, in the second month after the month in which it receives royal assent, has the same calendar number as the day on which it receives royal assent or, if that second month has no day with that number, the last day of that second month.**

***jour férié*** Outre les dimanches, le 1<sup>er</sup> janvier, le vendredi saint, le lundi de Pâques, le jour de Noël, l'anniversaire du souverain régnant ou le jour fixé par proclamation pour sa célébration, la fête de Victoria, la fête du Canada, le premier lundi de septembre, désigné comme fête du Travail, la Journée nationale de la vérité et de la réconciliation, qui a lieu le 30 septembre, le 11 novembre ou jour du Souvenir, tout jour fixé par proclamation comme jour de prière ou de deuil national ou jour de réjouissances ou d'action de grâces publiques :

L.R., ch. L-2

## Code canadien du travail

**4 La définition de *jours fériés*, à l'article 166 du *Code canadien du travail*, est remplacée par ce qui suit :**

***jours fériés*** Le 1<sup>er</sup> janvier, le vendredi saint, la fête de Victoria, la fête du Canada, la fête du Travail, la Journée nationale de la vérité et de la réconciliation, qui a lieu le 30 septembre, le jour de l'Action de grâces, le jour du Souvenir, le jour de Noël et le lendemain de Noël; s'entend également de tout jour de substitution fixé dans le cadre de l'article 195. (*general holiday*)

**5 Le paragraphe 193(2) de la même loi est remplacé par ce qui suit :**

### **Jours fériés tombant un samedi ou un dimanche**

**(2)** Sous réserve des autres dispositions de la présente section, l'employé a droit à un congé payé le jour ouvrable précédant ou suivant le 1<sup>er</sup> janvier, la fête du Canada, la Journée nationale de la vérité et de la réconciliation, le jour du Souvenir, le jour de Noël ou le lendemain de Noël quand ces jours fériés tombent un dimanche ou un samedi chômé.

## Entrée en vigueur

### **Deux mois après la sanction**

**6 La présente loi entre en vigueur le jour qui, dans le deuxième mois suivant le mois de sa sanction, porte le même quantième que le jour de sa sanction ou, à défaut de quantième identique, le dernier jour de ce deuxième mois.**

<b>School Divisions in AB:</b>
Fort Vermilion School Division
Holy Spirit Catholic School Division
Palliser School Division
Grasslands School Division
Concordia University
Westwind School Division
Lethbridge School Division
Medicine Hat Catholic School Division
Lakeland Catholic School Division
Wolf Creek Public Schools
Black Gold School Division

<b>Regional Municipalities in AB:</b>
Town of Okotoks
County of Strathcona
Town of Banff
Town of Millet
City of Lethbridge
City of Calgary

# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION



<b>SUBJECT:</b>	Weyerhaeuser Proposal
<b>MEETING:</b>	September 15, 2021 Regular Meeting of Council
<b>PRESENTED BY:</b>	Robert Osmond, Interim CAO Annette Driessen, General Manager of Community Services

### 1. PROPOSAL AND BACKGROUND:

On September 8, 2021, Mayor Doerksen received a letter from Weyerhaeuser with a proposed framework for a Letter of Intent (LOI) between Weyerhaeuser and the Town of Drayton Valley (Town).

Weyerhaeuser would like the following terms included in a LOI:

1. The Town will formally relinquish any claim to fibre for use by a bio-energy facility under the Agreement, including any claim to the 130,000 m<sup>3</sup> of deciduous timber referenced in Section 20 of that Agreement. The Town would submit a letter stating the same to the Alberta Minister of Agriculture and Forestry.
2. The Town will request that the Minister of Agriculture and Forestry remove Section 20 in the new Weyerhaeuser Pembina FMA agreement (to be developed and signed in 2021).
3. Recognition/naming rights at the Omniplex – Weyerhaeuser also requests some form of name recognition associated with the new Aquatics Centre being built in Drayton Valley.

In exchange for the above, Weyerhaeuser offers the following to the Town for inclusion in the LOI:

1. Authorization for the sale of approximately 60 acres of land to the Town for the sum of \$1.

Weyerhaeuser's deadline for this proposal is September 24, 2021, with the intention to finalize the actions outlined in the proposed LOI by mid-October 2021.

This is presented for Council's consideration.

### 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

The anticipated short-term impact to the budget is the expense of \$1.

### 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

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

### 4. POTENTIAL MOTIONS:

- A. That Council approve the proposed framework for a Letter of Interest between Weyerhaeuser and the Town of Drayton Valley with the following terms:
  - the Town will formally relinquish any claim to fibre for use by a bio-energy facility under the FMA Agreement, including any claim to the 130,000 m<sup>3</sup> of deciduous timber



referenced in Section 20 of the FMA Agreement and submit a letter stating the same to the Alberta Minister of Agriculture and Forestry;

- the Town will request that the Minister of Agriculture and Forestry remove Section 20 in the new Weyerhaeuser Pembina FMA agreement that is being developed in 2021;
- the Town offers the naming rights to the Boulderling Wall at the new Aquatic Centre dependent on the financial contribution of \$100,000 and limited for a term of 10 years;

AND




in exchange the Town accepts Weyerhaeuser's offer to purchase approximately 60 acres of land as mapped out in Weyerhaeuser's letter from September 8, 2021, for the sum of \$1.

- B. That Council direct Administration to negotiate the proposed framework for a Letter of Interest with Weyerhaeuser with the following terms: \_\_\_\_\_.
- C. That Council decline the proposed framework for a Letter of Interest as outlined in the letter from Weyerhaeuser dated September 8, 2021.

**5. RECOMMENDATION:**

**6. ATTACHMENTS:**

1. Letter from Weyerhaeuser including Map

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			

5802 – 34<sup>th</sup> Avenue  
Drayton Valley, AB T7A 1S8  
Telephone: 780.621.5534  
Jeff.mackay@weyerhaeuser.com

September 8, 2021

His Worship Michael Doerksen, Mayor of Drayton Valley

**Re : Proposed Letter of Intent between  
Weyerhaeuser Company Limited and the Town of Drayton Valley**

Dear Mr. Mayor:

Recent discussions between Weyerhaeuser Company Limited (“**Weyerhaeuser**”), yourself and Town Council have focused on two key issues:

1. The availability of fiber for use by a bio-energy facility under the Weyerhaeuser Pembina FMA Agreement (“**Agreement**”) ; and
2. Support from the Town for Weyerhaeuser’s long term harvest plans.

With this letter, we would like to suggest the framework for a Letter of Intent (“**LOI**”) to be signed between Weyerhaeuser and the Town of Drayton Valley (the “**Town**”), with the intention of resolving the above-mentioned issues.

Weyerhaeuser would like the following terms included in a LOI:

1. The Town will formally relinquish any claim to fibre for use by a bio-energy facility under the Agreement, including any claim to the 130,000 m<sup>3</sup> of deciduous timber referenced in Section 20 of that Agreement. The Town would submit a letter stating the same to the Alberta Minister of Agriculture and Forestry.
2. The Town will request that the Minister of Agriculture and Forestry remove Section 20 in the new Weyerhaeuser Pembina FMA agreement (to be developed and signed in 2021).
3. Recognition/naming rights at the Omniplex – Weyerhaeuser also requests some form of name recognition associated with the new Aquatics Center being built in Drayton Valley.

Mr. Mayor  
September 8, 2021  
Page 2

In exchange for the above, Weyerhaeuser offers the following to the Town for inclusion in the LOI:

1. Authorization for the sale of approximately 60 acres of land, generally as depicted on the attached Exhibit A, to the Town for the sum of \$1.

As always, Weyerhaeuser will continue to work in a positive, proactive, and collaborative manner with the Town to develop a plan that meets the needs of both parties, and considers the economics of our mill and the local communities we both support.

We appreciate your consideration on this matter and look forward to working with you to develop the LOI. Because Weyerhaeuser is currently working with the Province on renewing the Agreement, we would like to move this forward as quickly as possible. To that end, we propose to complete and execute the LOI no later than September 24, 2021. Once complete, we can work together to finalize the actions outlined in the LOI by mid October 2021.

If you have further questions or would like to contact me, please call me directly at 780-621-5534.

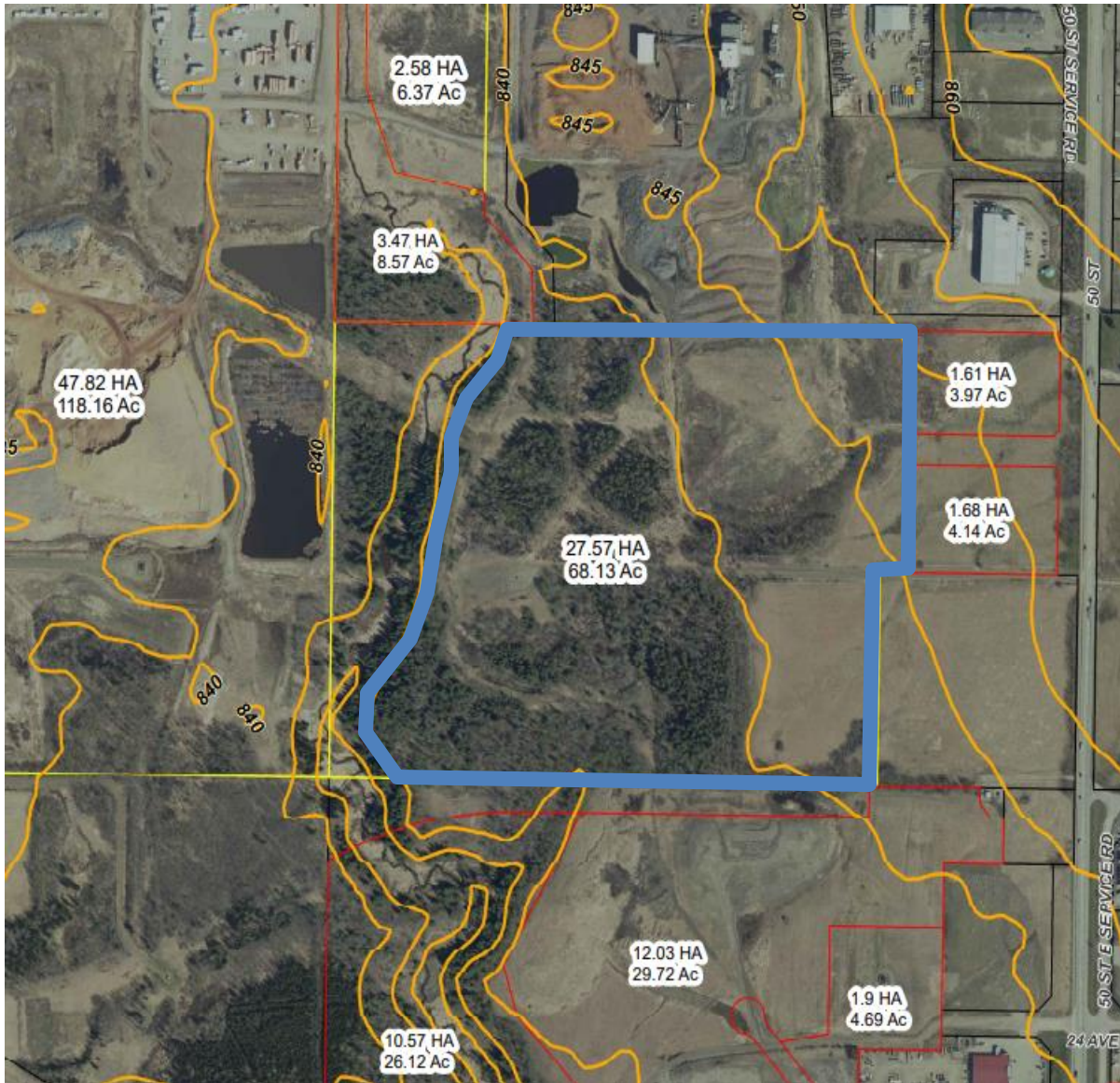
Regards,

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

Jeff MacKay  
General Manager  
Pembina Timberlands  
Weyerhaeuser Company Limited

Enclosure

Exhibit A  
Photo of Land Parcel



# TOWN OF DRAYTON VALLEY

## REQUEST FOR DECISION



<b>SUBJECT:</b>	Appointment of Bylaw Enforcement Officer
<b>MEETING:</b>	September 15, 2021 Regular Meeting of Council
<b>PRESENTED BY:</b>	Tom Thomson Fire Chief

### 1. PROPOSAL AND BACKGROUND:

With the unexpected resignation of the Town's Community Peace Officer, Administration is looking to maintain its current Municipal Enforcement program with the designation of our Animal Control Officer to also perform the duties of a Bylaw Enforcement Officer.

Recognizing the importance of this position for the community and the need to continue service levels for internal departments and the residents of the Town of Drayton Valley, it is important that the role of the Bylaw Enforcement Officer be maintained.

Therefore, Administration is requesting that Council appoint current staff member, Meghan Kennedy, as a Bylaw Enforcement Officer pursuant to Bylaw 2005/13/P.

### 2. BUDGET / GRANT / RESOURCE IMPLICATIONS:

There will be no impact to the current 2021 operational budget.

### 3. ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Type of Document	Yes ~ N/A ~ Partial	Comments
Provincial Acts / Regulations	Yes	<i>Municipal Government Act</i> - 2000 Chapter M-26 209, 210(1),(3)
Municipal Bylaws	Yes	Bylaw Enforcement Officer Bylaw 2005/13/P
Municipal Development Plan	N/A	N/A
Sustainability Vision 2019-2021	Yes	Continue to Provide Service Delivery to Residents
Town of Drayton Valley Strategic Plan 2019-2021	N/A	N/A
Other Plans or Policies	N/A	N/A

### 4. POTENTIAL MOTIONS:

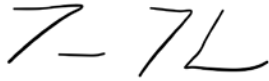
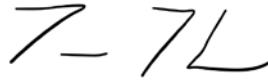

- A. That Council appoint Meghan Kennedy as a Bylaw Enforcement Officer for the Town of Drayton Valley pursuant to Bylaw 2005/13/P.
- B. That Council appoint \_\_\_\_\_ as a Bylaw Enforcement Officer for the Town of Drayton Valley pursuant to Bylaw 2005/13/P.
- C. That Council decline appointing a Bylaw Enforcement Officer for the Town of Drayton Valley.

### 5. RECOMMENDATION

Administration recommends that council appoint Meghan Kennedy as a Bylaw Enforcement Officer for the Town of Drayton Valley.

**6. ATTACHMENTS**

1. Bylaw 2005/13/P

REPORT PREPARED BY:		REVIEWED BY:	
APPROVED BY:			





**DRAYTON VALLEY**

*'Pulling Together'*

## **BYLAW NO. 2005/13/P**

### **Bylaw Enforcement Officer Bylaw**

WHEREAS, the Municipal Government Act Section 556 requires a Council to, by bylaw, set out the powers and duties of and disciplinary procedures applicable to its Bylaw Enforcement Officer.

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

#### 100. **Definitions**

101. This bylaw shall be known as the "Bylaw Enforcement Officer Bylaw".
102. The following definitions shall apply when used within this bylaw:
  - (a) **Bylaw:** a bylaw of the Town of Drayton Valley
  - (b) **Bylaw Enforcement Officer:** an employee of the Town of Drayton Valley and/or a person who is not an employee of the Town of Drayton Valley, but under contract with the Town of Drayton Valley, appointed pursuant to this bylaw as Bylaw Enforcement Officer.
  - (c) **Town:** Town of Drayton Valley in the Province of Alberta
  - (d) **Council:** The Council of the Town of Drayton Valley
  - (e) **Offense Ticket:** any ticket or tag which is authorized under the Municipal Government Act and is in a form approved pursuant to the Penalty Bylaw or is authorized under the Provincial Offenses Procedures Act, issued for any bylaw offense in which a penalty may be paid out of court in lieu of appearing to answer a summons; and
  - (f) **Notice:** any notice authorized to be given under any Town bylaw.

