



AGENDA

Regular Council Meeting

9:00 AM – Wednesday, November 23, 2022
Council Chambers

Call to Order
Land Acknowledgement
National Anthem

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1. ADDITIONS TO THE AGENDA	
1.1. Corporate Business Plan Update (Q3 2022)	4 - 24
that Council accept the Corporate Business Plan Update (Q3 2022) for information.	
Agenda Item Report - AIR-22-313 - Pdf	
2. ADOPTION OF THE AGENDA	
3. CORRECTIONS OR AMENDMENTS	
3.1. November 9, 2022 Regular Meeting of Council	
4. ADOPTION OF	
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4.2. November 9, 2022 Non Statutory Public Hearing Minutes DV22-049	30 - 31
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5. PROCLAMATIONS	
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7. DELEGATIONS (10 MINS EACH)	

7.1.	RCMP Stats - Ryan Hoetmer Agenda Item Report - AIR-22-305 - Pdf	40 - 58
8.	BUSINESS ARISING FROM DELEGATIONS	
9.	DECISION ITEMS	
9.1.	Discretionary Use Request - Home Based Business at 4015 - 47 Ave (Lot 39; Block 218; Plan 0623848), Development Permit Application DV22-057 Agenda Item Report - AIR-22-296 - Pdf	59 - 85
9.2.	Removal of Municipal Reserve (MR) Designation, LOT 6MR BLOCK 66 PLAN 0840074, to facilitate subsequent Disposal and Consolidation Agenda Item Report - AIR-22-286 - Pdf	86 - 96
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9.6.	Youth Advisory Committee Agenda Item Report - AIR-22-299 - Pdf	127 - 134
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9.8.	11:00a.m.: CAO/ADMINISTRATION)Rob Osmond) - FOIP SECTION 24(1)(a)	
9.9.	Daytime Shelter and Services Hub Agenda Item Report - AIR-22-281 - Pdf Shelter Program Proposal Location #2 (Final Draft) Daytime Shelter Program budget Proposal #2	153 - 166
9.10.	New Aquatic Centre Amenity Sponsorship Rights Agreements for Approval Agenda Item Report - AIR-22-272 - Pdf Oct. 27, 2022_ACR_In-Kind Donation Tracking Sheet Oct. 20, 2022_ACR_Sponsorship Rights Agr_Bathing Suit Spinners Oct. 20, 2022_ACR_Sponsorship Rights Agr_Bleachers Nov. 1 2023_Cooperators_Sponsorship Rights Agr	167 - 195
10.	DEPARTMENT REPORTS	
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11. COUNCIL REPORTS

11.1. Councillor Gammana

11.2. Councillor Clarke

11.3. Councillor Evans

11.4. Councillor Sherriffs

11.5. Councillor McGee

11.6. Deputy Mayor Ballas

11.7. Mayor Dodds

12. COUNCIL ITEMS

12.1. Committee Updates

12.2. Round Table Discussion

Letter of Support for O'Chiese First Nation

Letter of Support for Nurse practitioners

Letter of Support for Opportunity Home

13. INFORMATION ITEMS

14. ADJOURNMENT



Town of Drayton Valley **AGENDA ITEM REPORT**

Regular Council Meeting

MEETING:	Regular Council - November 23, 2022		
PRESENTED BY:	Robert Osmond, CAO	DEPARTMENT:	Administration
		DIVISION:	Administration
SUBJECT:	Corporate Business Plan Update (Q3 2022)		
ATTACHMENTS:	Q3 Corporate Business Plan Update		

PROPOSAL AND BACKGROUND INFORMATION:

Attached is the third quarter update on Administrations progress against the Corporate Business Plan. The Corporate Business Plan is Administration's action plan to address the strategic priorities of Council outlined in the Town of Drayton Valley's Strategic Plan.

FINANCIAL IMPLICATIONS:

N/A

ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Organizational Culture & Operational Efficiencies

NEXT STEPS:

Work against the Corporate work plan continues and a forth quarter update on Administration's progress will be provided in January.

RECOMMENDATION(S):

1 - that Council accept the Corporate Business Plan Update (Q3 2022) for information.

ALTERNATIVES:

2 - that Council accept the Corporate Business Plan Update (Q3 2022) for information and further that Administration be directed to prepare a report for Council with the following information:

Robert Osmond, CAO

None

STRATEGIC PLANNING AND CORPORATE BUSINESS PLAN UPDATE

PRIORITY #1: SUSTAINABLE INFRASTRUCTURE PLANNING

UPDATE Q3 2022 DELIVERED NOVEMBER 23, 2022

	COMPLETE	DELAYED	ON SCHEDULE	TOTAL
PROJECT STATUS	2	6	10	18

PROJECT	DESCRIPTION	DEPARTMENT LEAD	COMPLETION
Sanitary Sewer Backflush & Maintenance Program	Regular sanitary main cleaning program	MUNICIPAL SERVICES	Q2 2022
	Completion reviewed at last report to Q4 2022. Budgeted work for 2022 completed, supporting policy documentation will be in place by the end of the year, and ongoing operational budgeting is included in the 2023 budget proposal.		
Sewer Manhole Maintenance Program	Sewer Manhole Maintenance Program	MUNICIPAL SERVICES	Q2 2022
	Completion reviewed at last report to Q4 2023. Project budget was not established in 2022, and has been proposed in the 2023 operating budget, supporting policy documentation will be complete following the trial if approved in 2023.		
Utility Bylaw Review	Comprehensive review of the processes and rate strategy of the utility division	MUNICIPAL SERVICES	Q3 2022
	First draft of the bylaw is complete. Additional work is required on the fine structure of the bylaw before final review and presentation to Council for first reading. Corporate Services, Protective Services and Municipal Services are all engaged in this last step and are committed to delivering the bylaw for first reading in Q1 2023.		
Wastewater Testing and Rate Surcharge	Utility Bylaw amendments to apply surcharge to users with high sewage contamination	MUNICIPAL SERVICES	Q3 2022
	As a result of organizational changes in the year, Administration was unable to achieve forward progress on this project and is requesting to extend the project schedule to Q3 2023.		
Valve Curb Stops Exercising Program	Regular valve maintenance program	MUNICIPAL SERVICES	Q4 2022
	This project was postponed in order to prioritize the Hydrant Flushing in 2022. The supporting policy documentation will be completed in 2022 and the additional resources for an ongoing valve exercising program have been proposed in the 2023 budget. The postponement means that delivery on this project will be extended to Q4 2023.		

Facility Energy Audit	Audit to identify energy and cost savings for municipal facilities	PLANNING & DEVELOPMENT	Q2 2022
	Completion reviewed at last report to Q1 2023. RFP was awarded, fieldwork is now completed and the final report is expected by mid-December.		
Facility Energy Retrofitting	Retro fitting identified by the audit and approved by council	MUNICIPAL SERVICES	Q4 2022
	This project is delayed pending the completion of the Facility Energy Audit above. Following the final Facility Energy Audit report Administration will propose the projects identified that can be funded from energy cost savings. The delay means that completion of the retrofitting projects will be extended to Q4 2024.		
Unidirectional Hydrant Flushing/Main Valve Exercise Program	Regular hydrant flushing maintenance program	MUNICIPAL SERVICES	Q4 2022
	Completion reviewed at last report to Q4 2022. Approximately 75% of the catch up work budgeted for 2022 is now complete, with the remaining work to be completed in 2023. Supporting policy documentation will be in place by the end of the year, and ongoing operational budgeting is included in the 2023 budget proposal.		
Asset Management System Implementation	Implementation of citywide for the management of workflows, asset maintenance and long range planning	CORPORATE SERVICES	Q4 2022
	Implementation of the system is complete and operationalizing will be completed on schedule. Going forward the collection of experiential and condition information will be added to the system to allow for expanded support in asset management decisions.		
Asset Management Large Asset Inventory	Contracted engineering firm to conduct breakdown of large facilities to individual assets	MUNICIPAL SERVICES	Q4 2022
	Priority was given to the implementation of the asset management system in 2022. Large asset and condition information will be collected over the next year. Due to the prioritization of the system implementation completion of the large asset and condition information project will need to be extended to Q3 2023.		
Plan for the Capital Independence of Municipal Utilities	Financial plan to ensure that utility rates allow for independent sustainability of the utilities	CORPORATE SERVICES	Q1 2023
	Administration has begun the analysis to address the transition to financially independent municipal utilities and the project is on schedule.		
50 Year Transportation Infrastructure Management Plan	Includes condition assessment of all transportation assets and long range plan	MUNICIPAL SERVICES	Q4 2023
	Administration has included this project in the 2023 operating budget proposals for completion in 2023 pending approval of the project budget.		

