



AGENDA

Regular Council Meeting

9:00 AM – Wednesday, May 25, 2022

Council Chambers

Call to Order

National Anthem

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- 11.5. Protective and Emergency Services (Tom Thomson)
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 - 12.2. Councillor Evans
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 - 12.7. Mayor Dodds
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- 14. ADJOURNMENT



Meeting Minutes

THOSE PRESENT:

Mayor Dodds
Councillor Ballas
Councillor Evans
Councillor Gammana
Deputy Mayor McGee
Robert Osmond, CAO
Owen Olynyk, General Manager of
Infrastructure
Elvera Thomson, General Manager of
Finance
Tom Thomson, Fire Chief
Ken Woitt, General Manager of Planning
and Growth
Hans van Klaveren, General Manager of
Community Services and Recreation
Annette Driessen, Special Projects
Coordinator
Jennifer Stone, Acting Economic
Development Manager
Nathan Palovcik, Manager of Information
Services

Bree Mastre, Executive Assistant
Sabine Landmark, Administrative Assistant
Tanya Harding, Education Consortium
Coordinator
S/Sgt. Erin Matthews, RCMP
Kelsey Baker, Communications Assistant
(Call-In)
Alysia Tiffen, HR Professional (Call-In)
Aishah Mohd Isa, Energy Program
Coordinator (Call-In)
Cody Rossing, CPO (Call-In)

Graham Long, Drayton Valley and District
Free Press (Call-In)
Cathy Weetman, Western Review (Call-In)
Members of the Public

ABSENT:

Councillor Clarke
Councillor Sherriffs

CALL TO ORDER

Mayor Dodds called the meeting to order at 9:00 a.m.

1.0 Additions to the Agenda

There were no additions or deletions to the Agenda.

2.0 Adoption of Agenda

RESOLUTION #060/22

Councillor Gammana moved to adopt the Agenda for the May 4, 2022, Regular Meeting of Council as presented.

CARRIED

3.0 Corrections or Amendments:

3.1. April 13, 2022, Regular Meeting of Council Minutes

There were no corrections or amendments to the April 13, 2022, Regular Meeting of Council Minutes.

3.2. April 13, 2022, Public Hearing Minutes Metalnecks Site 5302 34 Avenue – Draft Rezoning Bylaw 2022/03/D

There were no corrections or amendments to the April 13, 2022, Public Hearing Minutes for Metalnecks Site 5302 34 Avenue – Draft Rezoning Bylaw 2022/03/D.

3.3. April 27, 2022, Public Hearing Minutes Development Permit Application DV22-012
There were no corrections or amendments to the April 27, 2022, Public Hearing Minutes for Development Permit Application DV22-012.

3.4. April 27, 2022, Public Hearing Minutes Development Permit Application DV22-013
There were no corrections or amendments to the April 27, 2022, Public Hearing Minutes for Development Permit Application DV22-013.

4.0 Adoption of:

4.1. April 13, 2022, Regular Meeting of Council Minutes

4.2. April 13, 2022, Public Hearing Minutes Metalnecks Site 5302 34 Avenue – Draft Rezoning Bylaw 2022/03/D

4.3. April 27, 2022, Public Hearing Minutes Development Permit Application DV22-012

4.4. April 27, 2022, Public Hearing Minutes Development Permit Application DV22-013

RESOLUTION #061/22

Deputy Mayor McGee moved to adopt the April 13, 2022, Regular Meeting of Council Meeting Minutes, the April 13, 2022, Public Hearing Minutes for Metalnecks Site 5302 34 Avenue – Draft Rezoning Bylaw 2022/03/D, the April 27, 2022, Public Hearing Minutes for Development Permit Application DV22-012, and the April 27, 2022, Public Hearing Minutes for Development Permit Application DV22-013 as presented.

CARRIED

5.0 Proclamations

5.1. Economic Development Week

Mayor Dodds proclaimed the week of May 9-13, 2022, as Economic Development Week in the Town of Drayton Valley.

5.2. National Public Works Week

Mayor Dodds proclaimed the week of May 15-21, 2022, as National Public Works Week in the Town of Drayton Valley.

6.0 Delegations

6.1. Drayton Valley RCMP Stats – March 2022 (S/Sgt. Erin Matthews)

S/Sgt. Matthews presented Council with the stats for the month of March 2022. S/Sgt. Matthews advised that the RCMP Open House is scheduled for June 1, 2022.

6.2. Water Leak Cancellation Request (Tyler Cartwright)

Mr. Cartwright was not present.

6.3. ISL Engineering and Land Services – Water Distribution Project Update (Jason Kopan)

Mr. Kopan provided Council with an update from the water distribution project and the wastewater treatment facility upgrade project.

Mayor Dodds called for a break at 10:08 a.m.

Mayor Dodds reconvened the meeting at 10:21 a.m.

6.4. University of Alberta – Community Update on Zero Fee Tuition Research (Maria Mayan, Alexa Ferdinands)

Ms. Mayan shared an update from the research on the zero fee tuition program and plans for the upcoming months.

7.0 Business Arising from Delegations

There was no comment made under this item.

8.0 Decision Items

8.1. Mill Rate Bylaw 2022/05/F, Presented for First, Second, and Third Reading

RESOLUTION #062/22

Councillor Gammana moved that Council give First Reading to Mill Rate Bylaw 2022/05/F as presented.

CARRIED

RESOLUTION #063/22

Deputy Mayor McGee moved that Council give Second Reading to Mill Rate Bylaw 2022/05/F as presented.

CARRIED

RESOLUTION #064/22

Deputy Mayor McGee moved that Council consider giving unanimous consent to Third Reading to Mill Rate Bylaw 2022/05/F as presented.

CARRIED UNANIMOUSLY

RESOLUTION #065/22

Councillor Evans moved that Council give Third and Final Reading to Mill Rate Bylaw 2022/05/F as presented.

CARRIED

8.4. New Aquatic Centre Facility Naming Sponsorship Rights Agreement for Approval

RESOLUTION #066/22

Deputy Mayor McGee moved that Council approve the Facility Naming Sponsorship Rights Agreement between the Town and Ricochet Oil Corp. as presented.

CARRIED

Mayor Dodds called for a break at 11:30 a.m.

Mayor Dodds reconvened the meeting at 11:52 a.m.

8.2. Appointment of Municipal Assessor

RESOLUTION #067/22

Councillor Ballas moved that Council appoint Dan Kanuka as the Assessor for the Town of Drayton Valley pursuant to Town Bylaw 2000-03.

CARRIED

8.3. Tyler Cartwright – Water Leak Cancellation Request

RESOLUTION #068/22

Deputy Mayor McGee moved that Council does not approve a cancellation for Tyler Cartwright, customer account 36604500.06 based on the information that was provided to us.

CARRIED

8.5. Protective Services Equipment Funding Request

RESOLUTION #069/22

Councillor Gammana moved that Council approve the funding request of \$13,056.36 for the Protective Services equipment upgrade and installation to come from the unrestricted reserve account.

CARRIED

Mayor Dodds called for a break at 12:12 p.m.
Mayor Dodds reconvened the meeting at 12:58 p.m.

8.6. Economic Development Committee Recommendation Terms of Reference

RESOLUTION #070/22

Deputy Mayor McGee moved that Council approve the amended Terms of Reference for the Economic Development Committee as presented.

CARRIED

8.7. Economic Development Committee Recommendation Members at Large

RESOLUTION #071/22

Councillor Gammana moved that Council appoint the following members at large to the Economic Development Committee: Toni Nelson: West Finley; Waseem Jabre: Mr. Mikes; Kevin/Lori Young: Dairy Queen & Boston Pizza & Tazzy Kats; Stephan Fertig: KPA; Representative from Gen 7; Mike Karach: Pembina Pipeline.

CARRIED

9.0 Department Reports

9.1. Planning and Growth

Mr. Woitt provided an update of the activities in the Planning and Growth department.

9.2. Infrastructure and Engineering

Mr. Olynyk provided an update from the Utilities, Public Works, and Facility Management departments.

9.3. Community Services and FCSS

Mr. van Klaveren provided an update from the ECDC, FCSS, Omniplex, Park Valley Pool, Community Services, and Recreation departments.

9.4. Economic Development

Ms. Stone provided an update from the Economic Development, Education, and Energy departments.

9.5. Protective and Emergency Services

Fire Chief Thomson advised that the certification for the CPO was received and pointed out that today is International Firefighter Day.

9.6. Corporate Services and Finance

Mrs. Thomson had nothing to report.

9.7. CAO/Administration

Mr. Osmond had a meeting with homeless residents who had questions about the shelterpods. Administration is currently working on implementing software for meeting management and for customer management. Administration is working on programming for mental health training.

10.0 Council Reports

10.1. Councillor Gammana

- Apr 22 – Eagle Point Blue Rapids Parks Council meeting
- April 26 – Volunteer Appreciation Night
- April 28 – Emergency Management Training for Elected Officials
- May 2 – Tour of Aquatic Centre with Parkland County Council

10.2. Councillor Clarke

- Was not present

10.3. Councillor Evans

- May 2 – Tour of Aquatic Centre with Parkland County Council
- May 3 – Mayor's Coffee at 55 Plus Recreation Centre

10.4. Councillor Sherriffs

- Was not present

10.5. Deputy Mayor McGee

- Had nothing to report

10.6. Councillor Ballas

- Upcoming: October 3-6 Health Conference at CETC
- April 21-22 – Alberta Hemp Conference
- May 3 – Pembina Physicians Recruitment Retention Committee meeting and Healthcare Action Committee meeting

10.7. Mayor Dodds

- Business visitation
- April 20 – Media training
- April 21-22 – Alberta Hemp Conference
- April 22 – Earth Day
- April 26 – Breakfast meeting with Chief Billy Morin
- April 26 – Volunteer Appreciation Night
- April 28 – Emergency Management Training for Elected Officials
- April 29 – Alberta Health Services meeting
- April 29 – Meeting with MLA Mark Smith
- May 3 – Mayor's Coffee at 55 Plus Recreation Centre
- Mental Health Week

11.0 Information Items

11.1. Drayton Valley and District Chamber of Commerce Meeting Minutes – March 17, 2022

11.2. Drayton Valley Municipal Library Board Meeting Minutes – March 24, 2022, and Stats – March 2022

11.3. Drayton Valley RCMP Stats – March 2022

RESOLUTION #072/22

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

CARRIED

12.0 Adjournment

Mayor Dodds adjourned the meeting at 2:14 p.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Town of Drayton Valley AGENDA ITEM REPORT

Regular Council Meeting

MEETING: Regular Council - May 25, 2022

PRESENTED BY: **DEPARTMENT:**

DIVISION:

SUBJECT: Pride Month

ATTACHMENTS: [2022 Proclamation - Pride Month](#)

PROPOSAL AND BACKGROUND INFORMATION:

Please see the attached the Pride Month proclamation

FINANCIAL IMPLICATIONS:

N/A

IMPACT IN CAD:

N/A

LEGAL/RISK IMPLICATIONS:

N/A

ORGANIZATIONAL IMPLICATIONS:

N/A

SERVICE LEVELS IMPLICATIONS:

N/A

ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Other Strategic Priorities

STAKEHOLDER AND COMMUNICATION STRATEGY:

N/A

NEXT STEPS:

N/A

RECOMMENDATION(S):

1 - that Council proclaim the month of June as Pride Month.

ALTERNATIVES:

2 - that Council decline to proclaim the month of June as Pride Month.

Robert Osmond, CAO

Approved - 20 May 2022

Town of Drayton Valley

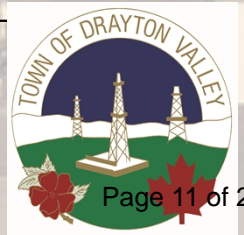
Proclamation

PRIDE MONTH June 2022

- WHEREAS** the spirit of inclusion, equity, and human rights are pillars of our community; and
- WHEREAS** June is recognized as Pride Month in Canada and around the world as an opportunity to celebrate sexual diversity, promote equal rights, and build awareness of the challenges faced by the LGBTQ2S+ community; and
- WHEREAS** Pride Month is an opportunity to prevent discrimination and promote acceptance and inclusion of all, and to support the development of harmonious and respectful relationships amongst all members of our community; and
- WHEREAS** the Town of Drayton Valley celebrates the diversity of our gender and sexual minority communities, and expresses a commitment to diversity, equity and inclusion in our organization and our community; and
- WHEREAS** we should take pride in our identities and never feel we must hide who we are at work, school, or within our families and communities; and
- WHEREAS** during Pride Month we can all reflect on the progress made to recognize and protect the rights of LGBTQ2S+ communities, and the work that still needs to be done;
- NOW THEREFORE** I, Nancy Dodds, Mayor of the Town of Drayton Valley, do hereby proclaim June 2022 as "Pride Month" in the Town of Drayton Valley.

DATED at the Town of Drayton Valley,
in the Province of Alberta,
this 25th day of May, 2022.

Nancy Dodds, Mayor





Town of Drayton Valley **AGENDA ITEM REPORT** Regular Council Meeting

MEETING: Regular Council - May 25, 2022

PRESENTED BY:

DEPARTMENT:

DIVISION:

SUBJECT: National Indigenous History Month

ATTACHMENTS: [2022 Proclamation - National Indigenous History Month](#)

PROPOSAL AND BACKGROUND INFORMATION:

Please see the attached the National Indigenous History Month proclamation.

FINANCIAL IMPLICATIONS:

N/A

IMPACT IN CAD:

N/A

LEGAL/RISK IMPLICATIONS:

N/A

ORGANIZATIONAL IMPLICATIONS:

N/A

SERVICE LEVELS IMPLICATIONS:

N/A

ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Other Strategic Priorities

STAKEHOLDER AND COMMUNICATION STRATEGY:

N/A

NEXT STEPS:

N/A

RECOMMENDATION(S):

1 - that Council proclaim the month of June as National Indigenous History Month.

ALTERNATIVES:

2 - that Council decline to proclaim the month of June as National Indigenous History Month.

Robert Osmond, CAO

Approved - 20 May 2022

Town of Drayton Valley

Proclamation

NATIONAL INDIGENOUS HISTORY MONTH

June 2022

- WHEREAS** the Town of Drayton Valley acknowledges and pays tribute to the traditional territories of the peoples of Treaty 6; and
- WHEREAS** National Indigenous History Month is an opportunity for citizens to learn more about the history of the Indigenous peoples in Canada; and
- WHEREAS** National Indigenous History Month celebrates the rich culture, heritage and achievements of Indigenous Nations across Canada; and
- WHEREAS** the Town of Drayton Valley recognizes the interconnectedness of the past, present, and future as foundational to the success, prosperity, and sustainability of our town and region; and
- WHEREAS** Indigenous peoples have made, and continue to make, invaluable contributions to Drayton Valley, to Alberta, to Canada, and around the world; we, in turn, celebrate these contributions, respecting and supporting diversity and inclusiveness as a core value in our community; and,
- WHEREAS** it is also a time to focus on Truth and Reconciliation in order to restore peace, harmony, balance, and to honour Canada's Indigenous People while working to restore our relationships; and
- WHEREAS** the Town of Drayton Valley is committed to working with Indigenous communities to achieve Reconciliation in order to restore Indigenous Peoples' rights to self-determination;
- NOW THEREFORE** I, Nancy Dodds, Mayor of the Town of Drayton Valley, do hereby proclaim June 2022 as "National Indigenous History Month" in the Town of Drayton Valley.

DATED at the Town of Drayton Valley,
in the Province of Alberta,
this 25th day of May, 2022.

Nancy Dodds, Mayor





Town of Drayton Valley

AGENDA ITEM REPORT

Regular Council Meeting

MEETING: Regular Council - May 25, 2022

PRESENTED BY:

DEPARTMENT:

DIVISION:

SUBJECT: Seniors' Week

ATTACHMENTS: [2022 Proclamation - Seniors' Week](#)

PROPOSAL AND BACKGROUND INFORMATION:

Please see the attached the Seniors' Week proclamation.

FINANCIAL IMPLICATIONS:

N/A

IMPACT IN CAD:

N/A

LEGAL/RISK IMPLICATIONS:

N/A

ORGANIZATIONAL IMPLICATIONS:

N/A

SERVICE LEVELS IMPLICATIONS:

N/A

ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Other Strategic Priorities

STAKEHOLDER AND COMMUNICATION STRATEGY:

N/A

NEXT STEPS:

N/A

RECOMMENDATION(S):

1 - that Council proclaim the week of June 6-12, 2022, as Seniors' Week.

ALTERNATIVES:

2 - that Council decline to proclaim the week of June 6-12, 2022, as Seniors' Week.

Robert Osmond, CAO

Approved - 20 May 2022

Town of Drayton Valley

Proclamation

SENIORS' WEEK

June 6-12, 2022

- WHEREAS** senior citizens have made, and continue to make, many contributions that strengthen our community, town and province. Seniors are a vital part of our families and, by giving generously of their wisdom and experience, they enrich our daily lives; and
- WHEREAS** many seniors are independent and active and, by challenging the stereotypes of aging, they are leading the way for future seniors; and
- WHEREAS** a more positive attitude toward aging is creating new opportunities for senior; and
- WHEREAS** by highlighting awareness of senior citizens, their achievements, value and contributions will continue to be recognized and celebrate;
- NOW THEREFORE** I, Nancy Dodds, Mayor of the Town of Drayton Valley, do hereby proclaim June 6 to 12, 2022, "Seniors' Week" in the Town of Drayton Valley.

DATED at the Town of Drayton Valley,
in the Province of Alberta,
this 25th day of May, 2022.

Nancy Dodds, Mayor





Town of Drayton Valley **AGENDA ITEM REPORT** Regular Council Meeting

MEETING: Regular Council - May 25, 2022

PRESENTED BY:

DEPARTMENT:

DIVISION:

SUBJECT: National Public Service Week

ATTACHMENTS: [2022 Proclamation - National Public Service Week](#)

PROPOSAL AND BACKGROUND INFORMATION:

Please see the attached the National Public Service Week proclamation.

FINANCIAL IMPLICATIONS:

N/A

IMPACT IN CAD:

N/A

LEGAL/RISK IMPLICATIONS:

N/A

ORGANIZATIONAL IMPLICATIONS:

N/A

SERVICE LEVELS IMPLICATIONS:

N/A

ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Other Strategic Priorities

STAKEHOLDER AND COMMUNICATION STRATEGY:

N/A

NEXT STEPS:

N/A

RECOMMENDATION(S):

1 - that Council proclaim the week of June 12-18, 2022, as National Public Service Week.

ALTERNATIVES:

2 - that Council decline to proclaim the week of June 12-18, 2022, as National Public Service Week.

Robert Osmond, CAO

Approved - 20 May 2022

Town of Drayton Valley

Proclamation

NATIONAL PUBLIC SERVICE WEEK

June 12-18, 2022

WHEREAS National Public Service Week was created in 1992, following the passage of the National Public Service Week: Serving Canadians Better Act. Its objective is to “recognize the value of the services rendered by public service employees” and to “acknowledge the contribution of public service employees to administration.”

WHEREAS National Public Service Week was designed to promote pride in and recognition of the public service of Canada by providing internal recognition, and by raising Canadians’ awareness of the excellence of the public service.

WHEREAS In accordance with the Act, every year throughout Canada, the third week of the month of June is known as “National Public Service Week,” with the week ending on the third Saturday of the month and beginning the previous Sunday.

NOW THEREFORE I, Nancy Dodds, Mayor of the Town of Drayton Valley, do hereby proclaim the week of June 12-18, 2022, as National Public Service Week in the Town of Drayton Valley.

DATED at the Town of Drayton Valley,
in the Province of Alberta,
this 25th day of May 2022.

Nancy Dodds, Mayor





Town of Drayton Valley AGENDA ITEM REPORT

Regular Council Meeting

MEETING:	Regular Council - May 25, 2022		
PRESENTED BY:		DEPARTMENT:	
		DIVISION:	
SUBJECT:	Dana Sharp-McLean - Certificate of Recognition		
ATTACHMENTS:	Certificate of Recognition		

PROPOSAL AND BACKGROUND INFORMATION:

Please see the attached the certificate of recognition for Dana Sharp-McLean.

FINANCIAL IMPLICATIONS:

N/A

IMPACT IN CAD:

N/A

LEGAL/RISK IMPLICATIONS:

N/A

ORGANIZATIONAL IMPLICATIONS:

N/A

SERVICE LEVELS IMPLICATIONS:

N/A

ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Other Strategic Priorities

STAKEHOLDER AND COMMUNICATION STRATEGY:

N/A

NEXT STEPS:

N/A

RECOMMENDATION(S):

1 - that Council recognize the services of Dana Sharp-McLean.

ALTERNATIVES:

2 - that Council not recognize the services of Dana Sharp-McLean.

Robert Osmond, CAO

Approved - 20 May 2022

Certificate of Recognition

THIS CERTIFICATE IS AWARDED TO

Dana Sharp-McLean

THE TOWN OF DRAYTON VALLEY OFFERS ITS
SINCERE CONGRATULATIONS AND APPRECIATION FOR

24 YEARS OF SERVICES

IN DRAYTON VALLEY



Nancy Dodds, Mayor

May 25, 2022

Date



Town of Drayton Valley

AGENDA ITEM REPORT

Regular Council Meeting

MEETING:	Regular Council - May 25, 2022		
PRESENTED BY:	Ken Woitt, General Manager of Planning & Growth	DEPARTMENT:	Planning
		DIVISION:	Planning & Growth
SUBJECT:	Non-Statutory Public Hearing for Development Permit Application DV22-010		
ATTACHMENTS:	Public Hearing Agenda for DV22-010		

PROPOSAL AND BACKGROUND INFORMATION:

Please see the attached the agenda for the Non-Statutory Public Hearing for Development Permit Application DV22-010.

FINANCIAL IMPLICATIONS:

N/A

IMPACT IN CAD:

N/A

LEGAL/RISK IMPLICATIONS:

N/A

ORGANIZATIONAL IMPLICATIONS:

N/A

SERVICE LEVELS IMPLICATIONS:

N/A

ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Other Strategic Priorities

STAKEHOLDER AND COMMUNICATION STRATEGY:

N/A

NEXT STEPS:

N/A

RECOMMENDATION(S):

1 - that Council hold the Non-Statutory Public Hearing for Development Permit Application DV22-010.

ALTERNATIVES:

2 - that Council not hold the Non-Statutory Public Hearing for Development Permit Application DV22-010.

Robert Osmond, CAO

Approved - 20 May 2022

NON-STATUTORY PUBLIC HEARING

May 25th, 2022

9:00 A.M.

Council Chambers – Civic Centre

1. DECLARE PUBLIC HEARING OPEN

Development Permit Application DV22-010

2. PRESENT

3. PURPOSE OF THE PUBLIC HEARING

To receive comments, concerns, and questions from the public regarding the proposed Development at 5302 34 Avenue to utilize the subject property as a scrap metal recycling yard.

4. BACKGROUND

Administration received a Development Permit Application to utilize the parcel at 5302 34 Avenue as a scrap metal recycling yard. The parcel is zoned I-HVY (Industrial, Heavy District). Town Council recently gave second and third reading to a Bylaw (2022/03/D) which rezoned 5302 34 Avenue from I-LHT (Industrial, Light District) to I-HVY (Industrial, Heavy District). Additionally, the proposed operation will offer services such as farm and industrial site cleanups, roll off bin rentals, oilfield cleanup, dismantling and decommissioning, and provide a full-service scrap yard. The Applicant also plans to offer residents and surrounding communities the opportunity to sell scrap metal to the Applicant depending on quantity, while also providing a convenient location to drop off unwanted scrap metal.

A decision on this application will be made 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 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. ADMINISTRATION WILL READ OUT ANY WRITTEN SUBMISSIONS RECEIVED.

6. CALL FOR COMMENTS FROM ADMINISTRATION.

7. CALL FOR COMMENTS FROM THE FLOOR.

8. DECLARE PUBLIC HEARING CLOSED.



Town of Drayton Valley

AGENDA ITEM REPORT

Regular Council Meeting

MEETING:	Regular Council - May 25, 2022		
PRESENTED BY:		DEPARTMENT:	
		DIVISION:	
SUBJECT:	Drayton Valley RCMP Stats – April 2022 (S/Sgt. Erin Matthews)		

PROPOSAL AND BACKGROUND INFORMATION:

S/Sgt. Erin Matthews is presenting the Drayton Valley RCMP Stats – April 2022. The stats are attached under the section "Information Items" of the agenda.

FINANCIAL IMPLICATIONS:

N/A

IMPACT IN CAD:

N/A

LEGAL/RISK IMPLICATIONS:

N/A

ORGANIZATIONAL IMPLICATIONS:

N/A

SERVICE LEVELS IMPLICATIONS:

N/A

ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Other Strategic Priorities

STAKEHOLDER AND COMMUNICATION STRATEGY:

N/A

NEXT STEPS:

N/A

RECOMMENDATION(S):

1 - that Council accept the report as information.

ALTERNATIVES:

2 - that Council decline to accept the report as information.

Robert Osmond, CAO

Approved - 20 May 2022



Town of Drayton Valley

AGENDA ITEM REPORT

Regular Council Meeting

MEETING: Regular Council - May 25, 2022

PRESENTED BY:

DEPARTMENT:

DIVISION:

SUBJECT: Pembina Physician Recruitment and Retention Committee (Patricia Jeffery)

ATTACHMENTS: [PPRRC Delegation](#)

PROPOSAL AND BACKGROUND INFORMATION:

Please see attached the delegation request form from the Pembina Physician Recruitment and Retention Committee (Patricia Jeffery).

FINANCIAL IMPLICATIONS:

N/A

IMPACT IN CAD:

N/A

LEGAL/RISK IMPLICATIONS:

N/A

ORGANIZATIONAL IMPLICATIONS:

N/A

SERVICE LEVELS IMPLICATIONS:

N/A

ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Other Strategic Priorities

STAKEHOLDER AND COMMUNICATION STRATEGY:

N/A

NEXT STEPS:

N/A

RECOMMENDATION(S):

1 - that Council accept the report as information.

ALTERNATIVES:

2 - that Council decline to accept the report as information.

Robert Osmond, CAO

Approved - 20 May 2022



Town of Drayton Valley

Delegation Request Form

Name(s): Patricia Jeffery
 Organization: Fernberg Physician Retention and Recruitment Committee
 Contact Number: FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)
 Mailing Address: _____

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

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

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

Reason for Requesting Delegation:
 (information only, request for funding, concern, etc)

Update on current work being done
by PPRRC re: health care concerns
being raised

Additional Information Provided

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

Please indicate any preference you have for meeting:

RECEIVED
MAY 12 2022

Please submit your request by:

Fax: 780.542.5753

E-mail:

admin-support@draytonvalley.ca

In person: 5120-52 ST



Town of Drayton Valley AGENDA ITEM REPORT

Regular Council Meeting

MEETING:	Regular Council - May 25, 2022		
PRESENTED BY:	Owen Olynyk, General Manager of Municipal Services	DEPARTMENT:	Municipal Services
		DIVISION:	Municipal Services
SUBJECT:	Amending Cemetery Bylaw 2022/07/E		
ATTACHMENTS:	96-18 Cemetery Bylaw with revisions 4.0 Cemeteries Act		

PROPOSAL AND BACKGROUND INFORMATION:

Administration is proposing to amend the current cemetery bylaw based on our growing community standards and complying with the amended Alberta Cemeteries Act and General Regulations.

The proposed amendments to the bylaw are minor housekeeping items except for the following:

- Adding additional definitions to support the amendments;
- Expanding the conditions for Supervision and Control, Operations, Monuments, Lease of Burial Rights and Offences;
- Adding a section for Internment Options to advise the public on the number of internments that are permitted within a plot;
- Adding a section for the Columbarium as the Town of Drayton Valley had one installed at the Riverview Cemetery last fall.

The original bylaw which was passed on September 13th, 1996 has not been updated and requires these amendments.

FINANCIAL IMPLICATIONS:

N/A

IMPACT IN CAD:

N/A

LEGAL/RISK IMPLICATIONS:

The amendments will align with the necessary requirements established in the Municipal Government Act, Cemeteries Act and General Regulations.

ORGANIZATIONAL IMPLICATIONS:

The amendments in the new bylaw will provide clear direction in the establishment and operations of the Cemetery Administration within the municipality.

SERVICE LEVELS IMPLICATIONS:

The new bylaw specifies the duties and powers of the Cemetery Administration and the Town of Drayton valley that is required under the Municipal Government Act, the Cemeteries Act and General Regulations.

ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Other Strategic Priorities

STAKEHOLDER AND COMMUNICATION STRATEGY:

N/A

NEXT STEPS:

Should Council approve the amended bylaw, it will be passed into law.

RECOMMENDATION(S):

1. That Council give First Reading to the Cemetery Amending Bylaw 2022/07/E, as presented.
2. That Council give Second Reading to the Cemetery Amending Bylaw 2022/07/E, as presented.
3. That Council consider giving Third Reading to the Cemetery Amending Bylaw 2022/07/E, as presented.
4. That Council give Third and Final Reading to the Cemetery Amending Bylaw 2022/07/E, as presented.

ALTERNATIVES:

5. That Council defers to Administration for _____.

Owen Olynyk, General Manager of
Municipal Services
Robert Osmond, CAO

Approved - 20 May 2022

Approved - 20 May 2022

TOWN OF DRAYTON VALLEY

BYLAW NO. ~~2022/07-E~~ 2022/07-E

Being a bylaw of the Town of Drayton Valley
in the Province of
Alberta to provide for the maintenance and
control of cemeteries
under the jurisdiction of the Town of Drayton
Valley.

WHEREAS, the Town of Drayton Valley has
authority under the Cemeteries Act, Chapter
C-~~2~~3 of the Revised Statutes of Alberta
~~1980~~2000, and the Municipal Government
Act, Chapter M-26 of the Revised Statutes of
Alberta ~~1980~~2000, and amendments thereto,
to make and adopt regulations for the
maintenance, operation, and control of
cemeteries under the jurisdiction of the Town
of Drayton Valley.

AND WHEREAS, the Town of Drayton
Valley considers it expedient and in the best
interests of the Town to make and adopt such
regulations:

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

1. The Cemeteries Act, Chapter C-2 of the
Revised Statutes of Alberta 1980, and
amendments thereto, and the
regulations under the Cemeteries Act
respecting the establishment, operation,
maintenance, and licensing of
cemeteries, are hereby adopted and
shall form part of this bylaw.

2. DEFINITIONS

In this bylaw, unless the context otherwise requires:

"Adult" shall mean any person over the age of ~~twelve~~eighteen (~~12~~18) years.

"Burial" shall mean the internment of human remains in a Plot.

"Burial Permit" means a Permit issued to bury, transport, or otherwise dispose of a dead body, as defined by the Alberta Vital Statistics Act or a document of disposition from another Province, Territory or Country.

"CAO" means the Chief Administrative Officer of the Town of Drayton Valley.

"Central Cemetery" means the Cemetery owned by the Town located at Plan 5935HW, Block 5, Lot 1 in the Town of Drayton Valley.

"Cement Base" shall mean a rectangular piece of precast cement of four (4) inches (10) centimeters thickness so placed as to be level with the surrounding ground

"Cemetery Administration" means the Town employee(s) appointed by the CAO or his/her designate for the administration of

all Cemetery Records for the
Cemeteries that are owned and
operated by the Town.

“Cemetery Records” means the
permanent records of all sales,
location descriptions and the
names of persons interred, and the
dates associated these records or
transactions.

“Cemetery Services” means the
supplying of any service to be
rendered at a Cemetery in respect
to any Plot or Niche. Services
include burial rights,
perpetual care, opening &
closing of plots, storage and
installation of vaults or liners and
permits to erect a monument or
install a marker.

"Child" shall mean any person
over the age of five (5) and
under the age of ~~twelve~~
seventeen (~~12~~17) years.

“Columbarium” means a
permanent structure designed
for storing cremated remains.

“Council” means the Council of
the Town of Drayton Valley.

“County” shall mean Brazeau
County.

“CPO” means a Community
Peace Officer employed by the
Town.

“Cremation Plot” means a plot designated for the internment of cremated remains capable of accommodating up (2) urns.

“Cremated Remains” shall mean the remnants of the human body following the cremation process.

“Disinterment” means the removal of human remains or cremated remains from a plot or niche.

~~“Infant” shall mean any person under the age of five (5) years.~~

~~“Cement Base” shall mean a rectangular piece of precast cement of four (4) inches (10) centimeters thickness so placed as to be level with the surrounding ground.~~

“Flat Monument” shall mean a memorial of bronze, marble, granite, fiberglass, or other non-deteriorating material, to be placed flush with the surrounding ground, with the epitaph to be inscribed on the top surface.

“Field of Honor” means a section of the Cemetery designated for the internment of Veterans.

“Funeral Director” means a person who holds a Funeral

Director License issued under Section 19 of the Funeral Services Act – General Regulation 226/1198.

“Funeral Home” means a business involved in the care and preparation of human remains and other arrangements necessary for their Internment and includes the supply of goods or services incidental to that purpose as well as the arrangement and direction of memorial rituals or ceremonies but does not include the sale of Leases for Plots or Niches, in accordance with the Funeral Services Act.

“Full Sized Plot” Shall mean the maximum sized Plot available at the Cemetery capable of accommodating one casket, 1 casket and 3 urns or 4 urns.

“Holiday” means all general and statutory holidays proclaimed by the Government of Canada, Province of Alberta, or Town of Drayton Valley.

“Indigent Person” means a person without means, support or known relatives requiring Internment in the Cemetery.

“Infant” means any person at least 29 days of age and younger than (5) years of age.

“Internment” means the burial of human remains in a plot or niche.

“Lease Agreement” means a contract between the Town and a lease holder that specifies the terms and conditions for internment rights in a plot or nice within a Cemetery that is owned and operated by the Town.

“Liner or Vault” means a container placed in the ground to totally enclose a casket in a plot in a Cemetery. The container is designed and built to withstand the weight of the earth and standard Cemetery maintenance equipment. The type, material and size of the Liner or Vault shall be pre-approved by the Cemetery Administration.

“Monument” Means a structure of approved materials and size for memorial purposes placed on any plot, indicating the person (or persons) interned in that Plot or Niche. A Monument may include a Flat Monument, Pillow Monument, Upright Monument or Niche Cover.

“Monument Installer” means a person employed or contracted by a certified monument company for the installation of a Monument.

“Newborn” shall mean an Infant who is not older than (28) twenty-eight days of age.

Niche means a single compartment with a columbarium designed and constructed for the safe, above ground internment of cremated remains.

“Peace Officer” means a Peace Officer appointed as such by the ministry of Justice and Solicitor General, a Bylaw Enforcement Officer appointed by the municipality, a designated offer as defined by the Municipal Government Act, or a member of the Royal Canadian Mounted Police

“Permit” means a prescribed form supplied by the Town for application to carry out any work within the Cemetery.

“Perpetual Care” means the preservation, improvement, embellishment, and maintenance in perpetuity and in a proper manner of plots, monuments, columbarium, or other space in a Cemetery, in accordance with the Cemeteries Act.

“Plot” shall mean a specific area designated for the Burial of human remains. All plots are laid out with a description that includes a corresponding Block number and Plot number.

“Resident” means any person, for whom the purchase of any Lease in being made, who is or was currently residing in the Town ??on the date immediately preceding the date of purchase of that Lease. A person who resided in the Town within the preceding five years of the date of the Lease purchase, who

currently resides in an approved assisted living or nursing home that is located outside of Town boundaries is also considered to be a Resident.

“Riverview Cemetery” means the Cemetery owned by the Town located in NW1/4-10-49-7-W5 in Brazeau County.

“Town” means the Town of Drayton Valley.

“Urn” means a container used for storing cremated remains.

“Veteran” means a current or former member of the Royal Canadian Armed Forces (RCAF) or as defined by the Department of Veteran Affairs Canada.

“Violation Ticket” means a ticket issued in accordance with the Provincial Offences and Procedure Act.

- f) ~~"Pillow Monument" shall mean and include a memorial of bronze, — marble, — granite; fiberglass, stone or other non-deteriorating material which projects above the level of the surrounding ground and slopes from head to foot.~~

~~TOWN OF DRAYTON VALLEY~~

~~Bylaw No. 2022/07/E~~

~~Page 2~~

- g) ~~"Upright Monument" shall mean a memorial of bronze, marble, granite, stone, fiberglass or other non-deteriorating material, intended to be placed upright with the epitaph inscribed on the vertical face.~~
- h) ~~"Resident" shall mean any person, for whom the purchase of any burial right is being made, who was currently residing in the Town of Drayton Valley or in the M.D. of Brazeau #77 on the date immediately preceding the date of purchase of that burial right.~~
- i) ~~"Perpetual care" of cemetery grounds by the Town of Drayton Valley means and includes the seeding of lots and grave surfaces and reseeding, watering, seasonal cutting of grass and weeds and keeping lots in neat condition and of good appearance, and such other cemetery work as may be authorized by the Council of the Town of Drayton Valley.~~
- j) ~~"Town Manager" shall mean the Manager of the Town of Drayton Valley as appointed by the Council of the Town of Drayton Valley.~~

- k) ~~"Cemetery" means land that is set apart or used as a place for the burial of dead human bodies or other human remains or in which dead human bodies or other human remains are buried.~~
- l) ~~"Central Cemetery" means the municipally owned cemetery located at Lot 1, Block 5, Plan 5935 H.W. in the Town of Drayton Valley.~~
- m) ~~"Riverview Cemetery" means the cemetery owned by the Town of Drayton Valley located in N.W. 10-49-7-W5 in the M.D. of Brazeau #77.~~

3. SUPERVISION AND CONTROL

- a) The cemeteries of the Town of Drayton Valley shall be under the general supervision, charge, and control of the Town ~~Manager~~, and the books, plans, records, documents, and instruments relating to the cemeteries shall be under the supervision, charge, and control of the ~~Town Manager or designate Cemetery Adminsitration.~~
- b) The Cemetery Administration, in addition to the CPO and Provincial or Federal enforcement authorities are hereby empowered to enforce all rules and regulations of this Bylaw. The cemetery administration shall have charge of the grounds, buildings and equipment at all times and may have supervision and control of persons and activities in the Cemetery, including the

conducts of funerals and other services, traffic concerns, employees, Lease Holders and visitors.

c) The Town ~~Manager or designate~~ shall ensure the orderly maintenance and beautification of the cemeteries and enforce the requirements of this bylaw and provincial statutes.

d) No person shall:

i. Allow any animal within the confines of the Cemetery unless specifically authorized by the Cemetery Administration.

ii. Disturb the quiet or good order fo the Cemetery by improper noise, boisterous or improper conduct or any other act or deed.

iii. Destroy, prune, cut or any manner disturb or deface an article of part of an article in the Cemetery.

iv. Plant, seed, or place anything, an object or part of an object in the Cemetery that is contrary to this Bylaw.

v. Walk upon or across plots. The use of the roads and walkways are mandatory for safety reasons and to preserve the condition of the plots.