#### 200. **Supervisor of Bylaw Enforcement**

201. The Town Manager or his designate shall be the Supervisor of Bylaw Enforcement.
202. The Supervisor of Bylaw Enforcement, in addition to all other powers and duties set out within the Bylaw, is authorized:
  - (a) to set rules and regulations for the conduct of Bylaw Enforcement Officers with respect to their powers and duties as peace officers;
  - (b) to establish disciplinary procedures, including penalties and an appeal process, applicable to Bylaw Enforcement Officers;
  - (c) to carry out such investigation of the enforcement of bylaws as Council may from time to time request, and to make a report in writing to Council of the results of the investigation; and
  - (d) to carry out any further duties and responsibilities assigned by Council

**300. Bylaw Enforcement Officer**

301. The Supervisor of Bylaw Enforcement may appoint a Bylaw Enforcement Officer.

302. The powers and duties of a Bylaw Enforcement Officer shall include the following:

- (a) to enforce the bylaws which the Bylaw Enforcement Officer is authorized to enforce within the boundaries of the Town;
- (b) to follow the directions of the Supervisor of Bylaw Enforcement and to report to the Supervisor as required.
- (c) to respond to and investigate complaints;
- (d) to conduct routine patrols as may be required by the Supervisor of Bylaw Enforcement;
- (e) to place an erasable chalk mark on the tread face of the tire of a parked or stopped vehicle, if the Bylaw Enforcement Officer is authorized to enforce any bylaw regulating, restricting, or controlling parking within the Town of Drayton Valley;
- (f) to issue notices and offense tickets;
- (g) to lay i nformations;
- (h) to assist in the prosecution of bylaw contraventions including appearances in court to provide evidence;
- (i) to carry upon their person at all such times as they are acting as a Bylaw Enforcement Officer, evidence, in writing, of their position as a Bylaw Enforcement Officer of the Town;
- (j) to perform all other enforcement duties delegated to the Town by any statute of the Province of Alberta, or the Dominion of Canada, that they are assigned by the Supervisor of Bylaw Enforcement to enforce;
- (k) to perform such other duties as may from time to time be assigned by the Supervisor of Bylaw Enforcement;

303. The Authority of a Bylaw Enforcement Officer as a Peace Officer shall terminate when:

- (a) the person ceases to be an employee of the Town and/or the contract is terminated.
- (b) The Supervisor of Bylaw Enforcement, or Council by resolution terminates the appointment of the Bylaw Enforcement Officer.


304. The Bylaw Enforcement Officer shall obey all rules, directions and regulations established by the Supervisor of Bylaw Enforcement.

305. A Bylaw Enforcement Officer may place a chalk mark in accordance with Section 302 (e) of this Bylaw without the Town or the Bylaw Enforcement Officer incurring any liability for doing so.

**400. General**

401. This bylaw shall come into force and have effect from and after the date of third reading.

Read a first time this 18 day of May A.D., 2005

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

Read a second time this 18 day of May A.D., 2005

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

Read a third time this 18 day of May A.D., 2005

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

## Information Items

10.0	Information Items	Pages 227-292
10.1.	Drayton Valley Health Foundation – Annual Report	228-247
10.2.	Drayton Valley Municipal Library Board Meeting Minutes – June 17, 2021, and Stats – June and July 2021	248-254
10.3.	Drayton Valley Recreation Committee Meeting Minutes – June 17, 2021	255-257
10.4.	Economic Development Committee Meeting Minutes – July 15, 2021	258-259
10.5.	Brazeau Foundation Meeting Minutes – July 15, 2021	260-263
10.6.	STAR Catholic Board Meeting Highlights – August 2021	264
10.7.	North Saskatchewan Watershed Alliance – Annual Report	265-284
10.8.	Drayton Valley RCMP Stats – August 2021	285-292

### **MOTION:**

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



4550 Madsen Ave. Drayton Valley, AB. T7A 1N8  
780) 621-4914 colleen.sekura@ahs.ca

July 28, 2021

Mr. Michael Doerksen  
Mayor  
Box 6837  
Drayton Valley, Alberta  
T7A 1A1



Dear Mr. Doerksen;

*Michael*

Re: Health Foundation Annual Report

I have the honor to present the Annual Report for the Drayton Valley Health Services Foundation for year ending March 31, 2021, as requested in Article 7.0 of the Alberta Regional Health Authorities Act.

The Annual Report was prepared under the Board's direction and the content of this report was approved at the July 13, 2021 board meeting.

Please do not hesitate to contact me if you should have any questions or concerns.

Yours truly,

*Colleen*

Colleen S. Sekura  
Executive Director



# 2020 - 2021 ANNUAL REPORT



Drayton Valley  
Health Foundation



## ***In This Report***



**Message from the Chair**

**Message from the Executive Director  
Board of Directors**



**Third Party Fundraisers  
Events**



**Our Donors**

**Our Volunteers  
In Memory**

**COVID Follow-up**



**Financials**



Over 25 years serving health care in Drayton Valley, Breton, and Brazeau County

The road we have travelled together .....

Our journey would not have been possible without our dedicated donors, special supporters and valued volunteers. Together we have coordinated a number of fundraising events, raised awareness in our community, and have raised millions of dollars in support our patients and their families.

**Celebrating  
25 Years**



**Drayton Valley  
Health Foundation**



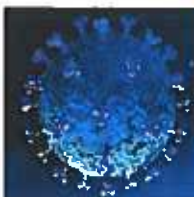


## Report from the Chair

*Heading into my second year as Chair, I didn't know what to expect; I can tell you for certain, this wasn't it. First and foremost, these have been some of the most challenging times of our lives, for a variety of reasons. I empathize with our community who have been directly affected by COVID-19. Whether you or someone you love has contracted the virus, or whether you've taken a financial hit this year, the effects of a global pandemic are far reaching and have been detrimental. It wasn't in my plans, dealing with a pandemic; wasn't in your plans, either. That's why I made it my mission that together, with our Board of Directors, we'd make sure our Foundation could survive these tumultuous times. Since the pandemic began, Drayton Valley Health Foundation has been focused on keeping our supported persons and staff safe, pivoting our community programs to a virtual delivery platform so we could stay connected, and has relied on public health guidelines to help us follow the best available evidence to cope with the COVID pandemic. The Foundation continues to support the various fundraising efforts of our Executive Director; Colleen Sekura. Despite the difficult situation we still managed to run some events and I would like to thank our dedicated team of Board members who donate their time and energies to serve their community on the Drayton Valley Health Services Foundation. With every Zoom call you make, with every virtual showing you conduct and with every email you send, you're helping raise the bar of support for our Foundation and you're doing it during unprecedented times. The board would also like to give a big thank you to our Executive Director, Colleen Sekura. Colleen has been truly amazing over this past year, especially navigating through the COVID crisis. We can't thank you enough for your dedication and professionalism. We could not be successful as a Foundation without the support of our Sponsors, Donors and Community. A very heartfelt thank you to all who so generously give of your time and dollars to help with the work of the Drayton Valley Health Services Foundation. Donations to the Foundation will continue to "Build and Sustain a Healthy Community" in both the Drayton Valley and Breton areas. The Drayton Valley Health Foundation Board looks forward to continuing working relationships with our local team of leaders, as well as Alberta Health Services.*

*Thank you,*

*Waseem Jabre  
Chair*



In a March 4, 2020 statement, Deena Hinshaw said that there were no confirmed presumptive COVID-19 cases in Alberta, and the risk at that time was low. Hinshaw advised Albertans to prepare in case COVID-19 should arrive here in Alberta by having "three days' worth of essential items like food, water and medicine on hand in the event of any emergency." She cautioned against panic buying and advised Albertans to "plan ahead".



## Report from the Executive Director

*Over the past 25 years the Drayton Valley Health Services Foundation has raised over \$5 million for the Drayton Valley and Breton Health Care Centre.*

*During the pandemic, our ability to host events and raise funds was severely impacted. We were fortunate to be able to host many small online fundraisers such as auctions and 50/50 raffles. These small events kept us in the minds of our donors and even allowed us to increase our donor base slightly. Working from home restricted our ability to personally connect with our donors and reduced our connection with the staff in our facility. However, we look forward to the days after COVID when we are able to connect more effectively with our community.*

*The board of directors has been supportive and remained engaged through the pandemic and I am grateful for their ongoing support. They are committed to the Foundation and continue to endure Zoom meetings, however I am certain that they are all looking forward to the days when we can meet again in the board room.*

*Our ability to raise funds for our current campaign, Renovation of Palliative Care Suites, has been stalled slightly but we look forward to completion of the campaign in the near future..*

*I continue to be humbled by the generosity of our donors, our board of directors and our volunteers. It is truly an honor to be part of such an amazing organization and a generous community. I look forward to a "post pandemic" time when we can continue to support health care in our community.*

*Respectfully submitted,*

*Colleen Sekura*

*Executive Director*



On March 9, 2020, Hinshaw said that tests had revealed the 5th, 6th, and 7th cases of COVID-19 in Alberta. Case five was an older woman who had been on the Princess Cruise. Case 6, in the Calgary zone, was a young man who had travelled to Ukraine, Netherlands & Turkey. Case seven was a woman who was on the MS Braemar Caribbean cruise ship. Hinshaw said that, COVID-19 "can spread person to person by larger droplets, like from a cough or sneeze, or by touching contaminated objects or surfaces then touching your eyes, nose or mouth. By March 10, there were 7 new confirmed cases that brought the total to 14 in Alberta.





## 2020-2021 Board of Directors



Drayton Valley  
Health Foundation



### Executive Committee

*Waseem Jabre*

*Jason Kennedy*

*Michelle Koebernick*

*Carol Vowk*

*Chair*

*Vice-Chair*

*Secretary*

*Treasurer*



*Brandon Aarts*

*Pam Baker*

*Jenn Carter*

*Lori Da Costa*



*Linda Davis*

*Dawn Konelsky*

*Mac St. Jean*

*Joelle Valliere*

The board of directors donates their time to contribute to the Foundation working tirelessly to promote the Health Foundation.

By March 11, there were 5 new cases, bringing the total to 19 confirmed cases in the province. At her daily briefing, Hinshaw drew attention to the WHO official declaration of COVID-19 as a global pandemic. On March 12, Hinshaw said that, faced with the "rapidly evolving global threat", the provincial government had adopted "aggressive new public health measures to limit the spread of this virus." The Emergency Management Cabinet Committee approved Hinshaw's "recommendation that all large gatherings of more than 250 people, or international events" in Alberta be cancelled.



## Third Party Fundraisers

*The Health Foundation is grateful to all groups and individuals who consider local health care when conducting fundraising events.*



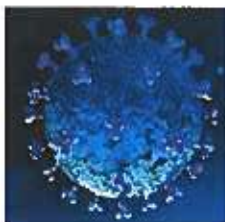
Staff and Members of the local Straight Blast Gym (SBG) raised funds in support of local Cancer patients.



Delilah and Dandaline Dusterhoft made a special effort to raise funds for Palliative Care Renovation at the Drayton Valley Hospital. The girls raised over \$300.00 selling books they created.



Tia Sekura took porch pictures during COVID lock downs and donated all the photography funds to the Health Foundation.



On March 12, 2020, Alberta announced a ban on all meetings of more than 250 people. As of March 12, all those who have travelled outside Canada "must self-isolate for 14 days and monitor for symptoms. Alberta Health launched an online assessment tool on March 13. If the user answers yes to certain questions, they are prompted to call 911 emergency services, 811 to speak with a nurse, or they were be told that a test is not necessary. By the late evening of March 12, the University of Calgary suspended lectures for the following day. By March 16, the university closure was made permanent for the remainder of the semester, moving to deliver course content online.



The Annual Tim Horton's Smile Cookie Campaign brings out plenty of volunteers and raises funds for Pediatric Equipment and Programs in our community.



At their March 25 briefing Premier Kenney and Health Minister Shandro announced that Peace Officers would be enforcing rules related to "self-isolation and physical distancing. On April 6, Hinshaw recommended the wearing non-medical face masks in public by people who expect to go into situations where it is difficult to maintain the required physical distance from others, citing that it could help to slow spread by those who are asymptomatic. On April 11, Shandro announced that Alberta had sufficient beds and PPE to meet the province's projected demand, and that it would provide shipments of PPE to BC, Ontario, and Quebec, as well as 50 ventilators for Ontario.



# Foundation Fundraising During COVID-19



## Foundation Fundraising Events



Due to Covid-19 restrictions, the Foundation was unable to host our Medieval or any Gala Events. We held Easter, Valentines and Christmas on line Auctions with success getting support from local businesses and engaging our regular donors. We were also successful in hosting several on line 50/50 draws with strong support from the community. All funds raised with online events supported our current Capital Campaign for Renovation of Palliative Care Suites.

### 50/50 Raffle



Drayton Valley  
Health Foundation

In support of the Renovation of Palliative Care  
Suites in the Drayton Valley Hospital



### 50/50 Cash Raffle

Supporting the Renovation of Palliative Care Suites  
in the Drayton Valley Hospital



#### Ticket Prices:

1 for \$10      4 for \$20  
20 for \$50      100 for \$100

Look for our 50/50 raffle  
Supporters list

**SECURE  
ENERGY**



On April 15, Premier Kenney announced an additional \$53 million in mental health funding will be made available for programs and services to help Albertans cope with mental health and addiction issues that have arisen as a result of the pandemic. On April 20, Cargill closed its High River beef processing plant because the operation was part of a significant cluster of 1,560 cases as of May 5, 2020. All 2,100 employees were tested, out of which 946 employees tested positive. On April 30, the number of active cases of COVID-19 in Alberta reached 3,022, which was the peak of the first wave. By May 6, of the 5,893 confirmed cases in the entire province of Alberta, AHS had linked 1,560 cases to the Cargill facility. Over the month of May, Cargill became the site of one of the largest COVID-19 outbreaks in North America.





## 2020-2021 Business Donor Report

*Thank you to the following business for their support*



Stetson Motors offered a promotion on car detailing and presented proceeds to the Health Foundation.



Tidewater Midstream & Infrastructure Ltd. donated two iPads for Drayton Valley Long Term Care. The iPads allow residents the opportunity to connect with their family and friends during COVID restrictions.

101249011 Saskatchewan Ltd.

1125955 Alberta Ltd.

APEX Distribution

Appara Shoes

ARC Resources Ltd.

Beacon Contracting Ltd

Brandette Well Servicing Ltd.

Cornerstone Denture Clinic

dirtyblinds.ca

Drayton Valley AF & AM Lodge

Drayton Valley Ford

Drayton Valley Rural Electrification Association

Drayton Valley Storage

Fortis Alberta

Gordon & Mae's Autobody

Hub International

Jenny's Custom Designs

Julies Windows Kitchens Bed & Bath

KEYera Corp.

Martin Deerline (MMD Sales Ltd.)

Mr. Mikes Steakhouse Casual

Norette Oilfield Services (2005) Inc.

Oil Wives Club of Drayton Valley

P.E.I. Liquor Control Board

Pembina Pipeline

Rexall Drugstore Drayton Valley

Safari Hair Design & Tanning

SBG Drayton Valley

Secure Energy

Team Sekura Auctions

Stetson Motors 2010 Ltd.

TC Energy

Tia Rose Photography

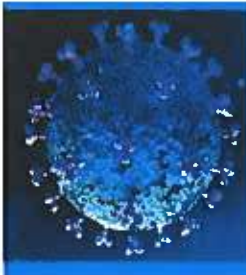
Tidewater Midstream Infrastructure Ltd.

Tim Hortons Store #3510 (Drayton Valley)

United Way of Alberta (Capital Region)

Valley House of Flowers

Your Choice Embroidery & Promotions



On June 15, the provincial state of emergency ended. On June 16, the province reported 35 new cases and 449 active cases. According to data from the federal government, from July 7 to 21, of all the Canadian provinces, Alberta had the highest per-capita rate of active cases. Over that time period, Alberta had the "highest percentage of positive tests". Alberta's rate of hospitalization was on "the rise and second only to Quebec". At a July 21 press conference, Premier Kenney said that "we should all be very concerned about the recent rise in active COVID-19 cases". He then announced plans for a "near-normal" return to classes in September with no class-size limits or mandatory masks.

# Donor Report



*Terry & Linda McConnel*

*Marion McMann*

*Carolyn Meyer*

*Darcy Nekurak*

*Patricia Nessler*

*Paulette NG*

*Ross & Iris Oberg*

*Arnold & Donna Olson*

*Darci Olson*

*Sylvia Peters*

*Martin & Brenda Prentice*

*Verna Radowitz*

*Heather & Brian Rennison*

*Edward & Miriam Roberts*

*William & Irene Robinson*

*Richard & Sheila Russel*

*Peter & Jean Saunders*

*Trina Seehaver*

*Colleen Sekura*

*Ivie Selin*

*Joseph Sheaves*

*Carl Sjoquist*

*Lester & Shirley Sondresen*

*Brent & Jane Spice*

*Isabelle Stec*

*Jean Stewart*

*Connie Stuhl*

*Wayne & Cheryl Tedrick*



During COVID lock downs, Mr. Mikes presented gift cards to Drayton Valley Health Care front line workers

*Vicki Tonaszeki*

*Melvin & Linda Torgerson*

*Helen Towne*

*Brian & Donna Tucker*

*Julia Tweedle*

*Walter & Fern Uland*

*Joelle Valliere*

*Carol Vowk*

*Roger & Darlene Vowk*

*Katherine Ward*

*Robert & Rita Weir*

*Marie Westmancoat*

*Yvonne Weyer*

*Cliff & Audrey Whitelock*

*Bruce & Margaret Whyte*

*Joanne Wilkening*

In August, Alberta Health shared data with the public revealing that 4,000 of approximately 13,000 known cases in Alberta were "connected to multi-person outbreaks at various work places, medical settings, businesses, churches and private gatherings. Outbreaks that resulted in deaths occurred in long-term care homes for seniors—Edmonton's Good Samaritan Southgate Care Centre had 31 COVID-related deaths as of August 27. Schools reopened in September. By mid-September, there had been 42 people who were infectious who were present in 35 schools. Seven schools in Alberta reported outbreaks.