50 Year Utilities Infrastructure Management Plan	Includes condition assessment of all utilities assets and long range plan	MUNICIPAL SERVICES	Q4 2023
	Administration has included this project in the 2023 operating budget proposals for completion in 2023 pending approval of the project budget.		
50 Year Fleet Management Plan	Includes condition assessment of all fleet assets and long range plan	MUNICIPAL SERVICES	Q4 2023
	Administration has not initiated work on this project but the project is still on schedule for the planned completion target.		
Asset Management Monitoring & Evaluation	Setup the ongoing management of function	MUNICIPAL SERVICES / CORPORATE SERVICES	Q4 2023
	Administration has included this project in the 2023 operating budget proposals for completion in 2023 pending approval of the project budget.		
I & I Residential Disconnection Program	Both an education and a physical disconnection program	MUNICIPAL SERVICES	Q2 2024
	Initial public education has already begun and will continue. The physical disconnection program has not initiated but the project is still on schedule for the planned completion target. Project strategy will be undertaken in 2023 to ensure that budget requirements are understood for inclusion in the 2024 operating budget.		
50 Year Facilities Management Plan	Includes condition assessment of all facilities assets and long range plan	MUNICIPAL SERVICES	Q4 2024
	Administration has not initiated work on this project but the project is still on schedule for the planned completion target.		
I & I Manholes Barrel Lining	Trail lining product then complete 10 manhole linings	MUNICIPAL SERVICES	Q4 2024
	This project is a duplication of the Sewer Manhole Maintenance Program and can be removed from tracking.		

STRATEGIC PLANNING AND CORPORATE BUDINESS PLAN UPDATE

PRIORITY #2: EDUCTION & CAREER OPPORTUNITIES

UPDATE Q3 2022 DELIVERED NOVEMBER 23, 2022

	COMPLETE	DELAYED	ON SCHEDULE	TOTAL
PROJECT STATUS	2	1	5	8

PROJECT	DESCRIPTION	DEPARTMENT LEAD	COMPLETION
Providing Non-Academic Student Support	Provide referrals to international and domestic students for community services & supports.	PLANNING & DEVELOPMENT	Q3 2022
	Project budget was approved in 2022. All aspects of the project are complete however filling the position was delayed until the International Students program resumes.		
International Student Settlement Assistance	Hiring student support person to ssist students integrating in Canada. Includes connections to organizations, events and supports, coordinating transportation, housing.	PLANNING & DEVELOPMENT	Q3 2022
	Project budget was approved in 2022. All aspects of the project are complete however filling the position was delayed until the International Students program resumes.		
Grow International Student Enrollment	Develop relationships with PSIs with an existing international program and/or work with education partners to connect them with an international recruitment agency.	PLANNING & DEVELOPMENT	Q3 2022
	Administration continues to work with PSI partners to consider additional programs for International Student attendance. The first International Student cohort was delayed to Q3 2023		
Identify Educational Opportunities & Gaps	A report on education opportunities and gaps in the community with the education and economic development committees.	PLANNING & DEVELOPMENT	Q1 2023
	Administration has opened conversations with the committees and the local schools to discuss opportunity gaps and the project is still on schedule for the planned completion target.		
Plan For The Sustainability Of The Zero Fee Tuition Program	Education committee & U of A CUP ZFT research project to inform council on potential sustainability strategies to consider for future policy decisions and administration	PLANNING & DEVELOPMENT	Q4 2023
	Administration has not initiated work on this project but the project is still on schedule for the planned completion target.		

Increase In-Person Programming Options	Implementation of programming recommendation from the educational opportunities & gaps report.	PLANNING & DEVELOPMENT	Q4 2024
	Administration has not initiated work on this project but the project is still on schedule for the planned completion target.		
Develop Stronger & New Post Secondary Relationships	Continue developing psi relationships to enable the implementation of programming recommendations.	PLANNING & DEVELOPMENT	Q4 2024
	Administration has not initiated work on this project but the project is still on schedule for the planned completion target.		
Investigate Technical Training Program Opportunities	Specialized training programs (ie. airport fire training, trench rescue).	PLANNING & DEVELOPMENT	Q4 2024
	Administration has not initiated work on this project but the project is still on schedule for the planned completion target.		

STRATEGIC PLANNING AND CORPORATE BUSINESS PLAN UPDATE

PRIORITY #3: INCLUSIVE, DIVERSE AND WELCOMING COMMUNITY

UPDATE Q3 2022 DELIVERED NOVEMBER 23, 2022

	COMPLETE	DELAYED	ON SCHEDULE	TOTAL
PROJECT STATUS	7	6	5	18

PROJECT	DESCRIPTION	DEPARTMENT LEAD	COMPLETION
Land Acknowledgment & Treaty/Metis Flags	Communications works with administration and Metis elders to prepare a land acknowledgment	ADMINISTRATION	Q2 2022
	Project and supporting policy documentation are complete.		
Hiring For Diversity	Highlight diversity in your job ads, diverse job boards, diverse referrals, blind screening of résumés, diverse interview panels , avoid biases.	ADMINISTRATION	Q3 2022
	All job ads now highlight the Town's commitment to diversity, blind screening is now in place and staff are receiving training on avoiding bias in recruitment. A policy governing Fair Hiring Practices is underdevelopment and is expected to be in place by yearend.		
Special Days/Weeks Of The Year	Policy recognizing occasions such as “national or international day of...” this can be done through proclamations, flag lowering or events	ADMINISTRATION	Q3 2022
	Administration has developed a policy that combines the current policies on proclamations and flags, and also address events. This policy will be presented to Council for approve by the end of the year or early in 2023 if timing doesn't permit.		
Cultural Diversity Training Program (Internal & External Focus)	Community and organizational cultural diversity training program	COMMUNITY & RECREATION SERVICES	Q3 2022
	Project is complete with initial sessions and a community Round Dance being held in 2022. Administration has included an ongoing financial commitment to continuing these session in the 2023 budget proposal.		
Seniors Council Advisory Committee	Viability and needs consideration in fall of 2022 in preparation of Organizational meeting.	COMMUNITY & RECREATION SERVICES	Q3 2022
	Project is complete as no specific need or desire was identified for implementation at the organizational meeting.		