- e) The Cemetery Administration reserves and shall have the right to give prior authorization to any person to perform work in the Cemetery. The Cemetery Administration reserves the right to request a certificate of insurance, showing coverage for liability and personal injury and damage to the property of others, from any contractor or business authorized to perform services and/or work in the Cemetery.
- f) Unless part of a funeral procession, bicycles, motorcycles, or animal-drawn vehicles may not enter the Cemetery.
- g) Firearms will only be authorized by the Cemetery Administration, including military Guard of Honour and Federal or Provincial law enforcement personnel are permitted to bring into or carry firearms within the Cemetery. Military guards participating in a military or law enforcement funeral must be under the direction and control of a military or law enforcement officer.
- h) The Cemetery Administration reserves the right to remove or prune any trees or shrubbery previously planted which may mar the appearance, encroach upon or interference with plots, trees or plants that may previously have been planted without Cemetery Administrations permission.

3. LIABILITY

- a) While the Cemetery Administration, will take reasonable precautions to protect the property of the Lease Holders, the Town and its representatives will not assume any liability nor responsibility for the loss or damage to any Monument or part thereof or any article of any type that may be placed on a plot or with proximity to a plot. The Town and Cemetery Administration accept no responsibility for the maintenance of Monuments due to the normal wear and deterioration. Minor scraping of the Base of an Upright Monument due to lawn mowing and snow removal is considered normal wear.
- b) Persons entering the Cemetery shall do so at their own risk. The Town and Cemetery Administration shall not be responsible for any injuries resulting to any person who enters the Cemetery owned and operated by the Town.
- c) The Town and Cemetery Administration assume no liability for flowers or decorations placed on or surrounding plots within the Cemetery or for any damage incurred through vandalism or other acts outside of its control.

- d) Floral and other tributes shall be placed on the Monument or concrete base. Decorating with fresh cut and artificial flowers is appropriate and welcomed. Decorations must be placed within unbreakable and approved vases as advised by the Cemetery Administration.

~~TOWN OF DRAYTON VALLEY~~

~~Bylaw No. 96—18~~

~~Page 3~~

i) ~~Order that graves in any particular section of a cemetery be laid in any direction considered suitable.~~

ii) ~~Direct in what order lease of burial rights will be sold.~~

iii) ~~Move any monument or article to allow for necessary work, such monument or article to be replaced as soon as possible.~~

~~iv) From time to time, the Town of Drayton Valley may schedule, repair or remove any monument that has become unsightly, after sending written notice to the last known address of the owner, next of kin or agent, giving thirty (30) days notice to make the repairs or removal. If no response is received within 30 days, they will go ahead and do the necessary repairs. The Town may recover any cost incurred for the repair or removal of such monument from the owner, next of kin, or agent.~~

4. OPERATION

- a) Perpetual care of cemeteries shall be provided by the Town ~~of Drayton Valley~~. A one-time fee

will be charged as set ~~by~~
~~Resolution~~ by Resolution of
Council.

- b) The person responsible for organizing the Cemetery services shall make the necessary internment arrangements. No internment will be scheduled until properly accepted and approved by the Cemetery Administration.
- c) All fees for burial rights, opening and closing, disinterment or monument permits shall be those fees set by resolution of Council from time to time.
- d) Any person requesting any services shall pay fees in advance or make such other arrangements as may be approved by the Town Manager or designate.
- e) No services shall be provided unless all forms, permits and documents have been completed and issued.
- f) All requests for ~~full~~ burials shall be made ~~forty-eight (48) hours~~ 3 business days preceding the date and time of ~~the~~ interment unless special arrangements are made with the ~~Town Manager~~ Cemetery Administration or designate. All requests for cremation burials shall be made 2 business days preceding the date and time of

the internment unless special arrangements are made with the Cemetery Administration. All additional costs incurred as a result of such special arrangements are to be borne by the person requesting the -burial arrangements.

g) Burial, interment, funeral services and monument installations shall take place during those hours and days considered normal working hours for Town staff. Notwithstanding which, the Town Manager or designate may make exceptions to this clause as may be required.

h) The Cemetery Administration has the right from time to time, to change the layout, establish, close, eliminate, modify, change the location of the roads and walks, resurvey, enlarge, alter, or change any portion of the Cemetery as necessary to be used as internment areas or for the erection of buildings or services.

i) Plots and Niches in the Cemetery shall be used only for the internment of human remains and human cremated remains. All internments must be arranged with the Cemetery Administration. Cremated remains may be interred in a plot or niche but may not be scattered in any area or on any plot.

- j. Burial and monument installations shall take place during those hours and days considered as normal working hours for the Town. However, the Town may make exceptions to this clause as required on a case-by-case basis.
- k. Funerals must reach the Cemetery no later than 3:00pm on the date of interment, unless otherwise arrange with Cemetery Administration. A charge for overtime will be made if necessary for the Town employees to remain at the Cemetery outside their usual working hours.
- l. Cemetery Administration reserves the right to limit the number of internments within a working day.
- m. Funeral directors are responsible for the supply and operation of the lowering devices, safe operation and extinguishment of burn barrels, the supply and placement of Burial greens and any set-up of wreaths and flowers around the Plot. Funeral Directors must remain at the Cemetery for the duration of the service and provide notice to the Field Crew that the service has ended.

- n. The Cemetery Administration shall furnish graves in the Cemeteries for unclaimed bodies of deceased persons of any religious denomination. Burial type and rates will be subject to special provisions set forth in Provincial Cemetery legislation and regulations.

TOWN OF DRAYTON VALLEY

Bylaw No. 96-18

Page 4

- g) ~~Funerals must reach the cemetery not later than 3:30 p.m. on the date of burial, unless otherwise arranged with the Town Manager or designate, and a charge for overtime will be made if it is necessary for Town staff to remain after their usual working hours.~~
- o) Concrete liners are required for all full burials of a ~~deceased~~ deceased person five (5) years or older. ~~This requirement may be dispensed with by the Town Manager if in his opinion there are valid religious or personal preferential reasons to do so.~~ Concrete liners shall be at the Cemetery at least two (2) hours before the set interment time.
- p) Disinterment's of human remains shall only be permitted with the written consent of the Cemetery Administration and Lease Holder, next of kin or executor of the deceased in accordance with proper legal procedures as set out in the Provincial legislation and regulations. Disinterment's will only be scheduled upon issuance of a Disinterment Permit from the Department of Vital Statistics.
- q) Any damage done to walks, lots, roads or landscaping by contractors or their agents shall be repaired by

the Cemetery Administration and the cost of such repair shall be charged to the contractor. The Cemetery Administration reserves the right to stop all work of nature, if in its judgement is unsafe or violates any rule or regulation of the Cemetery.

- i) ~~Graves shall be dug and interments made only by persons under the direction of the Town Manager or designate.~~
- j) ~~Care and upkeep of monuments are the responsibility of the owner, next of kin or agent, and such monuments shall not be allowed to become unsightly.~~

5. MONUMENTS

- a) **Section A, B, C & D, E and F of the Riverview Cemetery and the Central Cemetery as defined on the attached Schedule "A" shall only allow for the placement of flat, pillow or upright monuments.**
- b) ~~Central Cemetery shall allow for the placement of flat, pillow or upright monuments.~~
- c) ~~Section A of Riverview Cemetery and Central Cemetery shall allow for the placement of grave covers.~~
- d) A permit for the placement installation, repair, or

refurbishment of all monuments ~~and grave covers~~ must be obtained from the Town of Drayton Valley prior to installation. The permit must indicate the size, type, and kind of monument as well as the estimated date of installation.

- e) All monuments shall be placed on a precast concrete base. The precast concrete base shall be a minimum of four (4") inches (10 cm) in thickness, and shall provide for a minimum four (4") inch (10 cm) border around the perimeter of the monument, however in no case, shall the concrete base extend beyond the boundaries of the width of the plot and in no case shall exceed twenty-four (24") inches (61 cm) in length in the case of an adult grave, and eighteen (18") inches (46 cm) in length in the case of a child's grave or cremation plot.
- f) The Town shall be advised at least 24 hours in advance of the installation of a monument unless other arrangements have been made with the Cemetery Administration.
- g) Any monument that is tilting or leaning is deemed to be a safety concern. The

Cemetery Administration will attempt to contact the Lease Holder and relevel the monument. If any damage is done to the monument, the Cemetery Administration shall not be deemed responsible. If the Lease Holder is inaccessible, or does not take timely action, the Monument may be removed by the Cemetery Administration due to the safety concern. The Cemetery Administration will not be responsible for any costs incurred by a Lease Holder or person, because of the Cemetery Administration disposing of the Monument or any other item.

- h)** No person shall erect a Monument on weekends (Saturday and Sunday) or Statutory Holidays, or after 4pm on weekdays (Monday to Friday). No work will be done upon any Monument, nor shall any monument be removed from any plot without the notification and permission of the Cemetery Administration.
- i)** Monuments remain the personal property of the

Lease Holder. Maintenance, repairs, and care are the responsibility of the Lease Holder and/or the next of kin. The Lease Holder and/or the next of kin will also be liable and responsible for damages resulting from theft or vandalism.

- 0 The base shall be placed parallel to and even with the head of the plot, and flush with the surrounding ground.
- g) The inscription must conform to Town records.
- h) The Town of Drayton Valley must be advised twenty-four (24) hours in advance of the installation of ~~monuments,~~ unless monument unless other arrangements have been made with the Town Manager or designate.

6. LEASE OF BURIAL RIGHTS

- a) ~~No plots shall be sold in a cemetery owned or controlled by the Town~~ Plots and Niches may only be sold by the Cemetery Administration in the cemeteries owned and controlled by the Town. Burial rights shall be awarded in the form of a twenty (20) year lease, to become perpetual upon interment.

b) Leases for plots and niches shall be sold by the Town for internment purposes only. The fees for the plots and niches are specified in the Town's fee schedule.

c) Lease holders are not authorized to sell their plot or niche to another person. Plots and Niches may only be sold back to the Town in accordance

with the Alberta Cemeteries Act,
Generals Regulations 249/1198,
as amended at the original
purchase price.

d) Lease holders may transfer
their plot or niche to another
person with written permission
from the Town.

e)

~~I. No burial rights shall be
awarded for the Central
Cemetery, located at Lot 1,
Block 5, Plan .5935 H.W. in the
Town of Drayton Valley.~~

~~No burials shall
take place in Central Cemetery
without the written consent of
the Town, and then only if
circumstances warrant.
Permission for such burial can
be given by any two of the
following:~~

~~Town Manager or designate, and
the Mayor or Deputy Mayor~~

af) ~~The purchaser of burial rights
leases shall be issued a
certificate of lease that will
state: No burials or
internments shall be permitted in
the Cemetery until the
information required by the
Bylaw has been provided to the
Cemetery Administration. The
following information is
required:~~

I. Full legal name of person for whom ~~it was the Lease was designated to obtained.~~

II. Place and date of birth.

~~III.~~ Sex Gender

III. Date of death, if applicable.

IV. Location of the plot or niche

V. Name and address of the person or agency responsible for payment of the internment fees.

VI. If a vault or liner is required.

VII. For veterans interred in the field of honor, the regimental and service number.

~~IX. Term of lease shall be for twenty (20) years, with the option of renewal, without additional charge, in the nineteenth (19th) year.~~

~~X. Lease becomes perpetual upon interment.~~

~~XI. Lease cannot be transferred without the permission of the Town Manager or designate.~~

4. INTERNMENT OPTIONS

- a) For the burial of human remains in a full-size plot with a casket, the plot must have a depth to allow for a minimum of 3 feet/ 1 meter of earth between the upper surface of the casket and the level of the ground. The vault liner must be no greater than 39 inches in width and 8 feet in length.
- b) A full-size plot can accommodate, 1 casket, 1 casket and up to 3 urns or 4 urns.
- c) Casket within the Cemetery shall not be opened at anytime without the written authorization of the Town and in the presence of the Cemetery Administration. Such authorizations will not be given without the written consent of the legal representative of the deceased or without an order from a duly constituted authority having jurisdiction.
- d) A cremation plot can accommodate up to 2 urns. All cremated remains shall be brought to the Cemetery in a suitable container. A suitable container is defined as one which is rigid, completely enclosing the remains and prevents any physical or visual contact with secretions or viewing of the deceased person.

6. COLUMBARIUM

- a) The Lease of a niche in the Columbarium covers the cost of the niche, the plaque, first opening & closing and all future care of the structure.
- b) The number of urns permitted in a niche shall be specified by the Cemetery Administration at the time the Lease is signed.
- c) ~~The Town shall retain the option to re-purchase the unexpired portion of any lease should the owner wish to dispose of it, with such purchase price to be pro-rated based on the number of years remaining in the lease.~~

7. REGULATIONS

- a) From time to time, the town of Drayton Valley 's Maintenance Personnel may do a general cleanup of floral or other tributes placed at the time of internment, or any other time if they become unsightly. The Maintenance Manager will use good judgement to see which florals or tributes shall be removed.
- b) Floral or other tributes other than those placed at the time of internment shall be in a vase which must be on the monument and or base.

- c) No person shall erect a fence, railing, wall, coping, hedge, or shrub in or around any plot or destroy, damage, deface or write upon any monument, or other structure or object in any cemetery.
- d) All grading, seeding of grass and sodding work shall be done under the direction of the authorized Town staff.

8. OFFENCES

Any person ~~who contravenes any provisions of this bylaw shall be guilty of an offence~~ that violates any provision of this Bylaw is guilty of an offence and is liable to a fine and possible imprisonment for a period not exceeding one (1) year or to both the fine and imprisonment in such amounts:-

The Bylaw Enforcement Officer ~~of the Town of Drayton Valley or a Peace Officer of the Town of Drayton Valley~~ may enforce the provisions of this bylaw and may issue an offence ticket to any person found to have committed a breach of the bylaw. The offence ticket shall state the alleged offence, the bylaw number, and the name "Cemetery Bylaw" and shall require payment of the appropriate fine, ~~as provided in the attached Schedule "B", "Fine Schedule", to the Town of Drayton Valley within fourteen (14) days of the issuance of the ticket. The~~

proposed fine amount is \$250.00 when any person disobeys the directive sign placed at the cemetery owned by the Municipality.

~~This shall include, but is not limited to:~~

~~I. Any person or persons who:~~

~~Enters or remains in a cemetery between the hours of 10:00 p.m. of any day and 6:00 a.m. of the following day.~~

~~Allows any animal in the cemetery.~~

~~Operates any vehicle at a rate of speed over 7 km per hour in the cemetery.~~

~~Unless part of a funeral procession, operates or enters a cemetery with a bicycle, motorcycle or animal-drawn vehicle.~~

~~Disturbs the quiet or good order of the cemetery by improper noise, conduct or any other act or deed.~~

~~Destroys, prunes, cuts or in any manner disturbs or defaces any part of or article in a cemetery.~~

~~Plants, seeds or places anything or article in a cemetery contrary to the bylaw.~~

~~Causes a vehicle to be operated other than on the roadway provided. This does not preclude authorized persons performing their work.~~

~~Enters the cemetery with a vehicle when roadways are unfit for traffic.~~

~~.0 Interferes with or molests anyone who has the right to work or be in the cemetery.~~

~~II. Any person or persons who perform, or cause to performed:~~

~~The erection, installation or removal of any monument, not covered by this bylaw, or the erection, installation or removal of any monument without a permit to do so.~~

~~The removal of any monument or other article without consent in writing from the owner, next of kin or agent. Notwithstanding which, upon services or legal document, the Town Manager or designate may allow the removal.~~

~~The opening or closing of a plot contrary to this bylaw.~~

~~The interment or disinterment of a body without the necessary documents and approvals.~~

~~Any work without a permit, or failure to remove waste materials after work is completed.~~

~~Incorrect installation of a monument, or placement upon frozen ground.~~

~~g) Failure to repair or pay for any repair to the Cemetery or articles therein which has been necessitated by any action during work or attendance therein.~~

~~H. Any person or persons who deface, destroy or vandalize by any means, the cemetery or any thing, article or item within the cemetery.~~



Province of Alberta

CEMETERIES ACT

Revised Statutes of Alberta 2000
Chapter C-3

Current as of December 15, 2017

Office Consolidation

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Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

Regulations

The following is a list of the regulations made under the *Cemeteries Act* that are filed as Alberta Regulations under the Regulations Act

	Alta. Reg.	<i>Amendments</i>
Cemeteries Act		
Cemeteries Exemption	236/98	87/2001, 175/2001, 251/2001, 63/2003, 176/2005, 35/2007, 68/2008, 268/2009, 31/2012, 170/2012, 81/2013, 103/2013, 172/2014, 240/2018
Commercial Cemeteries	247/98	56/2000, 251/2001, 332/2003, 172/2013, 173/2018, 166/2021
Crematories Designation	11/2002	162/2006, 172/2013, 173/2018, 166/2021
Crematory.....	248/98	251/2001, 342/2003, 131/2011, 14/2019

General.....249/98 206/2001, 251/2001,
142/2003, 331/2003,
8/2005, 212/2005,
157/2006, 35/2007,
68/2008, 168/2010,
31/2012, 172/2013,
173/2018, 81/2019,
166/2021

CEMETERIES ACT

Chapter C-3

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HER MAJESTY, by and with the advice and consent of the
Legislative Assembly of Alberta, enacts as follows:

Definitions

- 1 In this Act,
 - (a) "authorized trustee" means the Public Trustee or a trust corporation or a corporation designated in the regulations;
 - (b) "cemetery" means land that is set apart or used as a place for the burial of dead human bodies or other human remains or in which dead human bodies or other human remains are buried;

- (c) “cemetery services” means the supplying of any service to be rendered at a cemetery in respect of any lot or plot or grave stone, grave marker or monument;
- (d) “cemetery supplies” means burial vaults, grave stones, grave liners, grave markers, monuments or bases for use in a cemetery;
- (e) “columbarium” means a structure designed for storing the ashes of dead human bodies or other human remains that have been cremated;
- (f) “crematory” means a building fitted with proper appliances for the purpose of incineration or cremation of dead human bodies, and includes everything incidental or ancillary to it;
- (g) “Director” means the person appointed by the Minister under section 49 to act as the Director for the purposes of this Act and the regulations;
- (h) “income” means the interest or other money earned, including through compounding, by the investment of funds;
- (i) “licence” means a licence referred to in section 27 or 43, as the case may be;
- (j) “mausoleum” means a structure wholly or partly above the level of the ground and designed for the burial or storage of dead human bodies;
- (k) “Minister” means the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for this Act;
- (l) “municipality” means a city, town, village, municipal district or Metis settlement or, in the case of an improvement district, the Minister responsible for the *Municipal Government Act* or, in the case of a special area, the Minister responsible for the *Special Areas Act*;
- (m) “owner” means a person who owns, controls or manages a cemetery, crematory, columbarium or mausoleum, as the case may be;
- (n) “perpetual care” means the preservation, improvement, embellishment and maintenance, in perpetuity and in a proper manner, of grave stones, grave markers, monuments, lots, plots, compartments, crypts or other space in a cemetery, or of compartments in a columbarium or mausoleum;

- (o) “perpetual care fund” means funds and property received by an owner for the purpose of providing perpetual care generally of a cemetery, columbarium or mausoleum, or of any particular part of a cemetery, columbarium or mausoleum, whether received
 - (i) under this Act, or
 - (ii) under the terms of a contract, trust or gift or otherwise,

and includes money deducted and set aside under section 33 and deposits made by an owner referred to in section 34;
- (p) “pre-need assurance fund” means money held in trust under section 44 or 45;
- (q) “pre-need contract” means a contract for the provision of cemetery supplies or cemetery services, or both, under which all or part of the cost of the cemetery supplies and cemetery services to be provided is paid before the death of the person for whose benefit the contract is entered into;
- (r) “regulatory board” means a board established under section 60(1)(a) and the regulations;
- (s) “religious auxiliary” means a corporation, society, committee or other organization that is sponsored, organized, established or set up by a religious denomination and controlled or supervised by, and operated as an instrument or auxiliary of, and in close connection with, that religious denomination;
- (t) “religious denomination” means an organized society, association or body of religious believers or worshippers professing to believe in the same religious doctrines, dogmas or creed and closely associated or organized for religious worship or discipline or both;
- (u) “seller” means a person who contracts to sell cemetery supplies or cemetery services, or both, under a pre-need contract.
- (v) repealed 2001 c28 s5.

RSA 2000 cC-3 s1;2001 c28 s5;2003 c19 s9

Application of Act

2 Except as by this Act otherwise expressly provided, this Act applies to every cemetery, crematory, columbarium or mausoleum in Alberta whenever established, laid out or constructed.

RSA 1980 cC-2 s3

New cemetery restrictions

3 No new cemetery may be established except by a religious auxiliary, religious denomination or municipality.

RSA 1980 cC-2 s4

New columbarium or mausoleum

4 No new columbarium or mausoleum may be established except by a religious auxiliary, religious denomination or municipality.

RSA 1980 cC-2 s5

Burial in approved cemetery

5 No person shall bury a dead human body in any place other than a cemetery in respect of which a final certificate of approval has been issued by the Director under this Act or the regulations.

1998 c10 s1(3)

Alternatives to burial

6 As an alternative to burial, the disposition of a dead human body may be

- (a) by cremation in a crematory approved under this Act or the regulations,
- (b) by placing the body for permanent interment in a mausoleum approved under this Act or the regulations,
- (c) in accordance with the *Post-secondary Learning Act*, or
- (d) in accordance with the regulations.

RSA 2000 cC-3 s6;2003 cP-19.5 s134

Part 1 Cemeteries

Maintenance of cemetery

7 The owner of a cemetery shall keep the cemetery in the manner required by the regulations and in good order and repair.

RSA 1980 cC-2 s6

Vaults

8(1) The owner of a cemetery may erect, within the bounds of the cemetery, a chapel and vault or a vault alone for use as a repository for the dead during the winter months.

(2) The chapel and vault alone shall be of stone or brick or partly stone and partly brick, and all vault doors shall be of iron and wood encased in iron sheeting, and all vault windows shall be protected by iron-sheeted shutters.

(3) There shall be no open connections between the vault and the chapel except underneath the floor for the reception of the coffin.

(4) This section applies in respect only of vaults constructed after April 11, 1960.

RSA 1980 cC-2 s8

Mausoleum

9 A mausoleum may be constructed and maintained in any cemetery.

RSA 1980 cC-2 s9

Rules re burials

10(1) The owner of a cemetery shall ensure that all burials within the cemetery are conducted in a decent manner, and for that purpose the owner may make rules for burials within the cemetery.

(2) In the case of a cemetery other than a cemetery owned by a religious denomination or a religious auxiliary, the owner shall permit the religious denomination to which the deceased belonged to perform the usual religious rites on the interment of the deceased.

RSA 1980 cC-2 s11

Disinterment

11 Disinterment of a body shall not take place until a disinterment permit has been issued in accordance with section 42 of the *Vital Statistics Act*.

RSA 2000 cC-3 s11;2007 cV-4.1 s80

Plots for indigents

12(1) Unless subsection (2) applies, the owner of a cemetery shall make plots in the cemetery available for the burial of unclaimed bodies and bodies of destitute or indigent persons.

(2) If the owner referred to in subsection (1) is a religious auxiliary or religious denomination, the obligation under subsection (1) applies only to the burial of deceased persons who were followers of the religious denomination.

(3) When a burial plot is made available under subsection (1), the owner of the cemetery may charge for the following:

- (a) to provide the plot, 50% of the amount that would ordinarily be charged;
- (b) for a grave liner if required by cemetery bylaws and for digging and backfilling the grave, the amount that would ordinarily be charged.

(4) When the owner of a cemetery differentiates in its charge for the provision of the same plot on the basis of the place of residence of the person to be buried, then the lowest charge made for the plot is to be the amount ordinarily charged for the plot for the purposes of subsection (3)(a).

RSA 1980 cC-2 s13;1998 c10 s1(5)

Plots for veterans

13 An owner of a cemetery shall make plots in the cemetery available as provided in section 12(3) and (4) to veterans as defined in the *War Veterans Allowance Act* (Canada) and the regulations under that Act.

RSA 1980 cC-2 s13;1998 c10 s1(5)

Burial sites exempt from seizure

14 The real property of the owner of a cemetery that is used as a cemetery and the lots or plots when conveyed by the owner to individual proprietors for burial sites are not liable to be seized or sold in execution or under judgment or attached or applied to the payment of debt or passed to the assignee under any bankruptcy or insolvency law.

RSA 1980 cC-2 s14

Exempt from Land Titles Act

15 When a lot or plot has been sold by the owner of a cemetery for a burial site, the conveyance or transfer need not be registered for any purpose whatever and is not affected by the *Land Titles Act* nor does any judgment, mortgage or encumbrance subsist on a lot or plot so conveyed or transferred.

RSA 1980 cC-2 s15

Conveyance of plot

16 The conveyance of a burial lot or plot may be in any form prescribed under the regulations.

RSA 1980 cC-2 s16

Ownership of site

17 All lots or plots in a cemetery when numbered and conveyed or transferred by the owner of the cemetery as burial sites are indivisible, but may afterwards be held and owned in undivided shares.

RSA 1980 cC-2 s17

Recovery of interment space

18(1) In this section, “interment space” means a lot, plot, compartment, crypt or other space for the disposition of human remains in a cemetery, mausoleum or columbarium.

(2) If interment space is sold by an owner, the Director, on the application of the owner, may by order cancel the conveyance and revest the interment space in the owner when the Director is satisfied on evidence verified by affidavit or otherwise that

- (a) the interment space is not in use for interment,
- (b) the owner has not heard from the purchaser of the interment space, or from that purchaser's personal representative, for a period of 20 years, and
- (c) the owner has made reasonable efforts to locate the purchaser of the interment space, or that purchaser's personal representative, and has failed.

(3) An order under subsection (2) is subject to the condition that if the purchaser from whom the interment space is revested, or that purchaser's personal representative, subsequently claims the interment space, the owner will

- (a) pay to that purchaser an amount equal to the current market value of the revested interment space, or
- (b) provide to that purchaser another interment space that is equal in value to the current market value of the revested interment space.

RSA 1980 cC-2 s18;RSA 1980 c3(Supp) ss4,5;1998 c10 s1(6)

Crypts or compartments

19(1) The owner of a cemetery in which is situated a mausoleum may sell or otherwise dispose of crypts or compartments in the mausoleum for the entombment of bodies.

(2) When a crypt or compartment is sold or disposed of for the purpose of entombment, the conveyance or transfer need not be registered for any purpose whatever and is not affected by the *Land Titles Act* nor does any judgment, mortgage or encumbrance subsist on a crypt or compartment so conveyed or transferred.

RSA 1980 cC-2 s19

Winding-up, liquidation and dissolution of cemetery companies

20(1) In this section and sections 21 to 23, "cemetery company" means a corporation that owns a cemetery and

- (a) is incorporated under the *Companies Act* or the *Cemetery Companies Act*, or
- (b) is incorporated or continued under the *Business Corporations Act*.

(2) A cemetery company owned by a corporation incorporated under the *Cemetery Companies Act* may be dissolved or liquidated and dissolved only in accordance with Part 17 of the *Business Corporations Act* and this section.

(3) A cemetery company owned by a corporation incorporated under the *Companies Act* may be wound up only in accordance with Division 4 of Part 10 of the *Companies Act* and this section.

(4) A cemetery company owned by a corporation incorporated or continued under the *Business Corporations Act* may be dissolved or liquidated and dissolved only in accordance with Part 17 of the *Business Corporations Act* and this section.

(5) Notwithstanding any Act, any interested person has the right to apply to have a cemetery company wound up, dissolved or liquidated and dissolved.

(6) Notwithstanding any Act, a court may not order that a cemetery company be wound up, dissolved or liquidated and dissolved unless, in addition to the requirements set out in any other Act,

- (a) the cemetery company is inactive or financially unable to provide perpetual care for the cemetery and either there are no perpetual care funds for the cemetery or its perpetual care funds are inadequate,
- (b) the cemetery company is not maintaining the cemetery properly,
- (c) the cemetery company is not meeting its financial obligations in the operation of the cemetery,
- (d) a shortage in the perpetual care funds required to be set aside by this Act is shown by an annual financial report or otherwise, or
- (e) the cemetery company has failed to establish and maintain a pre-need assurance fund as required in respect of pre-need contracts.

RSA 1980 cC-2 s20;1981 cB-15 s284(1);
RSA 1980 c3(Supp) ss4,5;1983 c37 s9;1998 c10 s1(7)

Effect of grant

21 If the application to wind up is granted by the Court, no further burials shall be made in any cemetery owned by the cemetery company and no person is entitled to compensation or the return of money paid for a lot, plot or other space in that cemetery

unless the Court makes a direction in that regard pursuant to section 23(1)(b).

RSA 1980 cC-2 s21

Sale of cemetery

22 Notwithstanding anything in the *Companies Act*, the *Business Corporations Act* or the *Cemetery Companies Act*,

- (a) the liquidator of a cemetery company shall not sell a cemetery owned by the company except to a religious auxiliary, religious denomination or municipality or to another cemetery company, and
- (b) the Court shall not grant an order for the release of the liquidator unless the Court is satisfied that all cemeteries owned by the company have been sold in accordance with clause (a).

RSA 1980 cC-2 s22;1981 cB-15 s284(1)

Disposition of perpetual care funds

23(1) On the application of the liquidator, the Court shall order that the trust in respect of the perpetual care funds, if any, of the cemetery company be dissolved and on dissolution the funds shall be disposed of

- (a) first, toward the payment of the costs of winding up, and
- (b) second, in accordance with the directions of the Court.

(2) If there are no perpetual care funds or the funds are insufficient, the costs or the balance of the costs, as the case may be, of disinterment and re-burial of the bodies shall be paid by the Government out of the General Revenue Fund.

RSA 1980 cC-2 s23;1998 c10 s1(37)

War graves

24(1) No owner of a cemetery, columbarium or mausoleum shall without the prior agreement of the Commonwealth War Graves Commission alter or move

- (a) the remains or marker of a Commonwealth war burial, or
- (b) any memorial erected by that Commission.

(2) An owner who seeks agreement under subsection (1) shall pay to the Commonwealth War Graves Commission any reasonable cost associated with reaching agreement.

1998 c10 s1(8)

Resale of plot to owner of cemetery

25 If the owner of a cemetery sells a plot for a burial site and prohibits its resale on the open market and if the purchaser of the plot offers to sell the unused plot back to the owner of the cemetery, the owner of the cemetery shall

- (a) purchase the plot, and
- (b) pay a purchase price calculated in accordance with the regulations.

1998 c10 s1(8)

Part 2 Crematories

Location of crematory

26 Subject to the regulations made under this Act and to any zoning bylaw or other bylaw of a municipality applicable to it, a crematory may be constructed, maintained and operated in any municipality and at any place in it, either in a cemetery or elsewhere.

RSA 1980 cC-2 s25;1984 cP-27.1 s88

Licence for crematory

27(1) No human bodies shall be cremated in a crematory, and no crematory shall be maintained or operated, unless the owner of the crematory holds a licence for that purpose.

(2) A person who wishes to apply for a licence to maintain or operate a crematory or to have a licence renewed must apply to the Director in accordance with the regulations.

(3) A licence is valid for the period specified in the regulations or until it is suspended or cancelled by the Director pursuant to Part 5.

RSA 1980 cC-2 s26;1998 c10 s1(9)

Operation of crematory

28 A crematory shall be maintained and operated in accordance with any regulations applicable to it made under this Act or any other Act of the Legislature, and in accordance with any municipal bylaws applicable to it.

RSA 1980 cC-2 s28;1984 cP-27.1 s88

Fees for cremation

29(1) A person licensed under this Part is entitled to demand and receive payment of charges or fees for the cremation of human bodies in the crematory for the maintenance and operation of which the person holds a licence, but, if a table of charges or fees is

established by regulations, the charges or fees shall be in accordance with that table.

(2) Any charges or fees, and any expenses, properly incurred in or in connection with the cremation of the body of a deceased person are deemed to be part of the funeral expenses of the deceased.

RSA 1980 cC-2 s31

Registration of deaths, etc.

30(1) The statutes and regulations that govern registration of deaths and certificates of registration and any other provisions required to be observed before burial is permitted apply, with all necessary modifications, to cremation of human bodies.

(2) The statutes and regulations that govern registers of death and the admissibility of extracts from those registers as evidence in court or otherwise apply, with all necessary modifications, to a register of cremations kept as directed under the regulations.

RSA 1980 cC-2 s32;1998 c10 s1(11)

Unclaimed remains

31 If the remains of a cremated body are not claimed within one year from the date of the cremation and if the owner of the crematory has been unable to arrange for disposal by a responsible relative of the deceased, the owner of the crematory may dispose of the remains at the owner's own discretion in such a manner as not to be offensive or to create a nuisance.

RSA 1980 cC-2 s33

Part 3 Perpetual Care Funds

Application of Part

32(1) This Part does not apply to a cemetery, columbarium or mausoleum that is owned and operated by a religious denomination, religious auxiliary or municipality.

(2) If the Minister is satisfied that a religious denomination, religious auxiliary or municipality owning a cemetery, columbarium or mausoleum does not also solely operate that cemetery, columbarium or mausoleum insofar as the sale of lots, plots, compartments, crypts or other space is concerned, the Minister may by order declare that this Part and Part 4 apply to that owner in respect of that cemetery, columbarium or mausoleum.

(3) Except as expressly provided in this Part, this Part does not apply

- (a) to a sale, lease or rental, or agreement to sell, lease or rent, a lot, plot, crypt, compartment or other space in a cemetery, columbarium or mausoleum if the sale, lease, rental or agreement was made before July 18, 1960, or
- (b) to money paid or payable under any sale, lease, rental or agreement to which clause (a) applies.

RSA 1980 cC-2 s35;1983 c37 s9;1998 c10 s1(13)

Perpetual care funds**33(1)** When the owner enters into a contract for

- (a) the sale, lease or rental of a lot, plot, compartment, crypt or other space in the owner's cemetery, columbarium or mausoleum, or
- (b) the sale by the owner of a grave stone, grave marker or monument,

the owner shall deduct and set aside for perpetual care such portion of the money paid as the consideration under the contract of sale, lease or rental as may be prescribed in the regulations.

(2) Every owner shall not less frequently than once in each month, pay over to an authorized trustee all money that the owner has deducted and set aside under subsection (1) since the last previous occasion on which the owner has paid over such money to an authorized trustee.

RSA 1980 cC-2 s38;1998 c10 s1(37)

Minimum funds

34(1) Subject to subsection (2), the owner of a cemetery, columbarium or mausoleum shall maintain for each cemetery, columbarium or mausoleum owned by that owner a perpetual care fund consisting of a minimum amount that is not less than

- (a) the initial amount prescribed by regulation to be set aside for each cemetery, columbarium or mausoleum owned by that owner, and
- (b) the percentage or flat rate of each sale prescribed by regulation to be set aside.

(2) Where an owner purchases an existing cemetery, the Director may increase, reduce or waive the owner's obligation under subsection (1) in regard to that cemetery, columbarium or mausoleum.

(3) Any deposit that is made by an owner with an authorized trustee or that before April 15, 1964 has been so made pursuant to

the regulations in order to have the perpetual care funds in the minimum amount referred to in subsection (1) is part of the perpetual care funds.

(4) A deposit referred to in subsection (3) may be in the form of cash or of bonds of the Government of Canada or of any province or territory or bonds guaranteed by the Government of Alberta, but the income derived from the bonds belongs to the owner.

(5) Notwithstanding anything in section 33 or 35, when a deposit is made under subsection (3), the owner may recover the deposit when the perpetual care funds are in the amount of at least \$30 000 either

- (a) by requesting the return of the deposit when the perpetual care funds reach an amount at least equal to the sum of \$30 000 plus the deposit, or
- (b) by thereafter retaining money that would otherwise be required to be paid to an authorized trustee under section 33 until and to the extent that the money retained is equal to the sum of the deposit.

RSA 1980 cC-2 s39;1998 c10 s1(16)

Funds in trust

35 Perpetual care funds paid over to an authorized trustee under section 33 shall not be returned to the owner, but shall form a trust in the hands of the authorized trustee for the purposes mentioned in this Act.

RSA 1980 cC-2 s40;1998 c10 s1(37)

Investment

36(1) Subject to section 37 and the regulations, the authorized trustee shall invest, on behalf of the owner, all perpetual care funds received by the trustee from an owner only in accordance with the regulations.

(2) The authorized trustee shall, as may be prescribed by the regulations, pay to the owner the income derived from the investment of the owner's perpetual care funds, less the amount of the remuneration for the services of the authorized trustee that the authorized trustee is authorized to deduct and retain for that purpose.

(3) Pending the investment of perpetual care funds, an authorized trustee may deposit them during such period as is reasonable in the circumstances in a bank or treasury branch.

(4) The authorized trustee shall, for the purpose of its financial records, keep the money received under each perpetual care fund separate from any other money but may, for the purpose of investing in accordance with subsection (1), combine the money received under all perpetual care funds of the same owner.

RSA 2000 cC-3 s36;2001 c28 s5;2006 c9 s6

Remuneration for services

37 An authorized trustee may, as remuneration for services rendered, deduct and retain in each year a reasonable administration fee from the income received in that year from money invested on behalf of an owner as provided in this Part.

RSA 1980 cC-2 s42;1983 c37 s9;1998 c10 s1(18)

Reporting requirements

38 Each owner of a cemetery, columbarium or mausoleum shall provide to the Director in the form set by the Director information relating to each perpetual care fund maintained by that owner, including a statement from the authorized trustee in the form set by the Director.

RSA 1980 cC-2 s43;RSA 1980 c3(Supp) s4;1998 c10 s1(19)

Required information

39 An owner shall from time to time furnish to the authorized trustee any information with respect to perpetual care funds that the authorized trustee may require.