# Our Volunteers

# Thank You

*The Foundation needs volunteers to continue to do the work that we do in our community. Thanks to all those who help out in what ever capacity they can from selling tickets to decorating Christmas trees .*

*Special thanks to Audrey Whitelock who has volunteered for the Foundation performing data entry and a wide variety of administrative duties for a number of years.*



By October 19, during the second wave, the number of active cases reached 3,138, which was the highest reported in Alberta. On November 6, 2020, Premier Kenney called on Albertans to follow guidelines and to "take personal responsibility". On November 10, Alberta exceeded 8,000 active cases and 200 hospitalizations. On November 24, Premier Kenney re-declared a provincial public health emergency, instating new restrictions on gatherings and retail capacity.

On December 8, the Government of Alberta announced new public health measures which restricted dine-in food service, closed personal services such as hairdressers and tattoo parlors, closed gyms and fitness studios, prohibited social gatherings, reduced retail and places of worship capacity from 25% to 15%, provided for a province-wide mask mandate, and strongly suggested work-from-home measures. The measures were to be in place for a minimum of four weeks .

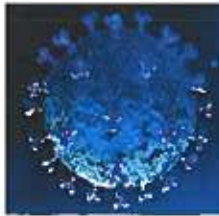


# In Memory Donation Report

Page 240 of 292

Tributes, memorial donations and bequests continue to assist us in improving local health services. We are thankful for the donations that have been made in memory of the following members of our community.





## FOLLOW-UP ON COVID IN ALBERTA



On December 14, total active case numbers peaked in Alberta at 20,500. Active cases then began to decline for the remainder of December, about 3 weeks after the renewal of limited gathering and retail restrictions, and just 1 week after the implementation of much tighter restrictions and closures.

On December 16, Alberta began distribution of the Pfizer–BioNTech COVID-19 vaccine to frontline health care workers in Calgary and Edmonton. On December 28, Hinshaw announced that a variant of concern originating from the United Kingdom that is more infectious, had been detected in a positive test sample from a traveller that had recently returned from the United Kingdom.

On January 7, the Government of Alberta announced in-person learning for K-12 students would begin following the winter break on January 11. The government also extended public health measures implemented on December 8, 2020 for an additional two weeks. The next day, the province confirmed that the variant originating from South Africa, had been detected in Alberta. It was the first case detected in Canada.

On January 25, the province announced that to control the spread of variants of concern, that quarantine rules would be reintroduced for travellers crossing the land border, under which they must self-isolate until they test negative on a second test. Active case numbers continued to decline throughout the month. Vaccinations continued for Phase 1 recipients, primarily to prioritized health workers, and senior residents 75+ in continuing care facilities.

On February 8, the province moved to Step 1 of "The Path Forward", allowing restaurants to reopen at a reduced capacity, one-on-one fitness instruction, and children's sport and performance activities to be allowed under certain circumstances.

On February 19, Premier Kenney announced the next steps in the vaccination plan. Starting on February 19, the group defined as Phase 1B would be eligible to be vaccinated. This group included all seniors 75+ living in seniors lodges and other congregated care facilities.

On February 24, Vaccinations were extended to Phase 1B (part 2), which included all seniors 75+, even if they lived independently. This also included First Nations, Metis and Inuit seniors 65+ living in a First Nations or Metis community or settlement.

Total active cases continued to decline during the month of February.

On March 8, total active cases for the second wave reached their lowest level since the wave peaked, at 4579 active cases, which was still 40% higher than the peak of the first wave in April 2020. The province moved in full to Step 2 of "The Path Forward", allowing collegiate sport and adult performance activities under certain circumstances, an increase in capacity for retail, low-intensity group fitness appointments, and allowing libraries and event halls to reopen with restrictions.

On March 9, active case numbers started to rise again. Over the next days and weeks, active cases were again rising, at an increasing rate throughout the month.

On March 15, the vaccination program progressed to Phase 2A, which expanded its offer of vaccines to all Albertan seniors aged 65–74, First Nations, Metis and Inuit aged 50+, and staff and residents of senior living facilities who didn't qualify in Phase 1. By this point, Alberta Health Services partnered with certain pharmacies around the province to increase capacity for vaccination. The government also changed the vaccination schedule, delaying the second dose to a period as long as 4 months, in order to distribute more first doses without having to hold as many in reserve in anticipation of a second dose in a few weeks.



**DRAYTON VALLEY HEALTH SERVICES FOUNDATION**

**Financial Statements**

**Year Ended March 31, 2021**

*(Unaudited - See Notice To Reader)*



P.O. Box 6927  
5508 Jubilee Avenue  
Drayton Valley, AB  
Canada T7A 1S3

Phone: (780) 542-4468  
Fax: (780) 542-5275  
Toll Free: (888) 542-4468  
Email: [office@crsllp.ca](mailto:office@crsllp.ca)

---

## NOTICE TO READER

---

On the basis of information provided by management, we have compiled the statement of financial position of Drayton Valley Health Services Foundation as at March 31, 2021 and the statements of revenues and expenditures and changes in net assets for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

*Carlson Roberts Seely LLP*

Drayton Valley, Alberta  
June 7, 2021

CHARTERED PROFESSIONAL ACCOUNTANTS

**Index to Financial Statements**

**Year Ended March 31, 2021**

*(Unaudited - See Notice To Reader)*

---

	Page
NOTICE TO READER	1
FINANCIAL STATEMENTS	
Statement of Financial Position	2
Statement of Revenues and Expenditures	3
Statement of Changes in Net Assets	4

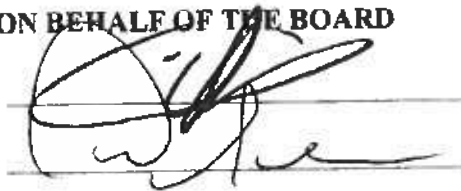
## Statement of Financial Position

March 31, 2021

(Unaudited - See Notice To Reader)

	General Fund 2021	Restricted Fund 2021	Total 2021	Total 2020
<b>ASSETS</b>				
<b>CURRENT</b>				
Cash	\$ 227,194	\$ 11,166	\$ 238,360	\$ 186,101
Term deposits	-	321,005	321,005	319,926
Accounts receivable	369	-	369	1,065
	227,563	332,171	559,734	507,092
DUE FROM GENERAL FUND	-	173,323	173,323	136,521
	\$ 227,563	\$ 505,494	\$ 733,057	\$ 643,613
<b>LIABILITIES AND NET ASSETS</b>				
<b>CURRENT</b>				
Accounts payable	\$ 14,985	\$ -	\$ 14,985	\$ 1,733
Employee deductions payable	-	-	-	2,699
	14,985	-	14,985	4,432
DUE TO RESTRICTED FUND	173,323	-	173,323	136,521
	188,308	-	188,308	140,953
NET ASSETS	39,255	505,494	544,749	502,660
	\$ 227,563	\$ 505,494	\$ 733,057	\$ 643,613

ON BEHALF OF THE BOARD



Director

Director

## Statement of Revenues and Expenditures

Year Ended March 31, 2021

(Unaudited - See Notice To Reader)

	General Fund 2021	Restricted Fund 2021	Total 2021	Total 2020
<b>REVENUES</b>				
Palliative Care Donations	\$ -	\$ 35,540	\$ 35,540	\$ 37,346
General Donations	17,568	-	17,568	26,572
Restricted Greatest Need	-	16,440	16,440	11,147
PCSS Donations	-	3,569	3,569	-
Festival of Trees	-	3,505	3,505	-
LTC Donations	-	2,652	2,652	1,677
Cancer Centre Donations	-	2,632	2,632	7,383
Serenity House Donations	-	178	178	-
Connected to Care	-	-	-	71,819
	17,568	64,516	82,084	155,944
<b>EXPENSES</b>				
Salaries and wages	41,480	-	41,480	38,713
Funding Events Expenses	990	16,685	17,675	61,434
Equipment Expenses	-	8,274	8,274	104,739
Office	6,601	-	6,601	7,193
Professional fees	2,204	-	2,204	1,691
Community Health Expenses	-	1,660	1,660	-
Advertising and promotion	934	-	934	28
Interest and bank charges	821	(1)	820	1,237
Meals and entertainment	278	-	278	689
Unger Trust Expenses	-	-	-	1
FDO Expenses	-	-	-	26
	53,308	26,618	79,926	215,751
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS</b>				
	(35,740)	37,898	2,158	(59,807)
<b>OTHER INCOME</b>				
Grant Income	23,500	-	23,500	18,000
Government assistance	13,841	-	13,841	-
Interest income	2,587	3	2,590	8,606
	39,928	3	39,931	26,606
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>				
	\$ 4,188	\$ 37,901	\$ 42,089	\$ (33,201)

Statement of Changes in Net Assets

Year Ended March 31, 2021

(Unaudited - See Notice To Reader)

	Entity GF	Entity RF	2021	2020
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 35,067	\$ 467,593	\$ 502,660	\$ 535,861
Excess of revenues over expenses	4,188	37,901	42,089	(33,201)
<b>NET ASSETS - END OF YEAR</b>	\$ 39,255	\$ 505,494	\$ 544,749	\$ 502,660



## TOWN of DRAYTON VALLEY LIBRARY BOARD MEETING MINUTES

**The minutes of the Drayton Valley Municipal Library Board regular meeting held  
June 17, 2021, Civic Centre Meeting Room**

**PRESENT** Lyndara Cowper-Smith (Chair), Pat Adamson (Treasurer), Rosemarie Mayan, Susan Schwindt, Karen Hickerty, Sandra Blades, Colleen Schoeninger, Sara Wheale (BC Council), Bill Ballas (Town Council),

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

**ABSENT** Donna Gawalko (Vice Chair)

**GUESTS** None

### **CALL TO ORDER**

*Lyndara Cowper-Smith* called the meeting to order at **1:14 pm**.

**Quorum Declared.**

### **ADOPTION OF AGENDA**

Additions/ Deletions/ Amendments: Add June 7 Incoming Correspondence from CRA  
Amend 4.a) Policy 2.2.1 to read 5.2.1

**MOTION 2021-065** *Karen Hickerty* moved to approve the agenda as corrected. **CARRIED**

### **ADOPTION OF MINUTES**

Additions/ Deletions/ Amendments: None

**MOTION 2021-066** *Susan Schwindt* moved to adopt the **May 20** minutes as presented.

**CARRIED**

### **OLD BUSINESS**

#### **Ricoh Lease Buy-Out**

The Ag Society is considering taking over the lease for the Ricoh C-307 printer. There may be administrative fees for transferring the lease and relocating the machine, but these are estimated to be about \$250. The Ag Society Board is expected to have a decision before June 18.

**Action Item:** The Director will advertise the printer on social media if the Ag Society does not take over the lease.

#### **Rotary Stuff in Storage**

The Director provided an updated inventory list of Library properties in storage at either the Bearpaw Ranch Quonset or the Director's garage.

*Discussion* – The Board will consider a fair honorarium to compensate for storing properties later in the year.

#### **Policy Manual Inserts**

Policy documents approved at the May 20 meeting were included in folders for insert into trustee manuals.

**1:35 pm Rosemarie Mayan enters meeting.**

## NEW BUSINESS

### **Policies & Procedures Manual Section 5 – Finance**

The Board was presented with 4 policies and 2 procedures and 1 Appendix representing remaining documents to complete section 5 Finance of the manual. Documents included: Policies 5.2 / 5.2.1 / 5.2.1.1 / 5.2.1.2, Procedures 5.1.5.3 / 5.2.1.1 and Appendix 5D.

The Director is currently developing a glossary of terms for the policy manual.

**MOTION 2021-067** *Pat Adamson* moved to approve policies 5.2 / 5.2.1 / 5.2.1.1 and 5.2.1.2 as well as the procedures for 5.1.5.3 and 5.2.1.1 and Appendix 5D.

**CARRIED**

### **ACF License**

The Director informed the Board that the group license includes 22 partner libraries. The initial cost for the group license is approximately \$7000 which will be recouped through invoicing the partners for their share. The license will cover performance rights for 18 months at the same cost as one year and will include allowance for one outdoor event.

*Discussion*

### **FamilySearch Agreement**

The Director was contacted by the local Genealogy Society to look at entering an Affiliate Library agreement with FamilySearch based in Utah to expend research resources on the library's website. There is no cost to join into the agreement and no threat to the library's computer server. The benefits include strengthened partnership with the Genealogy Society, added eResources, *Plan of Service* objectives for Satisfy Curiosity and Culture of Community.

**Action Item:** The Director will write a press-release article on FamilySearch for DV Free Press.

## FINANCIAL

**Account Balance:** As of June 11, 2021, = **\$195,531**: includes Op. Chequing (\$56,374), Op. Saving (\$90,114), and Op. Reserve (\$42,853), Cap. Reserve (\$6,188).

**Grants:** *FCSS Grant* was received for \$4700.

**Financial Report:** The May summary was reviewed showing percent (%) rather than dollars (\$) remaining. No questions

**MOTION 2021-068** *Pat Adamson* moved to accept the financial report as information.

## REPORTS

**Manager's Report:** Darlene Edwards reported that the Library opened on June 10 following the province's entry into Stage 2. Mask mandate remains in place and there is a 33% capacity restriction, but no signage or sign-in sheets. An unused laptop has been set up for service staff to respond to Chat services and new "Click and Collect" option for curbside.

Verna has been busy with programs including school outreach for the Energy Conservation themed escape tent and SRC promotion.

*Discussion on collection genre neighbourhoods.*

**Director's Report:** Doug Whistance-Smith presented the May stats and graphical analysis showing the monthly statistics from January 2018-May 2021. The graphs show the effects of pandemic closures in context.

*Discussion*

**Action Item:** The Director will consult with the Programmer to define age group reporting. This will be included in the analysis notes before submitting the report to municipalities and publishing on the website and newspaper.

**Committee Reports:**

The Chair and Director interviewed with Free Press reported Graham Long for an article that appeared in the June 17 newspaper on the status of the Board's search for a new library facility; trustees were provided with copies of the article.

**Trustee Reports:**

None

**MOTION 2021-069** *Rosemarie Mayan* moved to accept reports as information. **CARRIED**

**CORRESPONDENCES**

**Outgoing Items:**

- May 31: Andrew Skeith to opposing party re legal matter.
- Jun 16: Letter of support: N. Sharman's nomination for CALP award.

**Incoming Information Items:**

- Jun 3: FCSS Grant approval letter and cheque received and deposited.
- Jun 3: AMSC certificate of D&O insurance coverage.
- Jun 7: CRA Payroll re adjustment to COVID Temporary Wage Subsidy claim amount.
- Jun 11: CRA Charities Directorate re acceptance of Bylaws.