Accessibility & Inclusive Amenities	Preparing a diversity and inclusive policy for Council's consideration and decision	COMMUNITY & RECREATION SERVICES	Q3 2022
	Administration is currently preparing the draft policy and it will be presented for Council's consideration in Q1 2023.		
Equality, Diversity and Inclusivity Framework	Document to capture the organizations commitment to equality, diversity and inclusivity in the organization and the community.	ADMINISTRATION	Q4 2022
	Preparation of the EDI framework is delayed as Administration has focused on other priorities. A framework from another community is being used as the base document and Administration is going to attempt to have the framework presented to Council for feedback in early 2023.		
Youth Council Advisory Committee	Prepare structure and organizational parameters plus terms of reference	COMMUNITY & RECREATION SERVICES	Q4 2022
	Project Complete. Bylaw scheduled to receive final reading on November 23rd and the associated costs have been included in the 2023 operating budget proposal.		
Public Transportation	On-demand transit to for under served population, may be economically feasible if coupled with CETC students.	COMMUNITY & RECREATION SERVICES	Q4 2022
	Administration is currently conducting the feasibility analysis for Community Public Transportation. This work is not expected to be completed by yearend and a project extension to Q2 2023 is required.		
Stat Holiday Alignment With Employee Beliefs	To develop a program that would allow staff to transfer statutory religious holidays to align with their personal beliefs.	ADMINISTRATION	Q4 2022
	Administration has not been able to complete this project and will propose a new timeline for the project in 2023.		
Staff Profiles	Recognize staff within the organization and in the community, and highlight the work that town staff do, it's importance and value to the community	ADMINISTRATION	Q4 2022
	Project is complete and roll out of the profile will begin by the end of the year.		
Update Mission & Values To Reflect Equality, Diversity & Inclusivity	Strategic planning activity to capture the commitment to equality, diversity and inclusivity in foundational statements	ADMINISTRATION	Q4 2022
	A review of the Town's Mission and Vision were not part of the strategic planning activities this year. Administration will propose strategic planning activity for this purpose by Q2 2023.		

Multicultural Welcoming Centre	Find example of dedicated building run by independent organization	COMMUNITY & RECREATION SERVICES	Q2 2023
	Administration has not initiated work on this project but the project is still on schedule for the planned completion target.		
Youth Centre	Find example of dedicated building and organizational structure	COMMUNITY & RECREATION SERVICES	Q2 2023
	Administration has not initiated work on this project but the project is still on schedule for the planned completion target.		
Community Engagement Strategy	Implementing engagement tools to allow the town to engage with the community, including through online forums	ADMINISTRATION	Q2 2023
	Administration has included this project in the 2023 operating budget proposals for completion in 2023 pending approval of the project budget.		
Cultural Awareness Training Program	Ongoing cultural awareness session for both council and administration to bring awareness to the diversity of our community	ADMINISTRATION	Q3 2023
	Project is complete with initial sessions being held in 2022. Administration has included an ongoing financial commitment to continuing these session in the 2023 budget proposal.		
Welcome Wagon	Chamber of commerce will present and execute program of welcoming committee	COMMUNITY & RECREATION SERVICES	Q4 2023
	Project is complete and Town information and promotions materials are being forwarded to the Chamber of Commerce for use in their Welcome Wagon program.		
Review of Policy, Procedures & Bylaws to Ensure	Review existing documents to ensure gender-neutral language and establish a procedure to review new documents before approval	ADMINISTRATION	Q4 2023
	Administration has not initiated work on this project but the project is still on schedule for the planned completion target.		

STRATEGIC PLANNING AND CORPORATE BUDINESS PLAN UPDATE

PRIORITY #4: ECONOMIC DEVELOPMENT & DIVERSITY

UPDATE Q3 2022 DELIVERED NOVEMBER 23, 2022

	COMPLETE	DELAYED	ON SCHEDULE	TOTAL
PROJECT STATUS	3	3	8	14

PROJECT	DESCRIPTION	DEPARTMENT LEAD	COMPLETION
New Business Recognition	Procedure on the program to connect with new businesses in Drayton Valley to welcome them to the business community and establish connections and build	PLANNING & DEVELOPMENT	Q2 2022
	Project is complete and all supporting policy documents are complete.		
EDA Ec Dev Training For Elected Officials	Elected officials training for council and foundations training for committee	PLANNING & DEVELOPMENT	2022
	Training was defered. Administration still feels that this training is important and it will be rescheduled for 2023.		
Long-Term Economic Development Strategy	Develop a long term economic development strategy for the Town of Drayton Valley. This will help identify goals, priorities and work plans that will guide Administrations	PLANNING & DEVELOPMENT	Q3 2022
	Project is complete and Growth Services is rolling out the supporting software now.		
Women in Business	Conference event in partnership with Chamber of Commerce & County, look to repeat annually	PLANNING & DEVELOPMENT	Q3 2022
	Administration was unable to find partner organizations to host this function in 2022. Growth Services will continue to search for partner organizations to host the event in 2023.		
Small Business Week	Conference event in partnership with Chamber of Commerce & County, look to repeating annually	PLANNING & DEVELOPMENT	Q4 2022
	Administration was unable to find partner organizations to host this function in 2022. Community communications for Small Business week was used to the promote the week in 2022. Growth Services will continue to search for partner organizations to host the event in 2023.		

Investment Package/ Community Profilepotential	Develop a community/ investment profile for Drayton Valley that includes social and economic conditions and trends. Information will be available to the public and	PLANNING & DEVELOPMENT	2023
	Administration has not initiated work on this project but the project is still on schedule for the planned completion target.		
Regional Collaboration On Economic Development	Administrative working group to Identify joint economic development projects that would be mutually beneficial to both the Town and the County. These can be projects,	PLANNING & DEVELOPMENT	Q4 2023
	Administration has not initiated work on this project but the project is still on schedule for the planned completion target.		
Downtown Revitalization	Develop a design concept for the downtown area. Engagement with downtown business owners to get buy-in. Working with local organizations to promote events in	PLANNING & DEVELOPMENT	2023
	Administration has not initiated work on this project but the project is still on schedule for the planned completion target.		
Business Visitation Program And Relationship Building	Establish a business visitation program to gather data on local business community and identify any common workplace challenges,	PLANNING & DEVELOPMENT	Q4 2024
	Administration has not initiated work on this project but the project is still on schedule for the planned completion target.		
Industry Gap Analysis & Labour Market Analysis (Ec Development Focus)	Undertaking studies that will identify industries that have not yet been established in Drayton Valley as well as highlighting gaps between the skills that are available and	PLANNING & DEVELOPMENT	Q4 2024
	Administration has included this project in the 2023 operating budget proposals for completion in 2023 pending approval of the project budget.		
Alberta Living Wage Network	Work with the University of Alberta research team to conduct a research project in Drayton Valley/County region to calculate the community's living wage. This will provide	PLANNING & DEVELOPMENT	2024
	This project is complete. The final report will be presented to Council in 2023.		
Tourism Development Strategy	Hospitality and Tourism initiatives were identified as a priority through a community survey. Contractors to be brought in to assist in strategy development. Connecting	PLANNING & DEVELOPMENT	Q4 2025
	Administration has not initiated work on this project but the project is still on schedule for the planned completion target.		

Business Supports Resource Centre (In-Person & Online)	A program and space to connect business owners with information that is relevant to current workplace challenges and connect businesses with supports and resources	PLANNING & DEVELOPMENT	Q4 2025
	Administration has not initiated work on this project but the project is still on schedule for the planned completion target.		
CETC Renaming and Brand Alignment	Renaming/Re-branding exercise to be managed through third party contractor. This will happen organically as we start to develop a concept for the centre. Once we decide	PLANNING & DEVELOPMENT	Q4 2025
	Administration has not initiated work on this project but the project is still on schedule for the planned completion target.		