RSA 1980 cC-2 s45;1998 c10 s1(37)

Application of general law

40 In addition to the powers, rights and obligations created by this Act, the provisions of the general law, either statutory or otherwise, apply to an owner or authorized trustee with respect to perpetual care funds in the owner's or authorized trustee's hands to the same extent as they are applicable to a trustee having funds or property in the trustee's hands for charitable purposes.

RSA 1980 cC-2 s46;1998 c10 s1(37)

Annual returns

41 An owner of a cemetery, columbarium or mausoleum shall, if required by the Director,

- (a) supply the Director with full and complete information on any matter pertaining to the ownership, financial affairs or operation of the cemetery, columbarium or mausoleum of the owner, and

- (b) keep and maintain at its principal place of business in Alberta the books and records pertaining to the cemetery, columbarium or mausoleum that the Director requires.

RSA 1980 cC-2 s47;RSA 1980 c3(Supp) ss4,5;1998 c10 s1(20)

Part 4

Pre-need Sale of Cemetery Supplies and Services

Application of Part

42 This Part does not apply when the owner of a cemetery is a religious denomination, religious auxiliary or municipality.

1998 c10 s1(21)

Licence to sell pre-need contract

43(1) In this section, “cemetery supplies” includes the sale, lease or rental of a lot, plot, compartment, crypt or other space in a cemetery, columbarium or mausoleum or in a proposed cemetery, columbarium or mausoleum.

(2) No person shall, unless that person holds a pre-need contract sales licence, solicit to enter or enter a pre-need contract

- (a) under which that person promises to provide, or to arrange for the provision of, cemetery supplies or cemetery services, or both, or
- (b) as an agent for another person who holds a pre-need contract sales licence.

(3) A person who wishes to apply for a pre-need contract sales licence or to have a licence renewed must apply to the Director in accordance with the regulations.

(4) A licence is valid for the period specified in the regulations or until it is suspended or cancelled by the Director pursuant to Part 5.

1998 c10 s1(21)

Seller to hold money in trust

44 A seller who enters into a pre-need contract holds all money paid under the contract in trust for the purposes for which it has been paid until

- (a) the cemetery supplies and cemetery services listed in the contract have been provided in accordance with the contract, or

- (b) the money, or any unused portion of the money, and all income earned as a result of the investment of that money has been refunded to
 - (i) the person who made the payment or payments under the contract, or
 - (ii) the person for whose benefit the contract was entered into or that person's personal representative.

1998 c10 s1(21)

Transfer of trust money to authorized trustee

45(1) Subject to subsection (2), money held in trust by a seller pursuant to section 44 must be transferred to an authorized trustee within the period set out in the regulations.

(2) Subsection (1) does not apply to money paid

- (a) for the cost of any grave stone, grave marker or monument that is manufactured or inscribed within the period set out in the regulations, or
- (b) to purchase interment space that exists for use at the time the contract is entered into.

(3) A seller may deduct an administration fee in accordance with section 46 from the money to be transferred under subsection (1) to an authorized trustee.

(4) The authorized trustee

- (a) shall deposit money received under subsection (1) in a pre-need assurance fund, and
- (b) may, subject to the regulations, invest the money only in accordance with the regulations.

(5) The authorized trustee shall, for the purpose of its financial records, keep the money received under each pre-need contract separate from any other money but may, for the purpose of investing in accordance with subsection (4), combine the money received under all pre-need contracts of the same seller.

(6) The financial records required under subsection (5) must show

- (a) the amount of principal and income held in the pre-need assurance fund to the credit of each pre-need contract, and
- (b) the name of the person for whose benefit the pre-need contract was entered into.

(7) Money that is held in a pre-need assurance fund is not, while in the fund or being transferred to or from the fund, liable to demand, seizure or detention under any legal process.

RSA 2000 cC-3 s45;2001 c28 s5;2006 c9 s6

Payment out of pre-need assurance fund

46(1) Money held in a pre-need assurance fund and any income earned as a result of the investment of that money must not be paid out of the fund by the authorized trustee except in accordance with this section and the regulations.

(2) When the cemetery supplies and cemetery services listed in a pre-need contract have been provided, all money and income held in a pre-need assurance fund to the credit of that pre-need contract shall be paid to the seller, on production by the seller of proof

- (a) of the death of the person for whose benefit the contract was entered into, and
- (b) that the cemetery supplies and cemetery services have been provided.

(3) A seller who has received money under a pre-need contract and has transferred the money to an authorized trustee under section 45(1) may charge an administration fee not exceeding the amount set out in the regulations on the date when

- (a) the cancellation period under section 67 expires, or
- (b) the pre-need contract is cancelled after the expiry of the cancellation period under section 67.

(4) A seller who charges an administration fee shall elect as set out in the regulations whether every administration fee on every pre-need contract that the seller enters into will be charged in accordance with subsection (3)(a) or in accordance with subsection (3)(b).

(5) If no administration fee has been deducted under section 45(3), an authorized trustee shall pay from the money and income held in a pre-need assurance fund any administration fee owing to a seller.

1998 c10 s1(21)

Use of investment income

47(1) Notwithstanding any agreement to the contrary, a seller who, in the period commencing on May 1, 1962 and ending on November 30, 1998, entered into a pre-need contract that specifically permits the seller to retain income earned by the investment of the funds received under the contract shall not withdraw any of that income from trust until

- (a) the contract is cancelled, or
 - (b) the cemetery supplies and cemetery services listed in the contract have been provided in accordance with the contract.
- (2) A seller who enters into a pre-need contract after November 30, 1998 must hold the income earned by the investment of funds received under the contract in trust in accordance with section 44.

1998 c10 s1(21)

Reporting to Director

48 Each seller must provide to the Director in the form set by the Director information relating to each pre-need assurance fund maintained by that seller, including a statement from the authorized trustee in the form set by the Director.

1998 c10 s1(21)

Part 5 Director

Appointment of Director

49(1) The Minister may appoint a person to act as the Director for the purposes of this Act and the regulations.

(2) The Director may delegate in writing to any person under the Minister's administration any power, duty or function conferred or imposed on the Director by this Act or the regulations.

(3) The Director may, when delegating a matter, authorize the further delegation of the matter.

(4) A delegation may be made subject to any terms and conditions that the Director considers appropriate.

1998 c10 s1(21)

Duties relating to approvals

50(1) The Director is authorized to receive applications for

- (a) provisional approval of
 - (i) the operation or establishment of a cemetery, or
 - (ii) any alteration in the size of an existing cemetery,
- (b) a final certificate of approval for
 - (i) the operation or establishment of a cemetery, or
 - (ii) any alteration in the size of an existing cemetery,

- (c) approval of any plan or site for a mausoleum or columbarium, and
- (d) permission to alter an approved plan for a mausoleum or columbarium.

(2) The Director may grant any approval or permission applied for under subsection (1) if the applicant meets all of the requirements for that approval or permission set out in the regulations.

1998 c10 s1(21)

Duties relating to licences

51(1) The Director is authorized to receive applications for the issuance or renewal of licences.

(2) The Director may issue a licence if the applicant meets all of the requirements for that licence set out in the regulations and may issue the licence subject to conditions.

(3) The Director may renew a licence if the applicant meets all of the requirements for renewal of that licence set out in the regulations and may renew the licence subject to conditions.

(4) The Director may refuse to issue or renew a licence

- (a) for any of the reasons set out in the regulations, or
- (b) if, in the Director's opinion, it is not in the public interest to issue or renew the licence.

(5) The Director may suspend or cancel a licence

- (a) if the licensee contravenes this Act or the regulations,
- (b) for any of the reasons set out in the regulations, or
- (c) if, in the Director's opinion, it is in the public interest to suspend or cancel the licence.

(6) When the Director refuses to renew a licence or makes a decision to suspend or cancel a licence, the Director may also, by written order, do any or all of the following:

- (a) assign to another licensee any pre-need contracts entered into by the licensee;
- (b) prohibit the licensee from continuing to carry out the activities authorized by the licence, subject to any terms and conditions set out in the order;

- (c) direct any person to cease any act or omission that contravenes this Act or the regulations;
- (d) prohibit the licensee who committed the act or omission that resulted in the suspension or cancellation or who directed, authorized, assented to, acquiesced in or participated in the act or omission from so acting, subject to any terms and conditions set out in the order.

(7) Where the Director issues or renews a licence subject to conditions or refuses to issue or renew a licence, the Director must notify the applicant in writing of the decision and the reasons for the decision.

(8) Where the Director suspends or cancels a licence, the Director must notify the licensee in writing of the decision and the reasons for the decision.

1998 c10 s1(21)

Appeal

52(1) A person

- (a) who has been refused a licence or renewal of a licence,
- (b) whose licence is made subject to conditions,
- (c) whose licence has been suspended or cancelled,
- (d) to whom an order under section 51(6) has been issued, or
- (e) to whom an order under section 56 has been issued,

may appeal the decision by serving the Minister with a notice of appeal within 30 days after being notified of the Director's decision.

(2) The Minister shall, within 30 days after being served with a notice of appeal under subsection (1), appoint an appeal board to hear the appeal.

(3) An appeal board shall consist of the following members:

- (a) a person designated by the Minister as chair of the appeal board, and
- (b) not fewer than 2 and not more than 4 other persons.

(4) The following persons shall not be members of an appeal board:

- (a) the Director;
- (b) a delegate, agent or employee of the Director;
- (c) a member of a regulatory board.

(5) Notwithstanding subsection (3), the Minister may designate a board or commission established by or under an Act of the Legislature to act as an appeal board under this section, and in that case, references in this section to an appeal board are deemed to be references to that board or commission.

(6) The Minister may set the time within which an appeal board is to hear an appeal and make a decision, and may extend that time.

(7) An appeal board that hears an appeal under this section may, by order, do any one or more of the following:

- (a) confirm or quash the decision;
- (b) direct that the licence be issued or that the licence be renewed;
- (c) reinstate a suspended or cancelled licence;
- (d) substitute a suspension for a cancellation or a cancellation for a suspension;
- (e) add, vary or delete conditions on a licence;
- (f) add, vary or delete any measure that may be ordered under section 56;
- (g) order the appellant to pay all or part of the investigation costs;

and may make the order subject to any terms and conditions it considers appropriate.

(8) An appeal board may order that the costs of the appeal are to be paid by the appellant.

(9) Fees and reasonable living and travelling expenses may be paid to the members of an appeal board in accordance with the regulations.

(10) The Director or a person who appeals to an appeal board under subsection (1) may appeal the decision of the appeal board by filing an application with the Court of Queen's Bench within 30 days after being notified in writing of the decision of the appeal

board, and the Court may make any order that an appeal board may make under subsection (7).

(11) Where a licence is refused, suspended or cancelled or an order under section 51(6) is issued by a regulatory board instead of the Director, the regulatory board has the right of appeal under subsection (10) as if it were the Director.

RSA 2000 cC-3 s52;2009 c53 s31

Investigation and inquiry

53(1) The Director, or a person authorized in writing by the Director, may on complaint of a person interested or, when the Director considers it necessary, without complaint, investigate and inquire into any matter the investigation of which the Director considers expedient for the due administration of this Act.

(2) The person making the investigation may at all reasonable times demand the production of and inspect all or any of the books, documents, papers, correspondence and records relating to the operation of the cemetery, and any person who has the custody, possession or control of any of those books, documents, papers, correspondence or records shall produce them and permit the inspection of them by the person making the investigation.

RSA 1980 cC-2 s48;RSA 1980 c3(Supp) ss4,5;1996 c29 s2

Seizure of records

54(1) The person making the investigation may seize and take possession of any books, documents, papers, correspondence or records of the person in respect of whom the investigation is being made.

(2) If within 30 days after the date of a seizure under subsection (1) no prosecution is instituted against the person whose affairs are being investigated, the thing seized shall forthwith be returned to the person.

RSA 1980 cC-2 s49;1996 c29 s2

Powers in investigations

55 In addition to the powers conferred by sections 53 and 54, the person making the investigation has, for the purpose of the investigation, all the powers of a commissioner under the *Public Inquiries Act*.

RSA 1980 cC-2 s50;1996 c29 s2

Act, regulations contravened

56 If, in the opinion of the Director, an owner or salesperson is contravening or has contravened this Act or the regulations, or any form, form of agreement or form of letter is misleading or contains

a term that misrepresents or contravenes this Act or the regulations, the Director may issue an order directing that owner or salesperson

- (a) to stop engaging in any practice that is described in the order, and
- (b) to take any measures specified in the order, within the time specified in the order, that, in the opinion of the Director, are necessary to ensure that this Act or the regulations are complied with.

1998 c10 s1(23)

Enforcement of Director's orders

57(1) Whether or not a person is prosecuted under this Act, if the Director is of the opinion that that person is not complying or has not complied with an order of the Director under section 51(6) or 56, the Director may apply to the Court of Queen's Bench for an order directing that person to comply with the order.

(2) Repealed 2009 c53 s31.

(3) On the filing of an application with the clerk of the Court, the Court may, if it considers it necessary in the circumstances, make an interim order granting the relief that the Court considers appropriate pending the determination of the application.

(4) An interim order under subsection (3) may be made ex parte if the Court considers it appropriate in the circumstances.

(5) On hearing an application the Court may, if it is of the opinion that the person is not complying or has not complied with the order, grant an order, subject to any terms and conditions that the Court considers appropriate in the circumstances, doing one or more of the following:

- (a) directing the person to comply with the order of the Director;
- (b) giving directions that the Court considers necessary in order to ensure that the order of the Director will be complied with;
- (c) awarding costs in respect of the matter.

RSA 2000 cC-3 s57;2009 c53 s31

Director's ability to disclose information

58(1) The Director may disclose any information relating to

- (a) the refusal, cancellation or suspension of a licence issued under this Act, or

(b) a disciplinary action taken under this Act.

(2) If there is an inconsistency or conflict between subsection (1) and a provision of the *Freedom of Information and Protection of Privacy Act*, subsection (1) prevails.

1998 c10 s1(23)

Settlement

59 If in the course of an investigation or inquiry under this Act the Director discovers that a person has contravened this Act or the regulations, the Director may enter into a settlement of the matter with the person where in the Director's opinion it is in the public interest to do so, subject to any terms and conditions that the Director considers appropriate, including payment of all or part of the investigation costs by the person.

1998 c10 s1(23)

Part 6 Regulatory Board

Establishment of regulatory board

60(1) The Minister may make regulations

- (a) providing for the establishment of a regulatory board to exercise the powers and perform the duties and functions delegated to it under section 61(1);
- (b) providing for the appointment and removal of the members of a regulatory board including, without limitation, the number of members, the method of appointment of members, the terms of office of members and the filling of vacancies.

(2) Notwithstanding subsection (1), the Minister may by regulation designate any board established under any Act of the Legislature to be a regulatory board for the purposes of this Act.

(3) A regulatory board may make bylaws

- (a) respecting the conduct of the business and affairs of the board;
- (b) respecting the calling of meetings of the board and the conduct of business at those meetings;
- (c) respecting the appointment, removal, powers, duties, functions, remuneration and benefits of members, officers and employees of the board;

- (d) delegating to the officers of the board or any committee of it any powers of the board required to manage the business and affairs of the board, except the power to make bylaws;
 - (e) respecting the establishment, membership, duties and functions of special, standing and other committees.
- (4) A bylaw made by a regulatory board is not effective until it is approved by the Director.
- (5) The *Regulations Act* does not apply to a bylaw of a regulatory board.

1998 c10 s1(23)

Delegation to regulatory board**61(1)** The Director may by notice in writing to a regulatory board

- (a) delegate to the regulatory board any or all of the Director's powers, duties or functions under this Act and the regulations, and
 - (b) impose any conditions on the regulatory board's exercise of the delegated powers and performance of the delegated duties or functions that the Director considers appropriate.
- (2) The Director may, when delegating a matter under subsection (1), authorize the further delegation of the matter.
- (3) The Director may amend or revoke a notice referred to in subsection (1).
- (4) Where the Director makes a delegation under subsection (1), a reference in this Act or the regulations to the Director with respect to the delegated power, duty or function is to be read as if it were a reference to the regulatory board to which the delegation was made.

1998 c10 s1(23)

Payment for services of regulatory board**62(1)** The Minister may make regulations respecting

- (a) the collection of fees by a regulatory board on the Government's behalf and their remittance to the Minister, and
 - (b) the payment of a commission to a regulatory board for its services under this subsection.
- (2) Notwithstanding subsection (1)(b), a regulatory board may, in accordance with the regulations, levy an assessment on licensees

and owners of cemeteries for the purpose of enabling the board to carry out the powers, duties and functions delegated to it under section 61(1).

RSA 2000 cC-3 s62;2006 c23 s17

Establishment of claims fund

63(1) A regulatory board may create a fund to be used for the following purposes:

- (a) to pay claims of persons who have suffered loss or damage arising out of the operation by a licensee of a business to which this Act applies or of a cemetery;
- (b) any other purpose authorized by the regulations.

(2) Subject to the regulations, the regulatory board may levy an assessment on licensees and owners of cemeteries for the purposes of the fund.

(3) A regulatory board is deemed to hold all money collected under subsection (2) in trust and shall immediately deposit that money in a trust account in a bank, treasury branch, trust corporation, loan corporation or credit union in Alberta or in a corporation designated in the regulations, separate and apart from any other money of the regulatory board.

(4) Notwithstanding subsection (3), a regulatory board may pay the administrative costs associated with the fund out of the income earned as a result of the investment of the money in the fund.

(5) If the income earned as a result of the investment of the money in the fund is insufficient to pay the administrative costs associated with the fund, the regulatory board may levy an assessment on licensees and owners of cemeteries in accordance with the regulations.

(6) The Minister may make regulations

- (a) respecting purposes for which the money in a fund established under this section may be used in addition to the purpose referred to in subsection (1)(a);
- (b) respecting the levying of assessments for the purposes of subsections (2) and (5);
- (c) respecting the investment of money in a fund that is not currently required for disposition;
- (d) respecting the protection, by insurance or other means, of the money in a fund against claims or losses;

- (e) respecting the administration of a fund;
- (f) requiring a regulatory board to provide a report to the Minister and respecting the nature and contents of that report and the times at which it must be provided;
- (g) respecting the kinds of claims that may be paid from a fund and the conditions to be met before any claim is paid from a fund;
- (h) respecting the limits of liability of a fund;
- (i) respecting the time within which claims against a fund must be made;
- (j) providing for the recovery by the regulatory board from a licensee of any amount paid from the fund to a claimant in respect of a claim against that licensee for loss or damage arising out of the operation by the licensee of a business to which this Act applies;
- (k) respecting the winding-up of a fund.

RSA 2000 cC-3 s63;2001 c28 s5

Confidentiality

64 No person shall, without the written consent of the Director, disclose any information obtained in the course of exercising a delegated authority under this Act.

1998 c10 s1(23)

Part 7 General

Regulations

65(1) The Minister may make regulations

- (a) respecting the cremation of bodies of deceased human beings, and the location, construction, maintenance and operation of crematories and columbaria, and the disposal of unclaimed ashes;
- (b) respecting the plans, surveys, arrangements, condition, care, sale and conveyance of lots, plots, mausolea and other cemetery grounds and property;
- (c) respecting the location, construction, maintenance and operation of cemeteries and the approval of the location of proposed cemeteries;

- (d) respecting the erection, arrangement and removal of tombs, vaults, monuments, grave stones, markers, copings, fences, hedges, shrubs, plants and trees in cemeteries;
- (e) respecting the depth to which graves must be dug;
- (f) requiring persons selling cemetery lots or plots or selling space in a columbarium or mausoleum to be bonded or insured and fixing the amount and type of bond or insurance that is to be furnished or carried by any of those persons, and prescribing to whom the bond is to be furnished or the proof of insurance that is to be furnished and to whom it is to be furnished;
- (g) requiring owners of cemeteries to permit the planting, installation and erection of cemetery supplies by owners of lots and any other persons and on any conditions as may be prescribed by the regulations;
- (h) defining cemetery supplies and cemetery and crematory services for the purposes of the regulations;
- (i) governing and regulating the charges for the sale and care of lots and plots and for cemetery supplies and cemetery and crematory services;
- (j) regulating or restricting or prohibiting the sale or offering for sale of cemetery lots or plots or space in a mausoleum or columbarium in accordance with the intent of this Act, and prescribing the method, manner and conditions under which lots and plots in cemeteries and space in a mausoleum or columbarium may be sold or offered for sale;
- (k) governing the calculation of a resale price under section 25;
- (l) respecting the collection, amounts to be collected and investment of funds for perpetual care and maintenance of cemeteries, columbaria or mausolea, where not provided for or insufficiently provided for in this Act;
- (m) requiring the filing or registration of plans of cemeteries with the Minister and prescribing the contents and details of the plans and requiring that burials be made in accordance with the plans;
- (n) requiring that the bylaws, rules or regulations made by the owners of cemeteries, columbaria and mausolea be approved by the Minister;

- (o) requiring cemetery, columbarium and mausoleum owners to supply financial and other information prescribed by the regulations to owners of lots and plots in the cemetery and to purchasers of space in columbaria and mausolea and to any other persons that the regulations prescribe;
- (p) respecting the initial amount of a perpetual care fund that must be set aside for a cemetery, columbarium or mausoleum;
- (p.1) respecting the investment of
 - (i) perpetual care funds for the purpose of section 36(1), and
 - (ii) trust money for the purpose of section 45(4)(b);
- (q) specifying the flat rate or percentage of money received on the sale of a lot or plot in a cemetery or space in a columbarium or mausoleum that is to be set aside in the perpetual care fund by the owner;
- (r) requiring and prescribing financial information in connection with perpetual care funds, governing the times at which the financial information is to be submitted to the Director and prescribing any other statements and certificates that are to accompany the information;
- (s) requiring and prescribing records in connection with the establishment, maintenance and operation of cemeteries, columbaria and mausolea to be kept by the owners and prescribing the times at which the records are to be submitted to the Minister and the information that is to accompany the records;
- (t) respecting disclosure requirements governing pre-need contracts, including cancellation and refund policies, listing of goods and services to be provided and the description of other goods or services that may be required;
- (u) governing the period within which a seller must transfer to an authorized trustee money held in trust under a pre-need contract;
- (v) governing the period within which any grave stone, grave marker or monument must be manufactured or inscribed for the purposes of the exemption under section 45(2)(a);
- (w) respecting the requirements and procedures governing payment out by an authorized trustee of money held in a

- pre-need assurance fund under section 45 and any income earned as a result of the investment of that money;
- (x) governing the calculation of an administration fee under section 46(3) and setting a maximum administration fee that may be charged;
 - (y) specifying the form and manner in which an election under section 46(4) is to be made, including to whom notice of an election must be given, the form of the notice and whether and how an election may be changed;
 - (z) respecting the requirements and procedures governing refunding by a seller of money held in trust under section 44 and all income earned as a result of investment of that money;
 - (aa) requiring and prescribing financial information in connection with pre-need assurance funds, governing the times at which the financial information is to be submitted to the Director and prescribing any other statements and certificates that are to accompany the information;
 - (bb) requiring and prescribing the submission to the Registrar of Vital Statistics, by persons in charge of cemeteries, mausolea and crematories, of periodic returns, covering burials or interments or cremations;
 - (cc) providing for the issuance and renewal of licences, including the form of the application and the setting of fees for the issuance and renewal of licences, and specifying the requirements to be met by applicants for licences or for renewal of licences;
 - (dd) respecting the reasons for which the Director may suspend or cancel a licence or refuse to issue or renew a licence;
 - (ee) governing the duration of licences;
 - (ff) providing for any matter not provided for in this Act and relating to the filing and approval of forms of contracts for the sale of lots, plots, compartments, crypts or space in a cemetery, columbarium or mausoleum;
 - (gg) respecting the payment of fees and reasonable living and travelling expenses to members of an appeal board appointed under section 52;
 - (hh) respecting settlements under section 59, including the kind of settlement undertakings that may be entered into, records

of undertakings, the procedure to vary or cancel an undertaking, and the effect of variation or cancellation of an undertaking;

- (ii) governing the accounting by an administrator of the administrator's administration pursuant to section 66(7);
- (jj) respecting any matter in connection with any proceedings referred to in sections 20 to 23;
- (kk) providing for any matter arising out of a declaration made by the Minister under section 32(2);
- (ll) respecting the licensing of cemeteries, crematories, columbaria and mausolea, and setting the licence fees;
- (mm) classifying cemeteries, crematories, columbaria and mausolea;
- (nn) respecting the burial or other disposition and cost of burial or other disposition of the bodies of destitute or indigent persons;
- (oo) respecting the disposal of fetuses and the bodies of newborn infants who have died, subject in each case to the parents' or guardians' request, and defining newborn infant for the purposes of the regulations;
- (pp) prescribing the location, construction, maintenance and operation of public mausolea or of any specified public mausoleum, the prohibition of the construction of any building, erection or structure intended to be used as a mausoleum and the prohibition of the future reception of corpses into any mausoleum;
- (qq) prescribing forms for the purposes of this Act;
- (rr) designating a corporation for the purposes of section 1(a) and 63(3);
- (ss) to resolve disputes about the disposition of human remains or cremated human remains;
- (tt) to resolve disputes about eligibility for plots under section 12;
- (uu) respecting the procedure to be used to resolve a dispute between the Commonwealth War Graves Commission and the owner of a cemetery, columbarium or mausoleum;

- (vv) respecting the delegation of all or part of the Director's powers, duties or functions under this Act or regulations to a regulatory board;
- (ww) governing assessments levied by regulatory boards under section 63(2);
- (xx) respecting the disposition of pre-need contracts where it is clear that alternative arrangements have been made for provision of the cemetery supplies or cemetery services or both;
- (yy) specifying the period within which a notice of cancellation must be given under section 67(2);
- (zz) respecting any other matters and things not provided for in this Act or insufficiently provided for as is considered advisable to carry out the intent of this Act.

(2) The Lieutenant Governor in Council may exempt any cemetery, crematory, columbarium or mausoleum or its owner from the operation of all or any provisions of this Act or the regulations and may prescribe conditions for the exemption.

(3) If regulations under the *Alberta Public Agencies Governance Act* apply in respect of the payment of fees and expenses to members of an appeal board, those regulations prevail, to the extent of any conflict or inconsistency, over any regulations made under subsection (1)(gg).

RSA 2000 cC-3 s65;2001 c28 s5;2007 cV-4.1 s80;2009 cA-31.5 s31

Appointment of administrator

66(1) This section applies only in cases where the owner of a cemetery, mausoleum or columbarium is a company incorporated under the *Companies Act* or the *Cemetery Companies Act* or is incorporated or continued under the *Business Corporations Act*.

(2) If

- (a) the owner for any reason is not maintaining a cemetery, mausoleum or columbarium owned by the owner properly or as required by a contract under which the owner undertook to provide perpetual care,
- (b) the owner is not meeting the owner's financial obligations in the operation of the cemetery, mausoleum or columbarium,
- (c) there is found, on review of financial information provided by an owner or otherwise, a shortage in the perpetual care

funds required to be set aside under this Act for perpetual care of a cemetery, mausoleum or columbarium, or

- (d) the owner of a cemetery has contravened any of the provisions of Part 4,

the Minister may appoint a qualified person as administrator of the cemetery, mausoleum or columbarium, as the case may be, and prescribe the administrator's powers and duties.

(3) During the term of the appointment of an administrator under this section

- (a) the administrator shall operate and maintain the cemetery, mausoleum or columbarium;
- (b) the administrator is deemed to be the owner of the cemetery, mausoleum or columbarium for the purposes of this Act, with power to give a discharge to the authorized trustee for any part of the perpetual care funds that may be required to maintain it, but has no power to sell the cemetery, mausoleum or columbarium;
- (c) the administrator shall take possession of the cemetery, mausoleum or columbarium and all records and accounts of the owner pertaining to it and to the perpetual care funds and any pre-need assurance fund;
- (d) the owner shall cease to operate the cemetery, mausoleum or columbarium, and shall, on demand, deliver to the administrator the records and accounts referred to in clause (c) and shall provide any other assistance to the administrator that the administrator reasonably requires;
- (e) the persons employed by the owner to operate and maintain the cemetery, mausoleum or columbarium become employees of the administrator;
- (f) the administrator may
 - (i) sell, lease or rent or agree to sell, lease or rent lots, plots, crypts, compartments or other space in the cemetery, mausoleum or columbarium, other than on a pre-need basis,
 - (ii) keep, maintain and use any money received pursuant to subclause (i) and not required to be paid to an authorized trustee, for purposes incidental to or in connection with the operation and maintenance of the cemetery,

mausoleum or columbarium and to pay the administrator's remuneration and expenses, and

- (iii) make the administrator's own banking arrangements in respect of accounts for that money.

(4) The Minister shall prescribe the remuneration to be paid to the administrator.

(5) If the money received by the administrator pursuant to subsection (3)(f) is insufficient to pay the costs incurred in the operation and maintenance of the cemetery, mausoleum or columbarium and for the administrator's remuneration and expenses, the President of Treasury Board and Minister of Finance shall, on the requisition of the Minister from time to time advance money to the administrator for the purposes of enabling the administrator to meet obligations as they become due, in such amounts as the Minister directs but on such terms as to repayment and interest as the President of Treasury Board and Minister of Finance may direct.

(6) Money advanced to the administrator pursuant to subsection (5)

- (a) may be paid from the General Revenue Fund in the event that no money or insufficient money was voted by the Legislature for that purpose, and
- (b) constitutes a debt owing by the cemetery company to the Crown in right of Alberta.

(7) When the appointment of an administrator is terminated,

- (a) the administrator shall give up to the owner the possession of the cemetery, mausoleum or columbarium and the records and accounts pertaining to it and to the perpetual care funds and any pre-need assurance fund;
- (b) the administrator shall make an accounting of the administrator's administration to the Minister and to the owner in accordance with the regulations.

RSA 2000 cC-3 s66;2006 c23 s17;2013 c10 s32

Rescission of sales contract

67(1) A person may without any reason cancel

- (a) a pre-need contract that the person has entered into for the purpose of purchasing cemetery supplies or cemetery services, or both, or

- (b) a contract that the person has entered into for the purpose of purchasing or leasing a lot, plot, compartment, crypt or other space in an existing or proposed cemetery, columbarium or mausoleum for future use by any person,

by giving a notice of cancellation in accordance with this section within the period specified in the regulations.

(2) A notice of cancellation under this section is sufficient if, however expressed, it indicates the intention to cancel, terminate or withdraw from the contract.

(3) A notice of cancellation under this section may be given by delivering it or sending it by mail

- (a) to the owner of the cemetery, columbarium or mausoleum or seller at the address shown in the contract, or
- (b) if no address is shown in the contract,
 - (i) to any salesperson acting on behalf of the owner of the cemetery, columbarium or mausoleum or seller,
 - (ii) to any address of the owner of the cemetery, columbarium or mausoleum or seller known to the purchaser or lessee, or
 - (iii) to the Minister at Edmonton.

(4) For the purposes of this section, a notice of cancellation sent by mail is deemed to be given at the time it is mailed.

RSA 1980 cC-2 s63;1983 c37 s9;1996 c29 s2;1998 c10 s1(28);
1999 c26 s2

Effect of cancellation of contract

68(1) A notice of cancellation given in accordance with section 67 operates to cancel the contract as if the contract never existed.

(2) A notice of cancellation given in accordance with section 67 also operates to cancel

- (a) any related transaction,
- (b) any guarantee given in respect of money payable under the contract, and
- (c) any security given by the cancelling party or guarantor in respect of money paid under the contract, as if the contract never existed.

RSA 1980 cC-2 s64

Refund

69 The owner of the cemetery, columbarium or mausoleum or seller shall, within 15 days after the giving of the notice of cancellation in accordance with section 67, refund to the party cancelling the contract all money paid under the contract and any related transaction.

RSA 1980 cC-2 s65;1998 c10 s1(29)

Contracts entered into through direct contact

70(1) In this section and in section 71, “cemetery supplies” includes the sale, lease or rental of a lot, plot, compartment, crypt or other space in a cemetery, columbarium or mausoleum or in a proposed cemetery, columbarium or mausoleum.

(2) No person shall, by telephoning or appearing in person at the home of an individual,

- (a) enter into a contract with that individual for the provision of cemetery services or cemetery supplies or both,
- (b) offer to enter into a contract with that individual for the provision of cemetery services or cemetery supplies or both,
- (c) offer to make an appointment for the purpose of entering into a contract with that individual for the provision of cemetery services or cemetery supplies, or both, or
- (d) solicit in any other way the entering into of a contract with that individual for the provision of cemetery services or cemetery supplies or both.

(3) Subsection (2) does not apply to any presentation relating to the provision of cemetery services or cemetery supplies, or both, made at an individual’s home where the individual has requested the presentation.

(4) A person may solicit an individual to enter into a contract for the provision of cemetery services or cemetery supplies, or both, by any means not prohibited by subsection (2), including solicitation by mail, advertising in the media or Internet communication.

(5) This section applies to any person who represents or advertises for the purpose of selling a contract of life insurance under the *Insurance Act* that the proceeds of that insurance

- (a) will pay in whole or in part for specified cemetery services or cemetery supplies, or both, or

- (b) will be paid by assignment to a seller or an owner of a cemetery, columbarium or mausoleum as beneficiary.

(6) This section does not apply to any person who is licensed under the *Consumer Protection Act* to sell grave stones, grave markers, monuments or bases except when the person sells them under a pre-need contract.

RSA 2000 cC-3 s70;2017 c18 s1(24)

Unfair practices

71(1) It is an unfair practice for any person before, after or while dealing with an individual in relation to a contract for the provision of cemetery services or cemetery supplies or both,

- (a) to exert undue pressure or influence on the individual to enter into the contract,
- (b) to take advantage of the individual as a result of the individual's inability to understand the character, nature, language or effect of the contract or any matter related to the contract,
- (c) to enter into the contract if the salesperson knows or ought to know that there is no reasonable probability that the individual is able to pay the full price for the cemetery services or cemetery supplies, or both, listed in the contract,
- (d) to represent that the cemetery services or cemetery supplies, or both, provided for in the contract are required by law or under the bylaws of a cemetery, mausoleum, columbarium or crematorium when that is not the case, or
- (e) to carry out any activity that is designated in the regulations as an unfair practice.

(2) No person shall commit an unfair practice.

(3) An unfair practice may occur even if no contract for the provision of cemetery services or cemetery supplies is entered into or concluded.

1998 c10 s1(30)

Void contracts

72 Any term of a contract entered into on or after June 1, 1996 for the sale, lease or rent of an existing or proposed lot, plot, compartment, crypt or other space in a cemetery, columbarium or mausoleum that

- (a) misrepresents the obligations or liabilities of the parties to the contract,

(b) is misleading as to its true nature or purpose, or

(c) contravenes this Act or the regulations

is void and severable from the contract.

1998 c10 s1(30)

Validity of sale

73 A contract under this Act is void unless

- (a) it is signed by the purchaser or lessee,
- (b) it states the name of the salesperson and the name of any owner for whom the salesperson is acting,
- (c) it contains a notice in the prescribed form and the notice is at least as prominent as the contents of the contract, and
- (d) a copy of the contract is received by the purchaser or lessee, by personal delivery or by mail, within 7 days after the day the contract was signed by the purchaser or lessee.

RSA 1980 cC-2 s66;1998 c10 s1(31)

Consent to transfer of cemetery

74(1) Land used for a cemetery, columbarium or mausoleum shall not be sold, transferred, mortgaged, pledged, hypothecated, charged or encumbered by the owner or any person having an interest in it, except with the consent of the Director and in accordance with any conditions imposed by the Director.

(2) A sale, transfer, mortgage, pledge, hypothecation, charge or encumbrance made in contravention of subsection (1) and after April 15, 1974 is void.

RSA 1980 cC-2 s67;RSA 1980 c3(Supp) s4;1998 c10 s1(32)

Penalty for fouling water supply

75(1) The owner of a cemetery who at any time causes or suffers to be brought to, or to flow into, any river, spring, well, stream, canal, reservoir, aqueduct, lake, pond or watering place, any offensive matter from the cemetery whereby the river, spring, well, stream, canal, reservoir, aqueduct, lake, pond or watering place is fouled is guilty of an offence.

(2) In addition to the penalty provided by this Act and in addition to any other remedy existing by law, a person having the right to use the water may sue the owner of the cemetery for any damage specially sustained by the person by reason of the water being fouled.

(3) If in the action no special damage is alleged or proved, the Court shall award a sum not exceeding \$250 for every day during which the fouling has continued after the expiration of 24 hours from the time when a notice of the fouling was served, by the person mentioned in subsection (2), on the owner of the cemetery.

RSA 1980 cC-2 s68;1998 c10 s1(34)

Penalties for offences

76 A person who

- (a) wilfully destroys, mutilates, defaces, injures or removes a tomb, monument, grave stone or other structure placed in a cemetery, or a fence, railing or other work for protection or ornament of a cemetery or of a tomb, monument, grave stone or other structure or a cemetery lot within a cemetery,
- (b) wilfully destroys, cuts, breaks or injures any tree, shrub or plant in a cemetery,
- (c) discharges firearms in a cemetery, except at a military funeral,
- (d) wilfully and unlawfully disturbs persons assembled for the purpose of burying a body in a cemetery, or
- (e) commits a nuisance in a cemetery,

is guilty of an offence.

RSA 1980 cC-2 s69;1998 c10 s1(35)

Offence

77(1) A person who contravenes a provision of this Act for which no express penalty is provided or a provision of a regulation made under this Act is guilty of an offence and liable to a fine of not less than \$500 and not more than

- (a) \$100 000, or
- (b) an amount equal to 3 times the amount obtained by the person as a result of the offence,

whichever is greater, or to imprisonment for not more than 2 years or to both a fine and imprisonment.

(2) Each day that a contravention continues constitutes a separate offence, but the total term of imprisonment that may be imposed on a person in respect of a continuing offence may not exceed 2 years.

(3) When a corporation commits an offence under this Act or the regulations, every principal, director, manager, employee or agent

of the corporation who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence whether or not the corporation has been prosecuted for the offence.

(4) If a partner in a partnership is convicted of an offence under this Act or the regulations, each partner in that partnership who authorized the act or omission that constitutes the offence or assented to or acquiesced or participated in the act or omission that constitutes the offence is guilty of the offence.