**Action / Decision Items**

- None

**MOTION 2021-070** *Pat Adamson* moved to accept correspondence items. **CARRIED**

**NEXT MEETING:** Thursday, **August 19, 2021 @ 1:15 pm**

**MOTION 2021-071** *Sara Wheale* moved to adjourn meeting at **2:30 pm**. **CARRIED**

---

Board Chair

---

Library Director

Adopted on the \_\_\_\_ day of \_\_\_\_\_, 2021

# Drayton Valley Libraries Monthly Stats – June 2021 [Page 251 of 292](#)

**NOTE: The Library was open to the public starting on June 10 following Stage 2 of the province's re-entry plan with restrictions including mask mandate and capacity limit of 33%.**

## Patrons

ME Library users	0
Patron e-Registrations	13 new
Patron Records Deleted	1
<b>TOTAL Patrons</b> (includes active & inactive patron records)	<b>2940</b>
<b>Where They Live:</b> DV Town: <b>1757</b> + Brazeau: <b>1053</b> /1299 ( <b>231</b> registered @ Breton) + Other: <b>130</b>	
DV Town Pop <sup>n</sup> = <b>7235</b> Brazeau County Pop <sup>n</sup> = <b>7771</b> ( <b>6295</b> adjusted*) TOTAL Pop <sup>n</sup> = <b>13530*</b>	
DV Library Users/ Pop <sup>n</sup> = <b>24.3% Town</b> DV Library Users/ Pop <sup>n</sup> = <b>16.7%* BC</b> TOTAL/ Pop <sup>n</sup> <b>21.7%</b>	

<b>Public Access</b> - Potential Hrs (Hours: M & F 10am-5pm / T-Th 9am-8pm / S 12pm-4pm)	226 hrs
<b>Closures:</b> Stat & Holiday / Pandemic libraries closed under Minister orders	(0/ -73 hrs)
<b>Actual Open Hours</b>	<b>153 hrs</b>

## Services (Special one-on-one Appointments)

Curbside Pick-ups	149
Exams	3
Public Computer Use:	103 Sessions / 2803 Min 103 Sessions / 47 Hrs
<b>Outreach Services</b> (Wishing Well, Shangri-La, Hospital, Seasons & 2x homebound)	2 dates 10 clients
<b>Special Reading Services</b> (Visual impairment)	1 client 40 Items borrowed

## Collections Total Item Inventory 29251

Items Added	177
Items Deleted	0
Items Withdrawn	25

## Circulations

Check-Outs (incl 40 CELA item circs)	3564
# Patrons (incl 1 CELA patron)	357
Check-Ins	2740
Overdue CKIs	185

## ILL & Holds

Staff Generated Holds	406
Holds Satisfied	1125
Holds Cancelled	116
ILL-Items Borrowed (from other libraries)	1909
ILL - Items Lent (to other libraries)	1168

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

Log-ins	809
Item Renewals	424
Patron Generated Holds	728
Patron Cancelled Holds	34

## Wi-Fi Usage:

Wi-Fi Sessions (patrons/staff)	1261/541	1802
Wi-Fi Max. Same-time Users		19 same-time users
Unique Devices		173 unique devices
Total Data		124.62 GB

## eResources

CloudLibrary	34
Hoopla Circs	(Average Value \$374) 198
OverDrive Circs	(now includes RB Digital stats) 696 eBook Check-outs
Press Reader (YRL-system circs)	(8895)
<b>Website</b>	Users: <b>430</b> Sessions: <b>766</b> Page Views: <b>2223</b>

## June 2021 Programs & Activities

	Posts	Followers	Reached	Impressions	Engagements	Video View Time
Facebook	69	941	9266	17622	818	11.2 hrs
Instagram	37	249	112	1059	74	NA
Twitter	34	683	NA	3100	24	NA
YouTube	6	28	169	1892	NA	6.1 hrs

### Children Programs

		Sessions	Participants	Views
Puppets (Fri) w/ DV Fam Res Net	YouTube	4	14 virtual vol.	83
Story-On-Request (Wed)	YouTube	6	NA	8
		<b>10 sessions</b>	<b>14</b>	<b>+ 91 = 105</b>

### Youth Programs

		Sessions	Participants	Views
Escape Tent Field Trips	At School	5	116 in person	NA
Mini BOB	Breakout EDU	4	74 virtual	NA
Youthink Book Clubs (T/W)	Zoom	2	11 in person	NA
Creative STEAM (Fri)	Zoom	4	13 virtual	NA
		<b>15 sessions</b>	<b>214</b>	<b>+ 0 = 214</b>

### Adult & Sr. Programs

		Sessions	Participants	Views
Non-Fiction Book Club	In-Person Outdoors	1	0	NA
		<b>1 session</b>	<b>0</b>	<b>+ NA = 0</b>

### Family & Multigenerational Programs

		Sessions	Participants	Views
Garden Party	In-Person Outdoors	2	21 in person	NA
Encouragement Colouring Club	Instagram	1	5 pictures	NA
Digital Breakout Club	Breakout EDU	1	153 club members	NA
Homework Help (T/Th)	Facebook	10	NA	33
Escape Tent	In-Person Outdoors	3	36 in person	NA
		<b>17 sessions</b>	<b>215</b>	<b>+ 33 = 248</b>

### Library Awareness & Networking

Interagency	<b>0</b> No meetings until September
Monthly Newsletter	<b>150+</b> printed
Monthly Programs e-Newsletter	<b>89</b> distributed via listserv subscription ( <b>42 opened</b> )
Monthly Newspaper Ad	<b>1</b> (DV Free Press newsletter summary)
Newspaper Articles	<b>3</b> (DVFP "Library in Limbo" / WR "Escape Tent" / DVFP Press Release: "Connect to Culture")

### DV Free Press: Four publication dates in June

Email distribution	[12,202 total emails (~3050 emails/ week)]
	<b>10,579</b> opened monthly (out of 12,202 email list) = <b>87%</b>
Print distribution	<b>4620</b> monthly paper copy distributions (~1155/ week)
Total email & print copies viewed	<b>16822</b>
Website & Facebook	<b>4574</b> web-views / <b>1684</b> FB followers / <b>1567</b> FB likes

# Drayton Valley Libraries Monthly Stats – July 2021 [Page 253 of 292](#)

**NOTE: The Province lifted all restrictions, including capacity limits, as of July 1, 2021**

## Patrons

ME Library users	10
Patron e-Registrations	76 renewals + 35 new
Patron Records Deleted	0
<b>TOTAL Patrons</b> (includes active & inactive patron records)	<b>2959</b>
<b>Where They Live:</b> DV Town: <b>1767</b> + Brazeau: <b>1047</b> /1306 (230 registered @ Breton) + Other: <b>145</b>	
DV Town Pop <sup>n</sup> = <b>7235</b>	Brazeau County Pop <sup>n</sup> = <b>7771</b> (6295 adjusted*) TOTAL Pop <sup>n</sup> = <b>13530*</b>
DV Library Users/ Pop <sup>n</sup> = <b>24.4% Town</b>	DV Library Users/ Pop <sup>n</sup> = <b>16.6%* BC</b> TOTAL/ Pop <sup>n</sup> <b>21.9%</b>

**Public Access** - Potential Hrs (Hours: M & F 10am-5pm / T-Th 9am-8pm) Summer sched (x-Sat-x) 206 hrs

**Closures:** Stat & Holiday / Pandemic libraries closed under Minister orders (-11/ hrs)

**Actual Open Hours** 195 hrs

## Services (Special one-on-one Appointments)

Curbside Pick-ups (Pandemic restrictions lifted June 10: Curbside available but not accessed)	0
Exams	3
Public Computer Use:	265 Sessions / 8780 Min 265 Sessions / 146 Hrs
<b>Outreach Services</b> (Wishing Well, Shangri-La, Hospital, Seasons & 2x homebound)	1 dates 10 clients
<b>Special Reading Services</b> (Visual impairment)	1 client 40 Items borrowed

## Collections

**Total Item Inventory** 29624

Items Added	117
Items Deleted	0
Items Withdrawn	23

## Circulations

Check-Outs (incl 40 CELA item circs)	5165
# Patrons (incl 1 CELA patron)	428
Check-Ins	3942
Overdue CKIs	190

## ILL & Holds

Staff Generated Holds	330
Holds Satisfied	842
Holds Cancelled	125
ILL-Items Borrowed (from other libraries)	1708
ILL - Items Lent (to other libraries)	950

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

Log-ins	698
Item Renewals	594
Patron Generated Holds	702
Patron Cancelled Holds	27

## Wi-Fi Usage: Data not available as of Aug 13

Wi-Fi Sessions (patrons/staff)	1261/541	1802
Wi-Fi Max. Same-time Users		19
Unique Devices		173
Total Data		124.62 GB

## eResources

CloudLibrary	36
Hoopla Circs (Average Value \$240)	123
OverDrive Circs: eMagazine (62), Audio (291) & eBook (481) Check-outs	834
Press Reader (YRL-system circs)	(8713)
<b>Website</b>	Users: 455 Sessions: 792 Page Views: 2186



## July 2021 Programs & Activities

	Posts	Followers	Reached	Impressions	Engagements	Video View Time
Facebook	73	947	8583	17122	886	4.7 hrs
Instagram	17	255	79	534	41	NA
Twitter	28	685	NA	3695	42	NA
YouTube	6	28	115	1329	NA	3.9 hrs

### Children Programs

		Sessions	Participants	Views
TD Summer Reading Club	In-Person / Email	41	321 (in-p) + 52 (email)	16 (Joe Show)
		<b>41 sessions</b>	<b>373</b>	<b>+ 16 = 389</b>

### Youth Programs

		Sessions	Participants	Views
Teen Summer Reading Club	In-Person Outdoors	5	27 in person (2 virtual)	NA
		<b>5 sessions</b>	<b>29</b>	<b>+ 0 = 29</b>

### Adult & Sr. Programs

		Sessions	Participants	Views
Adult Summer Reading Club	Take Home	1	5 games returned	NA
Non-Fiction Book Club	In-Person Outdoors	1	1	NA
		<b>2 sessions</b>	<b>6</b>	<b>+ NA = 6</b>

### Family & Multigenerational Programs

		Sessions	Participants	Views
National Film Board SRC Films	Virtual	2	3 virtual volunteers	7
Encouragement Colouring Club	Instagram	1	2 pictures	NA
Digital Breakout Club	Breakout EDU	1	153 club members	NA
		<b>4 sessions</b>	<b>158</b>	<b>+ 7 = 165</b>

### Library Awareness & Networking

Interagency	<b>0</b> No meetings until September
Monthly Newsletter	<b>100(+)</b> printed
Monthly Programs e-Newsletter	<b>94</b> distributed via listserv subscription ( <b>47</b> opened)
Monthly Newspaper Ad	<b>1</b> (DV Free Press newsletter summary)
Newspaper Articles	<b>1</b> (WR "Garden Parties")

### DV Free Press: Five publication dates in July

Email distribution	[14,526 total emails (~3050 emails/ week)]
	<b>14,264</b> opened monthly (out of 14,526 email list) = <b>98%</b>
Print distribution	<b>5225</b> monthly paper copy distributions (~1045/ week)
Total email & print copies viewed	<b>19,751</b>
Website & Facebook	<b>7026</b> web-views / <b>1648</b> FB followers ( <b>1600</b> FB likes)

Survey Data Collection— June 1-30 - **40 surveys submitted: 11** virtual + **29** paper

Data Collection Week – June 19-25 (**51 public service hours**)

Gate count: **240** people came into the library (~5/ hour)

**149** came in primarily to borrow items

**41** came in primarily to access other services (copying, computer, etc.)

**36** came in primarily to use the facility as a safe & quiet space (Wi-Fi, study, etc.)

**27** asked staff for advice (reference Q, Reader's Advisory, tech help, etc.)

**4** came in for "Other" reasons, not specified (shelter, washroom, etc.)

**Regular Meeting of the  
Drayton Valley Recreation Committee**  
held on Thursday, June 17, 2021 at 10:30am  
in Boardroom Two and via Microsoft Teams



**MINUTES**

**PRESENT:** Annette Driessen, Acting Chief Administrative Officer  
Derek Starnes, Recreation and Omniplex Manager  
Bill Ballas, Councillor  
Fayrell Wheeler, Councillor  
Cora Appleby, Administrative Assistant  
Derek Schadeck, Men's Rec Hockey  
Susan Aarts, Drayton Valley Skating Club  
Jenna Palmer, Drayton Valley Skating Club

**1.0 CALL TO ORDER**

The meeting was called to order at 10:33am by Councillor Wheeler.

**2.0 INTRODUCTIONS**

Councilor Wheeler welcomed Susan Aarts and Jenna Palmer with the Drayton Valley Skating Club and Derek Schadeck with the Men's Rec Hockey and introductions were made.

**3.0 ADOPTION OF AGENDA**

**3.1 Additions or Deletions**

There were no additions or deletions made to the agenda.

**3.2 Approval**

**MOTION BY Councillor Ballas to approve the June 17<sup>th</sup> Meeting Agenda as presented.**

**CARRIED**

**4.0 APPROVAL OF THE MAY 21, 2021 MEETING MINUTES**

**MOTION BY Councillor Ballas to approve the May 21<sup>st</sup> Meeting Agenda as presented.**

**CARRIED**

**5.0 BUSINESS ARISING**

**5.1 Delegation: Men's Rec Hockey and Drayton Valley Skating Club**

- **Derek Schadeck, Men's Rec Hockey**
- **Susan Aarts, Head Coach, Drayton Valley Skating Club**

Derek Schadeck reported that there are currently 5 teams in the league and are scheduled to play on Sunday and Tuesday evenings. Derek Schadeck expressed that the league would like to have earlier ice times. This would be beneficial for the league and he would like to be notified if the opportunity arises. The Change Rooms

are kept in good condition, but on occasion they are untidy when going in. Derek Schadeck reported that the league is concerned with the possibility of rate increases.

Jenna Palmer reported that enrollment was cut in half during the last season due to restrictions. The ice times that the Club currently have work well for them, but would like additional ice time so that they can offer a CanSkate. Jenna Palmer reported that the current enrollment has a 3:1 ratio, with the majority being Town residents. Councillor Wheeler inquired as to whether or not the Club would be interested in hosting a Kids Camp this summer. Councillor Ballas inquired as to whether or not a weekend summer camp would be beneficial.

Annette Driessen inquired if Mens Rec would be interested in hosting a Hockey Tournament on a weekend. Derek Schadeck will bring the proposal to the League and see if there would be any interest in hosting a Recreational Hockey Tournament. Annette Driessen reported that Derek Starnes can help the league with organizing a Tournament.

Annette Driessen discussed the changes that will be taking place in ice user fees and rates. 25% increase in rates, but a rebate will be offered to all Town Residents through the organizations.

Derek Schadeck presented the proposed rate changes, that will be presented to Council on June 30<sup>th</sup> for approval:

- Prime Time 3pm to 12am Monday to Friday
  - Adult rate will increase from \$176.90 to \$221.13
  - Youth rate will increase from \$94.25 to \$121.35
- Non-Prime rate will increase from \$67 to \$86.25.

A discussion ensued about the distribution of the rebate to Town residents. Derek Starnes reported that the organizations and Administration will work closely together to issue the rebates to the Town residents.

Councilor Wheeler asked if there are any specific requests the organizations may have that would improve the level of service. Susan Aarts reported that the Club would like to have all of its programming consistently held on Omni II ice. Derek Schadeck reported that one issue in the past is the visiting in the changeroom afterwards, the league would like to have a 45-minute window after games. Derek Schadeck would like to have Recycling bins placed in each of the changerooms. Susan Aarts reported that the light in the Referee Change Room needs repair as it consistently flickers. Susan Aarts would like to see the flooding time to be a little quicker.

**~ ACTION ITEM ~ Derek Starnes will send his contact information to Derek Schadeck and Susan Aarts.**

## **5.2 Recreation Venues - Cost Recovery**

The Committee discussed the definition of programmable hours for all indoor and outdoor facilities to calculate what the Cost Recovery for each facility would be. The Committee discussed how to calculate the expenses vs. usable hours for the parks and trails.

Derek Starnes reported that he will be meeting with Elvera Thomson to discuss a formula that would calculate the programmable hours/usable hours

## **5.3 Drayton Valley Thunder Agreement**

Derek Starnes discussed the meeting that took place with Thunder last Thursday. Councillor Ballas reported that he also had a phone meeting with Thunder after the Thursday meeting.

Derek Starnes presented the user fees that other AJHL teams are paying in comparison with what Thunder is being charged.

Councillor Ballas will ask Thunder to forward the email trail to Administration stating that an agreement was signed by Thunder and was awaiting the Towns endorsement.

## **6.0 NEW BUSINESS**

### **6.1 Drayton Valley Curling Club Agreement**

The Committee discussed the current Drayton Valley Curling Club Agreement.

**~ ACTION ITEM ~ Derek Starnes will work on a cost recovery analysis for the Curling Rink.**

Derek Starnes reported that he is working with Brad Kelly and discussing the possibility of hosting a Martial Arts Tournament in September or October, which may conflict with the ice installation in October.

The Committee discussed the possibility of sharing Omni III with two or more user groups.

## **7.0 NEXT MEETING DATE**

The next meeting will take place on July 22<sup>nd</sup> at 1:30pm and will invite Drayton Valley Archery Club to attend the next meeting.