STRATEGIC PLANNING AND CORPORATE BUDINESS PLAN UPDATE

PRIORITY #5: INTERGOVERNMENTAL RELATIONSHIPS

UPDATE Q3 2022 DELIVERED NOVEMBER 23, 2022

	COMPLETE	DELAYED	ON SCHEDULE	TOTAL
PROJECT STATUS	4	0	1	5

PROJECT	DESCRIPTION	DEPARTMENT LEAD	COMPLETION
Inviting Other Governments To Ribbon Cuttings	Ensuring that groups/stakeholders involved in community projects are recognized appropriately for their contributions Communications will be available to take photos and	ADMINISTRATION	Q2 2022
	This project is complete. An administrative procedure has been developed and is implemented.		
Inter-Municipal Information Exchange Events	Casual events for Town and County Council to share information informally	ADMINISTRATION	Q4 2022
	Invitations to host these events have been extended to the County. The regular events will be scheduled as soon as the invitation is accepted.		
Joint Advocacy For Energy Delivery Charges	Collaboration between municipal energy managers in Alberta to advocate for more equitable delivery charge rates for municipalities. Engaging with AUMA, RMA,	PLANNING & DEVELOPMENT	Q4 2022
	This project is complete. Administration has connected with a group lobbying for more equitable delivery charge rates. The lobby efforts are ongoing.		
Regional Government Meetings (Semi-Annual)	Semi-annual event with all regional governments and government agencies to increase regional collaboration	ADMINISTRATION	Q1 2023
	Administration has not initiated work on this project but the project is still on schedule for the planned completion target.		
E-Ventures Electric Vehicle Charging Network Project	Collaborative project with 6 other municipalities (inc Edmonton) to create a network of electric vehicle chargers in the under served region of central-north Alberta to	PLANNING & DEVELOPMENT	2023
	This project is complete. Administration has connected with a group seeking funding for the charging stations. No further action is required until funding is identified.		

STRATEGIC PLANNING AND CORPORATE BUDINESS PLAN UPDATE

PRIORITY #6: COMMUNITY CLEAN-UP, BEAUTIFICATION & STANDARDS

UPDATE Q3 2022 DELIVERED NOVEMBER 23, 2022

	COMPLETE	DELAYED	ON SCHEDULE	TOTAL
PROJECT STATUS	2	0	7	9

PROJECT	DESCRIPTION	DEPARTMENT LEAD	COMPLETION
DMH Parks Land Use Bylaw Amendment	Adding architectural controls for DMH and DMH parks in the community	PLANNING & GROWTH	Q3 2022
	This project is complete having receive final reading on the amending bylaw.		
Community Standards Bylaw Review	Update and make it easier for the public to read and understand and increase town’s ability to enforce the standards	PROTECTIVE SERVICES	Q3 2022
	This project is complete having receive final reading on the amending bylaw.		
Municipal Facility Branding	Investigation into opportunities to bring consistencies to all town facilities	ADMINISTRATION	Q3 2022
	Administration has included this project in the 2023 operating budget proposals for completion in 2023 pending approval of the project budget.		
Community Trail Lighting	Investigation into lighting options for the ring road & 50th ave trails	MUNICIPAL SERVICES	Q4 2022
	Administration has included this project in the 2023 operating budget proposals for completion in 2023 pending approval of the project budget.		
Municipal Attraction Signage	Investigate interactive wayfinding map and consider locations	MUNICIPAL SERVICES	Q4 2022
	Administration has included this project in the 2023 operating budget proposals for completion in 2023 pending approval of the project budget.		

Dead Tree Replacement Program	Program to identify and replace dead trees	MUNICIPAL SERVICES	Q4 2023
	Administration has not initiated work on this project but the project is still on schedule for the planned completion target.		
Restoration of Parks Facilities	Look at viable options and acquire quotations for next budget deliberation from the getting DV back to work list	MUNICIPAL SERVICES	Q4 2024
	Administration has not initiated work on this project but the project is still on schedule for the planned completion target.		
Playground Sunshades	Identify locations where sunshades would be appropriate and get costs	MUNICIPAL SERVICES	Q4 2024
	Administration has included this project in the 2023 operating budget proposals for completion in 2023 pending approval of the project budget.		
Storefront Beautification Incentive Program	Municipal cost sharing grants for building storefront renovations to align with design standards, three year program	PLANNING & GROWTH	Q4 2025
	Administration has included this project in the Economic Development Strategic plan and the project is still on schedule for the planned completion target.		

STRATEGIC PLANNING AND CORPORATE BUDINESS PLAN UPDATE

PRIORITY #7: MAXIMIZE USE AND REVENUE OF MUNICIPAL FACILITIES

UPDATE Q3 2022 DELIVERED NOVEMBER 23, 2022

	COMPLETE	DELAYED	ON SCHEDULE	TOTAL
PROJECT STATUS	2	0	3	5

PROJECT	DESCRIPTION	DEPARTMENT LEAD	COMPLETION
Relocation of The DV Municipal Library	Supporting the library board preparing a draft of their business case	COMMUNITY & RECREATION SERVICES	Q2 2022
	This project complete as Administration has received the Library'sbusiness case for relocation of the Library to Park Valley Pool. If this location is not choosen as the correct location Administration could assist with the development of a new business case.		
Facility Inventory (What We Have And How Its Used)	Survey of facilities and how they are being used	COMMUNITY & RECREATION SERVICES	Q4 2022
	This project is in progress, and the final reporting is planned to be presented the Recreation Committee by the planned completion date.		
Community User Engagement, Events Concierge	Development of an events portal to coordinate user experience and maximize usage of facilities and resources	COMMUNITY & RECREATION SERVICES	Q4 2022
	Complete, events support process through Community and Recreation department with potential support of Recreation Committee and Sustainability Committee. Administration will document this process in a procedure by the end of the year.		
Review Affordable Housing Requirements	Review of the requirements for clients to use town affordable housing to ensure maximum usage	COMMUNITY & RECREATION SERVICES	Q1 2023
	Administration has not initiated work on this project but the project is still on schedule for the planned completion target.		
Tournament and Conference Packages	Preparing promotional package that can be distributed annually.	COMMUNITY & RECREATION SERVICES	Q2 2023
	Administration has included this project in the 2023 operating budget proposals for completion in 2023 pending approval of the project budget.		

STRATEGIC PLANNING AND CORPORATE BUDINESS PLAN UPDATE

PRIORITY #8: ORGANIZATIONAL CULTURE & OPERATIONAL EFFICIENCIES

UPDATE Q3 2022 DELIVERED NOVEMBER 23, 2022

	COMPLETE	DELAYED	ON SCHEDULE	TOTAL
PROJECT STATUS	3	3	6	12

PROJECT	DESCRIPTION	DEPARTMENT LEAD	COMPLETION
Fleet GPS System	Implement a GPS system to increase operational/safety efficiencies and enhance town image while improving service level and responding to public concerns	MUNICIPAL SERVICES	Q3 2022
	This project is complete. The hardware has been ordered and installation will be scheduled as soon as it is available.		
Bylaw, Policy And Procedure Review	Develop a plan and procedure for the regular review of key high priority legislative documents on a five year schedule	ADMINISTRATION	Q3 2022
	Administration has prepared a policy for Council's approval. The policy will be presented for approval by the end of the year.		
Organizational Branding Consolidation & Alignment	Development of a branding guidelines document including a review of existing guidelines and capture in a policy document	ADMINISTRATION	Q3 2022
	Administration has prepared a policy for Council's approval. The policy will be presented for approval by the end of the year.		
Cross Training And Succession Planning	Administrative directive to help our teams cross train and find opportunities for growth and development internally to retain knowledge and experience	ADMINISTRATION	Q3 2022
	High turnover has delayed this project. The Senior Leadership Team will tackle this project in 2023.		
Customer Service / Complaint Management System	Fulfills the need for a fully automated customer management. Complaint management, work orders, service delivery and response tracking. System includes a	CORPORATE SERVICES	Q3 2022
	The customer service directive and complaint management system is in place and widely sued in the organization. Regular report is being made to the management and quarterly reporting to Council.		