RSA 1980 cC-2 s70;1998 c10 s1(36)

Time limit for prosecution

78 A prosecution of an offence under this Act or the regulations may not be commenced more than 3 years after the commission of the offence.

1998 c10 s1(36)



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Town of Drayton Valley

AGENDA ITEM REPORT

Regular Council Meeting

MEETING:	Regular Council - May 25, 2022		
PRESENTED BY:	Cody Rossing, CPO	DEPARTMENT:	Community Enforcement
		DIVISION:	Protective Services
SUBJECT:	Community Standards Bylaw 2022/06/P		
ATTACHMENTS:	Community Standards Bylaw 2022-06-P - 1st Reading - PowerPoint Community Standards Bylaw 2022-06-P - 1st Reading		

PROPOSAL AND BACKGROUND INFORMATION:

To keep the bylaws that govern the Town of Drayton Valley current and effective, the protective services department is looking to introduce a new Community Standards Bylaw, 2022/06/P, in the community.

During the December 8, 2021, Governance and Priorities Committee Meeting, Protective Services presented a report on unsightly premises within the community.

Since then, when reviewing the current Community Standards Bylaw, 2015/08/P, there was an identified need that justified a full review of the Community Standards Bylaw. Also identified, was an opportunity to modernize and consolidate numerous Bylaws into one Community Standards Bylaw document.

The proposed Community Standards Bylaw, will incorporate the following bylaws, into one:

- Community Standards Bylaw 2015/08/P
- False Alarms Bylaw 2015/09/P
- Firearms Control Bylaw 92-20
- Noise Bylaw 2013/16/P
- Parks and Public Facilities Bylaw 2014/14/E
- Temporary Shelter Bylaw 2019/06/P

By aligning these six bylaws into one, the proposed Community Standards Bylaw consolidates all public behavior and enforceable property matters into one bylaw and makes it easier for the public and administration to read and interpret the bylaws. Efforts have been made to modernize the language and bring similar items into one location.

FINANCIAL IMPLICATIONS:

N/A

IMPACT IN CAD:

0.00

LEGAL/RISK IMPLICATIONS:

The changes in the proposed bylaw will align with the necessary requirements established in the Municipal Government Act and other relevant legislation.

ORGANIZATIONAL IMPLICATIONS:

Enforcement Services will lead in this project. The changes in the proposed bylaw will provide clear direction in the enforcement of Community Standards within the municipality

SERVICE LEVELS IMPLICATIONS:

There are no changes to the original spirit and intent of the previous bylaws. The proposed bylaw clearly outlines the requirements that the public will be required to adhere to. Should the proposed bylaw receive all three readings, there will be an amendment to Enforcement Services procedures when dealing with unsightly properties which should assist Enforcement Services in becoming more effective and efficient when dealing with unsightly properties.

ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Community Clean Up, Beautification & Standards

STAKEHOLDER AND COMMUNICATION STRATEGY:

Prior to coming to Council, administration solicited feedback from the public, using social media, and speaking to people in person, regarding the current bylaws.

The proposed bylaw will be posted on Drayton Valleys website and social media for the public to review. Should the proposed bylaw receive all three readings, Enforcement Services will work with Communications to provide an education campaign relating to the bylaw.

NEXT STEPS:

After soliciting feedback from Council on the proposed Community Standards Bylaw, feedback will be reviewed for changes and amendments will be made to better reflect Councils direction, if any.

The proposed Community Standards Bylaw will then be posted on the Towns website and social media for the publics review and input.

Afterwards, the proposed Community Standards Bylaw will be presented to Council for additional readings at the next Regular Council meeting.

RECOMMENDATION(S):

1 - That Council give First reading to proposed Community Standards Bylaw 2022/06/P.

ALTERNATIVES:

2 - That Council give First reading to the proposed Community Standards Bylaw 2022/06/P, with the following amendments:_____.

3 - That Council directs administration to _____.

Tom Thomson, Fire Chief
Robert Osmond, CAO

Approved - 20 May 2022
Approved - 20 May 2022



Community Standards Bylaw 2022/o6/P

Town of Drayton Valley

Why?

- Upon reviewing enforcement bylaws in the Town of Drayton Valley, there were inefficiencies that were discovered
- Numerous bylaws with related information making it hard for the public to voluntarily comply with the bylaws and hard for administration to educate the public effectively on bylaws
- To bring more modernized wording and align with any recent changes with other legislation or case law
- To consolidate into one “Community Standards” bylaw

Who is being affected

- Same people are being affected as they were in previous bylaws
 - All residents, businesses, and visitors of Drayton Valley
- Internal town departments

Relevant Legislation

- Municipal Government Act
- Agricultural Pests Act
- Weed Control Act
- Safety Codes Act

In-scope Bylaws

The following Drayton Valley Bylaws were reviewed and use in this consolidation

- Community Standards Bylaw (2015/08/P)
- False Alarms Bylaw (2015/09/P)
- Firearm Control Bylaw (92-20)
- Noise Bylaw (2013/16/P)
- Parks and Public Facilities Bylaw (2014/14/E)
- Temporary Shelter Bylaw (2019/06/P)



Jurisdictional Scan

Enforcement Services reviewed the following municipalities related bylaws in the creation of this proposed Community Standards Bylaw:

- Existing Drayton Valley Bylaw's
- City of Edmonton; City of Calgary; City of Red Deer; City of Grande Prairie; City of Lethbridge; City of Fort Saskatchewan; City of Spruce Grove; City of St. Albert; Town of Stony Plain; Town of Devon; Town of Morinville; Town of Edson; Town of Slave Lake; Brazeau County; Strathcona County; and others

Internal Review

In the creation of this proposed Community Standards Bylaw, Enforcement Services engaged with other internal departments, including:

- Community Services
- Protective Services (Fire)
- Infrastructure Services
- Planning and Growth

Changes?

- Major change is bringing numerous bylaws into one; consolidated bylaw, that makes it easier for the public to find information they may be looking for
- The spirit and intent of the individual bylaws have been maintained as much as possible in the creation of the proposed Community Standards Bylaw
- The 6 current bylaws totaled 71 pages, proposed bylaw totals 25 pages
- Review of fine amounts
- The ability for permits to be issued for anything under the bylaw

Changes?

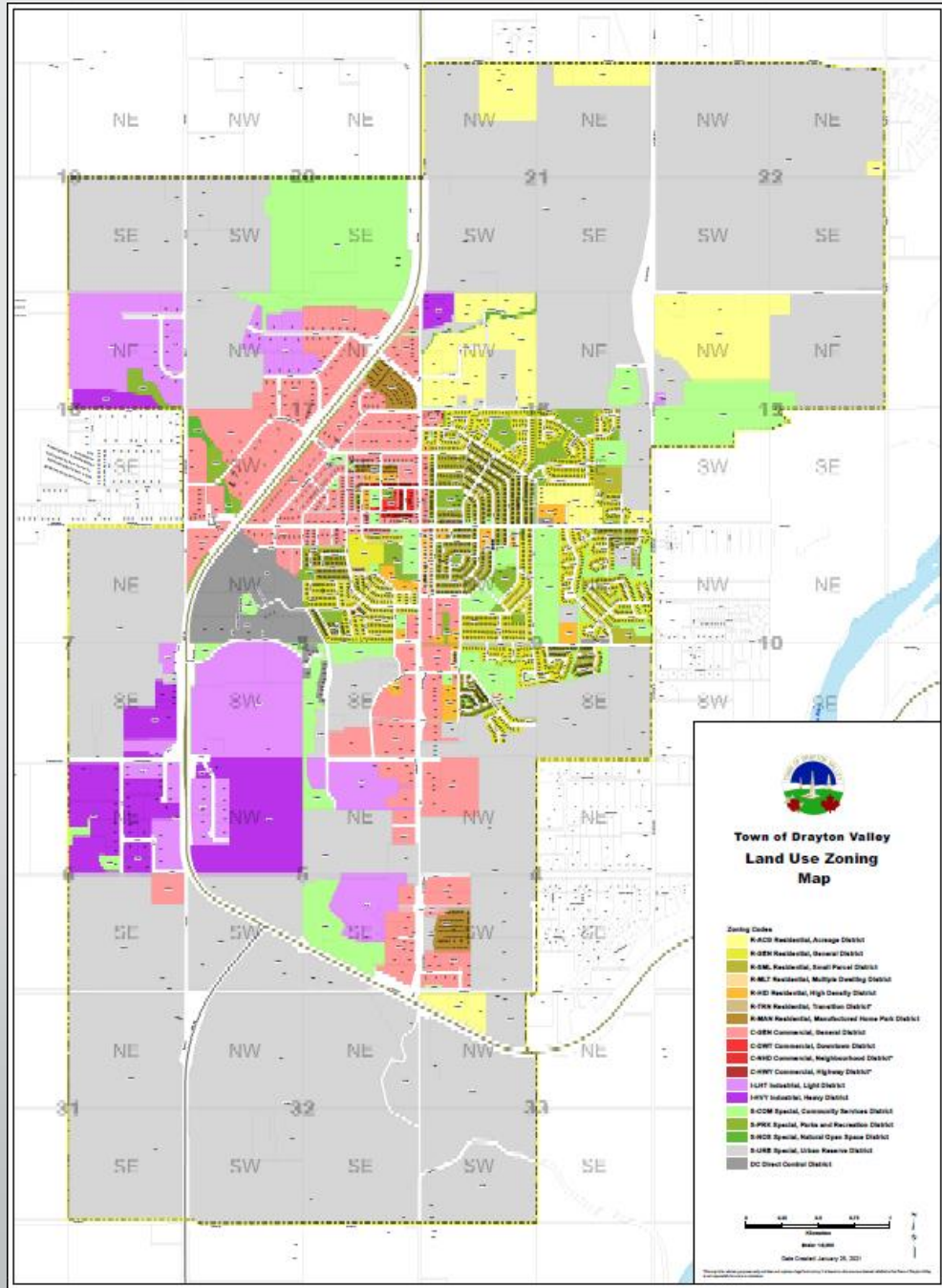
- Removal of unnecessary definitions
- Amending and clarifying of definitions
- Removing a “third offence” – anything after a second offence within a year may result in a summons to court
- Removing the requirement that there needs to be a conviction of offences before allowing for the issuance of a second of subsequent offence violation

Community Standards Changes

- Amending and clarifying junked vehicles from an accumulation, to one
- Removal of specific requirements for “unoccupied buildings” and they should have the same standards as all properties
- Introduction of requirements for places deemed “Unfit for Human Habitation” by AHS or Unsafe by a Safety Codes Officer
 - From the date of being deemed unfit, unsafe, or from the passing of this bylaw, 2 years to either have deemed fit, safe, or demolish the structure
- Changing the removal of graffiti from 72 hours, to 72 hours (weather permitting)
- Removal of repairing of motor vehicle prohibitions
 - Currently, only allowed for businesses or personal work IF OWNING the property and vehicle
 - Noise, odours, fluids etc. are already covered in other parts of the bylaw or other legislation

Community Standards Changes

- Removing Panhandling prohibitions
- Removal of Waste Management provisions as it is covered under the Waste Management Bylaw
- Introduction of recreation vehicles or similar, are located wholly on a hard-surfaced area (not just on a front lawn)
- Addition of an offence for not complying with a cleanup order
- Inclusion of exemptions to grass or other similar vegetation to not exceed 6 inches in height
 - Excludes areas that are zoned under the Land Use Bylaw as: R-ACG Residential, Acreage District (North of 56 Ave); S-URB Special, Urban Reserve District; and S-NOS Special, Natural Open Space District.



Town of Drayton Valley Land Use Zoning Map

Zoning Codes

- R-ACG Residential, Acreage District
- R-GEN Residential, General District
- R-SML Residential, Small Parcel District
- R-MLT Residential, Multiple Dwelling District
- R-HID Residential, High Density District
- R-TRN Residential, Transition District*
- R-MAN Residential, Manufactured Home Park District
- C-GEN Commercial, General District
- C-DWT Commercial, Downtown District
- C-NHD Commercial, Neighbourhood District*
- C-HWY Commercial, Highway District*
- I-LHT Industrial, Light District
- I-HVY Industrial, Heavy District
- S-COM Special, Community Services District
- S-PRK Special, Parks and Recreation District
- S-NOS Special, Natural Open Space District
- S-URB Special, Urban Reserve District
- DC Direct Control District

Noise Bylaw Changes

- Removing of numerous specific sections and keeping more general terms (i.e.: prohibiting the use of a horn was a specific section, now it's a general section)
- Amending of quiet hours from 10pm-7am to 11pm-7am

Parks and Public Facilities Changes

- Removal of animal/livestock requirements
 - Some items already addressed in current Animal Control Bylaw, additional inclusions in the forthcoming amended Animal Control Bylaw
- Amending times that parks are closed from 11pm-7am, to 11pm-5am
- Removing specific bylaw offences and moving to a “disobey a directive sign”



Sample

Firearm Control Changes

- Complete removal of the bylaw and its contents
- Provisions in Federal Legislation to cover the aspects contained in the bylaw
- Primary contents of the firearm control bylaw are not calls that Bylaw Enforcement Officers or Community Peace Officers would be responding to due to officer safety risks/concerns due to being unarmed
- Inclusion of provisions from the Parks and Public Facilities Bylaws regarding projectiles that the Firearm Control Bylaw vaguely touched on

Temporary Shelter – Seeking Direction

- Through the review of the Temporary Shelter Bylaw 2019/06/P, administration identified concerns with the use, wording, service level impacts, and enforceability of the bylaw
- Administration met and further discussed the recent work being done regarding people experiencing homelessness, and options moving forward
- The BC Supreme Court has made two rulings, which has become case-law, regarding regulating camping in public spaces by people who are homeless
 - Victoria (City) v. Adams, 2009 BCCA 563 (CanLII)
 - Abbotsford (City) v. Shantz, 2015 BCSC 1909 (CanLII)

Temporary Shelter – Seeking Direction

- Victoria (City) v. Adams, 2009 BCCA 563 (CanLII), and Abbotsford (City) v. Shantz, 2015 BCSC 1909 (CanLII) very high-level overview:
 - Local governments cannot enact an outright prohibition on overnight accommodation on public lands by people who are homeless. The Canadian Charter of Rights and Freedoms grants a constitutional right to someone who finds themselves homeless allowing them to erect a temporary shelter on public lands in order to sleep during the night. Bylaws must be reasonable in terms of restrictiveness and their impact on homeless.
<https://www.parksville.ca/cms/wpattachments/wplD456atID8470.pdf>
 - Summary of the two cases by Linda McKay-Panos, Bed. JD, LLM, Executive Director of Alberta Civil Liberties Research Centre in Calgary, Law Now: March/April 2018 <https://www.lawnow.org/wp-content/uploads/PDFs/LN42-4.pdf> - Pages 41-46

Temporary Shelter – Seeking Direction

Current wording in the Proposed Community Standards Bylaw (Part 5):

1. No person shall place or use an overnight shelter, except in the following areas:
 1. An area designated a campground by the municipality
 2. An area designated for overnight shelters by the municipality
 3. An area designated as a Residential District, if the overnight shelter is in the backyard or side yard, if the yard is fenced
 1. This section only applies for a period not longer than seven consecutive days within one calendar year
2. No person, owner, or occupant shall use or permit the use of an accessory building for human habitation or as a residence
3. No person, owner, or occupant shall use or permit the use of recreational vehicles for human habitation or as a residence
 1. This section only applies for a period not longer than seven consecutive days within one calendar year

Temporary Shelter – Seeking Direction

- Additional Administrations Recommendations:
 - 2) Keep Temporary Shelter Bylaw 2019/06/P, as is, in place and continue to enforce the bylaw under current legislation.
 - 3) Rescind Temporary Shelter Bylaw 2019/06/P, and conduct no further enforcement relating to temporary shelters that do appear.

Temporary Shelter – Seeking Direction

- Administrations Recommends that council proceed with current wording in proposed bylaw:
 - If the proposed Community Standards Bylaw receives three readings and becomes law, administration would then proceed with identifying the most suitable location on municipal property to allow for the use of temporary shelters on a more permanent and ongoing basis.
 - All options only provide an interim solution to address the immediate conditions and concerns of people experiencing unsheltered homelessness.

Questions?

Discussions?



BYLAW NO. 2022/06/P

Name of Bylaw: Community Standards Bylaw

WHEREAS Section 7 of the *Municipal Government Act*, authorizes a Council to pass bylaw's respecting:

- i. the safety, health, and welfare of people and the protection of people and property;
- ii. people, activities, and things in, on, or near a public place or place that is open to the public;
- iii. nuisances, including unsightly properties; and
- iv. the enforcement of bylaws made under the *Municipal Government Act* or any other enactment; including the creation of offences, imposing of fines or imprisonment, providing for inspections to determine if bylaws are being complied with, and remedying of contraventions of bylaws.

AND WHEREAS Section 8 of the *Municipal Government Act*, authorizes a Council to pass bylaws respecting:

- i. a provision for a system of permits or approvals, including:
 - a. establishing fees for permits and approvals;
 - b. prohibiting any activity or thing until a permit or approval has been granted;
 - c. providing that terms and conditions may be imposed on any permit or approval, the nature of the terms and conditions and who may impose them;
 - d. setting out the conditions that must be met before a permit or approval is granted or renewed, the nature of the conditions and who may impose them;
 - e. providing for the duration of permits and approvals and their suspension or cancellation for failure to comply with a term or condition;
 - f. provide for an appeal, the body that is to decide the appeal and related matters.

AND WHEREAS Section 66(2) of the *Safety Codes Act*, authorizes a Council to pass bylaws respecting:

- i. minimum maintenance standards for buildings and structures; and
- ii. unsightly or derelict buildings or structures;

AND WHEREAS the *Agricultural Pests Act* allows a municipality to make certain bylaws and appoint inspectors;

AND WHEREAS the *Weed Control Act* allows a municipality to make certain bylaws and appoint inspectors;

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

PART 1 – TITLE, PURPOSE, AND DEFINITIONS

TITLE

1. This Bylaw may be cited as the “Community Standards Bylaw” of the Town of Drayton Valley.

PURPOSE

2. The purpose of this Bylaw is to:
 - 2.1. Regulate the conduct and activities of people on privately owned property, immediately adjacent areas, and public property in order to promote the safe, enjoyable and reasonable use of such property for the benefit of all citizens of Drayton Valley;
 - 2.2. Manage the maintenance of unsightly and nuisance properties within Drayton Valley;
 - 2.3. Control and abate noise in Drayton Valley;
 - 2.4. Ensure effectiveness of emergency services and reduce response to false alarms;

DEFINITIONS

3. In this bylaw, including in this section, unless context otherwise requires:
 - 3.1. “Accumulation” means the acquisition or gradual gathering of something, typically something negative and typically leading to a problem.
 - 3.2. “Boulevard” means the same as defined in the *Traffic Safety Act*.
 - 3.3. “Campground” means a specified area designated by the municipality for camping.
 - 3.4. “Chief Administrative Officer (CAO)” means the Chief Administrative Officer (CAO) of Drayton Valley, Alberta, or an employee of the municipality as designated by the Chief Administrative Officer.
 - 3.5. “Council” means the duly elected officials of the Town of Drayton Valley.
 - 3.6. “Drayton Valley” means the Town of Drayton Valley in the Province of Alberta.
 - 3.7. “Graffiti” means unwanted or unapproved words, figures, letter or drawings scribed, scratched, sprayed or applied by any other means on a surface on which they are placed.

- 3.8. “Highway” means the same as defined in the *Traffic Safety Act*.
- 3.9. “Municipality” means the Town of Drayton Valley.
- 3.10. “Motor Vehicle” means the same as defined in the *Traffic Safety Act*.
- 3.11. “Occupant” means a person occupying a property or the person with a Rental Agreement, Lease, or permission to use the property.
- 3.12. “Owner” means a person who is registered under the *Land Titles Act* as the owner of a parcel of land, or the person who is registered under the *Traffic Safety Act* as the registered owner of a motor vehicle.
- 3.13. “Peace Officer” means a Peace Officer appointed as such by the ministry of Justice and Solicitor General, a Bylaw Enforcement Officer appointed by the municipality, a designated officer as defined by the *Municipal Government Act*, or a member of the Royal Canadian Mounted Police.
- 3.14. “Permit” means a written permit issued pursuant to this bylaw.
- 3.15. “Person” includes any individual, firm, partnership, association, corporation, trustee, executor, administrator, or other legal representative.
- 3.16. “Property” includes any lands, buildings, boulevards adjacent to the premises in Drayton Valley, or in other cases, personal property.
- 3.17. “Public Place” means any place to which the public may have either express or implied access.
- 3.18. “Recreational Vehicle” means a vehicle, trailer, watercraft, or off-road vehicle that is utilized for recreational or work purposes and includes but is not limited to: any motorhome; travel trailer; tent trailer; watercraft and trailer; fifth wheel trailer; a camper when it is not mounted on a truck, but placed on the ground; utility trailer or any similar vehicles, or any other vehicles as determined by a Peace Officer to be considered for recreation or work purposes.
- 3.19. “Refuse” means any item specifically addressed in this bylaw and junk articles including but not limited to solid wastes, including woods, metals, tires, broken dishes, tins, glass, rags, cast-off clothing, wastepaper, cardboard, food containers, food wrappers, grass cuttings, shrubbery and tree pruning’s, weeds and garden waste, leaves, abandoned vehicles, residential furnishings, household appliances, animal feces, garbage bags and all other discarded materials.

- 3.20. “Sidewalk” means the same as defined in the *Traffic Safety Act*.
- 3.21. “Violation Tag” means a ticket or similar document issued by a Peace Officer pursuant to the *Municipal Government Act*.
- 3.22. “Violation Ticket” means a ticket issued by a Peace Officer in accordance with the *Provincial Offences Procedures Act*.

PART 2 – PROPERTY MAINTENANCE

DEFINITIONS

4. In this part,
- 4.1. “Building Material” means any construction material which may result from the construction, renovation or demolition of any structures and includes, but is not limited to wood, gypsum, board, vinyl siding, metal, brick, packing material and containers of construction material, gravel, concrete and asphalt and any earth, rocks and vegetation displaced during such construction, renovation or demolition of any structure.
- 4.2. “Construction Equipment” includes but is not limited to a riveting machine, concrete mixer, gravel crusher, gravel hauler, steam shovel, dragline, backhoe, air or steam compressor, jackhammer, pneumatic drill, tractor other than a tractor used in a farming operation, bulldozer, front-end loader, motor scraper, motor grader or any other tool, device or machine of a noisy nature.
- 4.3. “Nuisance” means that due to its condition, is detrimental to the use and enjoyment of others, or may not be pleasing to the sight.
- 4.4. “Reasonable State of Repair” means the condition of being:
- 4.4.1. Structurally sound;
 - 4.4.2. Free from damage;
 - 4.4.3. Free from rot or other deterioration;
 - 4.4.4. Protected by paint preservative or other weather resistant material; and
 - 4.4.5. Safe for its intended use.
- 4.5. “Structure” means but is not limited to a building (including a dwelling, garage, play structure, shed, greenhouse and includes anything constructed or placed on, in, or over or under land), fence, sign, retaining wall, scaffolding, portable shack, or other similar types of construction.

VEGETATION

5. The owner or occupant of a property shall:

- 5.1. Ensure all grass or other similar vegetation does not exceed 15 cm (6") in height on the property or adjacent boulevards, including lanes or alleys at the side or rear of the property;
 - 5.1.1. Notwithstanding the above section, this does not apply to areas that are zoned under the Land Use Bylaw as: R-ACG Residential, Acreage District (North of 56 Ave); S-URB Special, Urban Reserve District; S-NOS Special, Natural Open Space District; and DC Direct Control District.
- 5.2. Ensure any grass or other similar vegetation that encroaches onto a public sidewalk is removed;
- 5.3. Destroy any restricted or prohibited weed pursuant to the *Weed Control Act*, or carry out other measures as prescribed by a Peace Officer or Weed Inspector pursuant to the *Weed Control Act*;
- 5.4. Remove and or replace any grass, shrubs, vegetation, or trees that are dead or diseased;
- 5.5. Remove or prune any trees that due to a deterioration or condition could be a public safety hazard, including lines, poles, conduits, signs, pipes, sewers, or other works of the Municipality on their property;
- 5.6. Remove or prune any shrub or tree which is or could be a nuisance to any person using a publicly owned or maintained sidewalk or street;
- 5.7. Remove or prune any shrub or tree which overhang the highway or sidewalk so that no branches or other organic material encroach within two metres above the highway or sidewalk;
- 5.8. Not plant or grow any tree, shrub or vegetation that interferes or could interfere with an intersection or traffic flow adjacent to the property;
- 5.9. Not remove or prune trees or shrubs that are the responsibility of the municipality;
6. No person shall plant trees or shrubs on boulevards or other municipal property.
 - 6.1. At the sole cost of the person, Drayton Valley may remove any unauthorized trees or shrubs, or require the person to undertake their removal.

SNOW, ICE, DIRT AND DEBRIS

7. The owner or occupant of a property shall:

- 7.1. Maintain any sidewalk adjacent to the property they own or occupy clear of all snow, ice, dirt, weeds, leaves and other obstructions within 48 hours of the time that such snow, ice, dirt, weeds, leaves, or other obstruction was deposited.
- 7.2. Maintain any roof or awning that extends over a highway or sidewalk free of snow and ice.
- 7.3. Prevent any obstacles or obstructions, such as electrical extensions cords from extending across sidewalks unless mitigation steps satisfactory to the peace officer are taken to limit the hazard or danger to the public.
8. No person, owner or occupant of a property shall:
 - 8.1. Remove snow, ice, dirt, weeds, leaves, rocks and other obstructions from a sidewalk or their property and cause the snow, ice, dirt, weeds, leaves, rocks, and other obstructions to be placed upon any portion of the highway, municipal property, property the town maintains (including ditches), or other property, other than their own.
 - 8.2. Snow and ice from sidewalks may be placed upon a highway or boulevard should there be no other options available.
9. Sections 7.1 and 8 do not apply to properties owned and operated by the Town of Drayton Valley.

STRUCTURES

10. The owner or occupant of a property shall ensure structures and their structural membrane are maintained in a Reasonable State of Repair. This includes, but is not limited to:
 - 10.1. Foundations and foundation walls;
 - 10.2. Exterior walls and their components including finishing material and paint;
 - 10.3. Roofs and façade;
 - 10.4. Windows, including frames, shutters and awnings;
 - 10.5. Doors, including frames and awnings;
 - 10.6. Eaves or other building materials'
 - 10.7. Exterior stairs, landings, porches, balconies, patios, signage, play structures, decks, and other similar structures;
 - 10.8. Finishings, including paint;
 - 10.9. Skirting.
11. The owner or occupant of a property shall ensure fences are maintained in a Reasonable State of Repair.

12. If a structure normally intended for human habitation is unoccupied, then any door or window opening in the structure may be covered by the owner with a solid piece of material but only if the material is:

- 12.1. Installed from the exterior and fitted within the frame of the opening in a watertight manner;
- 12.2. If thickness sufficient to prevent unauthorized entry into the structure; and
- 12.3. The same or similar in colour to the rest of the structure.

13. The owner of an unoccupied building must keep it reasonably secure against unauthorized entry or occupation, vandalism, or other intentional damage.

14. The owner of a structure that has been deemed unfit for human habitation by Alberta Health Services, or deemed an unsafe condition by a Safety Codes Officer, must ensure that the structure either be fully repaired so that it is fit for human habitation as per Alberta Health Services, or deemed safe by a Safety Codes Officer, or demolished and all material removed within two years from the date the building was deemed unfit by Alberta Health Services or unsafe by a Safety Codes Officer.

14.1. Any current structures within Drayton Valley that are currently deemed unfit for human habitation, or an unsafe condition will have two years to be deemed fit for human habitation by Alberta Health Services, deemed safe by a Safety Codes Officer, or be demolished, from the date of this bylaw coming in effect.

14.1.1. Should any extensions be requested under this section, council will be the only authorized body to grant an extension by resolution in council.

CONSTRUCTION ON PROPERTY

15. The owner or occupant of a property under construction, shall:

- 15.1. Ensure that the property has a waste container throughout the duration of the construction that is placed on the property;
- 15.2. Ensure all waste building materials or debris are fully contained and secured in the waste container;
- 15.3. Ensure the waste container is not placed or stored on the street or sidewalk without an approved permit issued by the municipality;
- 15.4. Ensure all building materials that are on the property are stacked or stored in an orderly manner;
- 15.5. Ensure all building materials are not placed or stored on the street, sidewalk, or any premises or property owned by the municipality or the landowner without written permission to do so;
- 15.6. Ensure no excavation occurs on the property unless the said excavation is properly secured by fencing or otherwise permitted pursuant to Drayton Valley's Land Use Bylaw.

GENERAL PROPERTY MAINTENANCE

16. The owner or occupant of a property, shall:
 - 16.1. Not allow the property to be a nuisance;
 - 16.2. Not engage in any activity that results in the production of offensive odours, excessive dust or heavy smoke, or similar condition which represents a nuisance to others in the area;
 - 16.3. Ensure that graffiti placed on their property is removed, painted over, or otherwise permanently blocked from the public view, within 72 hours of it being deposited, weather permitting;
 - 16.4. Not have a refrigerator, freezer, or other similar appliance outside of a building unless it is on the rear of the property in working condition and effective measures have been taken to prevent the free opening and closing of the appliances;
 - 16.5. Ensure there is no standing or stagnant water;
 - 16.6. Ensure no excavation occurs on the property unless the said excavation is properly secured by fencing or otherwise permitted pursuant to Drayton Valley's Land Use Bylaw;
 - 16.7. Allow an open composting pile on the premises within three metres of an adjacent dwelling house, measured from the nearest part of the open composting pile to the nearest part of the adjacent dwelling house;
 - 16.8. Place or allow to be placed any cat feces, dog feces, animal parts or animal meat on a composting pile or in a composting container on the property;
 - 16.9. Ensure that motor vehicle fluids, oils, gasoline products and other hazardous materials are properly stored and disposed of and not swept or washed onto the highway, sidewalk, or storm sewers.

Refuse and Materials

17. The owner or occupant of a property, shall:
 - 17.1. Not allow any accumulation of refuse on the property;
 - 17.2. Not allow the accumulation of anything that creates unpleasant odours;
 - 17.3. Ensure loose refuse or debris are collected and contained on the property so that they do not escape onto adjacent properties;
 - 17.4. Not allow the accumulation of hazardous materials;
 - 17.5. Not have an open or exposed storage on the property of any industrial fluid, including engine oil, brake fluid or anti-freeze;
 - 17.6. Not allow the accumulation of machine or automotive parts or miscellaneous pieces of equipment unless an approved business licence has been issued for the property.

Pests and Animals

18. The owner or occupant of a property, shall:
 - 18.1. Not allow any pests as defined in the *Agricultural Pests Act* and *Agricultural Pest Regulation* on their property;

- 18.2. Not allow the accumulation of any material likely to attract animals, pests, or wildlife, excluding birdseed;
- 18.3. Not allow the accumulation of animal remains or parts of animal remains.

Water and Eavestroughs

- 19. The owner or occupant of a property, shall:
 - 19.1. Not allow the flow of water from a hose or similar device on the property to be directed towards an adjacent property if it is likely that the water from the hose or similar device will enter the adjacent property;
 - 19.2. Direct any rainwater downspouts or eavestroughs on the property toward the front or rear of the property or a side yard which does not abut another property;
 - 19.3. Not allow the flow of water from a hose or similar device, downspout, or eavestrough to be directed over/onto a public sidewalk or highway;
 - 19.4. Not allow sump pumps to extend on the property more than reasonably practicable to allow for drainage away from the structure to occur;
 - 19.4.1. Sump pumps shall not be extended to the property line to allow for drainage onto an adjacent property or onto a public sidewalk or highway;
 - 19.5. Obey all water use instructions from the municipality.

PART 3 – VEHICLES AND TRAILERS

DEFINITIONS

- 20. In this part:
 - 20.1. “Hard-surfaced area” means an area used for parking vehicles on private property, often connecting a house or garage with a public road and must be constructed of asphalt, concrete, gravel, or similar material.
 - 20.2. “Junked Vehicle” means a vehicle that:
 - 20.2.1. Is in a wrecked, partly wrecked, dismantled, partly dismantled, inoperative, or abandoned condition, or is determined too not be roadworthy.

General

- 21. The owner or occupant of a property shall not:
 - 21.1. Have more than one junked vehicle on any part of a property;
 - 21.1.1. This does not apply to:
 - 21.1.1.1. Junked vehicles located on a property that has a valid business development permit or business licence for purposes related to the repair or storage of vehicle(s), or
 - 21.1.2. Junked vehicles that are located wholly in an enclosed structure
 - 21.2. Allow an accumulation of vehicle parts or equipment;
 - 21.3. Allow a recreation vehicle to extend onto the roadway or over a sidewalk including the use of slide outs;

- 21.4. Park any motor vehicles, recreation vehicles or such other vehicles and trailers which are similar to the foregoing, unless the vehicles or trailers are located wholly within a hard-surfaced parking area;
- 21.5. Keep on residential property, any heavy vehicle of a gross vehicle weight (GVW) in excess of 7,500kg (16,500 lbs) for longer than is reasonably necessary to load or unload the vehicle.
- 22. The owner or occupant of a property that is a salvage yard, auto wrecker or other similar businesses, which by their nature, appear to be a nuisance, shall ensure the property is obscured by approved screening from visibility by adjacent properties.

PART 4 – PUBLIC BEHAVIOUR

DEFINITIONS

23. In this part;

- 23.1. “Indecent Act” means nakedness, sexual or lewd activity in public.
- 23.2. “Litter” means to throw, place, dump, or deposit refuse on any private or public land within the municipality.
- 23.3. “Loiter” means to linger aimlessly or stand idly in or about a place or area.
- 23.4. “Projectile” means any physical article capable of being launched or propelled including but not limited to firearms, stones, rockets, golf balls and arrows.
- 23.5. “Public Facility” means any property owned, controlled, or maintained by the municipality that is intended to be used by members of the public for recreation and includes but is not limited to hockey arenas, curling rinks, skateboard parks, museums or similar.
- 23.6. “Public Nuisance” means an act or omission that obstructs, damages, injures or inconveniences the rights of others.
- 23.7. “Wildlife” means any non-domesticated animal, or an animal that is wild by nature.

24. No person shall do the following:

- 24.1. Litter;
- 24.2. Loiter;
- 24.3. Cause a public nuisance;
- 24.4. Create or apply graffiti;
- 24.5. Participate or engage in a fight or other similar confrontation in a public place;

- 24.6. Urinate or defecate in public except in a facility designated and intended for such use;
- 24.7. Perform indecent acts in a public place;
- 24.8. Deposit flyers, posters, pamphlets, or any other material containing printed or written matter, whether advertising or not, on any motor vehicle, or at any premises where there is clear indication that the materials are not wanted;
- 24.9. Deposit or place, on a highway, public place, street furniture, or utility device, any flyers, posters, pamphlets, or any other material printed or written matter, whether advertising or not;
- 24.9.1. A garage sale sign, or similar, shall not constitute a violation of this subsection if it is posted on a boulevard or garage sale sign in accordance with other municipal bylaws.
- 24.10. Vandalize or damage any municipal property; including but not limited to; any facilities, parks, bathrooms, vegetation, trees, or other property;
- 24.11. Remove municipal property from its intended location;
- 24.12. Place, pile, or store any material or equipment on municipal property;
- 24.13. Place, pile, or store any material or equipment on another person's property without proper permission;
- 24.14. Damage or destroy any wildlife habitat on public property;
- 24.15. Feed, attempt to feed, or permit the feeding of, either directly or indirectly, any deer, moose, coyote, fox, or skunk;
- 24.16. Scavenge from or disturb any material, bag, or box in or at a charity collection site, whether or not that material, bag, or box is contained in a receptacle or resting upon the ground;
- 24.17. Disobey a directive sign placed at a public facility;
- 24.18. Disobey a directive sign placed at a campground owned by the municipality;
- 24.19. Obstruct the free use or enjoyment of a person using a public facility;
- 24.20. Obstruct, hinder, or interfere with a peace officer in the exercise or performance of the Peace Officer's duties.

Projectiles

- 25. No person shall do the following:
 - 25.1. Cause or permit a projectile, or act in any other way, in a public place that is reasonably likely to cause injury to another person or damage property;
 - 25.2. Cause or permit a projectile, or act in any other way, on private property, unless a facility on the property is designed for its purpose.

Enjoyment of Property

- 26. No person, owner or occupant, shall do the following:
 - 26.1. Cause a Closed-Circuit Television (CCTV) or Security Camera System or other similar video surveillance or recording device, to livestream, film, or record inside another person's dwelling or otherwise impede or interfere with another's property.

- 26.2. Point or shine direct lighting into the living or sleeping areas of another person's dwelling house;
- 26.2.1. A light shall not constitute a violation of this subsection if the person, owner, or occupant of the property shields the light from pointing or shining directly at the living or sleeping areas of the adjacent dwelling house.

PART 5 – OVERNIGHT SHELTER

DEFINITIONS

27. In this part:

- 27.1. "Accessory Building" means a building separate and subordinate to the main building, the use of which is incidental to that main building, and is located on the same lot, including but is not limited to: garages, carports, sheds, and storage buildings;
- 27.2. "Overnight Shelter" means a structure, improvement, or overhead shelter, including a tent, lean-to, or other form of shelter constructed from a tarpaulin, plastic, cardboard, brush, logs, branches, or other rigid or non-rigid materials which is intended to provide temporary human habitation, shelter, or housing, overnight;
- 27.3. "Residential District" means a district described as such in the municipalities Land Use Bylaw;

General

28. No person shall place or use an overnight shelter, except in the following areas:
- 28.1. An area designated a campground by the municipality;
- 28.2. An area designated for overnight shelters by the municipality;
- 28.3. An area designated as a Residential District, if the overnight shelter is in a backyard or side yard, if the yard is fenced;
- 28.3.1. This section only applies for a period not longer than seven consecutive days within one calendar year.
29. No person, owner, or occupant shall use or permit the use an accessory building for human habitation or as a residence;
30. No person, owner, or occupant shall use or permit the use of recreational vehicles for human habitation or as a residence;
- 30.1.1. This section only applies for a period not longer than seven consecutive days within one calendar year.