## **8.0 ADJOURNMENT**

**MOTION BY Councillor Ballas to adjourn the meeting at 12:24pm.**

**CARRIED**



***Economic Development Meeting***  
*Thursday, July 15, 2021, 10:00 a.m.-12:30 p.m.*  
*Council Chambers*

---

## **Meeting Notes**

---

**Present:** Councillor Tom McGee, Mayor Michael Doerksen, Councillor Bill Ballas, Annette Driessen, Jenn Carter, Dave King

**Absent:** Diana McQueen

**1.0 Call to Order**

Councillor McGee called the meeting to order at 10:05 p.m.

**2.0 Additions or Deletions to Agenda**

- a. 6.4 Southside Truck Stop

**3.0 Adoption of Agenda**

Councillor McGee approved the Economic Development Committee Meeting Agenda for July 15, 2021, as amended.  
Carried

**4.0 Review of Notes**

**4.1 June 16, 2021 Committee Meeting Notes**

The June 16, 2021 Committee Meeting Notes were approved as presented

**5.0 Delegation**

- a. Dave King (Nelson Brothers) – Discussion was had regarding the need for financial support options for local business owners. The committee has decided to look into possibly developing an Economic Growth Grant and explore options to suit the specific needs of industry members in the community. Jenn Carter will meet with Aishah Mohd-Isa to see if there are any opportunities for funding through energy-based projects. This will be an on-going discussion within the Committee.

**6.0 Discussion Items**

**6.1 Updates**

- a. Plantation– Arron St. Louis was granted Town owned land to plant trees for the Natural Resources 2 Billion Tree Initiative. An agreement will be written up between Hedgeco and the Town and the project will commence before the end of the month.
- b. Steeper – No updates to be discussed at this time.

*Economic Development Committee Meeting*

*July 15, 2021*

---

- c. Camrose Tour – Owen Olynyk, Jenn Carter, and Councillor McGee will take a tour of a prospective business that is looking to come to the Community. The decision to support the project will be discussed at the next G&P meeting.

**6.2** Valley Power Lands (Closed)

**6.3** New Initiatives/Opportunities

**7.0 Action Items Review/Additions**

**8.0 Items for Next Meeting**

**9.0 Next Meeting Date**

- August 19<sup>th</sup>, 1:30pm, Civic Centre Council Chambers

**10.0 Adjournment**

Councillor McGee adjourned the meeting at 11:55 p.m.

---

COMMITTEE CHAIR

---

CHIEF ADMINISTRATIVE OFFICER





MEETING OF THE BOARD OF DIRECTORS  
Shangri-La Lodge, Drayton Valley  
July 15, 2021  
1:00 PM

**ATTENDANCE:**

**Directors Present:**

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

**Administration Present:**

Denise Chesterman	Chief Administrative Officer
Laura Delesalle	Finance Manager

**1.0 CALL TO ORDER**

T. McGee called the meeting to order at 1:07 PM.

**2.0 AGENDA**

**2.1 APPROVAL OF AGENDA**

**Resolution #21-07-76:** Moved by M. Gressler to approve the agenda with no additions.

**Motion ...Carried Unanimously**

**3.0 APPROVAL OF MINUTES**

**3.1 MINUTES FROM THE June 14, 2021 REGULAR BOARD MEETING**

**Resolution #21-07-77:** Moved by J. Vatter to approve the minutes of the June 14, 2021 Board Meeting.

**Motion ...Carried Unanimously**

**3.2 MINUTES FROM THE June 24, 2021 REGULAR BOARD MEETING**

**Resolution #21-07-78:** Moved by C. Brooks to approve the minutes of the June 24, 2021 Board Meeting.

**Motion ...Carried Unanimously**

### **3.3 BUSINESS RISING OUT OF THE MINUTES**

## **4.0 FINANCIAL**

### **4.1 FINANCIAL REPORTS – Foundation**

#### **4.1.1 Foundation Disbursements for June 2021**

**Resolution #21-07-79: Moved by J. Young to accept the Disbursements as information.**

**Motion ...Carried Unanimously**

#### **4.1.2 Visa Payable for June 2021**

**Resolution #21-07-80: Moved by J. Young to accept the Visa Payable as information.**

**Motion ...Carried Unanimously**

#### **4.1.3 Foundation Balance Sheet as of May 31, 2021**

**Resolution #21-07-81: Moved by J. Young to accept the Foundation Balance Sheet as information.**

**Motion ...Carried Unanimously**

#### **4.1.4 Financial Statements to May 31, 2021**

##### **4.1.4.1 Central Services / Lodge**

**Resolution #21-07-82: Moved by J. Vatter to accept the Financial Statements as information.**

**Motion ...Carried Unanimously**

##### **4.1.4.2 Provincial Housing Units**

**Resolution #21-07-83: Moved by C. Brooks to accept the Financial Statements as information.**

**Motion ...Carried Unanimously**

## **4.2 BOARD MEMBER EXPENSE**

### **4.2.1 Board Member Expenses for June 2021**

**Resolution #21-07-84: Moved by J. Young** to approve the Board Member Expenses of \$1770.46 for June.

**Motion ...Carried Unanimously**

## **5.0 OLD BUSINESS**

### **5.1 Parking Lot**

**Resolution #21-07-85: Moved by J. Vatter** to accept the parking lot report.

**Motion ...Carried Unanimously**

## **6.0 REPORTS**

### **6.1 OPERATION'S REPORT**

#### **6.1.1 CAO's Report**

**Resolution #21-07-86: Moved by J. Vatter** amendment to Schedule A in Rental Agreement to include offensive behavior.

**Motion ...Carried Unanimously**

##### **6.1.1.1 COVID-19**

#### **6.1.2 Vacancy Report**

**Resolution #21-07-87: Moved by M. Gressler** to add 'move out' policy. Chairperson is recognized to review and accept.

**Motion ...Carried Unanimously**

**Resolution #21-07-88: Moved by M. Gressler** to accept the vacancy report as information.

**Motion ...Carried Unanimously**

#### **6.1.3 In-Private Session (Personnel/Legal)**

**Resolution #21-07-89: Moved by J. Vatter** to go in-private to discuss Legal matters FOIP Section 27 at 1:48 PM.

**Motion ...Carried Unanimously**

**Resolution #21-07-90: Moved by M. Gressler** to come out of in-private at 2:17 PM.

**Motion ...Carried Unanimously**

6.2 Policy- None at this time

7.0 CORRESPONDENCE

7.1 To: Village of Breton, Brazeau County, Town of Drayton Valley,  
Carlson Roberts Seely, MLA for Drayton Valley - Calmar RE: Board of  
Directors Meeting Minutes (June 16, 2021)

7.2 To: GOA Janet Parsons – RE Revised 2020-2022 Business Plan (June  
29, 2021)

**Resolution #21-07-91: Moved by J. Vatter to accept correspondence as  
information.**

**Motion ...Carried Unanimously**

8.0 FUTURE MEETING DATES

8.1 Next BSF Board MEETING – August 19, 2021 at the Shangri-La Lodge  
@ 10 AM.

9.0 ADJOURNMENT

**Resolution #21-07-92: Moved by J. Young to adjourn the meeting at 2:37 PM.**

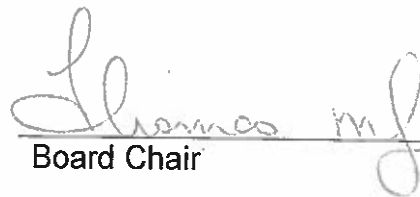
**Motion ...Carried Unanimously**

---

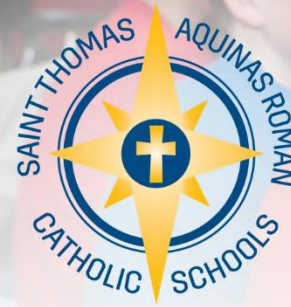
APPROVED AT THE August 19, 2021 MEETING OF THE BOARD



Chief Administrative Officer



Board Chair



# Souls Seeking Christ

ON A JOURNEY OF FAITH, LEARNING AND LOVE

## Board Meeting Highlights – August 2021

### **DATES TO REMEMBER**

#### **Next Board Meeting**

**Wednesday,  
September 15, 2021,  
10:30 a.m.**

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

### **Board of Trustees**

#### **Michelle Lamer**

Chair  
Leduc

#### **Henry Effon**

Vice Chair  
Wetaskiwin

#### **Liz Taylor-Sirois**

Beaumont

#### **Dan Svitich**

Ponoka

#### **Donna Tugwood**

Lacombe

#### **Vacant**

Drayton Valley

#### **Vacant**

Leduc

### **Locally Developed Courses**

The Board approved 2 locally developed courses: Study of Film and Ukulele/Guitar for high school.

### **Emergency Operations Update**

The Board heard a presentation on the Division's Emergency Management System, including the roles and responsibilities of each member of the Emergency Operational Centre (EOC).

### **Back-to-School Update**

The Board heard an update on back-to-school guidance laid out by the Government of Alberta, including which health measures will be implemented in schools come September.

### **Sacred Heart Church of the First Peoples**

The Board heard details of the presentation of a donation cheque to Sacred Heart Church of the First Peoples in Edmonton. The donation will assist the parish in rebuilding their church after it was damaged in a fire.

### **Board Annual Faith Plan**

The Board determined the instructional layout of its professional faith development for the upcoming school year.

For more information visit: [www.starcatholic.ab.ca](http://www.starcatholic.ab.ca), or call 780.986.2500





# ANNUAL REPORT 2020-2021





## OUR APPRECIATION

We are grateful to the many supporters of the North Saskatchewan Watershed Alliance (NSWA). We would not be able to facilitate partnerships, complete studies or share knowledge in our watershed without the time and resources provided by our contributors.

We acknowledge the **Government of Alberta** for providing a multi-year operational grant and important contributions from **EPCOR** and many **municipalities** in our watershed. Our partners contributed \$715,000 of financial support and over \$445,000 of in-kind support to NSWA in 2020-2021.



Counties	Cities and Towns	Villages and Summer Villages
Beaver County Brazeau County Clearwater County Lac Ste. Anne County Lamont County Leduc County Parkland County St. Paul County Strathcona County Sturgeon County County of Minburn County of Two Hills County of Vermilion River	<b>Cities:</b> Edmonton Fort Saskatchewan St. Albert  <b>Towns:</b> Bruderheim Devon Drayton Valley Elk Point Gibbons Onoway Rocky Mountain House St. Paul Smoky Lake Vegreville Vermilion	<b>Villages:</b> Holden Innisfree Ryley Spring Lake  <b>Summer Villages:</b> Betula Beach Horseshoe Kapasiwin Lakeview Seba Beach Silver Sands South View Sunrise Beach Sunset Point West Cove Yellowstone

## MESSAGE FROM THE EXECUTIVE DIRECTOR

*"It is not the strongest that thrives but the one most adaptable to change".*

One of my favourite ecological quotes was the theme for the last year for many of us. We all had to adapt to the changes that came with COVID including the NSWA. From working remotely to hosting our 2020 AGM online for the first time, NSWA continued to thrive and move our vision forward. Some highlights of the last year include:

- Approved updated [NSWA Society Bylaws](#) which now provide more opportunities for a diversity of stakeholders to be represented on the Board.
- Hosted new online speaker series: '[Knowledge in Know-vember](#)' in 2020 and '[Watershed Wednesdays](#)' in 2021.
- Are finalists in two categories at the 2021 Alberta Emerald Awards for the [Vermilion River Watershed Restoration and Enhancement Project](#) and the [WaterSHED North Saskatchewan River Water Quality Monitoring Project](#).

A special thank you to all our stakeholders, key partners, subwatershed alliances, board members and funders for helping NSWA adapt and thrive for another year!

**Leah Kongsrude, Executive Director**



## NSWA STAFF



### NSWA Zoom Staff Meeting 2021

Top row, left to right:

**Elisa Brose**, Administrative and Key Stakeholder Coordinator

**Billie Milholland**, Communications Coordinator

**Leah Kongsrude**, Executive Director

Middle row, left to right:

**Rachel Bootsma**, Watershed Planning Assistant

**Brad Tyssen**, GIS Specialist

**Michelle Gordy**, Watershed Planning Coordinator

Bottom Row:

**Mary Ellen Shain**, Watershed Planning Coordinator

# NSWA BOARD OF DIRECTORS

The NSWA is a multi-stakeholder watershed partnership incorporated as a non-profit society in 2000 and designated as a Water Planning and Advisory Council by the Government of Alberta in 2005.

The work of NSWA is guided by an [18 member multi-stakeholder Board](#) that provides strategic direction and advice to the organization to achieve its vision and mission. We appreciate our Board members ongoing dedication and support.

## DIRECTORS 2020-2021

### Agriculture

Bill Fox, *Alberta Beef Producers*

### Forestry

Bob Winship, *Weyerhaeuser*

### Industry

Dr. Laurie Danielson, *NCIA*

### Member-at Large

John Thompson

### Federal Government

*vacant*

### Municipal

Al Corbett, *Alberta Drainage Council*

Jim Duncan, *Clearwater County*

Bart Guyon, *Brazeau County*

Jacque Hansen, *City of St. Albert*

John McNab, *Parkland County*

### NGO

Ken Crutchfield, *Alberta Chapter*

*Wildlife Society*

Leah Hamonic, *Antler Lake*

*Stewardship Committee*

### Provincial Government

Jamie Bruha, *Alberta Environment and Parks*

Tony LeMay, *Alberta Energy Regulator*

### Utility

Dr. Stephen Craik, *EPCOR*

Aleta Corbett, *TransAlta*

### Advisory

Jatinder Tiwana, *City of Edmonton*



Back row, left to right: Al Corbett, John McNab, Bill Fox, Jason Wilkins, Tony LeMay, Bob Winship, John Thompson

Front row, left to right: Ken Crutchfield, Leah Hamonic, Bart Guyon, Jim Duncan, Laurie Danielson, Steve Craik, Jamie Bruha, Jacque Hansen

Missing: Aleta Corbett, Jatinder Tiwana

Photo taken at 2019 AGM.

**Board Directors volunteered over 610 hours  
for an in-kind contribution of over \$50,000  
in 2020-2021**



## A BRIEF HISTORY OF NSWA 2000 TO 2021

In the late 1990's, [EPCOR](#), [TransAlta](#), [Trout Unlimited](#), [Agriculture and AgriFood Canada](#) and the [City of Edmonton](#) were all working on initiatives related to the health of the North Saskatchewan River. In 1997 they amalgamated to form the [North Saskatchewan Watershed Alliance](#). In 2000 NSWA became a registered non-profit society.

The NSWA became the designated Watershed Planning and Advisory Council for the North Saskatchewan River (NSR) in 2005, two years after the Alberta [Water for Life Strategy](#) was adopted by the province.

The NSWA produced the [State of the Watershed](#) report in 2005 and the [Integrated Watershed Management Plan](#) in 2012. In total, NSWA has completed over 60 studies and published the *North Saskatchewan River Watershed Atlas* and the book *Living in the Shed*.

NSWA has provided a forum for sharing knowledge and collaborating on issues affecting the North Saskatchewan River watershed in Alberta for over 20 years.



# NSWA STRATEGIC PLAN 2019-2021

The NSWA Board has a 3-Year Strategic Plan that has **four goals to achieve the vision and mission** of the North Saskatchewan Watershed Alliance. The goals also align with the mandate of Watershed Planning and Advisory Councils set out by Alberta Environment and Parks.

## STRATEGIC GOALS

**Goal 1:** *The NSWA supports Collaborative Watershed Planning*

**Goal 2:** *The NSWA provides Leadership in Watershed Management*

**Goal 3:** *The NSWA promotes Watershed Knowledge Sharing*

**Goal 4:** *The NSWA remains a Functional and Sustainable Organization*

The four goals are further defined by key objectives and actions which direct the work of the NSWA organization.

The Strategic Plan is reviewed annually by the NSWA Board to adjust for new opportunities and challenges and to assess the progress of the Plan.

**In 2020, the Board approved three key short term strategic directions:**

- *Concentrate Outreach and Collaboration on Key Watershed Stakeholders*
- *Focus Efforts and Resources on Subwatershed groups*
- *Identify ways to Measure the Success of the NSWA*





Collaborative partnerships are the core to successful watershed planning for the NSWA. Our strong relationships with **government agencies, municipalities, industry, non-governmental organizations** and **watershed stewardship groups** provide us with the ability to align our work with our key stakeholder's watershed issues and projects.