Agenda Management Software	Fulfills the need for full automation, department heads to create items, analytics, in a more efficient process	ADMINISTRATION	Q3 2022
	The agenda management software is in use. The new software allows for better meeting management and the direct involvement of more staff in the development of materials for Council consideration.		
Move FIRE Training Facility to County Yard	Operational efficiencies and asset protection	PROTECTIVE SERVICES	Q4 2022
	Administration has included this project in the 2023 operating budget proposals for completion in 2023 pending approval of the project budget.		
Address Staffing Capacity Challenges	With the documentation of the new corporate business plan, identification and plan for capacity challenges	ADMINISTRATION	Q4 2022
	In 2022 a number of the staffing capacity issues were addressed by rehiring previously eliminated positions. Administration is continueing to review the timelines of the corporate business plan.		
Leadership Group Training (Leadership, Mental Health, Etc.)	Research and develop programs to enrich the leadership team and record this commitment in a policy	ADMINISTRATION	Q4 2022
	Some leadership training was completed in 2022. Administration has included this project in the 2023 operating budget proposals for completion in 2023 pending approval of the project budget.		
Employee Recognition Programs	Standardize and grow a recognition program for all staff and record this commitment in a policy	ADMINISTRATION	Q2 2023
	Administration has included this project in the 2023 operating budget proposals for completion in 2023 pending approval of the project budget.		
Organization Culture & Expectations Guidelines	Develop a policy and implement processes that ensure that we are creating an environment that promotes a healthy workplace that is committed to all finding a	ADMINISTRATION	Q3 2023
	Administration has not initiated work on this project but the project is still on schedule for the planned completion target.		
Purpose Built Budget Solution	Fraining and implementing serenic budget module	CORPORATE SERVICES	2023
	Administration has developed a budgeting process being trailed in 2022. Additional improvements will be made in 2023 and a final decision if a separate software is required.		

STRATEGIC PLANNING AND CORPORATE BUSINESS PLAN UPDATE

PRIORITY #9: OTHER STRATEGIC PRIORITIES

UPDATE Q3 2022 DELIVERED NOVEMBER 23, 2022

	COMPLETE	DELAYED	ON SCHEDULE	TOTAL
PROJECT STATUS	8	0	9	17

PROJECT	DESCRIPTION	DEPARTMENT LEAD	COMPLETION
Coordination of Local Homelessness Supports	Interagency collaborative group that will ensure communication about existing community services	COMMUNITY & RECREATION SERVICES	Q2 2022
	Completed, community groups that have goals to reduce homelessness and poverty meet on a regular basis, to keep each other informed and to explore potential partnerships, as a homelessness interagency group.		
Housing First Initiative	Support of humans helping humans initiatives to provide transitional housing for homeless individuals.	COMMUNITY & RECREATION SERVICES	Q2 2022
	Project was to support a local group with applications to the Rapid Housing Initiative. Applications were submitted and the group was not successful in receiving a grant. At this time no further application opportunities are available.		
Shelter Pods Program	Provision of year round emergency shelter	COMMUNITY & RECREATION SERVICES	Q3 2022
	Completed Shelter Pods program in place. Provincial funding has also been identified for operations.		
Poverty Reduction Strategy	Develop a community plan that will bring families and individuals living in the community above the poverty line	COMMUNITY & RECREATION SERVICES	Q3 2023
	Administration has not initiated work on this project but the project is still on schedule for the planned completion target.		
Community Housing Strategy	Enabling housing choice project which is producing a report through research with recommendations for the community housing strategy	COMMUNITY & RECREATION SERVICES	Q2 2023
	Administration has not initiated work on this project but the project is still on schedule for the planned completion target.		

Initiate a Conversation With AHS	Set up a conversation / communication	ADMINISTRATION	Q4 2022
	Direct and consistent dialogue with AHS is now in place. AHS is engaging with the municipality on health care challenges in the community. The Town will continue to use this relationship to address health needs.		
Government Lobby for Restoration of Services	Set up a conversation / communication	ADMINISTRATION	Q4 2022
	The Town is actively working with AHS, the Minister of Health and a number of other organization to restore and protect locally delivered health services. The establishment of tis lobby begins a long term process of ensuring the Drayton Valley message is heard.		
Medical Services Inventory	Producing a database of current medical clinics staff levels	COMMUNITY & RECREATION SERVICES	Q2 2023
	Administration has not initiated work on this project but the project is still on schedule for the planned completion target.		
Address EMS Code Red Situation	Report on and continue the lobby efforts with industry associations to improve ems services	PROTECTIVE SERVICES	Q3 2023
	Administration has not initiated work on this project but the project is still on schedule for the planned completion target.		
Community Peace Officer and Enforcement Officer Bylaws Review	Review and update to reflect current program requirements	PROTECTIVE SERVICES	Q4 2022
	Administration has developed a draft of the required amendments for these bylaws. They are expected to be ready for Council review by the end of the year.		
Mental Health Professionals For Police Response	PACT initiative	COMMUNITY & RECREATION SERVICES	Q4 2022
	PACT Team finalization of tasks and discontinuation of the committee confirmed by Council. PACT is initiated and rolled out with support of Rocky Mountain House division.		
Emergency Management Plan and Training	Finish revisions of plan and approval by council and training of the agency	PROTECTIVE SERVICES	Q2 2023
	Administration has developed many of the planning documents for emergency management and a training framework is now in place.		

Additional Controlled Crossings	Lighted cross walks for seven priority areas	MUNICIPAL SERVICES	Q3 2023
	Administration has included this project in the 2023 operating budget proposals for completion in 2023 pending approval of the project budget.		
Support The 55+ Club Centre	Promote their programming and facility use	COMMUNITY & RECREATION SERVICES	Q2 2022
	This project was to engage with the 55+ club to promote their programming and facility to the community. This relationship is now established, and the support will be ongoing.		
Support Drakes Handi-Bus	Referring clients and increase ridership	COMMUNITY & RECREATION SERVICES	Q2 2022
	This project was to engage with Drakes Handi-Bus to promote their service to the community in an effort to increase ridership. This relationship is now established, and the support will be ongoing.		
Support Augmentation Of Local Home Care	Research other and increase opportunities for various models of local home care	COMMUNITY & RECREATION SERVICES	Q2 2023
	Administration has not initiated work on this project but the project is still on schedule for the planned completion target.		
Support Hospital Resource Navigation	Providing in-person support to local clients that need support in accessing medical and health resources	COMMUNITY & RECREATION SERVICES	Q2 2023
	Administration has included this project in the 2023 operating budget proposals for completion in 2023 pending approval of the project budget.		



MINUTES

Regular Council Meeting

9:00 AM – Wednesday, November 9, 2022
Council Chambers

The Regular Council Meeting of the Town of Drayton Valley was called to order on Wednesday, November 9, 2022, at 9:00 AM, in the Council Chambers, with the following members present:

PRESENT: Mayor Nancy Dodds, Councillor Colin Clarke, Councillor Rick Evans, and Councillor Tom McGee, Aishah Mohd Isa, Bree Mastre, Derek Starnes, Elvera Thomson, Hans van Klaveren, Jennifer Stone, Ken Woitt, Lola Strand, Nathan Palovcik, Sabine Landmark, Tom Thomson, Annette Driessen, Cody Rossing, Heather Polard, Kelsey Baker, and Tanya Harding

ABSENT: Councillor Amila Gammana, Councillor Bill Ballas, and Councillor Monika Sherriffs

1. ADDITIONS TO THE AGENDA

There were no additions to the agenda

2. ADOPTION OF THE AGENDA

2.1. Adoption of the Agenda for the November 9th, 2022 Regular Meeting of Council

RESOLUTION #221/2022

Councillor Colin Clarke moved that Council adopt the Agenda for the November 9, 2022 Regular Meeting of Council

Carried

3. CORRECTIONS OR AMENDMENTS

There were no corrections or amendments

3.1. October 26, 2022 Regular Meeting of Council

3.2. October 26, 2022 Organizational Meeting of Council

4. ADOPTION OF

4.1. October 26, 2022 Organizational meeting of Council Minutes/Regular Meeting of Council Minutes

RESOLUTION #222/2022

Councillor Tom McGee moved moved that Council approve the minutes from the October 26, 2022 Organizational Meeting and, the October 26 Regular Council Meeting.