PART 6 – NOISE

DEFINITIONS

31. In this part;

- 31.1. “Commercial District” means a district described as such in the municipalities Land Use Bylaw;
- 31.2. “Industrial District” means a district described as such in the municipalities Land Use Bylaw;
- 31.3. “Operator” means a person who is driving or operating a vehicle or equipment;
- 31.4. “Quiet Hours” means the time after 11:00pm and before 07:00am the following day, seven days a week;
- 31.5. “Residential District” means a district described as such in the municipalities Land Use Bylaw.

General

32. No person, owner, or occupant shall make, continue, cause, or permit to be made or continue any unreasonably loud, raucous, or unusual sound or vibration which annoys, disturbs, injures, endangers, or detracts from the comfort, repose, health, peace or safety of any other person of ordinary sensitivity.

32.1. Factors for determining if a sound is unreasonably loud, raucous or unusual may include the following:

- 32.1.1. Proximity of the sound to sleeping facilities or accommodations, whether residential or commercial;
- 32.1.2. The time of day or night the sound occurs;
- 32.1.3. The duration and volume of the sound; and
- 32.1.4. Whether the sound is recurrent, intermittent, or constant.

33. No person shall carry on, or permit to be carried on, in a Residential District during quiet hours, any construction, repair, alteration, or demolition work such that sounds produced therefrom, including those produced by hammering, sawing, drilling and the use of any power tools or construction equipment, may be heard beyond the property line or boundary of the site upon which the activity is being carried out.

34. No person shall operate or permit to be operated during quiet hours, any power lawn equipment, power garden maintenance equipment, or power snow-clearing equipment.

Industrial Noise

35. No person, owner or occupant in an industrial area shall cause or permit excessive noise;

35.1. Notwithstanding any other provisions of this part, and whether the noise resulting therefrom may be heard in an adjoining area which is designated other than as an industrial district, nothing in this part shall prevent the operation or carrying on of an industrial activity at any time during the day or night in an industrial district where the activity is one which:

35.1.1. Is permitted use in the district in which it is carried on or is a discretionary use for which the required permission has been obtained;

35.1.2. Is a non-conforming use as the same as defined in the Land Use Bylaw for the district in which the use is being carried on; or

35.1.3. In the operation or carrying on of an industrial activity in a district which would be curtailed or restricted, the person operating or carrying on that industrial activity shall make no more noise than is necessary in the normal method of performing or carrying on of that activity.

Specific Exemptions

36. The restrictions in Part 6 of this Bylaw, do not apply to:

36.1. A person operating an emergency vehicle in the normal course of that person's employment;

36.2. A person acting in the normal course of that person's employment, or contract, as an employee or agent, of the municipality;

36.3. The normal operation of a bell or buzzer of a school building or religious establishment;

36.4. A person engaged in snow removal or street sweeping in Commercial Districts or Industrial Districts as defined in the Land Use Bylaw; and

36.5. Permitted fireworks or outdoor concerts/events.

PART 7 – PARKLAND

DEFINITIONS

37. In this part;

37.1. "Parkland" means any property, whether developed or not, owned, controlled or maintained by the municipality that is:

37.1.1. Intended to be used by members of the public for recreation and general enjoyment including the trail system and pathways;

37.1.2. Preserved as a natural area;

37.1.3. Zoned or designated as a park/playground; or

37.1.4. Designated as a municipal reserve, environmental reserve, school reserve, or a public utility lot pursuant to the *Municipal Government Act*.

37.2. “Storm Water Pond” means an area designated to temporarily store excess flow in a drainage system.

38. No person shall do the following, in a parkland:

38.1. Obstruct the free use or enjoyment of a person using the parkland;

38.2. Disobey a directive sign placed for the use of parkland or storm water ponds;

38.3. Enter, be in, or leave a motor vehicle in any parkland between the hours of 11:00pm and 05:00am; or at any time when an area of parkland is closed.

38.3.1. The CAO may temporarily close an area of parkland to public use and where so ordered, a sign shall be posted to that effect.

38.3.2. No person shall be in violation of this section if they are attending a function or event approved by the CAO, or, are using the highway or sidewalk as a thoroughfare to access a location outside of a park.

38.4. Offer for sale, make available, or sell any goods or service in any parkland.

PART 8 – FALSE ALARMS

DEFINITIONS

39. In this part;

39.1. “False Alarm” means any notification to any emergency service, including but not limited to the fire service, the ambulance service, the Royal Canadian Mounted Police, community peace officers, bylaw enforcement officers, emergency dispatch services, and any other law enforcement services, respecting the existence of a condition, circumstance or event containing an imminent danger to persons or property, where no such condition, circumstance or event exists.

GENERAL

40. No person, owner or occupant shall cause or allow the issuing of a false alarm due to or resulting from faulty, damaged, malfunctioning alarm equipment, or a private alarm company.

41. No person, owner or occupant shall, by the use of alarm equipment or by any other means of notification, make or cause to be made any false alarms.

PART 9 – PERMITS

42. A person may make written application to the CAO, or designate, and pay any prescribed fees, for a permit allowing for activities that would otherwise violate part 2

through 8 of this Bylaw.

43. A person to whom a permit has been issued pursuant to this bylaw, and any person carrying out an activity otherwise regulated, restricted, or prohibited by this bylaw pursuant to such permit, shall comply with any terms or conditions forming part of the permit.

44. A person shall not make or provide any false or misleading statements or information to obtain a permit pursuant to this bylaw.

45. If any terms or conditions of a permit issued pursuant to this bylaw is contravened or if a false or misleading statement or information was provided to obtain the permit, the permit may immediately be suspended or revoked.

46. The onus of proving a permit has been issued in relation to any activity otherwise regulated, restricted, or permitted by this bylaw is on the person alleging the existence of such a permit on a balance of probabilities. If a permit was issued, the permit must be produced upon demand of a Peace Officer by any person that is acting under the permit.

47. Any written application pursuant to this section, must be made within the timeline set and be in a form approved by the CAO.

PART 10 – POWERS OF THE CHIEF ADMINISTRATIVE OFFICER

48. The CAO may:

48.1. Delegate any powers, duties, or functions contained in this bylaw to any employee of the municipality, including the option to further delegate those powers, duties, or functions;

48.2. Establish investigation and enforcement procedures with respect to property and such procedures may differ depending on the type of property in question;

48.3. Establish forms for the purpose of this bylaw;

48.4. Issue permits with such terms and conditions as are deemed appropriate in accordance with the bylaw;

48.5. Establish the criteria to be met for a permit to be issued pursuant to this bylaw;

- 48.6. Cause the expenses and costs incurred by the municipality associated in the enforcement of this bylaw and orders to be collected as a civil debt or added to the tax roll for the property pursuant to the *Municipal Government Act*.

PART 11 – POWERS OF PEACE OFFICERS

49. Without restricting any other power, duty or function granted by this bylaw, a Peace Officer may:

- 49.1. Carry out any inspection to determine compliance with this bylaw, including entering onto any premises or property after giving reasonable notice to the owner or occupant of the premises or property to be inspected;
- 49.2. Take any steps to carry out any actions required to enforce this bylaw;
- 49.3. Take any steps or carry out any actions required to remedy a contravention of this bylaw;
- 49.4. Authorize another town employee or a 3rd party to remedy a contravention of this bylaw;
- 49.5. Issue violation tags or violation tickets.

PART 12 – PENALTIES, VIOLATION TAGS AND VIOLATION TICKETS

PENALTIES

50. Any person who contravenes any provision of this bylaw is guilty of an offence and is liable upon summary conviction to a fine not exceeding \$10,000 and in default of payment of any fine imposed, to imprisonment for not more than one year, or both.
51. Any person who contravenes any provision of this bylaw is guilty of an offence and liable to a minimum penalty as set out in Schedule “A”.
52. The levying and payment of any fine or the imprisonment for any period provided in this Bylaw shall not relieve a person from the necessity of paying any fees, charges or costs from which said person is liable in accordance with this bylaw or pursuant to the *Municipal Government Act*.
53. Where a contravention of this bylaw is of continuing nature, each day or offence of such contravention continues shall constitute a new and separate offence, and a violation tag or violation ticket may be issued for each day such offence continues.

VIOLATION TAGS AND VIOLATION TICKETS

54. A peace officer may issue a violation tag to any person whom the peace officer has reasonable and probable grounds to believe has contravened any provision of this bylaw.

54.1. Notwithstanding the above section, a peace officer may immediately issue a violation ticket without issuing a violation tag.

55. If a violation tag is issued and not paid within the prescribed time, the peace officer may withdraw the violation tag and issue a violation ticket.

56. A peace officer may issue a violation ticket to any person whom the peace officer has reasonable and probable grounds to believe has contravened any provision of this bylaw. The peace officer must serve upon such person a violation ticket in the form and manner as prescribed by the provisions of the *Provincial Offences Procedures Act*.

57. A peace officer is hereby authorized and empowered to immediately issue a Violation Tag or Violation Ticket to any person to whom the peace officer has reasonable grounds to believe has contravened any provision of this bylaw.

PART 13 – ORDERS BY PEACE OFFICER, RIGHT TO REMEDY, AND SERVICE OF NOTICE,

ORDERS

58. Where a property or premises is found to be in violation of any provisions of this bylaw, a peace officer may, in accordance with this bylaw and or section 545 and 546 of the *Municipal Government Act*, issue a written order to the owner of the property or premises to remedy the condition on the property or premises which violates this bylaw.

59. A written order may:

59.1. Direct a person to stop doing something, or to change the way in which the person is doing it;

59.2. Direct a person to take any action or measures necessary to remedy the contravention of the enactment of bylaw, including the removal or demolition of a structure that has been erected, placed or is in contravention of this bylaw, and, if necessary, to prevent a re-occurrence of this contravention;

59.3. State a date and time which the person must comply with the order;

59.4. State that if the person does not comply with the directions within a specified time, the municipality will take the action or measures necessary at the

expense of the person;

- 59.5. Require the owner of a structure in disrepair to eliminate the danger to public safety, which may include in the manner specified, or remove and demolish the structure and level the site;
- 59.6. Require the owner of the premises or property that contains an excavation or hole to eliminate the danger to public safety, which may include in the manner specified, or fill in the excavation or hole and level the site;
- 59.7. Require the owner of the premise or property to relocate or remove any vehicles, including recreational vehicles and junked vehicles, which do not comply with this bylaw;
- 59.8. Require the owner of the premises or property to improve the condition of the premises or property, which may include in the manner specified, or if the premises or property is a structure, to remove or demolish the structure and level the site; and/or;
- 59.9. Require the owner of the premises or property to remove graffiti to improve the appearance of the premises or property.

60. The peace officer shall give reasonable notice from the date of the notice being issued for compliance with the notice. During this period for compliance, a person may appeal the notice pursuant to Part 14 of this bylaw.

61. Any owner that fails to comply with a written order made under this bylaw, is guilty of an offence.

62. The municipality may register a Caveat pursuant to the *Land Titles Act* and the *Municipal Government Act* in respect to any order issued under this bylaw, against the Certificate of Title for the property that is subject of the Order;

62.1.1. If a Caveat is registered pursuant to this bylaw, the municipality must discharge the Caveat when the Order has been complied with, or when the municipality has performed the actions or measures necessary to remedy the contravention as stated in the Order.

RIGHT TO REMEDY

62.2. The municipality may take whatever action or measures necessary to deal with a property that is not in compliance with this bylaw if:

62.2.1. The municipality has issued a written Order under this bylaw;

62.2.2. The person to whom the Order is directed has not complied with the Order within the time specified;

62.2.3. The review period respecting the Order has passed, or if a review has been made by Council, the review has been decided and it allows the municipality to take the action or measure.

62.3. The expenses and costs of an action or measure taken by the Municipality, including any storage or disposal costs, are amount owing to the municipality by the person who was required to do something pursuant to the order. The expenses and costs may be added to the tax roll of the parcel of land affected by the order.

SERVICE OF NOTICE

63. A notice by a peace officer shall be deemed to be sufficiently served if the notice:

- 63.1. Was served personally on the individual or corporation named in the order;
- 63.2. Was mailed to the last known address of the registered owner of the premises or property, or to the person concerned, in accordance with the *Interpretations Act*;
- 63.3. Was left with a person apparently over the age of 18 years at the place of abode of the person to whom the notice is addressed;
- 63.4. Was posted in a conspicuous place on the premises or property referred to on the order; or
- 63.5. Was emailed to the personal e-mail of the individual named on the order, if the individual has consented to receiving e-mail's from the municipality.

PART 14 – APPEALS

64. A person who receives a written notice/order to comply with a section pursuant to this bylaw, may, by written notice, within 14 days of receiving the notice, request council to review the order.

65. After reviewing the order, Council may confirm, change, substitute or cancel the order. The decision of council shall be provided for in writing and provided to the appellant.

66. This subsection does not apply to violation tags of violation tickets written by a peace officer.

67. If a person considers themselves aggrieved by a decision under Part 14, they may appeal the decision to the Court of Queen's Bench, pursuant to section 548 of the *Municipal Government Act*.

PART 15 - INTERPRETATION

68. Words used in the singular include the plural and vice-versa.

69. When a word is used in the masculine or feminine it will refer to either gender.

70. Words used in the present tense include the other tenses and derivative forms.

71. A second and subsequent offence means more than one offence of the same nature by a person, owner, or occupant, within one year after the first offence violation was issued.

PART 16 - SEVERABILITY

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

AND THAT this Bylaw shall rescind the following Bylaws:

- a. Community Standards Bylaw (2015/08/P)
- b. False Alarms Bylaw (2015/09/P)
- c. Firearm Control Bylaw (92-20)
- d. Noise Bylaw (2013/16/P)
- e. Parks and Public Facilities Bylaw (2014/14/E)
- f. Temporary Shelter Bylaw (2019/06/P)

of the Town of Drayton Valley and shall have force and come into effect from and after the date of third reading thereof.

Read a first time this _____ day of _____, 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

Schedule "A"

Section	Offence Description	1st Offence	2nd Offence (within one year)
Vegetation			
5.1	Vegetation exceeds allowable length	\$250	\$500
5.2	Fail to remove grass or similar vegetation that encroached onto public sidewalk	\$250	\$500
5.3	Fail to destroy restricted or prohibited Weed	\$250	\$500
5.4	Fail to remove/replace grass/shrubs/vegetation/trees that are dead/diseased	\$250	\$500
5.5	Fail to remove or prune trees that are a public safety hazard	\$250	\$500
5.6	Fail to remove or prune shrubs or trees that are a nuisance to person on sidewalk or street	\$250	\$500
5.7	Fail to remove or prune shrub or tree which overhand the highway or sidewalk	\$250	\$500
5.8	Plant/grow a tree/shrub or vegetation that interferes with intersection or flow of traffic	\$250	\$500
5.9	Remove or prune trees/shrubs that are the responsibility of the municipality	\$500	\$1000
6.0	Plant trees/shrubs on boulevard or other municipal property	\$500	\$1000
Snow, Ice, Dirt and Debris			
7.1	Fail to maintain sidewalk of snow/ice/dirt/weeds/leaves within 48 hours	\$250	\$500
7.2	Fail to maintain roof or awning free of snow/ice	\$250	\$500
7.3	Fail to prevent obstructions from extending across sidewalk	\$150	\$300
8.1	Place snow/ice/dirt/weeds/leaves/rocks on highway/others property	\$250	\$500
Structures			
10	Fail to maintain structure in a reasonable state of repair	\$250	\$500
11	Fail to maintain fence in a reasonable state of repair	\$250	\$500
12	Cover doors/windows with improper material	\$250	\$500
13	Fail to keep unoccupied building reasonably secure	\$250	\$500
14	Structure deemed unfit for human habitation or unsafe not repaired or demolished within prescribed time	\$5000	
Construction on Property			
15.1	Fail to have waste container during construction	\$250	\$500
15.2	Fail to contain waste building materials/debris in waste container	\$250	\$500
15.3	Place or store waste container on the street/sidewalk	\$250	\$500
15.4	Fail to stack or store building materials in orderly manner	\$250	\$500

15.5	Place or store building materials on the street, sidewalk, or other's property	\$250	\$500
15.6	Excavate on property during construction without securing area with fencing	\$250	\$500
General Property Maintenance			
16.1	Allow property to be a nuisance	\$250	\$500
16.2	Engage in activity that results in offensive odours, excessive dust or smoke which is a nuisance	\$250	\$500
16.3	Fail to remove graffiti within specified time	\$150	\$300
16.4	Have appliance outside improperly	\$250	\$500
16.5	Have standing or stagnant water	\$250	\$500
16.6	Excavate on property without securing area with fencing	\$250	\$500
16.7	Compost pile in incorrect place	\$250	\$500
16.8	Place improper materials into compost	\$250	\$500
16.9	Vehicle fluids improperly stored or disposed of	\$250	\$500
17.1	Allow an accumulation of refuse	\$250	\$500
17.2	Allow an accumulation of anything that causes unpleasant odours	\$250	\$500
17.3	Fail to collect and contain loose refuse and debris	\$250	\$500
17.4	Allow an accumulation of hazardous materials	\$250	\$500
17.5	Have an open or exposed storage of industrial fluids	\$250	\$500
17.6	Allow an accumulation of machine parts or pieces	\$250	\$500
18.1	Allow pest on property	\$250	\$500
18.2	Allow accumulation of material likely to attract animals/pests/wildlife	\$250	\$500
18.3	Allow accumulation of animal remains or parts	\$250	\$500
19.1	Direct water to adjacent property	\$150	\$300
19.2	Direct downspouts or eavestroughs to improper location – another property	\$150	\$300
19.3	Direct downspouts or eavestroughs to improper location – sidewalk/highway	\$150	\$300
19.4	Direct/allow sump pumps to improper location	\$150	\$300
19.5	Fail to obey water use instructions from the municipality	\$1000	\$2500
Vehicles and Trailers			
21.1	Have more than one junked vehicle	\$250	\$500
21.2	Allow an accumulation of vehicle parts or equipment	\$250	\$500
21.3	Allow recreation vehicle to extend over road or sidewalk	\$250	\$500
21.4	Fail to park vehicle/trailer on hard surface area	\$250	\$500
21.5	Keep heavy vehicle on residential property	\$250	\$500
22	Salvage yard/auto wrecker that appear to be a nuisance, fail to obscure property by approved screening	\$250	\$500
Public Behavior			
24.1	Litter	\$250	\$50
24.2	Loiter	\$150	\$300

24.3	Cause a public nuisance	\$250	\$500
24.4	Create or apply graffiti	\$500	\$750
24.5	Fight in public	\$500	\$750
24.6	Urinate or defecate in public	\$250	\$500
24.7	Indecent acts in public	\$250	\$500
24.8	Deposit flyers/posters/pamphlets on a motor vehicle or on a premises where it is clearly indicated they are not wanted	\$150	\$300
24.9	Deposit or place flyers/posters/pamphlets on highway/public place/street furniture	\$150	\$300
24.10	Vandalize or damage municipal property	\$1000	\$2500
24.11	Remove municipal property from intended location	\$250	\$500
24.12	Place/pile/store material or equipment on municipal property	\$250	\$500
24.13	Place/pile/store material or equipment on private property	\$250	\$500
24.14	Damage or destroy wildlife habitat on public property	\$500	\$750
24.15	Feed/Attempt to feed deer/moose/coyote/fox/skunk	\$250	\$500
24.16	Scavenge/disturb materials at charity collection site	\$150	\$300
24.17	Disobey directive sign placed at a public facility	\$250	\$500
24.18	Disobey directive sign placed at a municipal campground	\$250	\$500
24.19	Obstruct the free use/enjoyment of a person using a public facility	\$250	\$500
24.19	Obstruct/hinder/interfere with a peace officer in the performance of their duties	\$1000	\$2500
25.1	Cause/permit projectile in public place	\$250	\$500
25.2	Cause/permit projectile on private property	\$250	\$500
26.1	CCTV livestream/film/record inside another person's dwelling or impede/interfere with their property	\$250	\$500
26.2	Point/shine direct light into the living/sleeping areas of another's dwelling	\$250	\$500
Overnight Shelter			
28	Place/use overnight shelter where prohibited	\$250	\$500
29	Use/permit use of accessory building for human habitation or as a residence	\$250	\$500
30	Use/permit use of recreational vehicle for human habitation or as a residence	\$250	\$500
Noise			
32	Cause unreasonable noise	\$250	\$500
33	Cause unreasonable noise in residential district during quiet hours	\$250	\$500
34	Operate power equipment in residential district during quiet hours	\$250	\$500
35	Cause excessive industrial noise	\$500	\$750
Parkland			
38.1	Obstruct the free use/enjoyment of a person using	\$250	\$500

	parkland		
38.2	Disobey directive sign placed for the use in parkland or storm water pond	\$250	\$500
38.3	Be in parkland during closed times	\$250	\$500
38.4	Sell goods or services in parkland	\$250	\$500
False Alarms			
40	Cause or Allow alarm due to faulty/damaged/malfunctioning alarm equipment/private alarm company	\$250	\$500
41	Cause any false alarm	\$500	\$750
Permits			
43	Fail to comply with permit	\$250	\$750
44	Make false/misleading statements when applying for a permit	\$250	\$750
46	Fail to produce a permit to a Peace Officer on demand	\$250	\$250
Orders			
61	Fail to comply with a written order	\$500	\$1000



Town of Drayton Valley

AGENDA ITEM REPORT

Regular Council Meeting

MEETING:	Regular Council - May 25, 2022		
PRESENTED BY:	Ken Woitt, General Manager of Planning & Growth	DEPARTMENT:	Planning
		DIVISION:	Planning & Growth
SUBJECT:	Request For Decision - Discretionary Development Permit DV22-010 at 5302 34 Avenue		
ATTACHMENTS:	Attachment 1 - Immediate Context and Zoning Map Attachment 2 - Site Plan Attachment 3 - Municipal Development Plan, Map 4 Attachment 4 - Site Photographs Attachment 5 - 2020 Aerial Photograph Attachment 6 - NE ASP Figure 3 - Proposed Land Uses-Transportation Map Attachment 7 - Draft Development Permit DV22-010		

PROPOSAL AND BACKGROUND INFORMATION:

Administration received a Development Permit Application to utilize the parcel at [5302 34 Avenue](#) as a scrap metal recycling yard. The parcel is zoned I-HVY (Industrial, Heavy District) (**See Attachment 1 - Immediate Context and Zoning Map**). Town Council recently gave Second and Third Readings to a Bylaw (2022/03/D) which rezoned 5302 34 Avenue from I-LHT (Industrial, Light District) to I-HVY (Industrial, Heavy District).

The subject parcel was home to Valley Power, a former biomass electricity generating station which commenced operations in Drayton Valley in 1997. In November 2021, the Court of Queen's Bench of Alberta granted an Order to approve the sale of the subject site, to Metalnecks Salvage Ltd.

Metalnecks Salvage Ltd (the Applicant) is a scrap metal recycling company that recovers and processes scrap metal from old products and structures (like barbed wire, combines, tractors, cars, trucks, aluminum, batteries), to be subsequently used in the production of new goods. The Applicant also offers services such as farm and industrial site cleanups, roll off bins, oilfield cleanup, dismantling and decommissioning, and provide a full-service scrap yard. The scrap metal will be collected, salvaged and shredded on site.

The scrap metal recycling industry involves a wide range of metals. Some of the most recycled metals include iron and scrap steel (ISS), copper, aluminum, lead, zinc, and stainless steel. Scrap metals are generally divided into two basic categories: ferrous and nonferrous. Ferrous scrap is metal that contains iron. Iron and steel (which contains iron) can be processed and re-melted repeatedly to form new objects. Common nonferrous metals are copper, brass, aluminum, zinc, magnesium, tin, nickel, and lead. The Applicant intends to handle both ferrous and nonferrous metals.

Scrap metal recycling is beneficial to the environment in that it provides materials for the production of new goods, while offering a much lower carbon footprint (in line with the Sustainability Plan 2019-2021) and more sustainable and efficient utilization of resources. Other benefits of scrap metal recycling include the diversion of materials that would otherwise be deposited in our landfills, a reduction in energy used to produce new goods, and the reduction in the use of nonrenewable natural resources.

The establishment of the proposed scrap metal recycling site will certainly raise the recycling practices amongst residents in and around Drayton Valley. Recycling rates are an important measure in terms of landfill diversion, easing the burden on local landfills that may not have the capacity, technology and resources to properly handle scrap metal recycling. The Applicant will offer residents and surrounding communities the opportunity to sell scrap metal to the Applicant depending on quantity, while also providing a convenient location to drop off unwanted scrap metal. This will likely encourage residents to recycle more, subsequently raising the recycling rates in the area.

Municipal Development Plan 2012/27/D

The subject parcel is designated as Heavy 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 development is in alignment with what was envisioned for the subject property. Section 2.9 (Major Industrial Areas) of the MDP defines Major Industrial Areas as those that require large areas of land, generate large volumes of truck traffic and/or those that may be incompatible with other land uses because of noise, dust, odor and fire risk. The subject parcel fits the purpose and intent of the Major Industrial Areas as defined above in accordance with the MDP.

Section 2.9.2 states the following: "The Town will continue to welcome large scale industry and will make every effort to ensure that suitable land is available.". The subject property is considered suitable in that the general area has no residential land uses or other uses that would be negatively impacted by the noise and traffic generated by the development.

Section 2.9.1 states the following: "Major industry will continue to be focused in the southwest part of Drayton Valley, both east and west of Highway 22: see Map 4." The subject parcel is located west of Highway 22 and is in the southwest part of Drayton Valley.

Section 2.9.6 States the following: "The Town will ensure that the industrial district is protected from infringement by non-compatible uses by limiting the number of allowable uses within major industrial districts, except where those activities are related to the heavy industrial operations." The proposed development is deemed to be a compatible use.

Section 2.9.6 States the following: "During any major development or reorganization of sites, industrial operators will be required to develop and/or maintain fire and emergency protection programs with the Town of Drayton Valley Emergency Services Department and such programs will accord with any Disaster Services programs of the Town." The Applicant Shall work with the Drayton Valley/Brazeau County Fire Services to develop the above-mentioned programs to ensure safety of employees and the public is always maintained.

NE 5-49-7-W5M Area Structure Plan

The subject parcel is within the NE 5-49-7-W5M (**See Attachment 7 - NE ASP Figure 3**) Area Structure Plan (NE ASP) which provides a framework for future subdivision and development in the specific plan area by setting policies for transportation, utility corridors and land uses. The long-range design for the plan area aims to provide a mix of uses which include Commercial, Light and Heavy Industrial Development. The design also includes an environmental reserve channel to the west which is not intended for development. The NE ASP allows for Heavy Industrial uses to be limited to the central portion of the plan area, where the subject site is located, so as to maintain a buffer from other non-complementary uses. The proposed development is in alignment with the goals and objectives of the NE ASP as set out in the Plan.

Site Inspection

The subject site was demolished and stripped. A development permit (DV21-065) was issued by the Town for the demolition and stripping of the site to accommodate the proposed use. The parcel is a 34-acre piece of land that consists of buildings and structures that are primarily located in the north easterly area of the site, and what appears to be retention ponds in the south westerly area (**See Attachments 5 & 6**). The subject parcel is flanked by Valley Concrete to the north, Weyerhaeuser to the west, vacant land to the south and Westwood Inn and Bio-Composites Group to the east. The access road (34 Avenue) is an unpaved gravel road and there are no current or future plans to pave it.

West Creek Environmental Reserve

The reserve channel noted above contains West Creek (**See Attachment 5**), an environmentally sensitive watercourse that shall continue to be protected in accordance with section 2.9.7 of the MDP. Since the proposed development is in close proximity to West Creek, significant measures shall be taken by the Applicant to ensure that no substances such as, but not limited to mercury resulting from the Applicant's operations, seep into the ground or wash away into West Creek. As such, the Applicant will provide an Environmental Impact Assessment, highlighting environmental impact mitigation strategies in relation to West Creek. The following elements shall be included in the Environmental Impact Assessment:

- **Site Assessment:** Existing site conditions and contaminants from previous land uses. (ESA)
- **Assessment of environmental risks based on proposed operations:** An assessment of what the impacts of the proposed operations will be to the immediate environment and to west creek.
- **Mitigation:** An environmental management plan or mitigation measures.
- **Monitoring and Reporting:** Ongoing monitoring and/or reporting strategy of identified environmental impacts of the proposed operations.

Land Use Bylaw 2020/12/D

The subject property was recently rezoned from I-LHT (Industrial, Light District) to I-HVY (Industrial, Heavy District) to accommodate the proposed use, which is discretionary.

The LUB defines Heavy Industrial as “a use that may have an effect on the safety, use, amenity, or enjoyment of adjacent or nearby sites due to appearance, noise, odor, emission of contaminants, fire or explosive hazards, or dangerous goods, but does not include Industrial (Cannabis Processing). Typical development includes abattoirs, concrete plants, wreckage and salvage yards, and manufacturing and processing facilities that create a Nuisance.” The Applicant requires a development permit application for a discretionary ‘change of use.’

Required Parking Spaces

In accordance with Section 3.38 of the Town's Land Use Bylaw, the required minimum vehicular parking spaces for Heavy Industrial Uses is 0.5 per 100.0 m² gross floor area. However, because there will be no principal building at this location, parking cannot be determined by this method. Additionally, the site is intended as a drop-off-and-leave site (similar to a landfill) where residents will most likely drive in and out. Once a site circulation plan has been developed, parking requirements will be determined.

Landscaping

Landscaping is an important component for beautifying areas of the Town and promoting sustainable, aesthetically pleasing re-development. As the proposed use includes a change of use, the parcel 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 1 tree per 800 square meters of gross parcel area. Based on an area of 137,903.40 square meters, this ratio equates to a minimum of 172 trees for the subject parcel. A site inspection revealed a few forested areas on the east and south westerly area of the site. As such, it is deemed reasonable to conclude that the number of trees on the site meet the minimum requirement.

Drayton Valley/Brazeau County Fire Services Requirements

In addition to a fire inspection and fire safety plan, Additional code requirements must be met as it pertains to outside storage of materials to the satisfaction of the Drayton Valley/Brazeau County Fire Services. The following (where applicable) must be addressed to the satisfaction of the Drayton Valley/Brazeau County Fire Services:

- Fire Department Access
- Fencing
- Maintenance
- Ignition Sources
- Fuel Dispensing
- Spill Control
- Fire Separation
- Fire Protection
- Water Supply
- Individual Storage areas and clearances
- Storage and or handling of Dangerous Good

The Applicant is hoping to commence operations as soon as possible and is hereby seeking Development Permit Approval so that the next steps can begin.

FINANCIAL IMPLICATIONS:

After a decision has been made, the typical expenses associated with circulating the notices to the public would apply.

IMPACT IN CAD:

N/A

LEGAL/RISK IMPLICATIONS:

N/A

ORGANIZATIONAL IMPLICATIONS:

Provincial Acts / Regulations -
Municipal Government Act (MGA)

Municipal Development Plan -
Section 2.9 - Major Industrial Areas

Map 4 (Attachment 3) - Identifies the subject property located within the Industrial Area of Town.

Municipal Land Use Bylaw - Land Use Bylaw 2020/12/D

SERVICE LEVELS IMPLICATIONS:

N/A

ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Other Strategic Priorities

STAKEHOLDER AND COMMUNICATION STRATEGY:

Town Council will hold a non-statutory Public Hearing to receive comments, concerns, and questions from the public regarding Development Permit Application DV22-010.

NEXT STEPS:

After a decision on Development Permit DV22-010, Administration will circulate a notice of decision to surrounding landowners and advertise the decision to the public.

RECOMMENDATION(S):

That, Council Approve Development Permit DV22-010, with conditions.

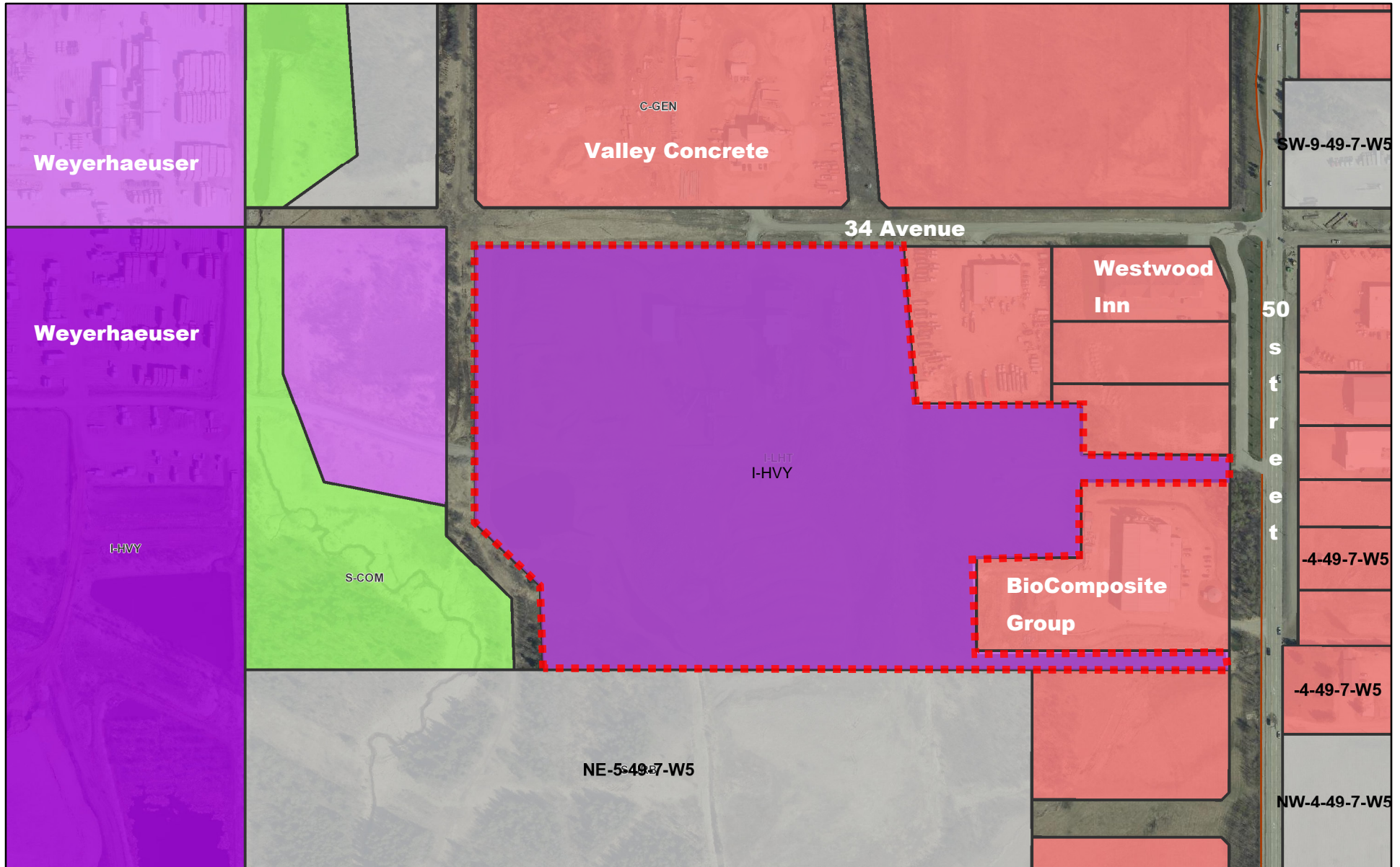
ALTERNATIVES:

- A. That Council Approve Development Permit DV22-010, as presented.
- B. That Council [Approve Development Permit DV22-010](#) with amendments to _____.
- C. That Council Refuse Development Permit DV22-010, with reasons.