## COLLABORATIVE PARTNERSHIPS

HEADWATERS ALLIANCE	STURGEON RIVER WATERSHED ALLIANCE	VERMILION RIVER WATERSHED ALLIANCE	LAKE PARTNERSHIPS
<ul style="list-style-type: none"> <li>• Brazeau County</li> <li>• Clearwater County</li> <li>• Leduc County</li> <li>• Parkland County</li> <li>• Wetaskiwin County</li> <li>• Town of Devon</li> <li>• Town of Drayton Valley</li> <li>• Town of Rocky Mountain House</li> <li>• EPCOR</li> </ul>	<ul style="list-style-type: none"> <li>• Lac Ste Anne County</li> <li>• Parkland County</li> <li>• Sturgeon County</li> <li>• City of Edmonton</li> <li>• City of St. Albert</li> <li>• City of Spruce Grove</li> <li>• Town of Gibbons</li> <li>• Town of Morinville</li> <li>• Town of Onoway</li> <li>• Town of Stony Plain</li> <li>• Village of Alberta Beach</li> <li>• Summer Villages of Lac Ste Anne &amp; County East</li> <li>• Alexander First Nation</li> <li>• Alexis Nakota Sioux Nation</li> <li>• Metis Nation of Alberta</li> <li>• Big Lake Environmental Support Society</li> <li>• Alberta Conservation Association</li> <li>• Wagner Natural Area Society</li> <li>• Alberta Environment and Parks</li> </ul>	<ul style="list-style-type: none"> <li>• Beaver County</li> <li>• Lamont County</li> <li>• County of Minburn</li> <li>• County of Two Hills</li> <li>• County of Vermilion River</li> <li>• Town of Two Hills</li> <li>• Town of Vegreville</li> <li>• Town of Vermilion</li> <li>• Village of Holden</li> <li>• Village of Marwayne</li> <li>• Agriculture and Agri-Food Canada</li> <li>• Alberta Environment and Parks</li> <li>• Alberta Drainage Council</li> <li>• Alternative Land Use Services Canada</li> <li>• Ducks Unlimited Canada</li> <li>• Holden Drainage District</li> <li>• Lakeland College</li> </ul>	<ul style="list-style-type: none"> <li>• Parkland County</li> <li>• Strathcona County</li> <li>• Antler Lake Stewardship Committee</li> <li>• Hubbles Lake Stewardship Society</li> <li>• Jackfish Lake Management Association</li> <li>• Lake Isle Lac Ste Anne Stewardship Association</li> <li>• Mayatan Lake Management Association</li> <li>• Wabamun Watershed Management Council</li> <li>• Wizard Lake Watershed and Lake Stewardship Organization</li> <li>• Lakes of Parkland County Group</li> <li>• Alberta Lake Management Society (ALMS)</li> <li>• Alberta Environment and Parks</li> </ul>

### SUBWATERSHED ALLIANCES:

**33** Municipalities  
**11** Non-governmental Groups  
**5** Government Agencies

***PROVIDED  
OVER 1000  
IN-KIND  
HOURS***



# HEADWATERS ALLIANCE

The [\*Headwaters Alliance\*](#) is a municipally-led watershed stewardship group that works in partnership with the North Saskatchewan Watershed Alliance (NSWA). The Headwaters Alliance was formed in 2014 and is guided by a Steering Committee of elected officials and a Technical Advisory Committee of technical staff and volunteers.

In 2020, the Headwaters Alliance created a shared vision for the future, a set of common principles and their strategic plan for the next three years.

## RIPARIAN HEALTH ACTION PLAN (RHAP)

The RHAP continues to be the top priority for the Headwaters Alliance. The three phases of the RHAP project include:

**Phase 1:** Assess the overall *condition of riparian health* in the Modeste and Strawberry and subwatersheds - now complete.

**Phase 2:** Develop a *Riparian Health Strategic Plan* which will set objectives and actions for conserving and restoring priority riparian areas.

**Phase 3:** Development of the *Riparian Web-portal* which will provide riparian condition data as well as resources and tools for our stakeholders. The first “train-the-trainer session”, ensuring that all the members of the Headwaters Alliance are trained as web-portal ambassadors was held in February 2021.

**Over 6,000 kilometers of river, creek and lake shorelines were assessed for riparian intactness in the Modeste, Strawberry and Sturgeon subwatersheds.**



**Strategic Goals of the Headwaters Alliance**

## NATURAL INFRASTRUCTURE PROJECT

The Headwaters Alliance continues to be a partners in the [\*Modeste Natural Infrastructure Project\*](#) along with:

- *ALUS Canada*
- *Innotech Alberta*
- *Parkland County*
- *University of Guelph*

In February 2020, members of the Technical Advisory Committee were asked to participate in a stakeholder session, where municipalities identified opportunities to incorporate natural assets into municipal financial management systems.

Ongoing research includes creating a natural assets framework document, and assessing the benefits of retaining natural assets using a modelling program develops by the University of Guelph (IMWEBS).

# VERMILION RIVER WATERSHED ALLIANCE

## VRWA ACTIVITIES

The focus of the VRWA for this year was to work on communication, education, and strategy action items and to complete as much on-the-ground work as possible, while keeping landowners, staff, and the community safe.

## EDUCATION and OUTREACH

A celebration of the 38 [VRWA Restoration and Enhancement Projects](#) completed between 2016-2019 were highlighted in a project summary booklet and a [Stories of Stewardship](#) online GIS Story Map.

The VRWA also shared information on their website through [monthly blog posts](#). Topics included:

- Speaking of health... [Vermilion River Aquatic Ecosystem Health Assessment](#)
- Buffering our impact: [How Eco-buffers can help reduce our impact on the river and provide ecosystem services](#)
- "Do Fence Me In!" [Fencing with water and wildlife in mind](#)
- [Living with Beavers: How to co-exist with nature's Eco Engineer](#)
- [Watershed Resilience: what strategies work best?](#)
- [Morecambe Structure and the Two Hills Floodplain](#)
- [Invasive vs. Native Plants: Knowing & Growing Your Riparian Area](#)
- Graphic Summary - [Vermilion River Water Quality Study](#)
- Partner Series: Getting to Know Cows and Fish's Riparian Specialist, [Tonya Lwiwski](#)
- Partner Series: Getting to Know [Chris Elder](#), Coordinator for ALUS Canada – Vermilion River



Rebekah Adams of AWES (right), Terry Stefiuk of Town of Two Hills (left) and other town and County staff laying the mulch blanket for the Eco-Buffer.

## RESTORATION and ENHANCEMENT

In June 2020, VRWA partnered with the [Alberta Woodlot Extension Society](#) (AWES), the Town of Two Hills, and the County of Two Hills to plant an Eco-Buffer demonstration site at Geleta Park in Two Hills, right along the Vermilion River.

In partnership with [Cows and Fish](#), VRWA assessed the riparian health of seven landowner projects that had been completed in 2016 or 2017 (now 3-4 years post-completion).



3 years



30+ landowners



20 km riparian areas



150+ hectares

# STURGEON RIVER WATERSHED ALLIANCE

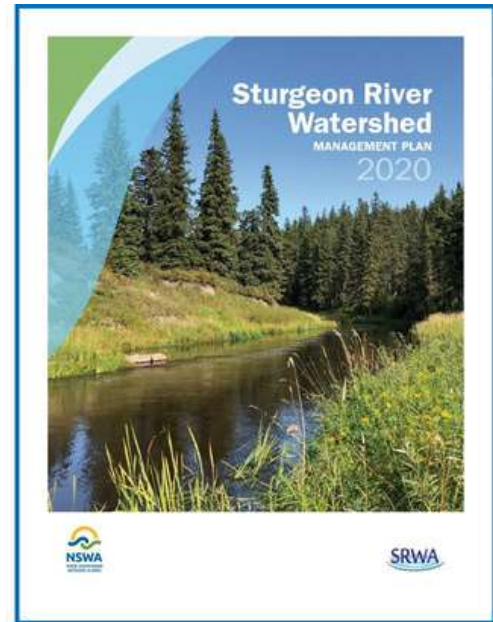
The Sturgeon River Watershed Alliance ([SRWA](#)) includes a Steering Committee of elected officials and a Technical Advisory Committee of municipal staff, non-governmental organizations and technical experts.

## WATERSHED MANAGEMENT PLAN

The [Sturgeon River Watershed Management Plan](#) was completed in 2020 and endorsed by the 12 participating municipalities of the SRWA. The watershed management plan includes **six outcomes**:

1. **Policies and Plans** are well-informed and align to support a healthy watershed.
2. All residents have access to **safe, secure drinking water** supplies, whether they are on public or private systems or draw from surface or groundwater.
3. **Aquatic Ecosystems**, including our rivers, lakes, wetlands and other water bodies, are healthy.
4. The importance of water quantity is recognized and **reliable, quality water supplies** are available for people, livestock and a sustainable economy.
5. **Wise land use** ensures the cumulative effects of growth and development are mitigated, the land is resilient to climate change and individuals and communities are well prepared for flood and drought events.
6. **Residents and stakeholders** support the Sturgeon River Watershed Management Plan and are willing to participate in local and regional initiatives to improve watershed health.

*The SRWA received a \$200,000 Alberta Community Partnership Grant for implementation of the Watershed Management Plan.*



## SRWA ACTION ITEMS 2020-2023

The SRWA will be focusing on several key action items for the next three years:

- **Riparian Health Strategy** using riparian intactness data from [Riparian Assessment](#) data
- **Wetland Strategy** using provincial and SRWA resources
- **Planning Alignment** for key areas identified by the Technical Advisory Committee such as Environmental Reserve, riparian and wetland conservation and environmental sensitive/risk areas.
- **Planning Overlay Maps** such as flood and groundwater hazard areas and riparian setback
- **Water Quality Monitoring Program**
- **Communications** such as educational forums, SRWA webpage and promotional materials.



# LAKE STEWARDSHIP GROUPS

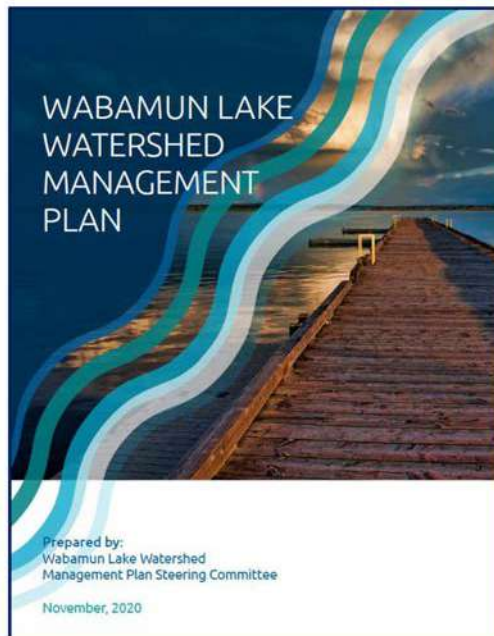
The important partnerships the NSWA has with Watershed Stewardship Groups under the *Water for Life Strategy* is reflected in our work with many lake groups.

## LAKE MANAGEMENT STUDIES

NSWA along with many partners finalized the development of the [Wabamun Lake Watershed Management Plan](#) with a Steering Committee consisting of:

- Local Lake Stewardship groups
- Municipalities
- NSWA
- Alberta Environment and Parks

More information can be found on the [Wabamun Watershed Management Council](#) website.

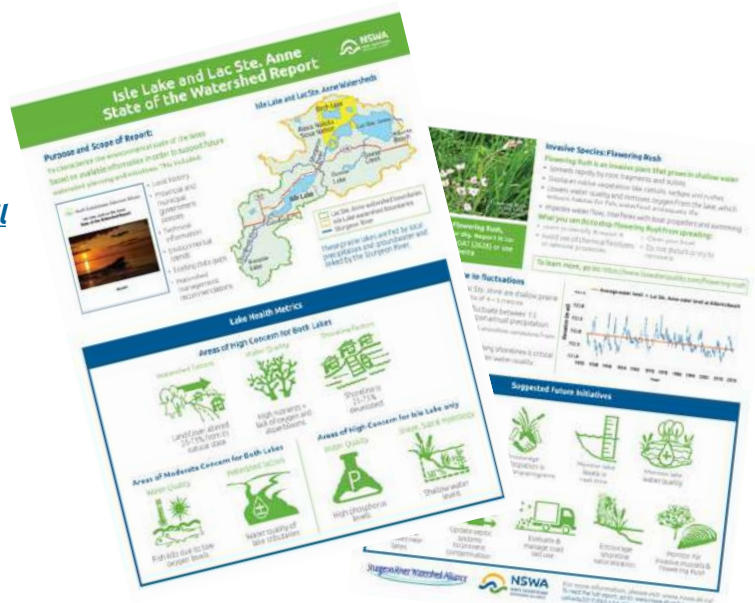


**There are over 680 named lakes in the NSR Watershed**

## LAKE STEWARDSHIP RESOURCES

NSWA works with Alberta Environment and Parks, ALMS and the Land Stewardship Centre to share lake stewardship information and support.

NSWA has also developed lake watershed report summaries for local watershed stewardship groups to use for their communications and education programs.



NSWA staff members and summer students visited 18 lakes in the summer of 2020, taking water and aquatic plant samples to support ALMS projects

## GOAL 2: LEADERSHIP IN WATERSHED MANAGEMENT

The NSWA reviews and prioritizes watershed management projects to maximize partnership opportunities and use of resources. In addition to the three subwatershed Alliances, this includes providing advice on Government of Alberta policy, framework and guidelines projects.

### NORTH SASKATCHEWAN RIVER WATERSHED MONITORING PROGRAM

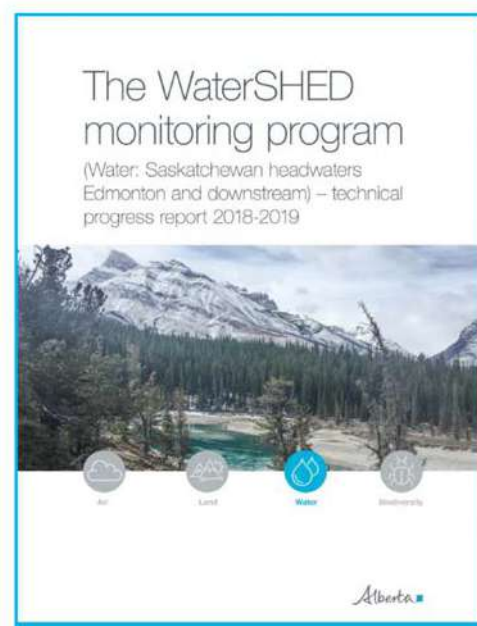
The [WaterSHED Monitoring Program](#) is a unique partnership between:

- Alberta Environment and Parks
- EPCOR
- North Saskatchewan Watershed Alliance
- City of Edmonton

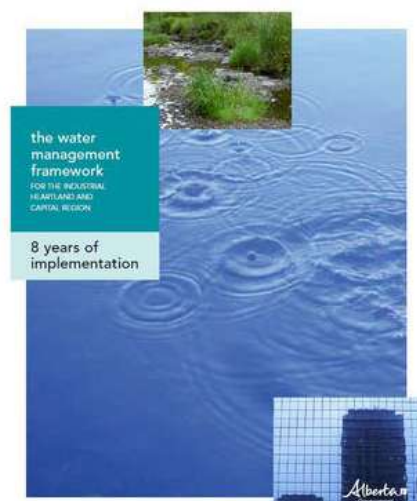
By combining and coordinating resources this collaborative partnership has created the North Saskatchewan River's most comprehensive river monitoring program.

The first [Technical Progress Report](#) for the program was published in 2020. The [WaterSHED North Saskatchewan River Water Quality Monitoring Project](#) is a finalist in the Alberta Emerald Awards.

**Check out the [DAILY PHOTOS](#) from the 19 WaterSHED water quality monitoring stations .**



### INDUSTRIAL HEARTLAND/CAPITAL REGION WATER QUALITY MANAGEMENT FRAMEWORK



NSWA participates in Alberta Environment and Parks Implementation Advisory Committee for the [Water Quality Management Framework](#) for the Industrial Heartland and Capital Region.

The Water Management Framework for the Industrial Heartland and Capital Region presents a **collaborative, cumulative effects management approach** to protect the reach of the North Saskatchewan River, from Devon to Pagan, which is directly impacted by municipal and industrial effluent discharge.

The Framework has been under development since 2007 and the will be added into the provincial [North Saskatchewan Regional Plan](#).

## NORTH SASKATCHEWAN EXPANDED RIPARIAN ASSESSMENT PROJECT

Between 2016-2018, a **new riparian assessment method**, piloted in the Modeste, Strawberry and Sturgeon subwatersheds, provided a detailed review of over *6,000 kilometers* of shorelines. This assessment provides a high level overview of the intactness and pressure on riparian systems for large areas.