Carried

5. PROCLAMATIONS

There are no proclamations for this item

6. PUBLIC HEARINGS

- 6.1. Non-Statutory Public Hearing November 9th: Variance Request for As-Built Deck, Application DV22-051 (5233 - 45 Ave)

There is a separate set of minutes for this item

- 6.2. Non-Statutory Public Hearing November 9th: Variance Request for As-Built Shed, Application DV22-049 (5233 - 45 Ave)

There is a separate set of minutes for this item.

7. DELEGATIONS (10 MINS EACH)

- 7.1. Drayton Valley Mighty Learners

Ray Jasmin Paul presented Council with their business model for a new daycare center.

- 7.2. Delegation Request Curtis Buchan

Curtis Buchan presented Council with a proposal to expand the Disc Golf Course.

8. BUSINESS ARISING FROM DELEGATIONS

There were no comments under this item

9. DECISION ITEMS

- 9.1. Variance Request at 5233 – 45 Ave (Lot 5; Block 112; Plan 772TR)
As-Built Shed, Development Permit Application DV22-049

RESOLUTION #223/2022

Councillor Colin Clarke moved That Council Approve Development Permit DV22-049, with conditions as presented.

Carried

- 9.2. Variance Request at 5233 – 45 Ave (Lot 5; Block 112; Plan 772TR)
As-Built Deck, Development Permit Application DV22-051

RESOLUTION #224/2022

Councillor Rick Evans moved that Council Approve Development Permit DV22-051, with the recommended conditions as presented.

Carried

Mayor Dodds called a break at 9:59a.m.

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

- 9.3. Youth Advisory Committee

RESOLUTION #225/2022

Councillor Colin Clarke moved that Council give First Reading to Bylaw NO. 2022/18/C Youth Advisory Committee, as presented.

Carried

RESOLUTION #226/2022

Councillor Tom McGee moved that Council give Second Reading to Bylaw NO. 2022/18/C Youth Advisory Committee, as presented.

Carried

- 9.4. Community Events Grant 4th Quarter

RESOLUTION #227/2022

Councillor Tom McGee moved that Council accept the Community Grants fourth quarter update as information only.

Carried

- 9.5. Rezoning Bylaw 2022-17-D First Reading: Rezoning Undeveloped Land Southwest of 46 Avenue & 47 Street to (S-URB), Urban Reserve District

RESOLUTION #228/2022

Councillor Rick Evans moved that Council Approve First Reading of proposed Rezoning Bylaw 2022-17-D, as presented.

Carried

- 9.6. Disposal of Crack Sealer

RESOLUTION #229/2022

Councillor Rick Evans moved that Council approve the disposal of the crack sealer equipment and approve \$50,000 in operating budget for 2023 for crack sealing of roads.

Councillor Clarke made a friendly amendment that Council consider \$50,000 in Operating Budget for 2023 crack sealing of roads.

Councillor Evans accepted the Friendly Amendment.

Carried

10. DEPARTMENT REPORTS

- 10.1. November 9, 2022 Planning and Development Report
Ken Woitt provided Council with an update on Planning and Development

- 10.2. Municipal Services(Abid Malik)
Abid Malik provided Council with an update on Municipal Services.

- 10.3. Protective and Emergency Services (Tom Thomson)
Chief Thomson was not present to provide a report.
- 10.4. Community & Recreation Services Department - Council Report
Lola Strand provided Council with an update for Community and Recreation Services Department.
- 10.5. Corporate Services and Finance (Elvera Thomson)
There were no updates from Corporate Services.
- 10.6. Growth Services Report
Luke Pantin provided Council with an update on Growth Services.
- 10.7. Communications Department Report
Jennifer Stone presented Council with an update on the Communications Department.
- 10.8. CAO Brief Closed FOIP Section 24(1)(A)

RESOLUTION #230/2022

Councillor Colin Clarke moved that Council add a CAO Briefing Closed Session to the Council Meeting

Carried

11. COUNCIL REPORTS

- 11.1. Councillor Gammana
Was not present to provide a report
- 11.2. Councillor Clarke
- Homelessness Forum Update
- 11.3. Councillor Evans
- Workplace Harrassment Training
- Growth Services Review
- Priorities and Planning Session
- Shared Resident concerns about Snow Removal
- 11.4. Councillor Sherriffs
Was not present to provide a report
- 11.5. Councillor McGee
- Council Retreat/Planning Session
- Mens Mental Health Update

11.6. Deputy Mayor Ballas
Was not present to provide a report

11.7. Mayor Dodds
- Lunch with O'chieese First Nation, Clear Water County, Rocky Mountain House
- Meeting with ALC - National Childcare Proposal
- First Poppy Presentation at the Legion
- Pumpkin Walk
- Strategic Planning
- Budget Meetings

12. COUNCIL ITEMS

12.1. Council-Initiated Items

12.2. What Happened This Week - Various Thoughts and Ideas

12.3. Round Table Discussion
Mayor Dodds called a break for lunch at 12:01p.m.

13. INFORMATION ITEMS

14. ADJOURNMENT

Mayor Dodds Adjourned the meeting at 2:00p.m.

Mayor

CAO

MINUTES OF NON-STATUTORY PUBLIC HEARING

November 9, 2022

Development Permit Application DV22-049

THOSE PRESENT:

Mayor Dodds
Councillor Clarke
Councillor Evans
Councillor McGee
Ken Woitt, General Manager of Planning and Growth
Hans van Klaveren, General Manager of Community Services and Recreation

Berkley Hofmann, Immediate Help Desk Analyst
Pam Macwilliam, Administrative Assistant
Kelsey Baker, Communications Assistant (Call-In)
Graham Long, Drayton Valley and District Free Press
Members of the Public

Jerreck Connors, Development Planner

ABSENT: Deputy Mayor Ballas
Councillor Gammana
Councillor Sherriffs

ITEM

Development Permit Application DV22-049

DECLARE THE NON-STATUTORY PUBLIC HEARING OPEN

Mayor Dodds declared the Public Hearing open at 9:10 a.m.

PURPOSE OF THE PUBLIC HEARING

To receive comments, concerns, and questions from the public regarding the proposed setback variances for a Storage Shed at 5233 - 45 Avenue.

BACKGROUND

Administration received a Development Permit application for an existing storage shed at 5233 – 45 Avenue to bring into compliance with the current Land Use Bylaw.

Development Permit DV22-049 seeks to reduce the rear setback for the Storage Shed from 1.0m to 0.0m, permitting the structure to abut the rear property line.

A decision on these applications may be made today, depending on 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

ADMINISTRATION WILL READ OUT ANY WRITTEN SUBMISSIONS RECEIVED

There were no written submissions received.

CALL FOR COMMENTS FROM ADMINISTRATION

Mr. Connors advised that administration's comments will be delivered as part of the subsequent request for decision pertaining to this item.

CALL FOR COMMENTS FROM THE FLOOR

There were no comments from the floor.

DECLARE THE PUBLIC HEARING CLOSED

Mayor Dodds declared the Public Hearing closed at 9:12 a.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT

MINUTES OF NON-STATUTORY PUBLIC HEARING

November 9, 2022

Development Permit Application DV22-051

THOSE PRESENT:

Mayor Dodds
Councillor Clarke
Councillor Evans
Councillor McGee
Ken Woitt, General Manager of Planning and Growth
Hans van Klaveren, General Manager of Community Services and Recreation
Jerreck Connors, Development Planner

Berkley Hofmann, Immediate Help Desk Analyst

Pam Macwilliam, Administrative Assistant
Kelsey Baker, Communications Assistant (Call-In)
Graham Long, Drayton Valley and District Free Press
Members of the Public

ABSENT: Deputy Mayor Ballas
Councillor Gammana
Councillor Sherriffs

ITEM

Development Permit Application DV22-051

DECLARE THE NON-STATUTORY PUBLIC HEARING OPEN

Mayor Dodds declared the Public Hearing open at 9:06a.m.