Robert Osmond, CAO

Pending

ATTACHMENT 1
IMMEDIATE CONTEXT AND ZONING MAP



**Town of Drayton Valley
Zoning Map**

- I-LHT Industrial, Light District
- I-HVY Industrial, Heavy District
- S-COM Special, Community Services District
- S-URB Special, Urban Reserve District

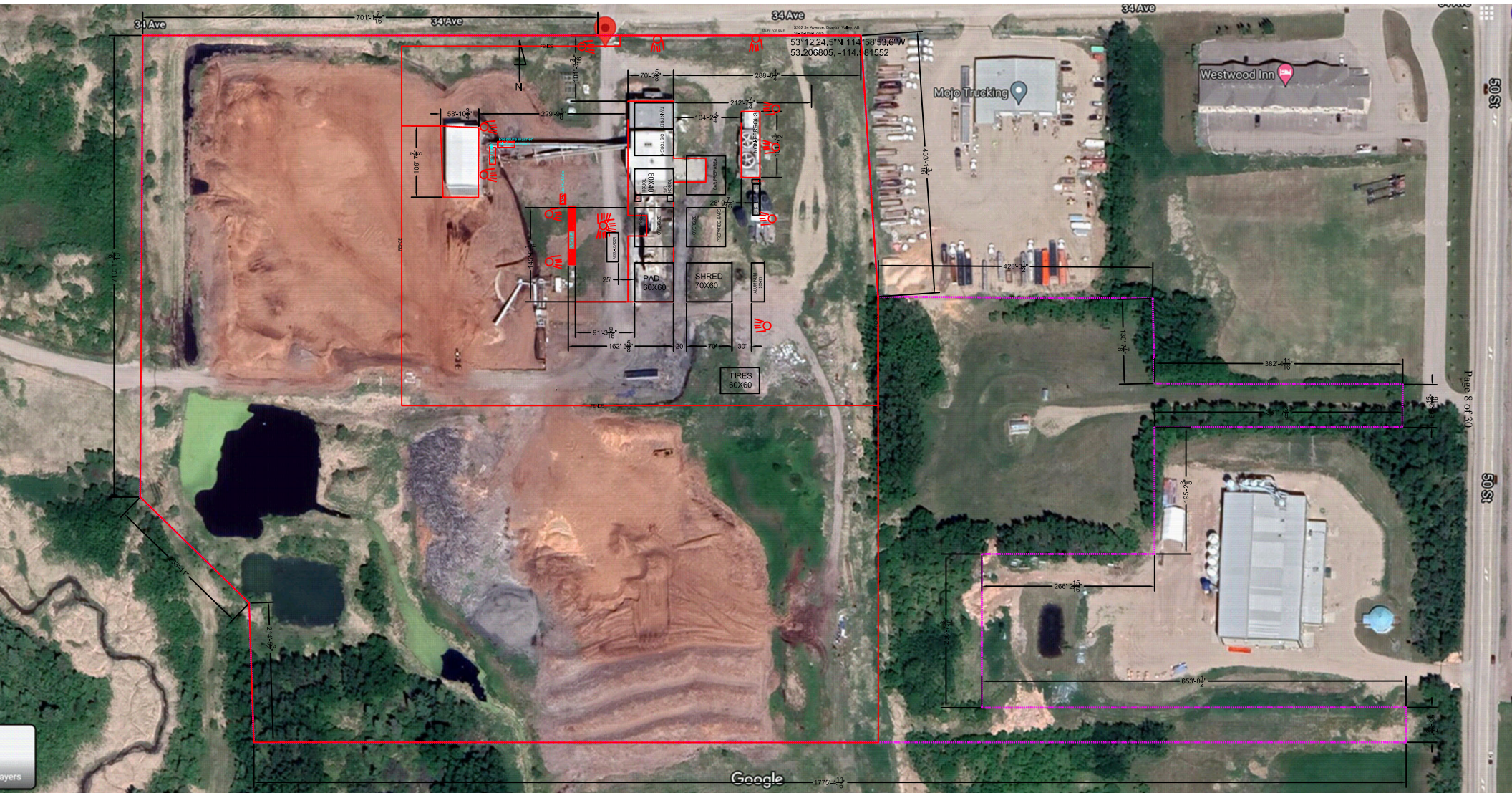


- C-GEN Commercial, General District
- Area of Interest

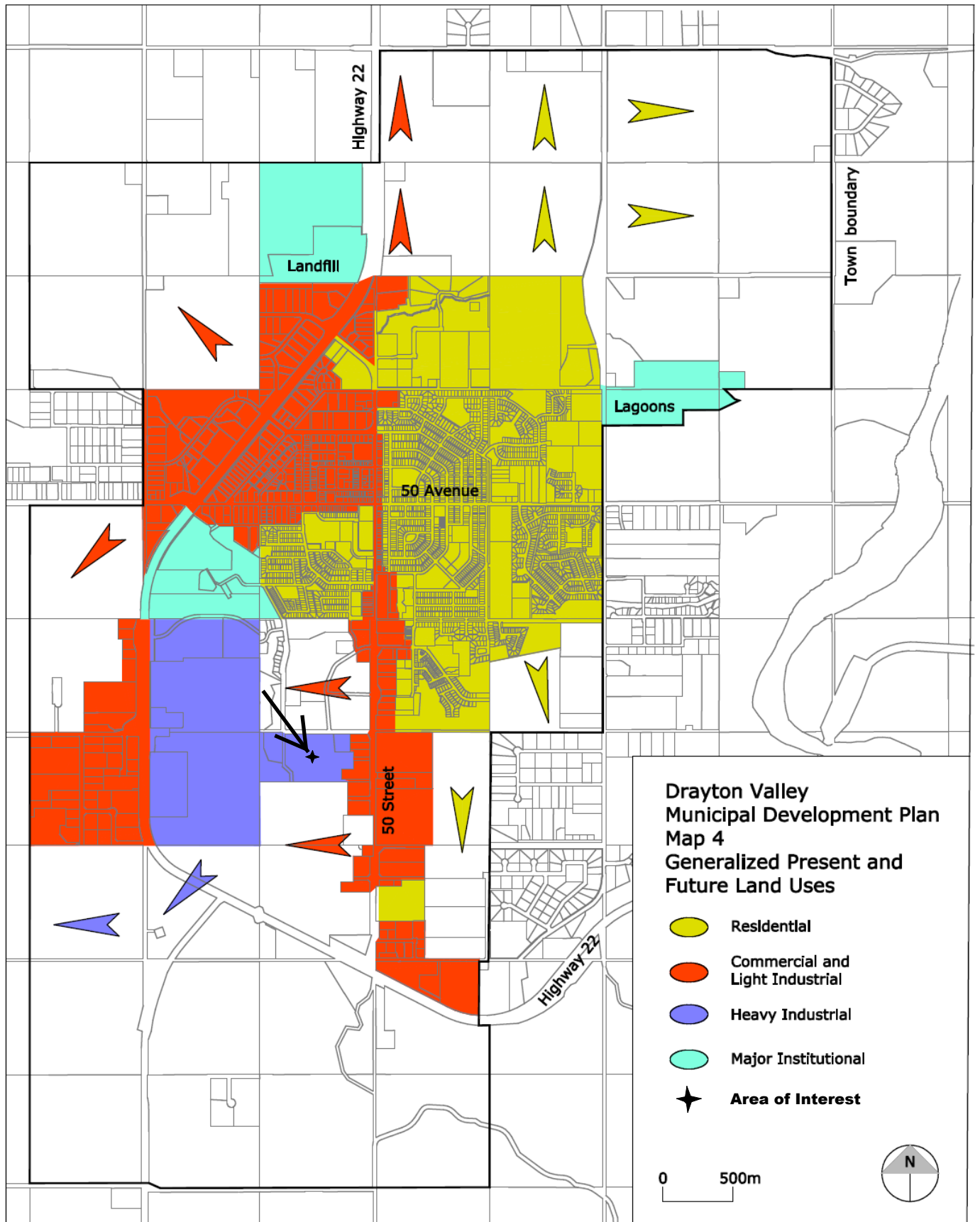
This map is for advisory purposes only and does not replace a legal land survey. It is based on data sources deemed reliable but the Town of Drayton Valley is not responsible for errors or omissions.

ATTACHMENT 2

SITE PLAN



ATTACHMENT 3
MUNICIPAL DEVELOPMENT PLAN- MAP 4



ATTACHMENT 4
SITE PHOTOGRAPHS







Valley Power
AUTHORIZED PERSONNEL ONLY
All Visitors Please Report to Office Prior to Entry
Office Hours 8:30 a.m. - 4:30 p.m. Mon-Fri
For after hours entry please call (781) 542-7196



















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ATTACHMENT 5

2020 AERIAL PHOTOGRAPH

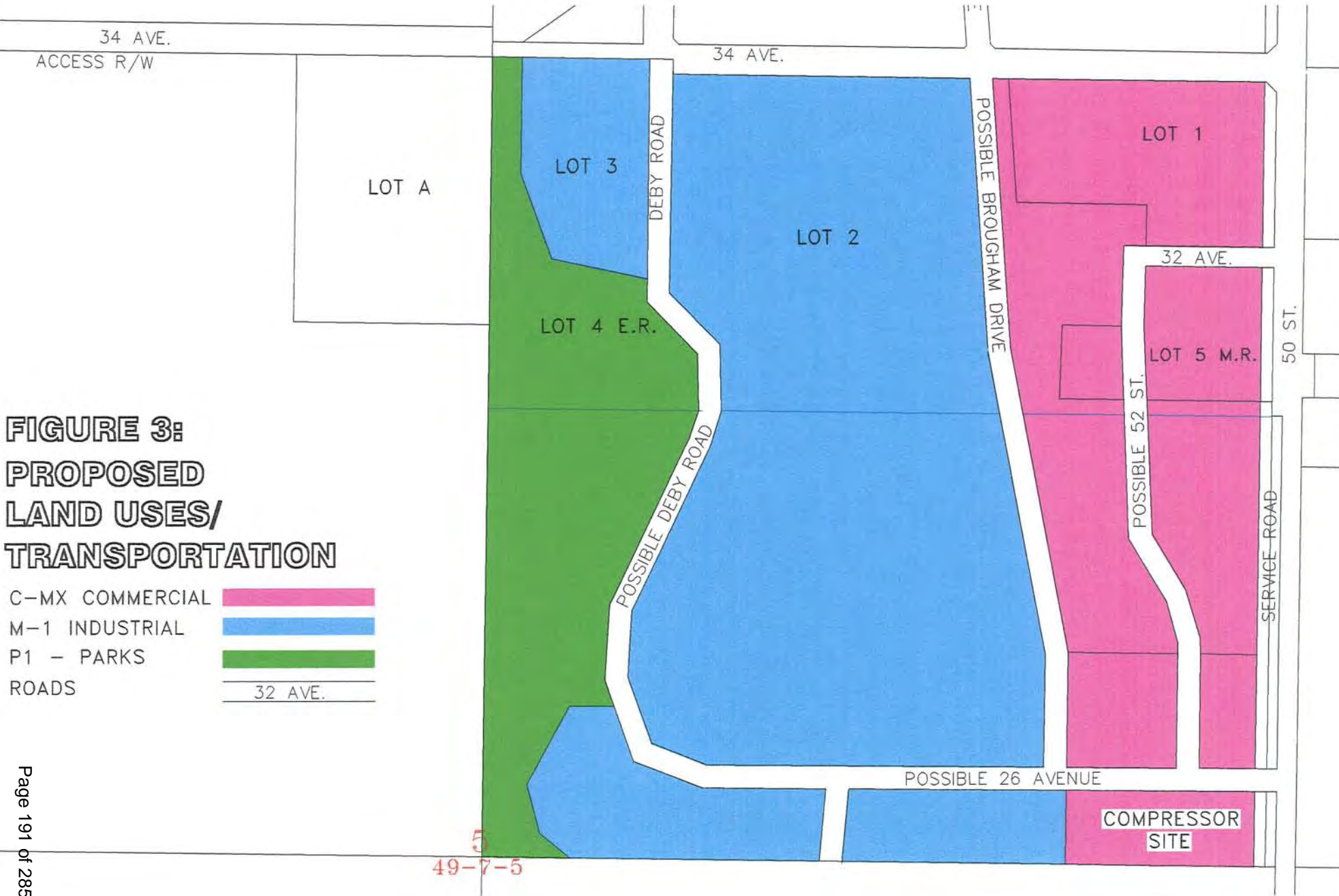
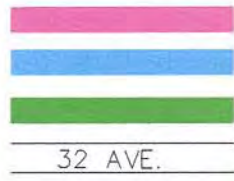


ATTACHMENT 6

NE 5-49-7-W5M AREA STRUCTURE PLAN - FIGURE 3

**FIGURE 3:
PROPOSED
LAND USES/
TRANSPORTATION**

- C-MX COMMERCIAL
- M-1 INDUSTRIAL
- P1 - PARKS
- ROADS



ATTACHMENT 7

DRAFT) - † - Q hU - Vu'h-kU @) †



DRAFT DEVELOPMENT PERMIT

DV22-010

LOT 2, PLAN 9222632

YOUR DEVELOPMENT APPLICATION # DV22-010 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: Scrap Metal Recycling Yard

PROPERTY CIVIC ADDRESS: 5302 34 Avenue

PERMIT ISSUED TO: Michael Little

ADDRESS: 5302 34 Avenue

CONDITIONS OF DEVELOPMENT PERMIT

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

1. An Environmental Site Assessment (EIA) Shall be completed to the satisfaction of the Development Authority. The EIA will address the following elements:
 - **Site Assessment:** Existing site conditions and contaminants from previous land uses. (ESA)
 - **Assessment of environmental risks based on proposed operations:** An assessment of what the impacts of the proposed operations will be to the immediate environment and to west creek.
 - **Mitigation:** An environmental management plan or mitigation measures.
 - **Monitoring and Reporting:** Ongoing monitoring and/or reporting strategy of identified environmental impacts of the proposed operations.
2. 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.
3. 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 at 780 514-2216.
4. All improvements are to be located subject to the approved Site Plan that accompanied the development permit application (a copy is attached).
5. 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.
6. 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's General Manager of Engineering.
7. The Owner/Applicant or Contractor shall place a call to Alberta One-Call for location of all underground utilities prior to construction/excavation.

8. 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.
9. 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.
10. 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.
11. 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.
12. 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:

Town of Drayton Valley

DATE OF DECISION:

May 25th, 2022

DEADLINE FOR APPEAL:

June 16th, 2022

IMPORTANT NOTES

1. 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.
2. The Applicant/Owner is reminded that compliance with this permit requires compliance with all conditions forming a part thereof.
3. If the use of the development changes, the Owner(s) must apply for a Development Permit.
4. 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.
5. 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.
6. The development must not encroach on Registered Rights of Ways or Utility Service Lines.
7. The proposed development must comply with the applicable AER setbacks unless a lesser distance is agreed to in writing by AER; and the AER must be contacted by the Applicant/Owner to ensure that no active or abandoned well sites are located on the subject lands.



Town of Drayton Valley **AGENDA ITEM REPORT** Regular Council Meeting

MEETING:	Regular Council - May 25, 2022		
PRESENTED BY:	Robert Osmond, CAO	DEPARTMENT:	Administration
		DIVISION:	Administration
SUBJECT:	Treaty 6 Land Acknowledgement		

PROPOSAL AND BACKGROUND INFORMATION:

On May 10, 2022, Town Council and Senior Administration took part in Indigenous Awareness Training in partnership with the Metis Association. During that training, with the assistance of Elder Linda and Elder Alice, a Land Acknowledgment was crafted.

Town Council and Administration acknowledge that the Town of Drayton Valley is located on traditional territories of Treaty 6 lands. An important step in reconciliation is the acknowledgment of traditional treaty land and recognition for the people of the territory.

Administration is recommending that Town Council adopt the Land Acknowledgement that was created at the May 10, 2022, Indigenous Awareness Training.

The Land Acknowledgment that was created is:

"We acknowledge that we are gathered on Treaty 6 lands, a part of the traditional territories of the many First Nations, Metis, and Inuit in Alberta. The Town of Drayton Valley is grateful for the Knowledge Keepers and Elders and the stories and teachings they share of these lands and its people."

FINANCIAL IMPLICATIONS:

There are no significant financial implications to adopting the Land Acknowledgement.

IMPACT IN CAD:

N/A

LEGAL/RISK IMPLICATIONS:

There are no legal or risk implications to adopting the Land Acknowledgement.

ORGANIZATIONAL IMPLICATIONS:

There are no significant organizational implications to adopting the Land Acknowledgement.

SERVICE LEVELS IMPLICATIONS:

Town Administration will ensure the Land Acknowledgment is used prior to any Regular Council Meeting, Governance & Priorities Committee Meetings and other formal meetings and gatherings hosted by the Town of Drayton Valley.

ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Inclusive, Diverse & Welcoming Community

STAKEHOLDER AND COMMUNICATION STRATEGY:

Town Administration will provide public communication about the adoption of the Land Acknowledgement and its purpose and importance.

NEXT STEPS:

Upon adoption Administration will implement the use of the acknowledgement across the organization.

RECOMMENDATION(S):

1 - that Council adopts a Land Acknowledgement that states: "We acknowledge that we are gathered on Treaty 6 lands, a part of the traditional territories of the many First Nations, Metis, and Inuit in Alberta. The Town of Drayton Valley is grateful for the Knowledge Keepers and Elders and the stories and teachings they share of these lands and its people." and that this Land Acknowledgment be utilized before any Regular Council Meeting, Governance & Priorities Committee Meetings and other formal meetings and gatherings hosted by the Town of Drayton Valley.

ALTERNATIVES:

2 - that Council directs Administration to develop a new Land Acknowledgement that better reflects the following:

3- that Council accepts this report as information.

Robert Osmond, CAO

Approved - 20 May 2022



Town of Drayton Valley

AGENDA ITEM

REPORT

Regular Council Meeting

MEETING:	Regular Council - May 25, 2022		
PRESENTED BY:	Robert Osmond, CAO	DEPARTMENT:	Administration
		DIVISION:	Administration
SUBJECT:	Customer Service Management Software		

PROPOSAL AND BACKGROUND INFORMATION:

Administration is seeking authorization to proceed with purchase of municipal software specifically designed for citizen request management and citizen issue tracking. This software will provide residents with better overall service and provide staff with an organized approach to handling daily requests. These systems are highly adaptable to a municipality's unique needs.

Administration recognizes the citizens' need for the implementation of a robust technological infrastructure to respond to community concerns and improve the Town's response to requests.

FINANCIAL IMPLICATIONS:

Initial implementation and first year costs are estimated at \$10,000 and this expense can be funded from operating. An annual licensing fee of \$8,000.00 will need to be included in the operating budget beginning in 2023.

IMPACT IN CAD:

8,000

LEGAL/RISK IMPLICATIONS:

N/A

ORGANIZATIONAL IMPLICATIONS:

The software will streamline internal operations and improve service to residents. It will also provide staff with an organized approach to handling daily requests. Efficiency will be improved due to a better organizational handle for tracking community requests.

SERVICE LEVELS IMPLICATIONS:

The software will simplify information exchange, improve productivity, reduce service delivery times and ultimately deliver better community service. Residents can utilize the web form or citizen app to submit requests.

ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Organizational Culture & Operational Efficiencies

STAKEHOLDER AND COMMUNICATION STRATEGY:

once implemented, public communications will be distributed to residents on how to submit requests via web form, website, phone and e-mail.

NEXT STEPS:

A software will be selected, implemented and then staff will be trained on its use.

RECOMMENDATION(S):

1 - that Council approves purchase of municipal software specifically designed for citizen request management and citizen issue tracking at a project cost of \$10,000 funded from operations. Further that Administration be directed to include the ongoing licensing costs of the software in future operating budgets.

ALTERNATIVES:

2 - that Council direct Administration to prepare additional information regarding Customer Service Management Software to include the following _____.

3 - that Council accepts this report as information.

Robert Osmond, CAO

Approved - 20 May 2022



Town of Drayton Valley

AGENDA ITEM REPORT

Regular Council Meeting

MEETING:	Regular Council - May 25, 2022		
PRESENTED BY:	Hans van Klaveren, General Manager of Community Services and Recreation	DEPARTMENT:	Community Services - Recreation
		DIVISION:	Community & Recreation
SUBJECT:	New Aquatic Centre Amenity Sponsorship Rights Agreements for Approval		
ATTACHMENTS:	1 Mar. 23, 2022 APEX Sponsorship Rights Agr 2 Apr. 20, 2022 Spartan Sponsorship Rights Agr		

PROPOSAL AND BACKGROUND INFORMATION:

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

APEX Distribution Inc. has signed an agreement in hopes of being awarded one (1) of the four (4) opportunities available to become the naming sponsor for the bleachers. This sponsorship allows APEX Distribution Inc. to have the naming rights for a period of five (5) years. The total sum of the sponsorship is \$15,000, which has been paid in full and will come into effect the day of signing. The final signage will be presented to Council at a later date.

Spartan Delta Corp. has signed an agreement in hopes of being awarded the naming sponsor of the Free Wi-Fi. This sponsorship allows Spartan Delta Corp. to have the naming rights for a period of ten (10) years. The total sum of the sponsorship is \$50,000, which will be paid over a five (5) year term of \$10,000 per year effective the day of signing. The final signage will be presented to Council at a later date.

The Community Aquatic Committee, in cooperation with Town Administration, has attached the Naming Sponsorship Agreements to this Request for Decision for Council's review and approval.

FINANCIAL IMPLICATIONS:

IMPACT IN CAD:

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

\$ 25,000 sponsor support in 2022 and \$ 10,000 annually 2023 - 2026

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

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

LEGAL/RISK IMPLICATIONS:

There are no anticipated legal implications connected with this decision.

ORGANIZATIONAL IMPLICATIONS:

There are no anticipated organizational implications connected with this decision.

SERVICE LEVELS IMPLICATIONS:

There are no anticipated service level implications connected with this decision.

ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Maximize Use & Revenue of Municipal Facilities

STAKEHOLDER AND COMMUNICATION STRATEGY:

Once a decision has been made it will be communicated to APEX Distribution Inc. and Spartan Delta Corp. so that the appropriate communications can take place to showcase the sponsorship.

NEXT STEPS:

Administration will notify all appropriate parties to finalize the naming sponsorship agreement.

RECOMMENDATION(S):

1 - that Council approve the Sponsorship Rights Agreement between the Town and APEX Distribution Inc., as presented, and;

that Council approve the Sponsorship Rights Agreement between the Town and Spartan Delta Corp., as presented.

ALTERNATIVES:

2 - that Council approve the Sponsorship Rights Agreement between the Town and APEX Distribution Inc., with the following recommendations:

3 - that Council approve the Sponsorship Rights Agreement between the Town and Spartan Delta Corp., with the following recommendations:

4 - that Council accept the Sponsorship Rights Agreement between the Town and APEX Distribution Inc., as information only.

5 - that Council accept the Sponsorship Rights Agreement between the Town and Spartan Delta Corp., as information only.

Derek Starnes, Recreation and Omniplex Manager	Approved - 13 May 2022
Hans van Klaveren, General Manager of Community Services and Recreation	Approved - 13 May 2022
Robert Osmond, CAO	Approved - 13 May 2022

SPONSORSHIP RIGHTS AGREEMENT

AQUATIC CENTRE

(hereinafter referred to as the "Facility")

BETWEEN:

TOWN OF DRAYTON VALLEY

(hereinafter referred to as the "Town")

and

APEX DISTRIBUTION INC.

(hereinafter referred to as the "Sponsor")

1. OWNERSHIP

The Facility is the Aquatic Centre located at 4700 West Valley Road, Drayton Valley, and is owned and managed by the Town of Drayton Valley.

2. FACILITY AMENITY RECEIVING NAMING RIGHTS

The Town accepts and the parties agree that APEX Logo (attached) is the name of the Bleachers (x1 opportunity), located within the Aquatic Centre. Any change to this name must receive prior written approval of the Town.

3. DEFINITION

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

4. RIGHT TO CHANGE NAME

- a. The Sponsor may change the name of the Facility Amenity only with written approval of the Town.
- b. The Sponsor will be responsible for all costs to produce the new sign and/or signage that is displayed on/or within the Facility, as well as on any Facility Amenity promotional products.

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

5. TERM OF AGREEMENT

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

6. GENERAL TERMS AND CONDITIONS

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

- i. The Sponsor may cancel the Sponsorship Rights Agreement, upon submitting written notice of three (3) months to the Town, for any reason, however, will not be entitled to compensation or refund for the remaining portion of the agreement term, and will be responsible for meeting its financial obligation under this Agreement.
- j. The Town will retain ownership of all equipment, material, and supplies provided for by this Agreement.

7. PROMOTIONAL RIGHTS

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

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

8. NAMING RIGHTS COSTS

In consideration for naming the Facility Amenity APEX Logo (attached) , the Sponsor:

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

9. INDEMNIFICATION

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

10. PAYMENT FOR RIGHTS

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

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

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


TOWN OF DRAYTON VALLEY

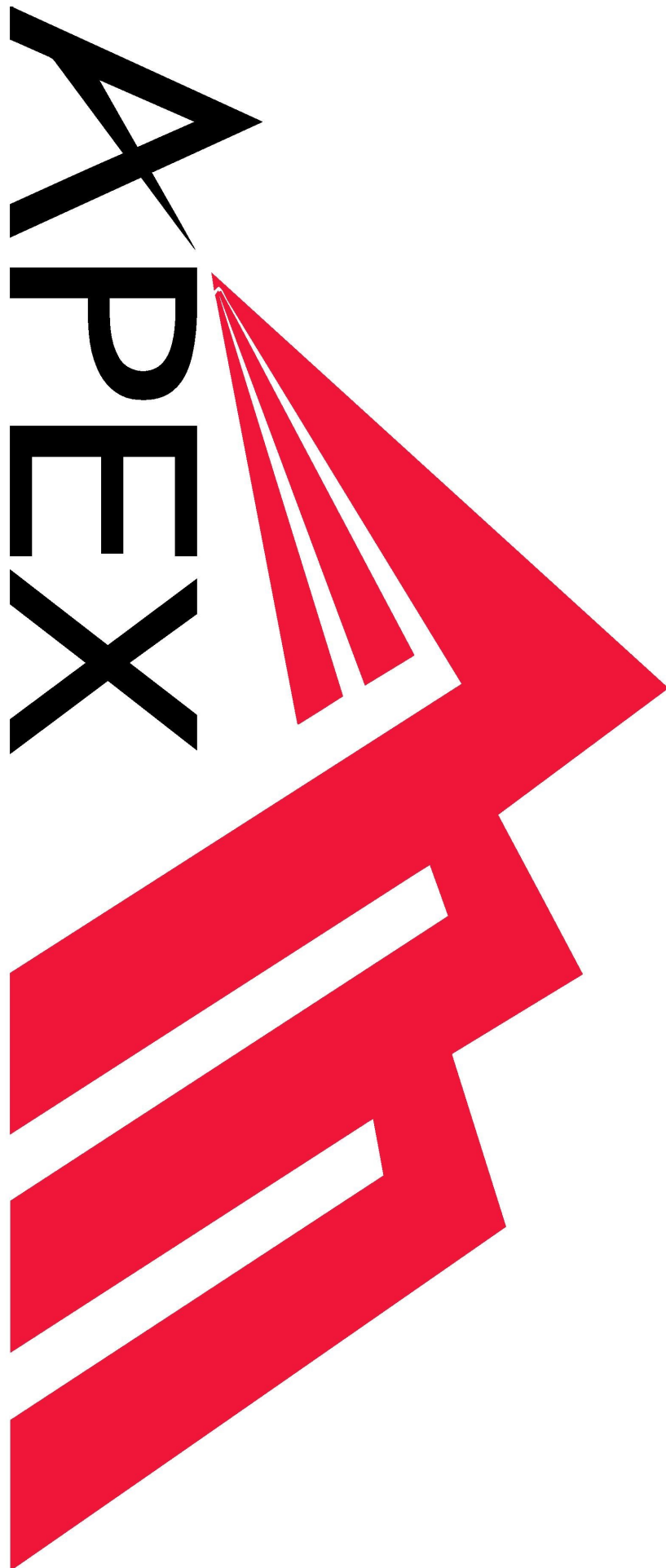
Per: _____
Print Name

Signature

APEX DISTRIBUTION INC.

Per: Ryan Wilkes
Print Name


Signature



SPONSORSHIP RIGHTS AGREEMENT

AQUATIC CENTRE

(hereinafter referred to as the "Facility")

BETWEEN:

TOWN OF DRAYTON VALLEY

(hereinafter referred to as the "Town")

and

SPARTAN DELTA CORP.

(hereinafter referred to as the "Sponsor")

1. OWNERSHIP

The Facility is the Aquatic Centre located at 4700 West Valley Park Road, Drayton Valley, and is owned and managed by the Town of Drayton Valley.

2. FACILITY AMENITY RECEIVING NAMING RIGHTS

The Town accepts and the parties agree that Spartan Delta Corp. is the name of the Free Wifi Sponsorship, located within the Aquatic Centre. Any change to this name must receive prior written approval of the Town.

3. DEFINITION

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

4. RIGHT TO CHANGE NAME

- a. The Sponsor may change the name of the Facility Amenity only with written approval of the Town.
- b. The Sponsor will be responsible for all costs to produce the new sign and/or signage that is displayed on/or within the Facility, as well as on any Facility Amenity promotional products.

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

5. TERM OF AGREEMENT

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

6. GENERAL TERMS AND CONDITIONS

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

- h. In the event of termination by the Town, compensation for any remaining term on the Agreement is not required to be paid by the Town.
- i. The Sponsor may cancel the Sponsorship Rights Agreement, upon submitting written notice of three (3) months to the Town, for any reason, however, will not be entitled to compensation or refund for the remaining portion of the agreement term, and will be responsible for meeting its financial obligation under this Agreement.
- j. The Town will retain ownership of all equipment, material, and supplies provided for by this Agreement.

7. PROMOTIONAL RIGHTS

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

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

8. NAMING RIGHTS COSTS

In consideration for naming the Facility Amenity Spartan Delta Corp. , the Sponsor:

- a. Shall provide to the Town the sum of fifty thousand dollars (\$ 50,000) dollars; paid in equal payments of ten thousand dollars (\$ 10,000), per year for the period of 20 22 to 20 26 .
- b. The Town shall pay all reasonable costs for the name Spartan Delta Corp. to be displayed within the Facility. The Sponsor shall contribute to the costs of producing and/or displaying the sign within the Facility should the desired design or construction materials exceed a value of _____ .

9. INDEMNIFICATION

The Sponsor will at all times indemnify and save harmless the Town from and against any and all actions, claims, demands, suits, proceedings, damages, costs including without restriction legal costs on a solicitor and his/her own client full indemnity basis and expenses whatsoever that may

be brought, made, or incurred by or against the Town by reason of, arising out of, or in any way related to the use of the Facility by the Sponsor, its officers, agents, employees, invitees, or contractors except where the action, claim, demand, cost or expense was caused by the intentional acts or gross negligence of the town.

10. PAYMENT FOR RIGHTS

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

- a. Payment of ten thousand dollars (\$ 10,000) dollars, payable to the Town of Drayton Valley, is due upon signing of this Agreement, with equal payments to be paid annually on the date of signing until _____, 20 26 .

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

TOWN OF DRAYTON VALLEY

Per: _____
Print Name

Signature

SPARTAN DELTA CORP.

Per: Geri Greenall
Print Name

Geri Greenall
Signature



Town of Drayton Valley

AGENDA ITEM REPORT

Regular Council Meeting

MEETING:	Regular Council - May 25, 2022		
PRESENTED BY:	Hans van Klaveren, General Manager of Community Services and Recreation	DEPARTMENT:	Community Services - Recreation
		DIVISION:	Community & Recreation
SUBJECT:	Drayton Valley Municipal Library - Memorandum Of Understanding		
ATTACHMENTS:	MOU Town Library (May 2022)		

PROPOSAL AND BACKGROUND INFORMATION:

At the Governance & Priorities meeting of May 18, 2022 Council directed Administration to bring the Memorandum of Understanding (MOU) between the Town of Drayton Valley and the Drayton valley Library Board back to the May 25, 2022, Regular Meeting of Council for decision.

The requirement to have the TODV as an additional insured, as well as a 'hold harmless' section, have been incorporated into this latest draft of the MOU.

An MOU between the Town of Drayton Valley and the Drayton valley Library Board describes the relationship between the parties and the mutual agreed upon responsibilities and expectations in relation to the delivery of quality Library Services to the community and surrounding area. The main focus of this agreement is to capture and define the space sharing arrangement at the Civic Centre.

FINANCIAL IMPLICATIONS:

The MOU sets the parameters for the annual appropriation which the Town on Drayton Valley and the County of Brazeau pledge to contribute to the operations of the Library and delivery of service. The current year allocation has been approved through the 2022 Operating Budget process.

IMPACT IN CAD:

N/A

LEGAL/RISK IMPLICATIONS:

The MOU is a confirmation of the mutual agreed upon obligations of all parties involved, including but not limited to adherence to Plan of Service commitments, financial pledges and monitoring plus reporting, insurance requirements and communication expectations. These all conform to the applicable Alberta Libraries Act, regulating policies and bylaws.

ORGANIZATIONAL IMPLICATIONS:

The MOU provides clarity and formalizes the covenants and conditions to ensure the delivery of quality library services to Drayton Valley and area residents.

SERVICE LEVELS IMPLICATIONS:

The MOU establishes and elaborates on the purpose and scope of the delivery of quality public library services by the Drayton Valley Municipal Library.

ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Other Strategic Priorities

STAKEHOLDER AND COMMUNICATION STRATEGY:

The Library Board of the Drayton Valley Municipal Library is tasked with providing quality library services in the most efficient and service-oriented way. The Board and the management staff of the library communicate its services and applicable operating information to the public.

NEXT STEPS:

The Drayton Valley Municipal Library Board will be informed of the approval of the MOU and requirement to include the Town as additional insured.

The municipal organization and Council of Brazeau County will be informed the approval of the MOU.

RECOMMENDATION(S):

1 - that Council approve the Drayton Valley Municipal Library Board - Memorandum Of Understanding (MOU) 2022, as presented.

ALTERNATIVES:

2 - that Council approve the Drayton Valley Municipal Library Board - Memorandum Of Understanding (MOU) 2022, as amended by Council.

3 - that Council direct Administration re-negotiate the Drayton Valley Municipal Library Board - Memorandum Of Understanding (MOU) to include the following: _____.

Hans van Klaveren, General
Manager of Community Services and
Recreation

Approved - 20 May 2022

Robert Osmond, CAO

Approved - 20 May 2022

MEMORANDUM OF UNDERSTANDING

This Agreement made in duplicate
this _____ day of _____ A.D. 2022

BETWEEN:

THE TOWN OF DRAYTON VALLEY

In the Province of Alberta
(hereinafter referred to as the "Town")

and

THE DRAYTON VALLEY LIBRARY BOARD

(hereinafter referred to as the "Board")

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1. PURPOSE AND SCOPE

WHEREAS the Town of Drayton Valley acknowledges that the Drayton Valley Municipal Library plays an integral and dynamic role in the educational, social and cultural fabric of the community;

AND WHEREAS the Town of Drayton Valley and the Town of Drayton Valley Library Board are committed to delivering quality public library services to area residents;

AND WHEREAS both parties wish to ensure the Library has the facilities and resources necessary to sustain operations;

NOW THEREFORE the parties to this memorandum of understanding seek to clarify and formalize the covenants and conditions to be observed and performed to ensure the delivery of quality library services to area residents.

2. DEFINITIONS

In this Memorandum of Understanding, words in the singular include the plural, and words in the plural include the singular:

- 2.1. **“Act”** refers to the *Alberta Libraries Act* unless otherwise specified.
- 2.2. **“Appropriation”** refers to municipal funding to sustain library service operations.
- 2.3. **“Board”** refers to the **Town of Drayton Valley Library Board**
- 2.4. **“Community”** refers to the geographical region or residents of Drayton Valley and surrounding area including Brazeau County.
- 2.5. **“County”** unless otherwise specified, refers to Brazeau County, its elected representatives, municipal administrators, municipal employees or residents.
- 2.6. **“Council”** refers to the elected municipal bodies representing Town or County.
- 2.7. **“Director”** refers to the person employed by the Board to administrate the library.
- 2.8. **“Facility”** refers to physical premises owned and operated by the Town that are designated for library use including work areas, collection and program spaces.
- 2.9. **“Library”** when used as a proper noun refers to the organizational body including the Board or staff of Drayton Valley Municipal Library. When not capitalized, “library” may refer generically to services, programs or resources.
- 2.10. **“Plan of Service”** refers to the plan prepared by the Board in response to a community needs assessment conducted at least once every five years.
- 2.11. **“Regulation”** refers to the *Libraries Regulation* unless otherwise specified.
- 2.12. **“Town”** refers to the Town of Drayton Valley, its elected representatives, municipal administrators, municipal employees or residents.
- 2.13. **“Trustee”** refers to a member appointed by Town to serve on the Board.
- 2.14. **“User”** refers to any person who uses the library for any purpose including access to resources, services or programs.

3. FRAMEWORK LEGISLATION

The Town of Drayton Valley first established the Town of Drayton Valley Library Board in 1964 under municipal Bylaw No. 302. This Bylaw, and subsequent iterations, recognize the Board as a corporate body responsible for providing library services, resources and programs to residents of the community and surrounding area. The current Town Bylaw is recognized by the provincial government's Minister of Municipal Affairs as the Board's corporate number, 2019/15/B/2020.

The Board adheres to the Act and Regulation governing operation of libraries in the province of Alberta. The Board establishes its own Bylaw to define conditions for access to services and authority over the safe use of facilities. The Board also develops policies and procedures to guide trustees, administrators and staff in the execution of their duties.

4. INTER-ORGANIZATIONAL COMMUNICATIONS

4.1. Governing Communication:

Town Council <~> Library Board

Formal communication between Council and Board on matters of governance are addressed to or by the Mayor and the Board Chair.

Informal communications between parties may be addressed to or by individual councilors, administrators or Board trustees.

All Board members-at large are appointed as trustees by Town Council.

Elected representatives from Town and County are appointed by their respective Council to serve as trustees and advocate on behalf of the whole community.

The Director may be designated to formally represent the Board before Council when presenting reports or updates on the Plan of Service, financial, legal or other governance matters.

4.2. Administrative Communication:

Library Director <~> Chief Administration Officer

Formal communication between Library and Town Administration is addressed to or by the Library Director and the Town's Chief Administrative Officer or their designate.

Informal communications between the parties may be addressed to or by the Library Director and Town General Managers.

The Town and Library work cooperatively to develop plans to meet the social and service needs of the entire community. The Director may be invited to attend Town planning meetings to represent library interests and report on initiatives. The Chief Administrative Officer or designate may be invited to attend library meetings to assist or advise the Board's community needs assessment in developing the Plan of Service.

The Director forwards library updates to the Chief Administrative Officer or their designate to be forwarded to Council as information.

4.3. Trustee Succession Planning:

The Board is responsible for trustee retention and recruitment.

The Board will notify Town of a member-at-large vacancy in writing with a request to advertise the trustee position at the Town's expense. The Board may include advertising on the library website or other marketing tools at the Library's expense.

Applications for prospective trustees received through Town offices will be shared with the Board; applications for prospective trustees received through the Library will be shared with Town.

The Board reserves the right to review applications and interview candidates prior to nominating a prospective trustee to Council for appointment.

Recommendation for appointments to fill mid-term vacancies due to sudden unexpected trustee retirement or resignation will include the end date for the trustee term being filled.

A modest honorarium is awarded to members-at-large at the completion of each three-year term appointment. Honorariums are included in the Library's operational budget.

5. FINANCE

5.1. Financial Management

The Library's finances are managed independently from the Town. The Board elects executive officers with signing authority for legal and financial matters; members of council are excluded from executive officer positions.

The Board establishes its own policies and procedures to maintain internal controls over budgeting, revenue, expense and project management as well as record keeping, auditing and government reporting. Board policies are public documents accessible on the Library website or upon request.

5.2. Operational Appropriations

The Treasurer and Director work with the Board to prepare a financial plan for Library's operation in the upcoming budget year prior to October 31. The budget is sent to Town and County along with a request for decision on the Library's operational appropriation funding.

Appropriation is calculated as the difference between total expected grant and operational revenues less total expected operational costs including payroll. The budget deficit is divided using a **60:40 ratio** between Town and County.

Appropriation payments are quarterly installments. The Library issues invoices to record and track payments.

Operational appropriations do not include significant capital improvement projects.

The Town and the Library may negotiate a multi-year allocation agreement based on an agreed upon inflationary rate, to provide greater predictability of funding and facilitate longer range planning.

5.3. Annual Financial Review

The Board is responsible for arranging an annual review or audit of its finances to be conducted by a professional accountant at arms length from the organization.

Council must be notified, and approve by motion, a change in the person and form of the Board's financial review.

The Library presents the financial review or audit for the preceding year to Council prior to May 30 along with an indication of investing or allocating of year-end surplus towards operational or capital improvement reserve accounts.