In 2020 the NSWA received a \$500,000 grant from the Canadian Agricultural Partnership program to expand the riparian assessment of the watershed into an **additional five subwatersheds** which will add another *11,300 kilometers* to the total areas assessed:

- *Beaverhill*
- *White Earth*
- *Vermilion*
- *Frog*
- *Monnery*

Over 17,000 kilometers of shoreline in 8 subwatersheds will be assessed for riparian intactness by 2021

## RIPARIAN WEB PORTAL

The riparian intactness data will be shared through a publicly accessible Riparian Web Portal. The Web Portal will also contain resources for different landowners about why riparian areas are important and who they can contact for local stewardship support. In February 2021, key stakeholders were invited to training sessions for the Web-portal - more sessions to come.

Riparian intactness data will be available from the North Saskatchewan watershed as well as four other Alberta watersheds:

- Athabasca
- Battle
- Beaver
- Red Deer



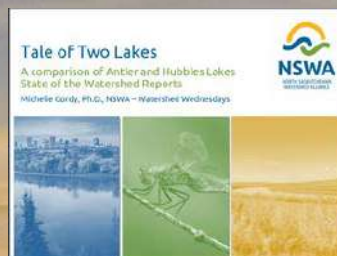
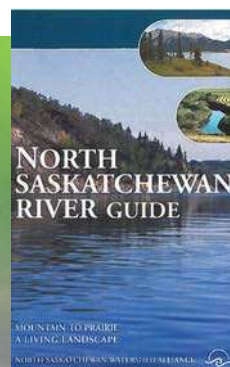


# RESOURCES

The NSWA has a [RESOURCES](#) web page dedicated to sharing not only over 60 [technical reports and management plans](#) but you can also find:

- Presentations from our [Educational Forums](#) and Annual General Meetings
- Past [Newsletters](#)
- Maps including the 62 page [NSWA Atlas](#)
- [Discovers page](#) which includes [watershed educational resources](#)

The [North Saskatchewan River Guide](#) (2002) is one of NSWA's oldest publications





The NSWA is a key resource for watershed information on the North Saskatchewan River watershed and focuses its communications efforts on strategic issues with its key stakeholders. We align and complement the communications efforts of Alberta Environment and Parks, and other watershed organizations to reinforce watershed knowledge and stewardship messages.

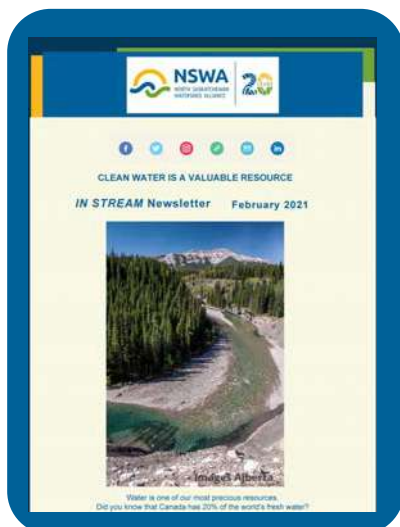
### NSWA WEBSITE



*The NSWA website averages  
800 visits per month*

### MONTHLY NEWSLETTERS

Our [newsletters](#) keep over 900 [subscribers](#) informed of watershed news and upcoming events.



### 2021 NSWA CALENDAR

NSWA published a 2021 calendar with [watershed photos and information](#), and distributed it to municipal leaders, MLAs and other partners in the watershed.



### SOCIAL MEDIA

**Twitter:** 2674 followers  
**Facebook:** 921 followers  
**Linked In:** 610 connections  
**Instagram:** 392 followers

### 2020 COMMUNICATIONS SURVEY

NSWA received [high ratings on a satisfaction survey](#) with our membership on our communications (website, newsletters, social media, educational forums).

The feedback from the survey was used to update the [NSWA Communications Plan](#) with the Board Communication and Engagement Committee.



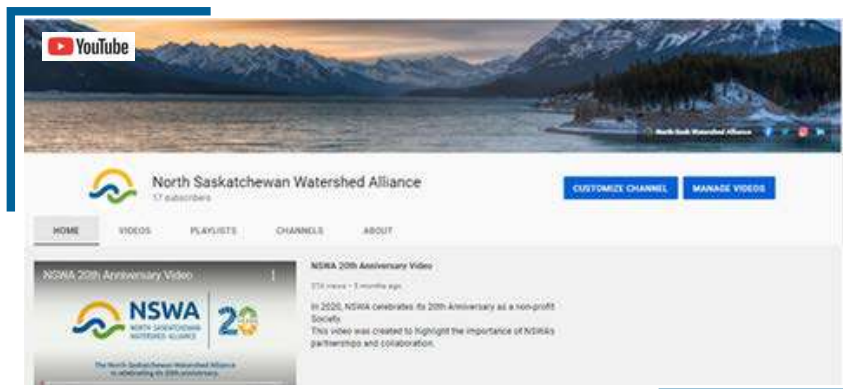


## EDUCATIONAL FORUMS

In 2020-2021, NSWA transitioned to online educational forums due to COVID:

- **Knowledge in November** webinar series - four Wednesdays in November
- **Watershed Wednesdays** - a series of webinars - February and March 2021

**Over 1100  
people have  
attended  
NSWA Forums  
since 2013**



## NSWA YouTube Channel

You can find recordings of our online forums and our 20th Anniversary video on our new [YouTube Channel](#).

## WATERSHED EVENTS

In 2020-2021, many of NSWA's usual events were postponed due to COVID. We were able to adapt some of our plans to transition to online formats.

As well, with the help of two summer students, Rachel and Jillian, NSWA visited Farmers Markets and helped some Watershed Stewardship Groups in distributing pamphlets.

They also assisted the Alberta Lake Management Society (ALMS) in some water sampling work in the watershed.



Farmer's Market -NSWA Outreach Tent

## ALBERTA WATERSHED VIDEO SERIES

NSWA received a multi-year \$75,000 Community Investment (CARE) grant from [Plains Midstream Canada](#) to create a series of five videos on watershed planning in Alberta. The project is a collaborative effort including:

- 11 Watershed Planning and Advisory Councils
- Alberta Environment and Parks
- Alberta Lake Management Society
- Alberta Council for Environmental Education

**CARE**  
*Create A Real Effect*



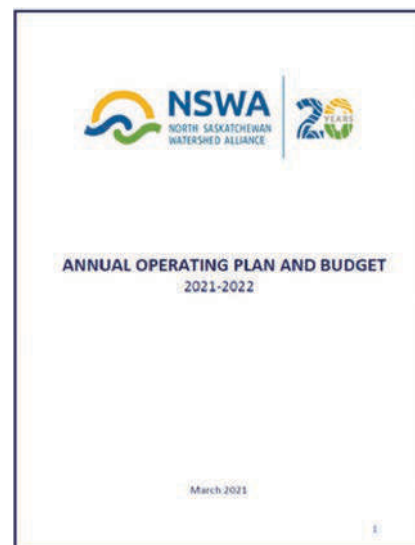
The NSWA is a registered non-profit society guided by an 18-member multi-stakeholder board and currently has five full time staff. We rely on funding from Alberta Environment and Parks, EPCOR and municipal contributions to fund our core operations. Watershed management specific project work is funded through separate federal and provincial grants, and municipal and watershed stewardship group contributions.

## BOARD GOVERNANCE

The Board continued to work on key strategic directions of the organization through the work of five standing committees:

- *Executive*
- *Communications and Engagement*
- *Finance*
- *Governance*
- *Strategic Planning and Priorities*

A major accomplishment for the Board was the in depth review and rewrite of the [NSWA Bylaws](#) which were last updated in 2009. This included an in depth review of the sectors represented on the board. The new Bylaws were approved at the June 2020 AGM, and accepted by Service Alberta in the fall.

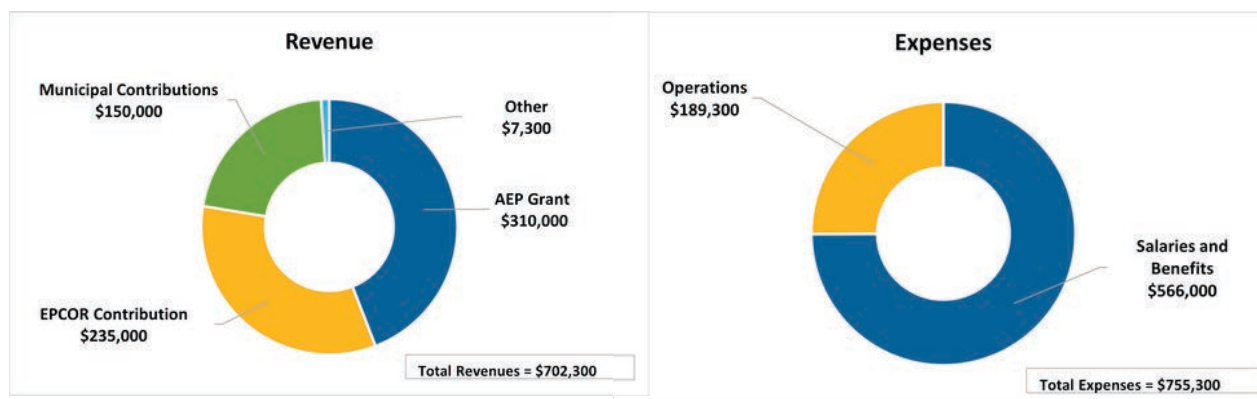


## OPERATIONAL FUNDING

The NSWA receives **core funding** from:

- *An operating grant from the Government of Alberta*
- *A contribution from EPCOR Water Services Canada*
- *Municipal contributions equivalent to \$0.50 per capita*

***For every \$1.00 NSWA receives in operational funding we have generated over \$3.00 in grant funding.***

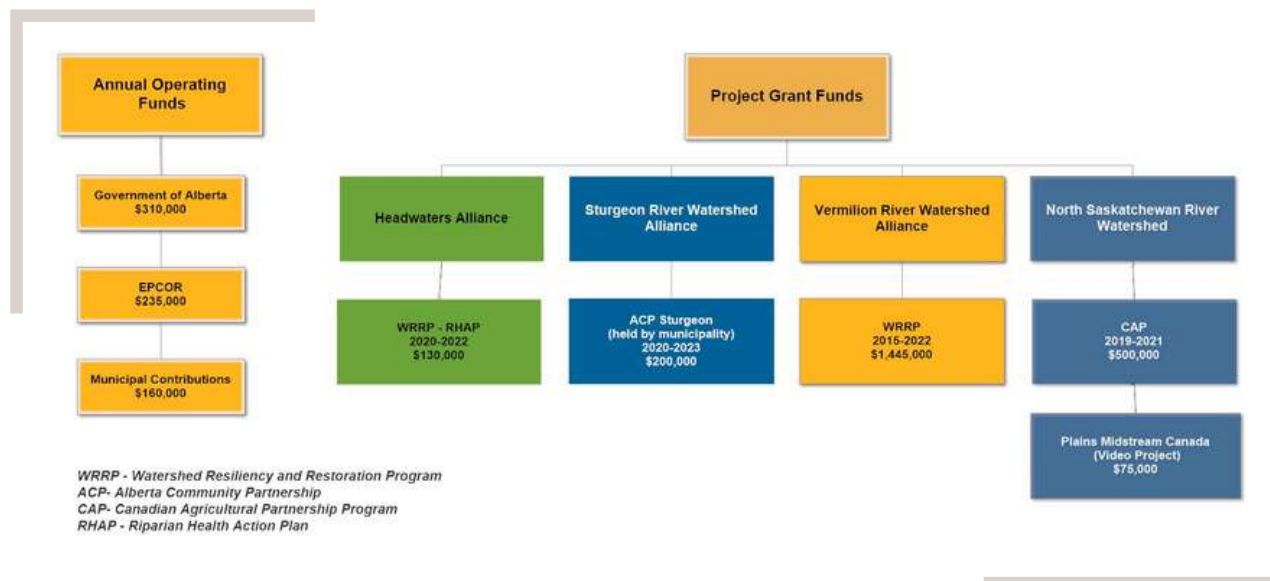




## FUNDING SOURCES

The NSWA applies for grants from **Federal and Provincial government programs** for watershed project specific work such as technical studies and on-the-ground restoration projects. Over **\$3.0 million** worth of grants have been awarded to the NSWA in the last five years.

You can find a full copy of the NSWA 2020-2021 Audited Financial Statement on our website under [Our Society](#)



### PHOTO CREDITS:

Cover Page: *Abraham Lake*, Bill Trout, Images Alberta  
 Pages 7, 12,15, 18 : *Airscapes*  
 Page 6: *Flooding in Edmonton*, Bill Trout, Images Alberta  
 Page 9: *River bend*, Bill Trout, Images Alberta  
 Page 10: *Sturgeon bridge*, Karen Albert, Images Alberta  
 Page 11: *Lac Ste Anne sunset*, Bill Trout, Images Alberta

Page 14: *Aurora over Chickakoo*, Bruce T. Smith, Images Alberta  
 Page 19: *Clifford E. Lee sunset*, Bill Trout, Images Alberta  
 Back Cover: *Sunrise near Waskatenau*, Steve Ricketts, Images Alberta  
 Other photos: NSWA



## OUR MISSION

*To protect and improve water quality, water quantity (instream flow) and the health of our watershed by:*

- *Seeking, developing and sharing knowledge;*
- *Facilitating partnerships and collaborative planning; and,*
- *Working in an adaptive management process.*

## OUR VISION

*People working together for a healthy and functioning North Saskatchewan River watershed – today and tomorrow.*



## Keep in Touch!

[water@nswa.ab.ca](mailto:water@nswa.ab.ca)

[www.nswa.ab.ca](http://www.nswa.ab.ca)

587 525 6820

FACEBOOK: [NorthSaskRiver](#)

LINKED IN: [North Saskatchewan Watershed Alliance](#)

TWITTER: [@NorthSaskRiver](#)

INSTAGRAM: [@north\\_sask\\_river](#)





## Drayton Valley Municipal Crime Gauge

2021 vs. 2020  
January to August

### Criminal Code Offences

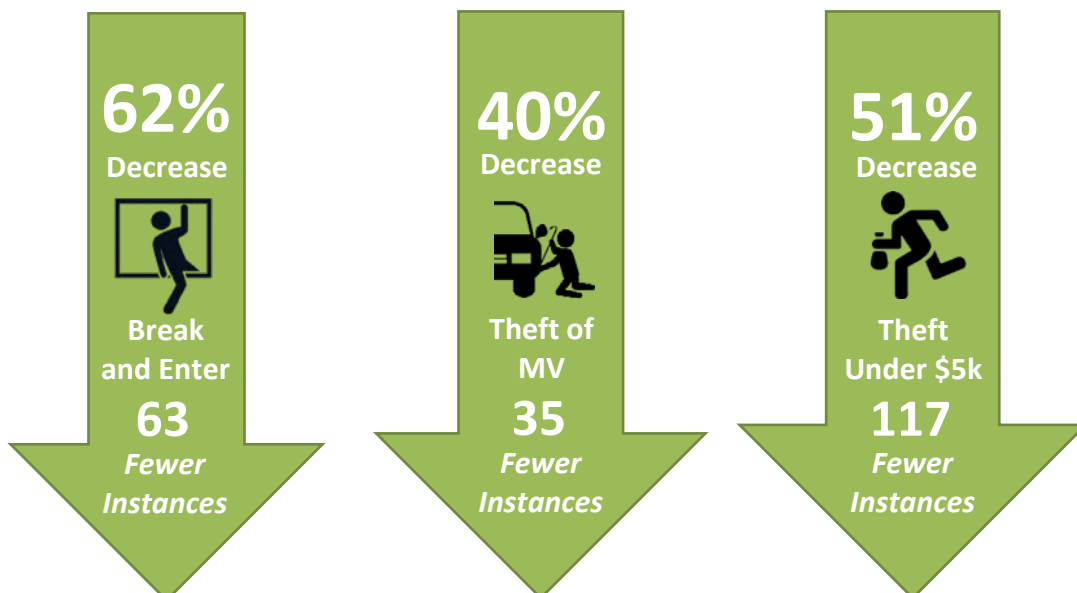


**Total Criminal Code Offences:**

**30% Decrease**

When compared to January to August, 2020

### Select Property Crime





























NOTE: If in both 2020 and 2021 a category had fewer than 20 offences, a percent change is not shown. All numbers without a '%' beside them represent counts.