PURPOSE OF THE PUBLIC HEARING

To receive comments, concerns, and questions from the public regarding the proposed setback variances for a Deck at 5233 - 45 Avenue.

BACKGROUND

Administration received a Development Permit application for an existing deck at 5233 – 45 Avenue to bring into compliance with the current Land Use Bylaw.

Development Permit DV22-051 seeks to reduce the rear setback for the Deck from 1.0m to 0.0m, permitting the structure to abut the eastern property line.

A decision on these applications may be made today, depending on 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

ADMINISTRATION WILL READ OUT ANY WRITTEN SUBMISSIONS RECEIVED

There were no written submissions received.

CALL FOR COMMENTS FROM ADMINISTRATION

Mr. Connors advised that administration's comments will be delivered as part of the subsequent request for decision pertaining to this item.

CALL FOR COMMENTS FROM THE FLOOR

Yogi explained the situation regarding the deck and shed.

DECLARE THE PUBLIC HEARING CLOSED

Mayor Dodds declared the Public Hearing closed at 9:10 a.m.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DRAFT



Town of Drayton Valley

AGENDA ITEM REPORT

Regular Council Meeting

MEETING:	Regular Council - November 23, 2022		
PRESENTED BY:	Jerreck Connors, Development Planner	DEPARTMENT:	Planning
		DIVISION:	Planning & Growth
SUBJECT:	Statutory Public Hearing November 23rd: Removal of Municipal Reserve (MR) Designation (LOT 6MR BLOCK 66 PLAN 0840074)		
ATTACHMENTS:	Public Hearing Agenda - MR Dissolution Municipal Reserve Land - 46 Ave & 47 Street		

PROPOSAL AND BACKGROUND INFORMATION:

Please see the attached agenda for the Statutory Public Hearing of the Removal of Municipal Reserve Designation (LOT 6MR BLOCK 66 PLAN 0840074)

RECOMMENDATION(S):

That Council hold the Statutory Public Hearing

ALTERNATIVES:

That Council postpone the Statutory Public Hearing

Robert Osmond, CAO
Ken Woitt, General Manager of
Planning & Growth

Approved - 18 Nov 2022
Approved - 07 Nov 2022

NON-STATUTORY PUBLIC HEARING

November 23rd, 2022

9:00 A.M.

Council Chambers – Civic Centre

1. DECLARE PUBLIC HEARING OPEN

Municipal Reserve (MR) Dissolution Request for LOT 6MR BLOCK 66 PLAN 0840074.

2. PRESENT

3. PURPOSE OF THE PUBLIC HEARING

To receive comments, concerns, and questions from the public regarding the proposed dissolution of Municipal Reserve (MR) Designation for Lot 6MR Block 66 Plan 0840074.

4. BACKGROUND

Administration is requesting a dissolution of the Municipal Reserve (MR) Designation for Lot 6MR Block 66 Plan 0840074, in order to facilitate a subsequent disposal and consolidation with neighbouring parcels to better allow for future development.

The Public Hearing for the dissolution request is being held in accordance with Municipal Government Act Section 674(1).

A decision on this request may be made today, depending upon the comments received at this Public Hearing.

Notification 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.

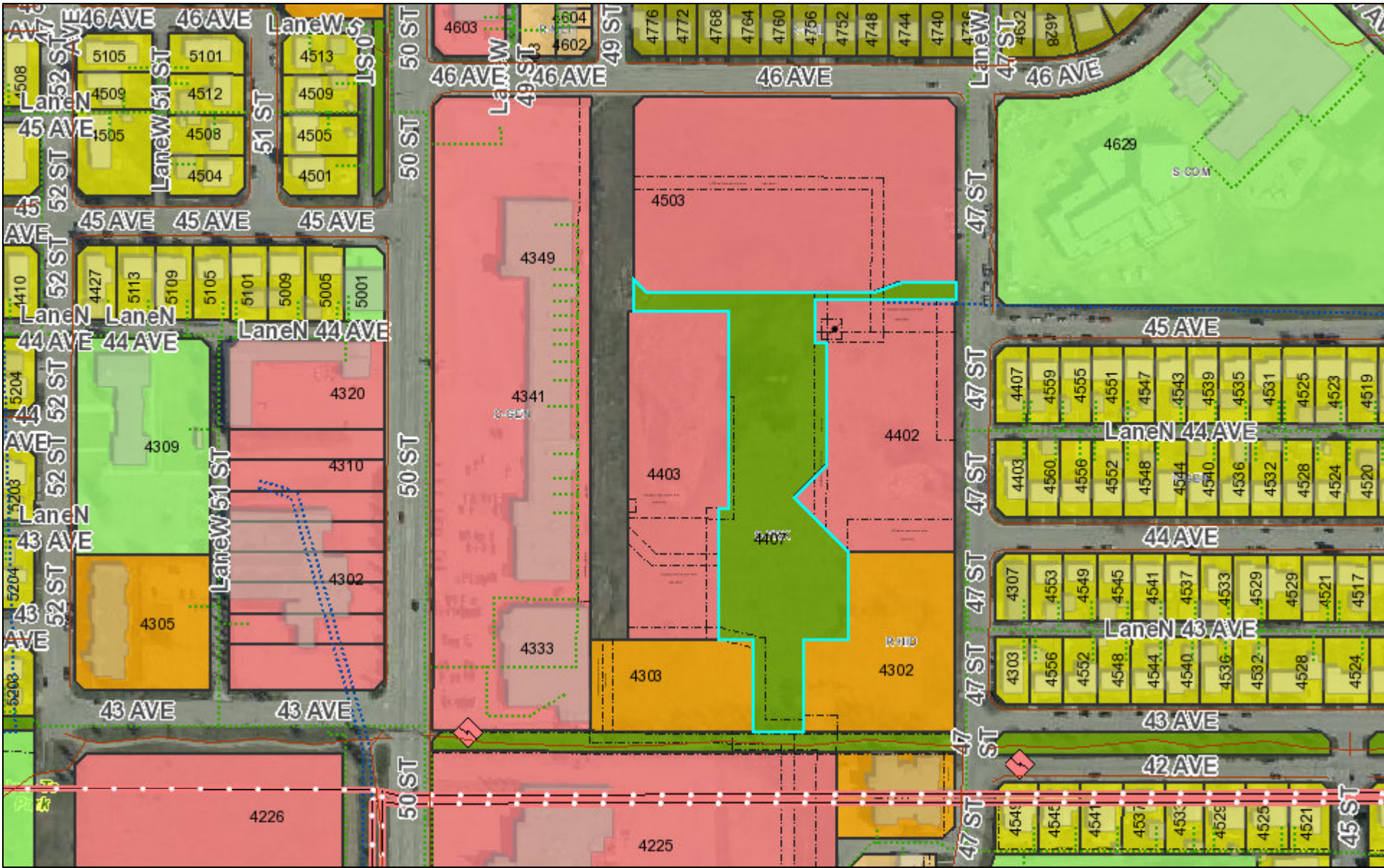
5. ADMINISTRATION WILL READ OUT ANY WRITTEN SUBMISSIONS RECEIVED

6. CALL FOR COMMENTS FROM ADMINISTRATION.

7. CALL FOR COMMENTS FROM THE FLOOR.

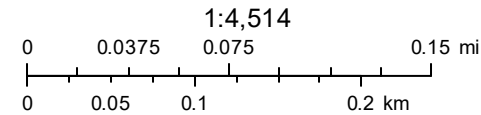
8. DECLARE PUBLIC HEARING CLOSED.