5.4. Capital Improvements

Significant upgrades to library technologies, furnishings, facilities or properties are planned separately from operational budgets.

The Board may apply to any level of government (federal, provincial or municipal) to support program or project initiatives. The Board is responsible for recording and reporting on project spending.

Any capital improvement project that involves modification, retrofit or renovation to facilities owned by the Town require prior approval and financial support from the Town. The Town records and reports the expenses on their federal and provincial returns as "direct payments" towards sustaining library facilities.

6. FACILITIES

6.1. Library Facilities

The Town currently provides the Library with facilities in the Civic Centre. These provisions provided below speak specifically to this current arrangement. If the Library were to relocate all aspects for the following would be subject to renegotiation.

6.2. Civic Centre

The Town currently provides the Board with operating space at the Civic Centre Facility appropriate to the safe delivery of public library services to the community.

Consideration of changes to, or expansion of, the Civic Centre Facility requires approval from the Town. Changes to the portion of the facilities where the library operates or to agreements affecting the Library space within the facilities will be undertaken by the Town in consultation with the Board.

The Board bears the cost associated with minor modifications to the Library space such as anchoring shelf units, installing cabinets or space divider walls, painting interior walls, installing floor covering, etc.

The Town bears the cost associated with operating the Library facilities such as payments and requirements associated with ownership or lease, utilities, external signage and general facility maintenance.

The Town provides appropriate road and exterior building signage for directing the public to the library facility.

6.3. Insurance

The Board owns library furnishings, equipment and collection items and maintains liability insurance to protect officers, employees and volunteers as well as library patrons and properties. The Town retains ownership of the land and building property that houses the library facilities. The Town maintains its own general liability and property insurance for the building and its attachments (see 7.1 Library Facilities).

6.4. Security

An electronic alarm system is provided by the Town for general facility security. The Board safeguards library collection items using radio frequency security tags. Investment in supplementary security systems will be the responsibility of the party seeking the additional security.

6.5. Maintenance

General maintenance of the facility, inside the library space, is provided by the Town with no impact to the Library budget; the Town will include these expenses in their 'direct payments' report to Municipal Affairs.

6.6. Snow & Ice Clearing

The Town is responsible for ensuring safe entrance and egress to the facilities. Walkways and doorways will be cleared of snow, ice or other obstacles that could pose a hazard to staff or the general public. Snow will be cleared in a timeline that is consistent with other Town-owned or managed facilities.

7. OTHER SERVICES

7.1. Bookkeeping and Accounting Services

The Board employs a contract bookkeeper to maintain the library's financial records independently from the Town. The Board also engages an accountant to conduct an annual review of financial records. Any cost associated with bookkeeping and accounting services is the responsibility of the Board.

7.2. Janitorial Services

Janitorial service for cleaning inside the Library facility is the responsibility of the Board and is included in the operational budget.

Janitorial service for shared common areas (building entrance, staff and public washrooms) is provided by the Town with no impact to the Library budget; the Town will include this cost in the 'direct payments' report to Municipal Affairs.

7.3. Information Technology (IT) Services

The Library's Internet server and telephone system are separate from the Town's network. The Library will notify Town when employees or contractors require access to shared server rooms or network panels for maintenance.

Purchase of new computer equipment is the responsibility of the Board and is included in the operational budget.

Library staff computers are maintained and supported by the Yellowhead Regional Library (IT) department as part of the regional agreement with municipal members.

Library public computers are managed and maintained by the Board including investment in new technologies, device networking and service contracts.

7.4. Parking

The Town will provide the Library with at least two (2) parking stalls at the rear of the building. The Library staff are expected to park in assigned stalls.

8. AMENDMENT OF THE MEMORANDUM OF UNDERSTANDING

The terms contained in this Memorandum of Understanding are subject to review every three (3) years, such review to be completed by June 30 of the final year of the Memorandum of Understanding.

This agreement may be terminated by either party with six (6) months written notice.

Amendment to this Memorandum of Understanding as agreed on by the parties may be made at any time, provided that such changes are properly produced in writing and executed by authorized representatives of the parties.

Should any section of this agreement become invalid, all other sections remain in effect until such time that an amendment or new agreement is finalized.

9. ADMINISTRATION OF THE MEMORANDUM OF UNDERSTANDING

It is the responsibility of the Director and the Chief Administrative Officer or their designate to ensure that their respective employees affected by this agreement are informed of its provisions.

10. EXECUTION OF THE MEMORANDUM OF UNDERSTANDING

This Agreement constitutes the entire agreement between the parties. No other warranties or representations are given or implied. For greater clarity, all iterations and amendments to previous versions of the agreement between the parties are hereby repealed.

DRAFT

Memorandum of Understanding: Town and Library

Page 10

In witness, the parties have executed this document on the date first written.

THE TOWN OF DRAYTON VALLEY

Mayor

Witness or Seal

Date**THE TOWN OF DRAYTON VALLEY LIBRARY BOARD**

Board Chair

Vice-Chair

Date



Town of Drayton Valley AGENDA ITEM REPORT

Regular Council Meeting

MEETING:	Regular Council - May 25, 2022		
PRESENTED BY:	Owen Olynyk, General Manager of Municipal Services	DEPARTMENT:	Municipal Services
		DIVISION:	Municipal Services
SUBJECT:	Appointment of Prohibited Noxious & Noxious Weed Inspectors for the 2022 Season		
ATTACHMENTS:	T-02-14 Noxious Weeds Policy Weed Control Act		

PROPOSAL AND BACKGROUND INFORMATION:

Historically, in the efforts of joint collaboration, the Town of Drayton Valley has made an agreement with Brazeau County, requesting that Brazeau County provide weed control inspection services within the Town. The goal is to have a consistent, accurate, and equitable level of weed control regarding prohibited noxious and noxious weeds within the Town and County, while protecting the environmental conditions of all parcels.

In accordance with Section 7(1) and 9 of the Alberta Weed Control Act:

Municipal inspectors

7(1) A local authority shall appoint inspectors to enforce and monitor compliance with this Act within the municipality.

Municipal inspectors – joint authority

9 An inspector appointed by a municipality may, with the consent of the local authority of another municipality, enforce and monitor compliance with this Act within the other municipality.

Brazeau County Council has appointed Erin McAdam, Amber Kynoch and Rhiannon Gressler as Weed Inspectors for Brazeau County.

FINANCIAL IMPLICATIONS:

The agreed upon rates for Weed Inspection services will be \$250.00 for an 8-hour day which includes the cost of County personnel and County equipment to provide the service.

IMPACT IN CAD:

\$250/8hr

LEGAL/RISK IMPLICATIONS:

N/A

ORGANIZATIONAL IMPLICATIONS:

N/A

SERVICE LEVELS IMPLICATIONS:

N/A

ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Other Strategic Priorities

STAKEHOLDER AND COMMUNICATION STRATEGY:

N/A

NEXT STEPS:

Upon approval with Council, the Town will enter into an agreement with Brazeau County

RECOMMENDATION(S):

1. That Council appoint the following individuals as Weed Inspectors for the Town of Drayton Valley for the 2022 season:

Erin McAdam, Weed Inspector, Brazeau County

Amber Kynoch, Weed Inspector, Brazeau County

Rhiannon Gressler, Weed Inspector, Brazeau County

ALTERNATIVES:

2. That Council defer this item to Administration for _____.

3. That Council decline appointing a Weed Inspector for the Town of Drayton Valley for the 2022 season.

Owen Olynyk, General Manager of
Municipal Services
Robert Osmond, CAO

Approved - 12 May 2022

Pending



TOWN OF DRAYTON VALLEY

Department:	Transportation/Public Works	Policy #:	T-02-14
Subject:	Noxious and Prohibited Noxious Weed Control		
Approval Date:	August 6, 2014	Review Date:	

POLICY

Policy Statement

The *Weed Control Act* of Alberta is designed to control the spread of noxious weed infestations and to destroy all prohibited noxious weeds through regulatory means.

The overall objective of the Town of Drayton Valley is to carry out a Weed Control program, under the authority of the *Weed Control Act*, to prevent the spread and establishment of noxious and prohibited noxious weeds on public and private lands.

The responsibility for control of all regulated weeds on private land will at all times rest with the owner or occupant. It is the responsibility of the Municipality to control regulated weeds on Municipal lands and to enforce the *Weed Control Act* on private land.

Appoint of Weed Inspectors

The Town shall annually, during the first Council meeting in March, appoint a Weed Inspector to enforce the *Weed Control Act* annually. In the event that the Town contracts weed inspection services from Brazeau County, the appointment of the Weed Inspector(s) shall be made by Town Council following the appointment of the individual(s) by Brazeau County Council.

The Weed Inspector or his/her designate shall issue Weed Notices on all regulated weeds that are a concern in the Town of Drayton Valley.

Weed Control Methods

Mechanical, cultural, and biological weed control will be the preferred method used. Failing all attempts to control weeds through the above mentioned practices, it may be deemed necessary to use chemical controls. Although reduced risk products are given priority, when all attempts to control the weeds and/or pests have been exhausted, inorganic pesticides may be used.

In the case of non-compliance of a Weed Notice, legal action may be initiated and arrangements will be made to commence enforcement work. Under conditions on non-compliance of a Weed Notice, the weeds will be controlled through either municipal resources or a contractor hired and paid by the Municipality. All costs shall be recovered under the *Weed Control Act* from the owner and/or occupant of the lands.

Any and all Weed Notices that are issued will be followed through to their conclusion, in order to maintain effective control of the problem weeds.

Order of Priority

The weed control program of the Town of Drayton Valley shall use the following list to prioritize control efforts:

1. Town rights-of-way, Town-controlled properties
2. Agri-business, private equipment storage yards, utility corridors, and resource leases
3. Private land and crown land

The main objective of the prioritization is the prevention of new infestations through seed transport and effective control of existing infestations.

Weed control, through turf management, shall be achieved by:

- adjusting the height of mower decks
- establishing a plan for mowing frequency
- detatching
- conducting aeration and turf repair annually or on a spot basis, as required
- applying organic fertilizers in the spring and fall
- applying top soil dressing as required
- picking up litter
- manually removing weeds, including roots
- using mechanical cultivation to prevent weeds from becoming established
- using chainsaws, mowers, brush saws or other equipment to control unwanted woody plants
- applying heat (using flamers, hot water or steam applicators) or infrared generating equipment
- selecting seed which is best for the site conditions and zone
- selecting biological controls that target a specific pest problem
- applying chemical controls only as a last resort and:
 - o use reduced-risk products
 - o ensure the product is effective and registered for specific pest type

- o once the current weed infestations are brought under control, use preferably as a spot treatment, instead of broadcast application
- o applied at a proper time (consider wind, climate conditions and pest development)
- o applied by qualified individuals

Private Contractors

The Public Works Department will attempt to maintain a current listing of contractors available for roadside mowing, as well as custom weed control in the Town of Drayton Valley. It is the responsibility of these private contractors to guarantee clean, weed-free equipment. The owner of the land is directly responsible for the individual or company which is hired and the condition of the equipment. The Town of Drayton Valley shall not be liable for any work carried out, the state of equipment or completion of work from any contractor maintained upon the list and which may be hired by an individual or company. Further, the primary responsibility for weed-free equipment will at all times rest with the owner or occupant of that equipment, jointly, or severally.

No person shall move a machine or vehicle if the movement is likely to cause the spread of a restricted noxious or nuisance weed (Section 35 of the *Weed Control Act*). It is the responsibility of the owner of the lands to ensure that the equipment hired is weed-free before entering his land. It is the duty of the resource company to ensure that equipment used and re-vegetation methods practiced do not introduce weeds on the property.

If requested by a landowner, the Weed Inspector or his designate, at their discretion, may investigate the degree of weed infestation on and around locations designated by the landowner, prior to construction of new lease roads, well sites, pipelines or associated construction. A copy of such report shall be given to the landowner and/or resource company, and placed upon the land file. A copy of the report will be made available to any interested party at the discretion of the Weed Inspector and/or landowner.

This Policy, upon approval by Town Council, shall repeal and replace Policy T-02-03

Mayor



Province of Alberta

WEED CONTROL ACT

Statutes of Alberta, 2008
Chapter W-5.1

Current as of December 15, 2017

Office Consolidation

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Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

Regulations

The following is a list of the regulations made under the *Weed Control Act* that are filed as Alberta Regulations under the Regulations Act.

Alta. Reg.	<i>Amendments</i>
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Weed Control Act

Weed Control	19/2010	125/2016
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WEED CONTROL ACT

Chapter W-5.1

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HER MAJESTY, by and with the advice and consent of the
 Legislative Assembly of Alberta, enacts as follows:

Definitions

- 1** In this Act,
- (a) "bylaw" includes, in respect of an improvement district or special area, an order made by the local authority;
 - (b) "chief administrative officer" means
 - (i) the chief administrative officer of a local authority appointed under the *Municipal Government Act*, or
 - (ii) if subclause (i) does not apply, an officer of a local authority designated by the local authority;
 - (c) "control" means

- (i) to inhibit the growth or spread, or
- (ii) to destroy;
- (d) “destroy” means
 - (i) to kill all growing parts, or
 - (ii) to render reproductive mechanisms non-viable;
- (e) “inspector” means a person appointed as an inspector pursuant to Part 2;
- (f) “land” includes
 - (i) fixtures on the land, and
 - (ii) the land down to the low water mark of a stream, lake or other body of water that borders or is located on land;
- (g) “local authority” means
 - (i) in respect of an improvement district or a special area, the Minister responsible for the *Municipal Government Act*, or
 - (ii) in respect of all other municipalities, the council of the municipality;
- (h) “Minister” means the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for this Act;
- (i) “municipality” means
 - (i) a municipality or improvement district formed under the *Municipal Government Act*,
 - (ii) a municipality formed under a special Act, or
 - (iii) a special area constituted under the *Special Areas Act*;
- (j) “noxious weed” means a plant designated in accordance with the regulations as a noxious weed and includes the plant’s seeds;
- (k) “occupant” means, subject to section 26, a person who occupies, exercises control over or has the right to occupy or exercise control over land;
- (l) “owner” means

- (i) in respect of land, subject to section 26, the person who is registered as an owner of the land under the *Land Titles Act*, or
- (ii) in respect of personal property, the person who
 - (A) is the legal owner of it,
 - (B) has lawful possession of it, or
 - (C) has the right to exercise control over it;
- (m) “prohibited noxious weed” means a plant designated in accordance with the regulations as a prohibited noxious weed and includes the plant’s seeds;
- (n) “seed-cleaning facility” means a building, structure or vehicle that is designed, intended or used to clean, grade or size seed.

Part 1 Weed Control

Noxious weeds — control

2 A person shall control a noxious weed that is on land the person owns or occupies.

Prohibited noxious weeds — destroy

3 A person shall destroy a prohibited noxious weed that is on land the person owns or occupies.

Spread of weeds prohibited

4(1) Subject to the regulations, a person shall not use or move any thing that, if used or moved, might spread a noxious weed or prohibited noxious weed.

(2) Subsection (1) does not apply if the thing is used or moved in a manner directed by an inspector under section 13.

Disposal and storage of weed seeds

5(1) A person shall not deposit or permit to be deposited noxious weed seeds or prohibited noxious weed seeds where they might spread.

(2) A person shall store refuse that may contain noxious weed seeds or prohibited noxious weed seeds, including screenings from

cleaning, sizing or grading seed, in a container that will prevent the scattering of the seeds.

(3) Subsection (2) does not apply if the refuse is disposed of in a manner directed by an inspector under section 13.

Seed-cleaning facility

6(1) A person shall not operate a seed-cleaning facility or provide a seed-cleaning facility for rent or lease

- (a) unless the person is licensed under the regulations, and
- (b) except in accordance with the terms of the licence.

(2) Despite subsection (1), a farmer may operate a seed-cleaning facility the farmer owns to process seed for the farmer's personal use.

Part 2 Inspectors

Municipal inspectors

7(1) A local authority shall appoint inspectors to enforce and monitor compliance with this Act within the municipality.

(2) If the Minister directs an inspector appointed under section 8 to enforce and monitor compliance with this Act within a municipality on the municipality's behalf,

- (a) an appointment of an inspector previously made by the local authority is void, and
- (b) the local authority shall not make any further appointments until the Minister revokes the direction.

Provincial inspectors

8(1) The Minister may appoint inspectors to enforce and monitor compliance with this Act within Alberta.

(2) The Minister may direct an inspector appointed under subsection (1) to enforce and monitor compliance with this Act on behalf of a municipality if

- (a) the Minister gives advance written notice to the municipality, and
- (b) in the opinion of the Minister,

- (i) the local authority failed to appoint sufficient inspectors to enforce and monitor compliance with this Act, or
- (ii) the inspectors appointed by the local authority are not properly enforcing and monitoring compliance with this Act.

Municipal inspectors — joint authority

9 An inspector appointed by a municipality may, with the consent of the local authority of another municipality, enforce and monitor compliance with this Act within the other municipality.

Inspector's identification

10(1) A person who appoints an inspector shall provide the inspector with identification in the form required by the Minister.

(2) An inspector shall, on request, produce the inspector's identification while acting under the authority of this Act

- (a) in respect of land, to the occupant or owner of the land, and
- (b) in respect of personal property, to the owner of the personal property.

Part 3

Inspector's Powers and Notices

Obstruction of inspector

11 A person shall not wilfully obstruct or delay an inspector in the exercise of the inspector's duties or powers to enforce and monitor compliance with this Act.

Entry and inspection power

12(1) An inspector may enter land or inspect land or personal property at a reasonable time

- (a) to monitor compliance with this Act, including making inquiries, taking samples or performing tests, or
- (b) to enforce an inspector's notice, local authority's notice or Minister's notice in accordance with section 18.

(2) An inspector shall not enter a building unless the owner or occupant of the land on which the building is situated

- (a) consents, or

(b) has been given a written notice.

(3) Subsection (2) does not apply if the building is, or is part of, a seed-cleaning facility, grain-handling facility or auction market.

(4) An inspector shall not enter a private residence unless the occupant of the land consents.

(5) A written notice under subsection (2)(b) must

(a) name a reasonable time of entry, and

(b) be given at least 24 hours before the time of entry.

Inspector's notice

13(1) If an inspector finds non-compliance with this Act, an inspector may give an inspector's notice in writing requiring compliance

(a) in respect of land, to the occupant of the land and to the owner of the land, and

(b) in respect of personal property, to the owner of the personal property.

(2) If an inspector finds prohibited noxious weeds that have not been destroyed, the inspector shall give an inspector's notice requiring the prohibited noxious weeds to be destroyed.

Contents of inspector's notice

14(1) An inspector's notice must direct the method, subject to the regulations, and time for compliance with this Act.

(2) The notice may contain directions, including limiting the use of land, for the year in which it is given and the following year.

(3) The notice must not require the destruction of crops unless in the inspector's opinion the destruction of crops is necessary to control noxious weeds or destroy prohibited noxious weeds.

(4) The notice must not require the destruction of more than 20 acres of growing crops unless the local authority of the municipality in which the crops are growing has consented in writing.

(5) Subsection (4) does not apply if the growing crop

(a) does not have a significant commercial value, or

- (b) is a crop of noxious weeds or prohibited noxious weeds.

Local authority's notice

15(1) A local authority may give a local authority's notice to control noxious weeds and to destroy prohibited noxious weeds to the owners and occupants of land in a subdivided area that does not exceed 20 acres.

(2) The notice may direct the method, subject to the regulations, and the time for the destruction of the weeds.

(3) The notice may contain directions for the year in which it is given.

Minister's notice

16(1) The Minister may, by order, give a Minister's notice requiring a person to cease an activity that, in the opinion of the Minister, is in contravention of this Act.

(2) The notice may prohibit

- (a) the activity that, in the opinion of the Minister, is in contravention of this Act,
- (b) the use of any facility, and
- (c) the use or movement of anything as specified in the order.

(3) The notice must

- (a) contain the reasons for the making of the notice, and
- (b) be served on the person to whom it is directed.

(4) The Minister may apply by way of originating notice to the Court of Queen's Bench to seek an order of the court directing the person to comply with the Minister's notice.

Compliance with notice

17(1) A person given a notice under this Part in accordance with section 24 shall, subject to the right to appeal an inspector's notice or a local authority's notice, comply with the notice.

(2) If a notice of appeal is filed, a notice is stayed until

- (a) the appeal is disposed of, and

- (b) a review by the Minister under section 20 is completed or the time to apply for a review has expired.
- (3) If there is a conflict between notices given under this Act,
 - (a) a Minister's notice prevails over a local authority's notice or an inspector's notice, and
 - (b) an inspector's notice prevails over a local authority's notice.

Enforcement of notice

18 An inspector, or any person authorized by an inspector, may take any action that the inspector determines is necessary to fulfil a requirement of a notice given under this Part that has not been complied with when

- (a) in respect of an inspector's notice or a local authority's notice,
 - (i) the appeal period in the regulations has expired or the appeal has been determined, and
 - (ii) the request for review period in the regulations has expired or the request has been considered,
- or
- (b) in respect of a Minister's notice, a court order referred to in section 16 has been served on the person to whom the notice was directed.

Part 4

Appeal of Inspector's Notice or Local Authority's Notice

Appeals

- 19(1)** A local authority shall establish, at least annually, an independent appeal panel to determine appeals of inspector's notices, local authority's notices and debt recovery notices.
- (2)** A person who is given an inspector's notice, local authority's notice or debt recovery notice may, in accordance with the regulations, appeal it to an appeal panel.
- (3)** The appeal panel may confirm, reverse or vary the inspector's notice, local authority's notice or debt recovery notice.

Review

20(1) An appellant may, in accordance with the regulations, request a review by the Minister of a decision of an appeal panel.

(2) The Minister may confirm, reverse or vary the decision of the appeal panel and the decision of the Minister is final.

Part 5

Recovery of Inspector's Expenses

Inspector's notices and local authority's notices

21(1) Expenses incurred by an inspector enforcing an inspector's notice or a local authority's notice are a debt due to the local authority by the person subject to that notice.

(2) The chief administrative officer shall give a debt recovery notice to the debtor

- (a) demanding recovery of the debt due, including a statement of expenses, and
- (b) advising of the debtor's right to appeal the debt recovery notice.

(3) A local authority may recover the debt due in accordance with subsection (4) from any person who is given a debt recovery notice if

- (a) the person has agreed in writing to repay the debt due,
- (b) the person's rights of appeal and review of the debt recovery notice under sections 19 and 20 have expired, or
- (c) the appeal and review of the debt recovery notice have been determined.

(4) A local authority may recover the debt due from any person who is given a debt recovery notice in either or both of the following manners:

- (a) in the same manner as property taxes against land to which the inspector's notice or local authority's notice relates;
- (b) by filing a certificate with the clerk of the Court of Queen's Bench at any judicial centre certifying the amount owing.

(5) A certificate filed under subsection (4)(b) becomes an order of the Court of Queen's Bench and may be enforced as a judgment of that court.

(6) Repealed 2017 c22 s51.

2008 cW-5.1 s21;2011 c14 s29;2017 c22 s51

Minister's notice

22(1) Expenses incurred by the Minister to enforce a Minister's notice are a debt due to the Minister by the person subject to the notice.

(2) The debt due may be recovered by an action in debt.

Appointment of municipal inspector

23(1) The salary and expenses incurred by the Minister with respect to an inspector directed by the Minister to enforce and monitor compliance with this Act on behalf of a municipality under section 8 are a debt due to the Minister by the municipality.

(2) The debt due may be recovered

- (a) by withholding it from a grant or other money payable to the municipality by the Crown, or
- (b) by bringing an action in debt.

Part 6 Miscellaneous Matters

Service of notices

24(1) A notice given under Part 3 or 5 must

- (a) be in the form required by the Minister, and
- (b) be served on a person in accordance with subsection (2) or (3).

(2) The notice, except for a local authority's notice, must be served on a person

- (a) by delivering it personally to the person,
- (b) by leaving it with a person who appears to be 18 years of age or older at the private residence or place of business of the person, or
- (c) if service under clause (a) or (b) is impractical,
 - (i) by posting the notice
 - (A) on the land or, if practicable, on the personal property to which the notice relates, or

(B) at the private residence of the person intended to be served,

and

(ii) by sending a copy of the notice by regular mail

(A) in respect of land, to the last address listed in the assessment roll of the municipality for the owner of the land, or

(B) in respect of personal property, to the last known address of the owner.

(3) A local authority's notice must be sent by regular mail to the last address listed in the assessment roll of the municipality for the owner of the land subject to the notice.

(4) For the purpose of this section, a notice sent by regular mail is deemed to have been received by the person 7 days from the date of mailing.

Subsequent owner or occupant subject to notice

25(1) A notice given under this Act is effective against a subsequent owner or occupant of the land or a subsequent owner of personal property from the time the notice was originally given.

(2) An owner of land or personal property shall provide a copy of the notice to a person before that person enters into an agreement to acquire the interest in the land or personal property.

(3) A chief administrative officer shall, on request, provide a mortgagee or purchaser of land a copy of all active notices given under this Act that relate to that land.

Highways — designated owner or occupant

26(1) If a highway is owned or occupied by a municipality, the local authority may

(a) in respect of an improvement district or a special area, by order, or

(b) in respect of all other municipalities, by bylaw,

provide that for the purposes of this Act a person is the owner or occupant of the highway to the highway's midpoint to the extent that the person is the owner or occupant of land that borders the highway.

(2) If a local authority makes an order or bylaw under subsection (1), the municipality is not an owner or occupant of the land for the purposes of this Act.

(3) A bylaw or order made under subsection (1) is not effective unless the Minister approves it.

(4) In this section, “highway” means a highway as defined in the *Traffic Safety Act* and includes the land on which it is situated.

Refusal, revocation or suspension of licence

27 The Minister may refuse, revoke or suspend a seed-cleaning facility licence if the applicant or holder has, in the Minister’s opinion, contravened this Act.

Offence and penalty

28 A person who contravenes this Act is guilty of an offence and liable to a fine of not more than \$5000 or, in the case of failure to comply with a Minister’s notice, a fine of not more than \$1000 for each day the offence continues.

Disposition of fines

29 A fine imposed for an offence under this Act committed within a municipality belongs to the municipality.

Regulations

30 The Minister may make regulations

- (a) respecting the designating of a plant as a noxious weed or prohibited noxious weed, generally or in respect of any part of Alberta;
- (b) respecting the directions that may be given in a notice under Part 3 of this Act;
- (c) respecting the sale, use, handling or movement of a thing that might contain or cause the growth or spread of noxious weeds or prohibited noxious weeds;
- (d) respecting appeals, appeal panels and reviews of appeals;
- (e) respecting the licensing of a person who operates a seed-cleaning facility or who provides a seed-cleaning facility for rent or lease;
- (f) respecting forms for the purposes of this Act.

Act binds Crown

31 The Crown is bound by this Act.

32 *(This section amends the Public Lands Act; the amendment has been incorporated into that Act.)*

Repeal

33 The *Weed Control Act*, RSA 2000 cW-5, is repealed.

Coming into force

34 This Act comes into force on Proclamation.

(NOTE: Proclaimed in force June 17, 2010.)



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Town of Drayton Valley

AGENDA ITEM REPORT

Regular Council Meeting

MEETING:	Regular Council - May 25, 2022		
PRESENTED BY:	Elvera Thomson, General Manager of Finance	DEPARTMENT:	Finance
		DIVISION:	Corporate Services
SUBJECT:	Board Member Appointments to Assessment Review Boards (ARB)		

PROPOSAL AND BACKGROUND INFORMATION:

Town of Drayton Valley Assessment Review Board Bylaw 2010/02/B, and the subsequent Amending Bylaw 2013/11/B, establish Local Assessment Review Boards (LARB) and Composite Assessment Review Boards (CARB) as per Part 11 of the Municipal Government Act (MGA). Sections 454.1 and 454.2 of the MGA require that Council:

- (a) appoint at least 3 persons as members to each local assessment review board; and
- (b) appoint at least 2 persons as members to each composite assessment review board.

Additionally, the MGA requires that Council:

- (a) prescribe the term of office of each member appointed; and
- (b) prescribe the remuneration and expenses payable to each member appointed.
- (c) designate one of the members appointed as the chair of the LARB and CARB.

In order for appointments to occur the members must have board member certification through the Land & Property Rights Tribunal.

FINANCIAL IMPLICATIONS:

The members of the assessment review board who are members of the public will be compensated as per the meetings fees outlined in the Council Remuneration Policy C-01-00.

RECOMMENDATION(S):

That Council appoints Ms. Monika Sherriffs, Ms. Christina Galavan and Ms. Jacqueline Biollo as board members to the local assessment review boards and composite assessment review boards for the 2022 year, expiring on December 31, 2022.

AND

That Council designates Ms. Christina Galavan as the chair of both the local assessment review boards and composite assessment review boards.

ALTERNATIVES:

Council declines appointments to the local assessment review boards and composite assessment review boards.



Town of Drayton Valley **AGENDA ITEM REPORT**

Regular Council Meeting

MEETING:	Regular Council - May 25, 2022		
PRESENTED BY:	Elvera Thomson, General Manager of Finance	DEPARTMENT:	Finance
		DIVISION:	Corporate Services
SUBJECT:	Appointment of Clerk to Local Assessment Review Board (LARB) and Composite Assessment Review Board (CARB)		

PROPOSAL AND BACKGROUND INFORMATION:

Town of Drayton Valley Assessment Review Board Bylaw 2010/02/B, and the subsequent Amending Bylaw 2013/11/B, establish a Local Assessment Review Board (LARB) and Composite Assessment Review Board (CARB) as per Part 11 of the Municipal Government Act (MGA). Section 456(1) of the MGA requires that Council:

- (a) appoint a designated officer to act as the clerk of the assessment review boards having jurisdiction in the municipality and prescribe the remuneration and duties of that person.
- (b) ensures the clerk is not the assessor.

For appointments to occur, the appointees must have valid training through Municipal Affairs. Administration is recommending the appointment of Ms. Leah Sadegian, Finance Manager, as the Assessment Review Board Clerk. Ms. Sadegian's certification is effective until 2024.

FINANCIAL IMPLICATIONS:

N/A

ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Organizational Culture & Operational Efficiencies

RECOMMENDATION(S):

1. That Council appoint Ms. Leah Sadegian as Assessment Review Board Clerk to the Assessment Review Boards for a one-year term expiring June 9, 2023.

ALTERNATIVES:

2. That Council accept the report on the appointment of an ARB Clerk to the Assessment Review Boards for information.

Leah Sadegian, Revenue Manager	Approved - 12 May 2022
Elvera Thomson, General Manager of Finance	Approved - 12 May 2022
Robert Osmond, CAO	Pending



Town of Drayton Valley

AGENDA ITEM

REPORT

Regular Council Meeting

MEETING:	Regular Council - May 25, 2022		
PRESENTED BY:	Ken Woitt, General Manager of Planning & Growth	DEPARTMENT:	Economic Development
		DIVISION:	Planning & Growth
SUBJECT:	Economic Development Committee Recommendation - Communities in Bloom		

PROPOSAL AND BACKGROUND INFORMATION:

At the May 17, 2022 Economic Development Committee Meeting, the Committee discussed the Communities in Bloom initiative and the projects that were completed in previous years through this program.

Drayton Valley has participated in Communities in Bloom for several years. In 2012 Drayton Valley placed first in the Provincial competition. The Town of Drayton Valley again competed nationally in 2014 and 2016, and was a 5 Bloom National Finalist. Community revitalization and beautification contributes to Drayton Valley's vibrancy, making it a place where people want to work, live and play. It also promotes community pride, and makes Drayton Valley an attractive place for visitors and new comers.

In order to establish a Communities in Bloom initiative in Drayton Valley, a 'champion' needs to be identified who will be instrumental in the success of the program and establishing a committee. This Committee will then propose projects to be undertaken and determine the financial implications of those projects for consideration.

FINANCIAL IMPLICATIONS:

The program will require funding from the Town including:

- Application fees and initial set up fees: \$5,000
- In-Kind support from a number of Town staff including Community Services, Municipal Services, Economic Development and Communications
- Costs to support projects: Will be based on the initiatives identified through the Committee

Once the Committee has been formed and projects have been identified, a budget will be brought forward for Council's consideration as part of the 2023 Budget deliberations.

IMPACT IN CAD:

\$5,000 (initial)

LEGAL/RISK IMPLICATIONS:

N/A

ORGANIZATIONAL IMPLICATIONS:

Town staff, from many departments will need to dedicate and prioritize resources/time to complete or support projects as identified by the Committee. This will have an impact on current workloads.

SERVICE LEVELS IMPLICATIONS:

As the Committee identifies projects, service levels in some areas may be increased and result in ongoing increased demand on operational resources.

ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Community Clean Up, Beautification & Standards

STAKEHOLDER AND COMMUNICATION STRATEGY:

Business community and community members as well as the Drayton Valley Hospitality and Tourism Authority.

NEXT STEPS:

Should Council agree to proceed with a Communities in Bloom project, Administration will begin the work to identify a 'champion' and establish a Committee

RECOMMENDATION(S):

1- That Council direct Administration to undertake the work to identify a Communities in Bloom Champion and to establish a Communities in Bloom Committee and for the Committee to identify initiatives and costs for consideration as part of the 2023 Budget.

ALTERNATIVES:

2 -That Council directs Administration to gather more information to be presented to Council at a future Council Meeting.

3 - That Council accepts this report as information.

Jennifer Stone, Acting Manager of
Economic Development,
Communications
Robert Osmond, CAO

Approved - 20 May 2022

Approved - 20 May 2022



Town of Drayton Valley

AGENDA ITEM REPORT

Regular Council Meeting

MEETING:	Regular Council - May 25, 2022		
PRESENTED BY:	Ken Woitt, General Manager of Planning & Growth	DEPARTMENT:	Economic Development
		DIVISION:	Planning & Growth
SUBJECT:	Economic Development Committee Recommendation: Community Clean Up Program		
ATTACHMENTS:	Community Clean Up Program		

PROPOSAL AND BACKGROUND INFORMATION:

During the Economic Development Committee meeting on May 17, 2022, the Committee discussed the establishment of a Community Clean Up program. This program would focus on the business community as well as community members to get involved in beautifying the community by picking up garbage at designated locations in Drayton Valley.

The Community Clean Up Program is facilitated through the Municipal Services Department who have identified locations in the community that would benefit from additional clean up activities including, but not limited to:

- 4S Skatepark
- Pump Track
- Ominplex Parking Lot
- Wooded Greenspaces
- Highway Corridor that runs through Drayton Valley

Interested businesses and community members/groups can also clean up areas near their office or in their neighbourhood.

Businesses and community members or groups wanting to participate would be provided with

- a map of the area of their choosing
- garbage bags and vinyl gloves upon request

Following any clean up activities, garbage bags can be brought to the Public Works West Yard, located at 5415-53 Avenue, and placed in the garbage bin. The Town will look after disposing of the garbage at the landfill.

The establishment and implementation of this program is being recommended by the Economic Development Committee for Council's consideration.

FINANCIAL IMPLICATIONS:

There would be minimal impacts to the budget for purchasing additional garbage bags and gloves for anyone who may want them. There may also be additional costs associated with tipping fees at the landfill from the increase in garbage being disposed of.

LEGAL/RISK IMPLICATIONS:

N/A

ORGANIZATIONAL IMPLICATIONS:

There will be minimal impacts to the Municipal Services Department to coordinate locations with business and community groups including providing maps and disposing of extra waste.

SERVICE LEVELS IMPLICATIONS:

Residents and visitors to the community will notice increased cleanliness in the areas identified and participants will take more pride in their community through these efforts.

ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Community Clean Up, Beautification & Standards

STAKEHOLDER AND COMMUNICATION STRATEGY:

Should Council agree to establish and implement a Community Clean Up program, the Communications department will begin preparing advertising materials to promote the program.

NEXT STEPS:

Should Council choose to establish a Community Clean Up program, Administration will prepare by purchasing additional garbage bags, gloves and preparing maps. Communications will also be running an advertising campaign on the new program.

RECOMMENDATION(S):

That Council direct Administration to implement the Community Clean Up Program as presented.

ALTERNATIVES:

That Council defer to Administration for _____.

That Council accept this report as information

Robert Osmond, CAO

Approved - 20 May 2022

TOWN OF DRAYTON VALLEY

Community Clean Up Program

PROGRAM

Throughout the spring and summer months, the Town of Drayton Valley's Public Works and summer staff maintain the community's many parks and greenspaces.

A Community Clean Up Program is a great way for local businesses and community members or groups to get out and contribute to the vibrancy of the Town by improving the quality of the environment for everyone's enjoyment. The cumulative effect of everyone's contribution can make a real difference.

LOCATIONS

The Community Clean Up Program is facilitated through the Municipal Services Department who have identified locations in the community that would benefit from additional clean up activities including, but not limited to:

- 4S Skatepark
- Pump Track
- Omniplex Parking Lot
- Wooded Greenspaces
- Highway Corridor that runs through Drayton Valley

Interested businesses and community members/groups can also clean up areas near their office or in their neighbourhood.

TOWN SUPPORT

Businesses and community members or groups wanting to participate would be provided with

- a map of the area of their choosing
- garbage bags and vinyl gloves upon request

Following any clean up activities, garbage bags can be brought to the Public Works West Yard, located at 5415-53 Avenue, and placed in the garbage bin. The Town will look after disposing of the garbage at the landfill.

RECOGNITION

It is important to recognize businesses and community members who participate in the program. The Town will post submitted photos of groups participating in clean up activities on social media and on the Town page in the newspaper to recognize them for their commitment to making Drayton Valley a vibrant and welcoming community.

HOW TO PARTICIPATE

To participate and to select an area to clean up, please call the Public Works office at 780-514-2240.



Town of Drayton Valley

AGENDA ITEM REPORT

Regular Council Meeting

MEETING:	Regular Council - May 25, 2022		
PRESENTED BY:	Ken Woitt, General Manager of Planning & Growth	DEPARTMENT:	Planning
		DIVISION:	Planning & Growth
SUBJECT:	Planning & Development Department Report		

PROPOSAL AND BACKGROUND INFORMATION:

1. Manufactured Home (MFH) District Architectural Controls

- Planning will be bringing a draft LUB amendment to Council in June for First Reading.