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

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















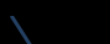












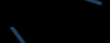





September-08-21

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Homicides & Offences Related to Death		0	1	0	0	0	N/A	N/A	-0.1
Robbery		4	3	2	0	0	-100%	N/A	-1.1
Sexual Assaults		11	5	5	7	8	-27%	14%	-0.4
Other Sexual Offences		6	9	1	5	10	67%	100%	0.4
Assault		69	105	57	75	81	17%	8%	-0.6
Kidnapping/Hostage/Abduction		3	1	3	1	1	-67%	0%	-0.4
Extortion		0	1	2	1	2	N/A	100%	0.4
Criminal Harassment		19	15	20	17	28	47%	65%	2.0
Uttering Threats		25	31	30	34	24	-4%	-29%	0.1
<b>TOTAL PERSONS</b>		<b>137</b>	<b>171</b>	<b>120</b>	<b>140</b>	<b>154</b>	<b>12%</b>	<b>10%</b>	<b>0.3</b>
Break & Enter		70	123	80	101	38	-46%	-62%	-8.6
Theft of Motor Vehicle		47	81	78	88	53	13%	-40%	1.9
Theft Over \$5,000		5	15	6	9	8	60%	-11%	0.0
Theft Under \$5,000		237	338	227	231	114	-52%	-51%	-35.3
Possn Stn Goods		30	63	59	52	39	30%	-25%	0.7
Fraud		45	61	51	63	39	-13%	-38%	-1.0
Arson		0	3	2	4	5	N/A	25%	1.1
Mischief - Damage To Property		0	0	13	117	86	N/A	-26%	28.9
Mischief - Other		146	151	113	73	58	-60%	-21%	-25.4
<b>TOTAL PROPERTY</b>		<b>580</b>	<b>835</b>	<b>629</b>	<b>738</b>	<b>440</b>	<b>-24%</b>	<b>-40%</b>	<b>-37.7</b>
Offensive Weapons		11	13	13	15	12	9%	-20%	0.4
Disturbing the peace		56	58	62	56	57	2%	2%	0.0
Fail to Comply & Breaches		65	140	137	61	36	-45%	-41%	-13.7
<b>OTHER CRIMINAL CODE</b>		24	39	37	23	19	-21%	-17%	-2.6
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>156</b>	<b>250</b>	<b>249</b>	<b>155</b>	<b>124</b>	<b>-21%</b>	<b>-20%</b>	<b>-15.9</b>
<b>TOTAL CRIMINAL CODE</b>		<b>873</b>	<b>1,256</b>	<b>998</b>	<b>1,033</b>	<b>718</b>	<b>-18%</b>	<b>-30%</b>	<b>-53.3</b>

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

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

September-08-21

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Drug Enforcement - Production		1	1	0	0	1	0%	N/A	-0.1
Drug Enforcement - Possession		24	53	23	30	24	0%	-20%	-2.3
Drug Enforcement - Trafficking		9	12	12	14	25	178%	79%	3.4
Drug Enforcement - Other		0	0	1	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>34</b>	<b>66</b>	<b>36</b>	<b>44</b>	<b>50</b>	<b>47%</b>	<b>14%</b>	<b>1.0</b>
Cannabis Enforcement		0	0	1	1	1	N/A	0%	0.3
Federal - General		6	17	21	4	3	-50%	-25%	-1.9
<b>TOTAL FEDERAL</b>		<b>40</b>	<b>83</b>	<b>58</b>	<b>49</b>	<b>54</b>	<b>35%</b>	<b>10%</b>	<b>-0.6</b>
Liquor Act		10	13	14	14	4	-60%	-71%	-1.1
Cannabis Act		0	0	2	5	4	N/A	-20%	1.3
Mental Health Act		42	84	65	100	91	117%	-9%	11.4
Other Provincial Stats		92	114	116	177	165	79%	-7%	20.9
<b>Total Provincial Stats</b>		<b>144</b>	<b>211</b>	<b>197</b>	<b>296</b>	<b>264</b>	<b>83%</b>	<b>-11%</b>	<b>32.5</b>
Municipal By-laws Traffic		4	0	1	3	1	-75%	-67%	-0.3
Municipal By-laws		68	75	55	68	46	-32%	-32%	-5.1
<b>Total Municipal</b>		<b>72</b>	<b>75</b>	<b>56</b>	<b>71</b>	<b>47</b>	<b>-35%</b>	<b>-34%</b>	<b>-5.4</b>
Fatals		1	0	0	0	0	-100%	N/A	-0.2
Injury MVC		4	9	3	1	4	0%	300%	-0.8
Property Damage MVC (Reportable)		128	125	120	74	78	-39%	5%	-15.1
Property Damage MVC (Non Reportable)		17	13	15	15	11	-35%	-27%	-1.0
<b>TOTAL MVC</b>		<b>150</b>	<b>147</b>	<b>138</b>	<b>90</b>	<b>93</b>	<b>-38%</b>	<b>3%</b>	<b>-17.1</b>
Roadside Suspension - Alcohol (Prov)		0	0	0	0	9	N/A	N/A	1.8
Roadside Suspension - Drugs (Prov)		0	0	0	0	3	N/A	N/A	0.6
<b>Total Provincial Traffic</b>		<b>237</b>	<b>514</b>	<b>567</b>	<b>441</b>	<b>515</b>	<b>117%</b>	<b>17%</b>	<b>48.3</b>
<b>Other Traffic</b>		<b>9</b>	<b>6</b>	<b>15</b>	<b>8</b>	<b>8</b>	<b>-11%</b>	<b>0%</b>	<b>0.0</b>
<b>Criminal Code Traffic</b>		<b>41</b>	<b>55</b>	<b>65</b>	<b>61</b>	<b>51</b>	<b>24%</b>	<b>-16%</b>	<b>2.6</b>
<b>Common Police Activities</b>									
False Alarms		158	164	53	54	41	-74%	-24%	-34.4
False/Abandoned 911 Call and 911 Act		71	77	82	75	55	-23%	-27%	-3.4
Suspicious Person/Vehicle/Property		62	111	139	129	126	103%	-2%	14.6
Persons Reported Missing		16	19	20	15	10	-38%	-33%	-1.6
Search Warrants		2	0	0	0	0	-100%	N/A	-0.4
Spousal Abuse - Survey Code (Reported)		116	111	127	138	110	-5%	-20%	1.5
Form 10 (MHA) (Reported)		0	0	0	6	9	N/A	50%	2.4



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

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

September-08-21

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Homicides & Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		3	0	0	0	0	-100%	N/A	-0.6
Sexual Assaults		1	0	1	1	3	200%	200%	0.5
Other Sexual Offences		2	1	0	3	0	-100%	-100%	-0.2
Assault		14	22	6	11	17	21%	55%	-0.5
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	1	0	0	N/A	N/A	0.0
Criminal Harassment		1	2	5	2	8	700%	300%	1.4
Uttering Threats		4	5	0	5	3	-25%	-40%	-0.2
<b>TOTAL PERSONS</b>		<b>25</b>	<b>30</b>	<b>13</b>	<b>22</b>	<b>31</b>	<b>24%</b>	<b>41%</b>	<b>0.4</b>
Break & Enter		14	8	22	19	5	-64%	-74%	-0.7
Theft of Motor Vehicle		5	12	6	5	5	0%	0%	-0.7
Theft Over \$5,000		0	2	1	0	1	N/A	N/A	0.0
Theft Under \$5,000		36	40	22	27	16	-56%	-41%	-5.3
Possn Stn Goods		7	7	6	11	7	0%	-36%	0.4
Fraud		8	9	7	6	5	-38%	-17%	-0.9
Arson		0	0	0	1	2	N/A	100%	0.5
Mischief - Damage To Property		0	0	10	11	8	N/A	-27%	2.7
Mischief - Other		31	15	6	11	10	-68%	-9%	-4.6
<b>TOTAL PROPERTY</b>		<b>101</b>	<b>93</b>	<b>80</b>	<b>91</b>	<b>59</b>	<b>-42%</b>	<b>-35%</b>	<b>-8.6</b>
Offensive Weapons		3	4	1	1	4	33%	300%	-0.1
Disturbing the peace		12	7	20	7	6	-50%	-14%	-1.2
Fail to Comply & Breaches		11	21	9	7	7	-36%	0%	-2.2
<b>OTHER CRIMINAL CODE</b>		<b>4</b>	<b>8</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>-75%</b>	<b>0%</b>	<b>-1.3</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>30</b>	<b>40</b>	<b>32</b>	<b>16</b>	<b>18</b>	<b>-40%</b>	<b>13%</b>	<b>-4.8</b>
<b>TOTAL CRIMINAL CODE</b>		<b>156</b>	<b>163</b>	<b>125</b>	<b>129</b>	<b>108</b>	<b>-31%</b>	<b>-16%</b>	<b>-13.0</b>

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

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

September-08-21

CATEGORY	Trend	2017	2018	2019	2020	2021	% Change 2017 - 2021	% Change 2020 - 2021	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		4	6	2	2	3	-25%	50%	-0.6
Drug Enforcement - Trafficking		0	2	0	0	2	N/A	N/A	0.2
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>4</b>	<b>8</b>	<b>2</b>	<b>2</b>	<b>5</b>	<b>25%</b>	<b>150%</b>	<b>-0.4</b>
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		2	5	2	0	0	-100%	N/A	-0.9
<b>TOTAL FEDERAL</b>		<b>6</b>	<b>13</b>	<b>4</b>	<b>2</b>	<b>5</b>	<b>-17%</b>	<b>150%</b>	<b>-1.3</b>
Liquor Act		1	2	6	1	1	0%	0%	-0.1
Cannabis Act		0	0	1	2	0	N/A	-100%	0.2
Mental Health Act		5	7	12	12	13	160%	8%	2.1
Other Provincial Stats		21	18	27	26	20	-5%	-23%	0.6
<b>Total Provincial Stats</b>		<b>27</b>	<b>27</b>	<b>46</b>	<b>41</b>	<b>34</b>	<b>26%</b>	<b>-17%</b>	<b>2.8</b>
Municipal By-laws Traffic		0	0	0	1	0	N/A	-100%	0.1
Municipal By-laws		14	11	9	14	1	-93%	-93%	-2.3
<b>Total Municipal</b>		<b>14</b>	<b>11</b>	<b>9</b>	<b>15</b>	<b>1</b>	<b>-93%</b>	<b>-93%</b>	<b>-2.2</b>
Fatals		1	0	0	0	0	-100%	N/A	-0.2
Injury MVC		1	0	0	0	0	-100%	N/A	-0.2
Property Damage MVC (Reportable)		14	15	20	9	14	0%	56%	-0.6
Property Damage MVC (Non Reportable)		1	1	3	0	1	0%	N/A	-0.1
<b>TOTAL MVC</b>		<b>17</b>	<b>16</b>	<b>23</b>	<b>9</b>	<b>15</b>	<b>-12%</b>	<b>67%</b>	<b>-1.1</b>
Roadside Suspension - Alcohol (Prov)		0	0	0	0	2	N/A	N/A	0.4
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
<b>Total Provincial Traffic</b>		<b>28</b>	<b>71</b>	<b>64</b>	<b>76</b>	<b>61</b>	<b>118%</b>	<b>-20%</b>	<b>7.1</b>
<b>Other Traffic</b>		<b>0</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>N/A</b>	<b>50%</b>	<b>0.8</b>
<b>Criminal Code Traffic</b>		<b>7</b>	<b>11</b>	<b>11</b>	<b>7</b>	<b>11</b>	<b>57%</b>	<b>57%</b>	<b>0.4</b>
<b>Common Police Activities</b>									
False Alarms		27	15	8	3	10	-63%	233%	-4.6
False/Abandoned 911 Call and 911 Act		15	14	17	8	6	-60%	-25%	-2.4
Suspicious Person/Vehicle/Property		8	13	26	17	5	-38%	-71%	-0.2
Persons Reported Missing		1	3	3	5	4	300%	-20%	0.8
Search Warrants		1	0	0	0	0	-100%	N/A	-0.2
Spousal Abuse - Survey Code (Reported)		17	18	14	21	14	-18%	-33%	-0.3
Form 10 (MHA) (Reported)		0	0	0	0	3	N/A	N/A	0.6

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

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

September-08-21

Category	Trend	2017	2018	2019	2020	2021	FLAG
<b>Theft Motor Vehicle (Total)</b>		<b>47</b>	<b>81</b>	<b>78</b>	<b>88</b>	<b>53</b>	<b>Within Norm</b>
Auto		2	11	3	7	3	Within Norm
Truck		37	46	56	60	32	Within Norm
SUV		3	4	6	8	5	Within Norm
Van		0	1	0	0	0	Within Norm
Motorcycle		0	7	1	1	1	Within Norm
Other		4	10	10	11	10	Within Norm
Take Auto without Consent		1	2	2	1	2	Within Norm
<b>Break and Enter (Total)*</b>		<b>70</b>	<b>123</b>	<b>80</b>	<b>101</b>	<b>38</b>	<b>Within Norm</b>
Business		28	55	28	31	12	Within Norm
Residence		28	36	17	21	14	Within Norm
Cottage or Seasonal Residence		0	0	0	0	0	Within Norm
Other		11	26	25	43	12	Within Norm
<b>Theft Over &amp; Under \$5,000 (Total)</b>		<b>242</b>	<b>353</b>	<b>233</b>	<b>240</b>	<b>122</b>	<b>Within Norm</b>
Theft from a motor vehicle		107	175	92	105	54	Within Norm
Shoplifting		39	39	48	23	11	Within Norm
Mail Theft (includes all Mail offences)		4	8	2	8	1	Within Norm
Theft of bicycle		12	10	13	10	4	Within Norm
Other Theft		80	123	78	95	52	Within Norm

Mischief To Property		146	151	126	190	144	Within Norm
Suspicious Person/ Vehicle/ Property		62	111	139	129	126	Within Norm
Fail to Comply/Breach		65	140	137	61	36	Within Norm
Wellbeing Check		25	48	44	60	77	Issue
Mental Health Act		42	84	65	100	91	Within Norm
False Alarms		158	164	53	54	41	Within Norm

Traffic	Trend	2017	2018	2019	2020	2021	FLAG
Roadside Suspensions - alcohol related - No grounds to charge*		1	2	6	3	18	Issue
Occupant Restraint/Seatbelt Violations*		7	84	77	21	38	Within Norm
Speeding Violations*		23	20	8	14	30	Issue
Intersection Related Violations*		15	21	13	35	43	Issue
Other Non-Moving Violation*		33	210	195	165	154	Within Norm
Pursuits**		1	1	7	16	12	Within Norm
Other CC Traffic**		1	1	11	12	4	Within Norm

\*"Actual"    "\*\*"Reported"

Categories flagged with "Issue" only indicate that the current number of offences are higher the statistical norm based on previous years.

**Drayton Valley Municipal Detachment - Break and Enters (includes unlawfully in a dwelling place)**

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

September-08-21

2020												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	4	21	10	14	10	8	15	19	3	9	6	5
Running Total	4	25	35	49	59	67	82	101	104	113	119	124
Quarter	35			32			37			20		
2021												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	8	4	3	2	9	2	5	5				
Running Total	8	12	15	17	26	28	33	38				
Quarter	15			13			TBD			TBD		
Year over Year % Change	100%	-52%	-57%	-65%	-56%	-58%	-60%	-62%				

**Drayton Valley Municipal Detachment - Theft of Motor Vehicles (includes taking without consent)**

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

September-08-21

2020												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	16	17	15	6	15	7	7	5	6	4	0	5
Running Total	16	33	48	54	69	76	83	88	94	98	98	103
Quarter	48			28			18			9		
2021												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	5	4	7	9	14	7	2	5				
Running Total	5	9	16	25	39	46	48	53				
Quarter	16			30			TBD			TBD		
Year over Year % Change	-69%	-73%	-67%	-54%	-43%	-39%	-42%	-40%				

**Drayton Valley Municipal Detachment - Theft Under \$5,000**

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

September-08-21

2020												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	34	46	30	24	27	21	22	27	16	21	17	13
Running Total	34	80	110	134	161	182	204	231	247	268	285	298
Quarter	110			72			65			51		
2021												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	14	8	13	19	15	14	15	16				
Running Total	14	22	35	54	69	83	98	114				
Quarter	35			48			TBD			TBD		
Year over Year % Change	-59%	-73%	-68%	-60%	-57%	-54%	-52%	-51%				

**Drayton Valley Municipal Detachment - Theft from Motor Vehicles**

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

September-08-21

2020												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	21	26	8	13	13	9	9	6	5	7	8	9
Running Total	21	47	55	68	81	90	99	105	110	117	125	134
Quarter	55			35			20			24		
2021												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	9	4	8	9	8	2	8	6				
Running Total	9	13	21	30	38	40	48	54				
Quarter	21			19			TBD			TBD		
Year over Year % Change	-57%	-72%	-62%	-56%	-53%	-56%	-52%	-49%				