2. Airport Survey Plan

- The Province, as part of leasing process, now requires a survey plan instead of a sketch of the airport lands. I have inquired about their survey plan requirements and as soon as they provide them a survey will be conducted and a survey plan will be submitted.

3. May 31, 2022 Council Facilities Tour

- Including some Town - owned lands on the tour for discussion on possible future land uses

4. Development Activities Update

- Continue to work on new Business Licenses and Development Permit applications...a lot of garage, fence and deck queries at the moment.

Thank you, that concludes the Planning report.

RECOMMENDATION(S):

1 - that Council accept the Planning & Development Department Report for May 25, 2022 for information.

ALTERNATIVES:

2 - that Council accept the Planning & Development Department Report for May 25, 2022 for information and further direct Administration to: _____

Robert Osmond, CAO

Pending



Town of Drayton Valley

AGENDA ITEM REPORT

Regular Council Meeting

MEETING:	Regular Council - May 25, 2022		
PRESENTED BY:	Owen Olynyk, General Manager of Municipal Services	DEPARTMENT:	Municipal Services
		DIVISION:	Municipal Services
SUBJECT:	Municipal Services Department Report		
ATTACHMENTS:	Department Report May 25 2022		

PROPOSAL AND BACKGROUND INFORMATION:

Please see the attached Municipal Services Department Report for May 25, 2022

FINANCIAL IMPLICATIONS:

N/A

IMPACT IN CAD:

N/A

LEGAL/RISK IMPLICATIONS:

N/A

ORGANIZATIONAL IMPLICATIONS:

N/A

SERVICE LEVELS IMPLICATIONS:

N/A

ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Other Strategic Priorities

STAKEHOLDER AND COMMUNICATION STRATEGY:

N/A

NEXT STEPS:

N/A

RECOMMENDATION(S):

1 - that Council accept the Municipal Services Department Report for May 25, 2022 for information.

ALTERNATIVES:

2 - that Council accept the Municipal Services Department Report for May 25, 2022 for information and further direct Administration to: _____

Owen Olynyk, General Manager of
Municipal Services
Robert Osmond, CAO

Approved - 13 May 2022

Denied - 17 May 2022

Department Report

Department: Municipal Services

General Manager: Owen Olynyk.

Date of Regular Council Meeting: May 25, 2022.



INFORMATION PRESENTED:

1) Utilities

- Operations at the WTP are running smoothly, first round of spring freshet went great, next round will be the middle of June
- Alberta Environmental did our drinking water operations inspection and it passed with rave reviews
- Aeration has been removed from cell 4&5 to get ready for second attempt on rehabilitating the common berm. Draining of these cells will commence soon and construction will start.
- RFQ was submitted for cell 1 de-sludging. Submission deadline is May 17, 2022.
- Fire hydrant and valve exercising programs commenced on May 11, 2022. A list of deficiencies will help with budget repairs and maintenance.

2) Public Works

- Continuing sweeping within the Town.
- Potholes.
- Grading.

3) Projects/Initiatives

- Nothing to report

4) Facilities Maintenance

- Re-energize power at the Outdoor Rink across from the Civic Center
- Repair water damage in Centre Court condo #5.
- Upgrading alarm, door access and panic button systems in all facilities
- LED lighting on 51 street downtown



Town of Drayton Valley AGENDA ITEM REPORT

Regular Council Meeting

MEETING: Regular Council - May 25, 2022

PRESENTED BY: Hans van Klaveren,
General Manager of
Community Services and
Recreation

DEPARTMENT:

DIVISION: Community & Recreation

SUBJECT: Community and Recreation Department Report

ATTACHMENTS: [Community and Recreation Department Report for May 25, 2022](#)

PROPOSAL AND BACKGROUND INFORMATION:

Please see the attached Community and Recreation Department Report for May 25, 2022

FINANCIAL IMPLICATIONS:

N/A

IMPACT IN CAD:

N/A

LEGAL/RISK IMPLICATIONS:

N/A

ORGANIZATIONAL IMPLICATIONS:

N/A

SERVICE LEVELS IMPLICATIONS:

N/A

STAKEHOLDER AND COMMUNICATION STRATEGY:

N/A

NEXT STEPS:

N/A

RECOMMENDATION(S):

1 - that Council accept the Community and Recreation Department Report for May 25, 2022 for information.

ALTERNATIVES:

2 - that Council accept the Community and Recreation Department Report for May 25, 2022 for information and further direct Administration to: _____

Hans van Klaveren, General
Manager of Community Services and
Recreation

Approved - 17 May 2022

Robert Osmond, CAO

Pending

Department Report

Department: Community & Recreation Services Department.

General Manager: Hans van Klaveren, General Manager of Community & Recreation Services



Date of Regular Council Meeting: May 25, 2022

INFORMATION PRESENTED:

1. Early Childhood Development Centre
 - ECDC staff were thrilled to have a very successful Mother's Day Celebration May 6. Over 65 parents and family members dropped in to plant a flower, have a treat and enjoy some activities with the children. Staff were excited to have donations enough for 29 baskets and raised over \$700 through the raffle. Thank you to all who donated for these baskets and purchased tickets. One of our Councilors were also fortunate to be one of the 29 winners!
 - We are looking forward to a fun celebration for dads too! Council will be helping us cook some burgers and share in some exploration and discover with Drayton Valley Fire Services and RCMP. Public will also be welcome to join us and get a small tree sapling from Weyerhaeuser.
2. Drayton Valley and District FCSS/Homelessness & Poverty Reduction
 - FCSS in partnership with the Community Parenting Coalition is going to have special guest speaker, Dr. Jody Carrington, come and talk about parenting and how we can teach our children to be kind and connected. She will be speaking in Drayton Valley on June 14th and in Breton on June 15th.
 - We anticipate that the installation of the phone booth to be located at the Rotary House will be completed mid-May.
 - In honour of Seniors Week (June 6th to 12th), FCSS will be hosting its annual Seniors Information Tea to take place on June 8th at the Royal Canadian Legion Branch No. 269. The doors will open at 11:45am and the seniors will be provided with information sessions, entertainment and light snacks. Seniors in our community are very much looking forward to connecting with old friends and having an opportunity to participate in a community event again.
 - Making Financial Cents Classes will be starting on Saturday, May 28th and June 4th from 10:00am to 2:30pm with 4 sessions with various financial experts each day.
 - The FCSS Board Tour is to take place on July 4th. This is an opportunity for council and board members to spend the day touring numerous programs and organizations throughout the community that have received FCSS Grants.
3. Omniplex/MacKenzie Conference Centre/Total Works Fitness
 - The big scoreboard in Omni I needs to be replaced as it is not working properly. The present scoreboard is over 30 years old, and any replacement parts are now obsolete. With a 12-week lead time, a decision must be made quickly regarding replacement costs and any budget implications there may be.
 - The Emergency Expo Services will be held at the Omniplex on May 19th.

4. Park Valley Pool

- Summer Program Registration opened on May 4th and was received with a overwhelming response. The Pool sold over \$25,000 worth of registrations on the first day that registration opened.
- A Bronze Medallion Class was recently held with 20 students in attendance. The Bronze Cross Class is due to take place on June 9th to 12th, and both the National Lifeguard and Aquatic Emergency Care Classes are both scheduled to take place the beginning of July. Registration is currently open for all these classes.
- After a 2-year hiatus due to the pandemic, the Neptune's Swim Club has 20 registered swimmers registered and is back in the pool for the months of May and June.
- The Splash Park is set to open on May Long Weekend.
- The 2022 - 2023 School Contracts are currently being reviewed and should be finalized by the end of June.

5. Community Services

- We are anticipating that the current affordable housing property management agreement with Forefront Properties will be dissolved by the beginning of June and all property management duties will now be done internally.

6. Recreation

- The Park Valley Pool Facility Manager position has been posted and the resumes that have been received are being reviewed by Administration and interviews will be conducted shortly.
- The 2022 Triathlon took place on May 7th and the registrants were very appreciative that after 2 years of events being cancelled due to the pandemic that we hosted the event and the feedback from the attendees on the day of the event were very positive.



Town of Drayton Valley

AGENDA ITEM REPORT

Regular Council Meeting

MEETING:	Regular Council - May 25, 2022		
PRESENTED BY:	Jennifer Stone, Acting Manager of Economic Development, Communications	DEPARTMENT:	Economic Development
		DIVISION:	Planning & Growth
SUBJECT:	Economic Development Department Report		

PROPOSAL AND BACKGROUND INFORMATION: **ECONOMIC DEVELOPMENT**

1. Business Visitations

- Ad has been prepared for businesses to reach out to the economic development for a meeting
- Reviewing 2016 business visitation program and meeting with Sandra from Brazeau to discuss this program as the program we did previously was with the County and Breton

2. Mayor New business visits

- There are under 5 businesses from 2021 that need to be scheduled for a new business visit. There are 17 new businesses licenses for 2022 and will be started on this week.

3. Economic Development Committee

- Committee meeting was held on May 17
- The business members were in attendance
- 2 recommendations will be presented to Council on Communities in Bloom and a Community Clean Up Program

4. Energy Summit

- Event was held on May 13th, 2022
- 87 people RSVP'd for the event
- Response from the presenters was positive:
 - Element 1: impressed by the facility, the program and especially the support from the Town and County and the businesses, events such as this that are well run and well attended provide the much needed exposure for both the Town and the County as potential places to invest in

5. BSN

- Planning session was held May 16
- Grant proposal for BSN funding to be submitted through the Labor Market Partnership with Alberta Labour and Immigration

- A BSN event is being planned for Women in Business Day on Sept. 22nd, 2022
- 6. Living wage
 - Discussions about calculating a living wage for Drayton Valley with Living Wage Network. Maria with the University of Alberta will look at covering the costs.
- 7. Site Selectors Forum: June 15-17, 2022, Whitecourt
- Opportunity to connect with site selectors and industry leaders to improve community's strategic position networking

EDUCATION

1. Zero Fee Tuition Initiative Promotion at Energy Summit
 - Education Coordinator attended Energy Summit trade show on May 13th to promote Zero Fee Tuition program and post-secondary partners' energy-related programming
 - U of A Faculty of Extension attended to promote Renewable Energy Program and other energy-related training opportunities
2. U of A ZFT Webinar
 - The U of A research team will be hosting a free webinar to highlight the Zero Fee research project and initial findings after the first year of the Community University Partnership (CUP) project
 - [The Webinar](#): Examining the outcomes of zero-free education in building a resilient, inclusive economy in Drayton Valley, is scheduled for May 19th from 12:00pm – 1:00pm
3. CBC Edmonton News Article
 - Upon hearing of the upcoming U of A Webinar, a reporter from CBC Edmonton reached out to the Education Coordinator to request interviews for a news story on the Zero Fee Tuition initiative
 - Mayor Dodds, Maria Mayan (U of A lead researcher on the ZFT project), and 2 ZFT recipients (one past student now currently employed as a Health Care Aide at DV Hospital and one current HCA student) were interviewed for the [news article](#) that was published on May 13th
4. DV Community Outreach School (DV COS) Tour
 - Education Coordinator gave 8 DVCOS students a tour of the facility on May 12th and presented information on current post-secondary partnerships and programs, as well as Zero Fee Tuition and other local funding opportunities
 - NLC Access Facilitator attended tour and presented information on NLC programming
5. Enrollment
 - Total of 25 students are being supported through the Zero Fee Tuition Program
 - 2 UofA Extension
 - 7 Northern Lakes College
 - 16 Health Care Aide Academy
 - Total of 38 local students are taking programing through Northern Lakes College in various programs that have not taken advantage of the Zero Fee Tuition program.

Energy Programs

1. Municipal Energy Manager Program
 - Completed the Year 1 MEM program report and had a review session with MCCAC and Clearesult on May 9th, 2022
 - Attended the Energy Summit on May 13.
 - Met with Utilities Consumer Advocate (UCA) to discuss alignment between UCA, MEMs, MCCAC and AbMunis on the delivery charges next steps.
 - FoodCycler Pilot Project
 - Participants are tracking their usage from April 4th for 12 weeks
 - Julie's Windows, Kitchens, Bed and Bath will be our local partner to distribute the accessories at municipal prices.

2. Adaptation Resilience Training Project

- Project completed on May 5th, 2022.
- ART Project Assistant submitted her final report, emergency response plan and write-ups on POUR and water disconnect programs to Aishah and Shelley

3. Other meetings/webinars

- Attended FCM MCIP Final Summit on April 26– 27th, 2022. Main topics discussed were natural asset management, nature-based solutions and climate adaptation.
- Attended Scaling-up Climate Action in Alberta Communities Stakeholder Workshop on May 5th, 2022. This session was organized by MCCAC and CEA to get feedback on their upcoming tools – the Climate Leaders Playbook, Municipal Climate Leadership Council and the Climate Action Planning Tool.
- Attended second Sustainability Committee meeting on May 9, 2022.

FINANCIAL IMPLICATIONS:

N/A

IMPACT IN CAD:

N/A

LEGAL/RISK IMPLICATIONS:

N/A

ORGANIZATIONAL IMPLICATIONS:

N/A

SERVICE LEVELS IMPLICATIONS:

N/A

STAKEHOLDER AND COMMUNICATION STRATEGY:

N/A

NEXT STEPS:

N/A

RECOMMENDATION(S):

1 - that Council accept the Economic Development Department Report for May 25, 2022 for information.

ALTERNATIVES:

2 - that Council accept the Economic Development Department Report for May 25, 2022 for information and further direct Administration to: _____

Jennifer Stone, Acting Manager of
Economic Development,
Communications

Approved - 18 May 2022

Ken Woitt, General Manager of
Planning & Growth
Robert Osmond, CAO

Approved - 18 May 2022

Pending

MEETING MINUTES

In attendance:

Wendell Smith	Sandra Blades	Donna Wiltse	Ethel Mankow
Amila Gammana	Hannah Luckwell (via zoom)		

Staff:

Lola Strand	Jennifer Fynn
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1. Call to Order and Introductions 1:08pm
2. Agenda
 - 2.1. Additions or Deletions- addition of 7.3.7- Seniors Wellness Program
 - 2.2. Approval of Agenda- **Motion (21-26) made by Sandra Blades to approve the agenda with additions- Carried**
3. Minutes
 - 3.1. Approval of the October 8th, 2021, Meeting Minutes – **Motion (21-27) made by Ethel Mankow to approve the October 8th, 2021 minutes- carried**
 - 3.2. Distribution of the approved April 15th, Meeting Minutes
4. Program Management
 - 4.1. FCSS Board membership
 - 4.1.1. Introduction of new Board members – Town Council Rep Amila Gammana, Brazeau County Rep Donna Wiltse
 - 4.1.2. Wendel Smith, Hannah Luckwell, Sandra Blades
 - 4.2. Election of Chair

Lola Strand issues call for nominations for the Board Chair position
Amila Gammana nominates Sandra Blades for Board Chair
Sandra Blades accepts the nomination
Second and third call for nominations

Motion (21-28) made by Wendell Smith that nominations cease
Sandra Blades is acclaimed as Chairperson of the FCSS Board.
 - 4.3. Financial Statement
 - 4.4. 2022 FCSS Budget
5. Delegations
 - 5.1. Wild Rose School Division – Darlene Ferris (via Zoom)

- 5.2. Nutritious Beginnings- Angela Doerksen
- 5.3. Subsidized Counselling Partnership- Deb Bossert (via Zoom)

6. Items for Discussion

- 6.1. FCSS Update – FCSS Staff have been very busy with resource navigation phone calls and walk ins. Our Snow Angels program is up and running, we have had a good response from community volunteers this year.
- 6.2. Homelessness and Poverty Reduction Update-Grant funding for the Community Mat Program has been approved the program will begin operating soon.

Shelter Pod Program- conditional funding has been approved for this program.

Rapid Housing Initiative for Housing First Program was denied
- 6.3. 2021 FCSSAA Virtual Conference – feedback – overall everyone felt the conference went smoothly, efficiently and was well enjoyed.

7. Grants

7.1. 2016 – 2020 Grant Summary

7.1.1. Healthy Communities Coalition (HCC) – 2019 Youth Centre Grants

Motion (21-29) made by Amila Gammuna that FCSS request the funding in the amount of \$46,420.00 from HCC Youth Centre Project to be returned to FCSS. The board recommends that HCC apply for new funding through the next FCSS grant run.

Board directs FCSS to consult with the province to retain that funding for distribution for the remainder of the year.

7.2. 2021 Grant Summary

7.3. 2022 Grant Requests

7.3.1. Wild Rose School Division- Family Wellness Program

Motion (21-30) made by Ethel Mankow to approve \$20,000 of \$25,000 for the WRSD Operational Grant- Family Wellness Program. - Carried
Strategic Plan Priority- Mental Health- Improved well-being of individuals

- 7.3.2. Pembina Crisis Connection Society-Motion (21-31) made by Sandra Blades to approve \$20,000 of the requested \$25,000 for the Operational Grant- Pembina Crisis Connection Society- Carried
Strategic Plan Priority- Mental Health- Improved well-being of individuals

- 7.3.3. Brighter Futures – Nutritious Beginnings Program-Motion (21-32)- made by Donna Wiltse to approve \$4095 to the Operational Grant- Brighter Futures- Nutritious Beginnings- Carried
Strategic Plan Priority- Efforts to address poverty, improved social well-being of families
- 7.3.4. Burden Bearers Counselling Centre- Motion (21-33) made by Ethel Mankow to approve \$5000.00 for the Operational Grant- Burden Bearers
Strategic Plan Priority- Mental Health and Improved social well-being of families
- 7.3.5. Drayton Valley Municipal Library- Summer Reading Program -Motion (21-34) made by Donna Wiltse to approve \$4000 for the Special Project Grant- Drayton Valley Municipal Library- Summer Reading Program- Carried (Sandra Blades to abstain from voting)
Strategic Plan Priorities- Belonging, improved social wellbeing of families- Carried
- 7.3.6. Burden Bearers Subsidized Counselling Partnership-Motion (21-35) by Amila to approve \$35,000 of the \$50,000 for Operation Grant Burden Bearers Subsidized Counselling Program- Carried
Strategic Plan Priorities- Mental Health and Social Well being of individuals and families
- 7.3.7. Drayton Valley Omniplex-Seniors Wellness Program-Motion (21-36) by Amila to approve \$25,000 towards the Special Project Grant – A.L.I.V.E 55 Program- Drayton Valley Omniplex- Carried
Strategic Plan Priorities- Belonging and improved socialization of individuals
8. Next Meeting Date- April 8th 11am Rotary House Board Room
9. Adjournment 4:05pm

Approved April 8th, 2022



Sandra Blades FCSS Board Chair



MEETING OF THE BOARD OF DIRECTORS

Shangri-La Lodge, Drayton Valley

March 17th, 2022

10:00 AM

RECEIVED
March 17, 2022
[Signature]

ATTENDANCE:

Directors Present:

Tom McGee - Chairperson

Jeannette Vatter - Vice Chairperson

Cody Brooks

Glory Tornack

Marc St. Laurent

Town of Drayton Valley

Member at Large – Drayton Valley

Brazeau County

Village of Breton

Member at Large – Brazeau County

Administration Present:

Denise Chesterman

Dakota Roberts

Chief Administrative Officer

Finance Administrator

1.0 CALL TO ORDER

T. McGee called the meeting to order at 10:03 AM.

2.0 AGENDA

2.1 APPROVAL OF AGENDA

Resolution #22-03-27: Moved by J. Vatter to approve the agenda with no additions.

Motion ...Carried Unanimously

3.0 ANNUAL AUDIT PRESENTATION – Carlson Roberts Seely LLP Chartered Professional Accountants

3.1 Audit Presentation for Brazeau Foundation

Resolution #22-03-28: Moved by C. Brooks to accept the Brazeau Foundation Audit as information.

Motion ...Carried Unanimously

Resolution #22-03-29: Moved by G. Tornack to move \$100,000 from Unrestricted Net Assets to Lodge Operating Reserve.

Motion ...Carried Unanimously

Resolution #22-03-30: Moved by G. Tornack to move \$600,000 from Unrestricted Net Assets to Lodge Capital Reserve.

Motion ...Carried Unanimously

4.0 APPROVAL OF MINUTES

4.1 MINUTES FROM THE FEBRUARY 24, 2022 REGULAR BOARD MEETING

Resolution #22-03-31: Moved by C. Brooks to approve the minutes of the February 24,th 2022 Board Meeting with amendments.

Motion ...Carried Unanimously

4.2 BUSINESS ARISING OUT OF THE MINUTES

4.2.1 Town Request for Proposal – Urban Housing Management.
Submitted. Town rejected proposal.

5.0 FINANCIAL

5.1 FINANCIAL REPORTS – Foundation

5.1.1 Foundation Disbursements for February 2022

Resolution #22-03-32: Moved by C. Brooks to accept the Disbursements as information.

Motion ...Carried Unanimously

5.1.2 Visa Payable for February 2022

Resolution #22-03-33: Moved by J. Vatter to accept the Visa Payable as information.

Motion ...Carried Unanimously

5.1.3 Foundation Balance Sheet as of February 2022

Resolution #22-03-34: Moved by M. St. Laurent to accept the Foundation Balance Sheet as information.

Motion ...Carried Unanimously

5.1.4 Financial Statements to February 2022

5.1.4.1 Central Services / Lodge

Resolution #22-03-35: Moved by J. Vatter to accept the Financial Statements as information.

Motion ...Carried Unanimously

5.1.4.2 Provincial Housing Units

Resolution #22-03-36: Moved by G. Tornack to accept the Financial Statements as information.

Motion ...Carried Unanimously

5.2 BOARD MEMBER EXPENSE

5.2.1 Board Member Expenses for February 2022

Resolution #22-03-37: Moved by M. St. Laurent to approve the Board Member Expenses of \$1360.00 as amended for February 2022.

Motion ...Carried Unanimously

5.3 BUDGET 2022

5.3.1 Provincial Budget 2022

5.3.2 Central Services/ Lodge Budget 2022

Resolution #22-03-38: Moved by M. St. Laurent to approve the 2022 Provincial and Central Services/ Lodge Budget.

Motion ...Carried Unanimously

6.0 OLD BUSINESS

6.1 Parking Lot

7.0 NEW BUSINESS

7.1 ASCHA

7.2 Letter from Wishing Well Tenant - Pets

Resolution #22-03-39: Moved by C. Brooks that a letter be written in response to the tenant upholding current no-pet policy.

Motion ...Carried Unanimously

8.0 REPORTS

8.1 VACANCY REPORT

8.2 OPERATION'S REPORT

8.2.1 CAO's Report

8.2.1.1 COVID-19

Resolution #22-03-40: Moved by C. Brooks to accept the CAO's Report and Vacancy Report as information.

Motion ...Carried Unanimously

8.2.2 In-Private Session (Personnel/Legal)

Resolution #22-03-41: Moved by C. Brooks to go in-private to discuss Legal Matters FOIP Section 27 at 12:41 PM.

Motion ...Carried Unanimously

Resolution #22-03-42: Moved by G. Tornack to come out of in-private at 1:01 p.m.

Motion ...Carried Unanimously

9.0 Policy- None at this time

10.0 CORRESPONDENCE

10.1 To: Village of Breton, Brazeau County, Town of Drayton Valley, Carlson Roberts Seely, MLA for Drayton Valley - Calmar RE: Board of Directors Meeting Minutes

11.0 FUTURE MEETING DATES

11.1 Next BSF Board MEETING – April 22, 2022 at the Shangri-La Lodge @ 10:30 AM.

11.0 ADJOURNMENT

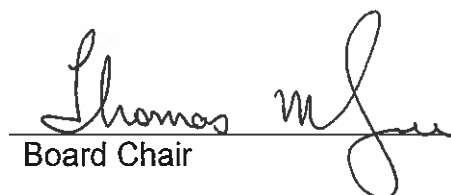
Resolution #22-03-43: Moved by: M. St. Laurent to adjourn the meeting at 1:15 p.m.

Motion ...Carried Unanimously

APPROVED AT THE _____ MEETING OF THE BOARD



Chief Administrative Officer



Board Chair

Drayton Valley Municipal Crime Gauge

2022 vs. 2021
January to April

Criminal Code Offences



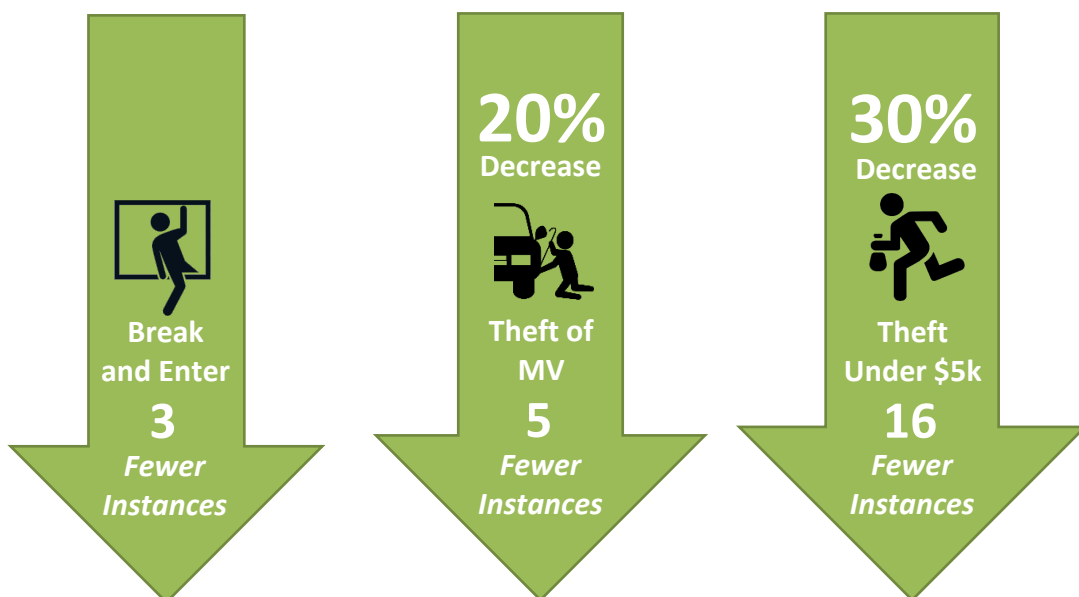
**Total
Criminal Code
Offences:**

8%

Increase

When compared to
January to April, 2021

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 April: 2018 - 2022

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

May-09-22

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Offences Related to Death		1	0	0	0	0	-100%	N/A	-0.2
Robbery		2	0	0	0	2	0%	N/A	0.0
Sexual Assaults		2	0	5	4	1	-50%	-75%	0.2
Other Sexual Offences		3	1	2	8	4	33%	-50%	0.9
Assault		53	37	31	36	44	-17%	22%	-1.9
Kidnapping/Hostage/Abduction		1	2	0	1	1	0%	0%	-0.1
Extortion		1	0	1	1	1	0%	0%	0.1
Criminal Harassment		7	6	3	12	27	286%	125%	4.6
Uttering Threats		13	15	16	14	16	23%	14%	0.5
TOTAL PERSONS		83	61	58	76	96	16%	26%	4.1
Break & Enter		79	22	49	17	14	-82%	-18%	-13.5
Theft of Motor Vehicle		41	34	54	25	20	-51%	-20%	-5.1
Theft Over \$5,000		6	2	6	4	0	-100%	-100%	-1.0
Theft Under \$5,000		153	116	132	54	38	-75%	-30%	-29.2
Possn Stn Goods		29	22	20	13	13	-55%	0%	-4.1
Fraud		26	24	33	23	23	-12%	0%	-0.7
Arson		2	1	1	3	0	-100%	-100%	-0.2
Mischief - Damage To Property		0	0	77	43	41	N/A	-5%	12.5
Mischief - Other		61	62	42	25	38	-38%	52%	-8.3
TOTAL PROPERTY		397	283	414	207	187	-53%	-10%	-49.6
Offensive Weapons		7	2	7	8	8	14%	0%	0.8
Disturbing the peace		31	25	16	24	26	-16%	8%	-1.1
Fail to Comply & Breaches		53	64	33	18	32	-40%	78%	-8.8
OTHER CRIMINAL CODE		14	17	10	5	15	7%	200%	-1.0
TOTAL OTHER CRIMINAL CODE		105	108	66	55	81	-23%	47%	-10.1
TOTAL CRIMINAL CODE		585	452	538	338	364	-38%	8%	-55.6



Drayton Valley Municipal Detachment Crime Statistics (Actual) January to April: 2018 - 2022

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

May-09-22

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		21	13	10	14	12	-43%	-14%	-1.7
Drug Enforcement - Trafficking		4	7	8	13	3	-25%	-77%	0.4
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		25	20	18	27	15	-40%	-44%	-1.3
Cannabis Enforcement		0	0	1	0	0	N/A	N/A	0.0
Federal - General		1	10	1	3	2	100%	-33%	-0.5
TOTAL FEDERAL		26	30	20	30	17	-35%	-43%	-1.8
Liquor Act		8	5	6	3	5	-38%	67%	-0.8
Cannabis Act		0	1	2	3	3	N/A	0%	0.8
Mental Health Act		50	23	27	51	27	-46%	-47%	-1.8
Other Provincial Stats		41	49	73	90	85	107%	-6%	12.9
Total Provincial Stats		99	78	108	147	120	21%	-18%	11.1
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		24	14	21	23	14	-42%	-39%	-1.1
Total Municipal		24	14	21	23	14	-42%	-39%	-1.1
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		4	1	1	1	3	-25%	200%	-0.2
Property Damage MVC (Reportable)		75	63	46	35	73	-3%	109%	-3.2
Property Damage MVC (Non Reportable)		10	5	10	6	19	90%	217%	1.9
TOTAL MVC		89	69	57	42	95	7%	126%	-1.5
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total Provincial Traffic		195	343	182	263	262	34%	0%	5.4
Other Traffic		6	10	3	4	1	-83%	-75%	-1.6
Criminal Code Traffic		24	33	31	21	31	29%	48%	0.2
Common Police Activities									
False Alarms		89	26	21	15	25	-72%	67%	-13.9
False/Abandoned 911 Call and 911 Act		32	35	44	25	31	-3%	24%	-1.2
Suspicious Person/Vehicle/Property		44	63	63	71	25	-43%	-65%	-3.0
Persons Reported Missing		7	8	5	3	6	-14%	100%	-0.7
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		52	68	54	60	44	-15%	-27%	-2.4
Form 10 (MHA) (Reported)		0	0	1	4	2	N/A	-50%	0.8



Drayton Valley Municipal Detachment

Crime Statistics (Actual)

April: 2018 - 2022

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

May-09-22

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		1	0	0	0	2	100%	N/A	0.2
Sexual Assaults		2	0	1	2	0	-100%	-100%	-0.2
Other Sexual Offences		0	0	0	1	0	N/A	-100%	0.1
Assault		14	9	5	5	10	-29%	100%	-1.2
Kidnapping/Hostage/Abduction		0	2	0	0	0	N/A	N/A	-0.2
Extortion		0	0	1	0	0	N/A	N/A	0.0
Criminal Harassment		3	3	0	3	4	33%	33%	0.2
Uttering Threats		5	3	6	3	2	-60%	-33%	-0.6
TOTAL PERSONS		25	17	13	14	18	-28%	29%	-1.7
Break & Enter		17	6	14	2	3	-82%	50%	-3.2
Theft of Motor Vehicle		7	4	6	9	2	-71%	-78%	-0.5
Theft Over \$5,000		0	1	2	1	0	N/A	-100%	0.0
Theft Under \$5,000		41	27	22	19	10	-76%	-47%	-7.0
Possn Stn Goods		4	6	5	5	4	0%	-20%	-0.1
Fraud		7	6	9	5	5	-29%	0%	-0.5
Arson		1	1	1	0	0	-100%	N/A	-0.3
Mischief - Damage To Property		0	0	17	11	18	N/A	64%	4.7
Mischief - Other		19	13	14	7	10	-47%	43%	-2.4
TOTAL PROPERTY		96	64	90	59	52	-46%	-12%	-9.3
Offensive Weapons		2	0	1	0	3	50%	N/A	0.2
Disturbing the peace		5	8	3	5	2	-60%	-60%	-0.9
Fail to Comply & Breaches		11	13	6	4	9	-18%	125%	-1.3
OTHER CRIMINAL CODE		4	5	3	0	4	0%	N/A	-0.5
TOTAL OTHER CRIMINAL CODE		22	26	13	9	18	-18%	100%	-2.5
TOTAL CRIMINAL CODE		143	107	116	82	88	-38%	7%	-13.5



Drayton Valley Municipal Detachment Crime Statistics (Actual) April: 2018 - 2022

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

May-09-22

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		7	3	3	6	3	-57%	-50%	-0.5
Drug Enforcement - Trafficking		0	1	3	4	1	N/A	-75%	0.5
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		7	4	6	10	4	-43%	-60%	0.0
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	1	0	0	0	N/A	N/A	-0.1
TOTAL FEDERAL		7	5	6	10	4	-43%	-60%	-0.1
Liquor Act		3	0	1	0	3	0%	N/A	0.0
Cannabis Act		0	0	0	0	0	N/A	N/A	0.0
Mental Health Act		8	4	10	11	13	63%	18%	1.7
Other Provincial Stats		6	14	29	25	18	200%	-28%	3.5
Total Provincial Stats		17	18	40	36	34	100%	-6%	5.2
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		7	8	6	7	10	43%	43%	0.5
Total Municipal		7	8	6	7	10	43%	43%	0.5
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		2	0	0	1	0	-100%	-100%	-0.3
Property Damage MVC (Reportable)		18	7	6	6	10	-44%	67%	-1.7
Property Damage MVC (Non Reportable)		1	0	2	2	5	400%	150%	1.0
TOTAL MVC		21	7	8	9	15	-29%	67%	-1.0
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Total Provincial Traffic		72	76	35	58	75	4%	29%	-1.2
Other Traffic		2	1	1	1	0	-100%	-100%	-0.4
Criminal Code Traffic		4	9	7	4	10	150%	150%	0.7
Common Police Activities									
False Alarms		27	6	1	2	6	-78%	200%	-4.6
False/Abandoned 911 Call and 911 Act		3	15	9	6	14	367%	133%	1.3
Suspicious Person/Vehicle/Property		14	14	13	17	4	-71%	-76%	-1.7
Persons Reported Missing		1	0	0	0	4	300%	N/A	0.6
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		15	16	14	13	6	-60%	-54%	-2.1
Form 10 (MHA) (Reported)		0	0	1	1	1	N/A	0%	0.3



Drayton Valley Municipal Detachment

Crime Statistics (Actual)

January to April: 2018 - 2022

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

May-09-22

Category	Trend	2018	2019	2020	2021	2022	FLAG
Theft Motor Vehicle (Total)		41	34	54	25	20	Within Norm
Auto		6	2	4	2	1	Within Norm
Truck		27	27	38	15	17	Within Norm
SUV		2	2	3	3	0	Within Norm
Van		1	0	0	0	0	Within Norm
Motorcycle		3	0	0	1	0	Within Norm
Other		2	2	8	4	1	Within Norm
Take Auto without Consent		0	1	1	0	1	Within Norm
Break and Enter (Total)*		79	22	49	17	14	Within Norm
Business		41	4	17	5	6	Within Norm
Residence		20	6	12	5	4	Within Norm
Cottage or Seasonal Residence		0	0	0	0	0	Within Norm
Other		15	5	17	7	3	Within Norm
Theft Over & Under \$5,000 (Total)		159	118	138	58	38	Within Norm
Theft from a motor vehicle		69	51	67	30	10	Within Norm
Shoplifting		21	25	17	4	14	Within Norm
Mail Theft (includes all Mail offences)		6	2	6	1	2	Within Norm
Theft of bicycle		3	1	2	3	1	Within Norm
Other Theft		61	39	47	20	11	Within Norm

Mischief To Property		61	62	119	68	79	Within Norm
Suspicious Person/ Vehicle/ Property		44	63	63	71	25	Within Norm
Fail to Comply/Breach		53	64	33	18	32	Within Norm
Wellbeing Check		23	26	35	36	56	Issue
Mental Health Act		50	23	27	51	27	Within Norm
False Alarms		89	26	21	15	25	Within Norm

Traffic	Trend	2018	2019	2020	2021	2022	FLAG
Roadside Suspensions - alcohol related - No grounds to charge*		6	8	3	4	0	Within Norm
Occupant Restraint/Seatbelt Violations*		22	52	12	17	10	Within Norm
Speeding Violations*		7	4	5	10	18	Issue
Intersection Related Violations*		10	7	9	20	12	Within Norm
Other Non-Moving Violation*		90	134	70	89	108	Within Norm
Pursuits**		1	5	9	8	5	Within Norm
Other CC Traffic**		0	5	8	2	3	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"

May-09-22

2021												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	8	4	3	2	9	2	5	5	9	5	8	6
Running Total	8	12	15	17	26	28	33	38	47	52	60	66
Quarter	15			13			19			19		
2022												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	6	2	3	3								
Running Total	6	8	11	14								
Quarter	11			TBD			TBD			TBD		
Year over Year % Change	-25%	-33%	-27%	-18%								

Drayton Valley Municipal Detachment - Theft of Motor Vehicles (includes taking without consent)

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

May-09-22

2021												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	5	4	7	9	14	7	2	5	7	18	11	15
Running Total	5	9	16	25	39	46	48	53	60	78	89	104
Quarter	16			30			14			44		
2022												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	10	2	6	2								
Running Total	10	12	18	20								
Quarter	18			TBD			TBD			TBD		
Year over Year % Change	100%	33%	13%	-20%								



Drayton Valley Municipal Detachment - Theft Under \$5,000

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

May-09-22

2021												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	14	8	13	19	15	14	14	17	12	20	11	19
Running Total	14	22	35	54	69	83	97	114	126	146	157	176
Quarter	35			48			43			50		
2022												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	10	14	4	10								
Running Total	10	24	28	38								
Quarter	28			TBD			TBD			TBD		
Year over Year % Change	-29%	9%	-20%	-30%								

Drayton Valley Municipal Detachment - Theft from Motor Vehicles

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

May-09-22

2021												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	9	4	8	9	8	2	8	7	4	7	2	7
Running Total	9	13	21	30	38	40	48	55	59	66	68	75
Quarter	21			19			19			16		
2022												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	2	4	2	2								
Running Total	2	6	8	10								
Quarter	8			TBD			TBD			TBD		
Year over Year % Change	-78%	-54%	-62%	-67%								