Aerial Map



October 20, 2022

- Existing Sidewalks
- Wellsites
- Facilities
- T of DV Pipeline Road Crossing Sign
- T of DV Pipeline (Abandoned)
- High Pressure Pipelines
- Low Pressure Pipelines
- R/W
- Town Boundary - Current



Town of Drayton Valley
Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community



Town of Drayton Valley

AGENDA ITEM REPORT

Regular Council Meeting

MEETING:	Regular Council - November 23, 2022		
PRESENTED BY:	Jerreck Connors, Development Planner	DEPARTMENT:	Planning
		DIVISION:	Planning & Growth
SUBJECT:	Non-Statutory Public Hearing November 23rd: Discretionary Use Development Permit DV22-057 (4015 - 47 Ave)		
ATTACHMENTS:	Public Hearing Agenda for DV22-057 Aerial Map		

PROPOSAL AND BACKGROUND INFORMATION:

Please see the attached agenda for the Non-Statutory Public Hearing of Development Permit DV22-057

RECOMMENDATION(S):

That Council hold the Non-Statutory Public Hearing for Development Permit DV22-057

ALTERNATIVES:

That Council not hold the Non-Statutory Public Hearing of Development Permit DV22-057

Robert Osmond, CAO
Ken Woitt, General Manager of
Planning & Growth

Approved - 18 Nov 2022
Approved - 07 Nov 2022

NON-STATUTORY PUBLIC HEARING

November 23rd, 2022

9:00 A.M.

Council Chambers – Civic Centre

1. DECLARE PUBLIC HEARING OPEN

Development Permit Application DV22-057

2. PRESENT

3. PURPOSE OF THE PUBLIC HEARING

To receive comments, concerns, and questions from the public regarding the proposed Discretionary Use of a Home-Based Business (Tattoo Studio) at 4105 – 47th Avenue.

4. BACKGROUND

Administration has received a Development Permit application to allow for a Home-Based Business (Tattoo Studio) at 4105 – 47th Avenue.

The property is zoned R-GEN (Residential, General District) where Home-Based Business is considered a Discretionary Use. Discretionary Uses must be decided by Town Council acting as the Municipal Planning Commission per Land Use Bylaw Section 1.13(c).

A decision on this application may 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.

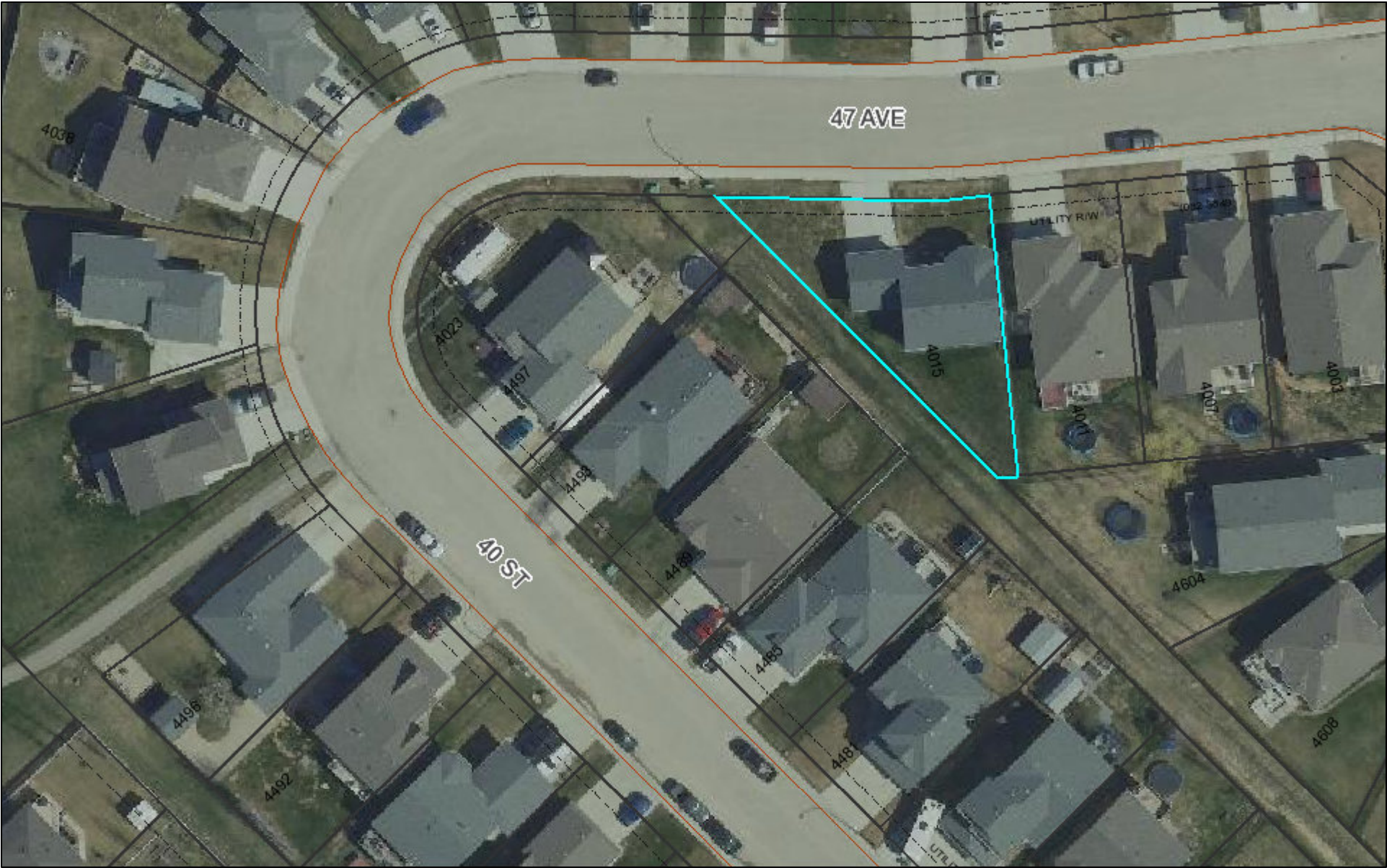
5. ADMINISTRATION WILL READ OUT ANY WRITTEN SUBMISSIONS RECEIVED

6. CALL FOR COMMENTS FROM ADMINISTRATION.

7. CALL FOR COMMENTS FROM THE FLOOR.

8. DECLARE PUBLIC HEARING CLOSED.

Aerial Map



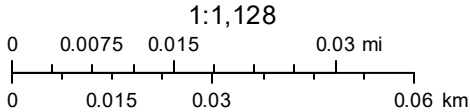
Page 2 of 2

November 7, 2022

- Existing Sidewalks
- R/W
- Town Boundary - Current

- Address
- Private Land ATS LABELS
- Town of Drayton Valley ATS LABELS
- mosaic2020_tilecache

- Parcels
- Parks



Town of Drayton Valley
Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

Town of Drayton Valley
GIS - Information Services



Town of Drayton Valley **AGENDA ITEM REPORT**

Regular Council Meeting

MEETING: Regular Council - November 23, 2022

PRESENTED BY:

DEPARTMENT:

DIVISION:

SUBJECT: RCMP Stats - Ryan Hoetmer

ATTACHMENTS: [Sept Drayton Valley crime gauge](#)
[October Drayton Valley crime gauge](#)

Robert Osmond, CAO

Approved - 18 Nov 2022



Strategic Analysis and Research Unit

Drayton Valley (Municipal) Crime Statistic Summary – January to September

2022/10/04

Drayton Valley (Municipal) – Highlights

- **Break & Enters** are showing a 44.7% increase when compared to the same period in 2021 (January to September). There were 21 more actual occurrences (from 47 in 2021 to 68 in 2022).
- **Theft of Motor Vehicles** decreased by -13.3% when compared to the same period in 2021 (January to September). There were -8 fewer actual occurrences (from 60 in 2021 to 52 in 2022).
- **Theft Under \$5,000** increased by 25.4% when compared to the same period in 2021 (January to September). There were 32 more actual occurrences (from 126 in 2021 to 158 in 2022).

Drayton Valley (Municipal) – Criminal Code Offences Summary

Crime Category	% Change 2021 – 2022 (January to September)
Total Persons Crime	21.1% Increase
Total Property Crime	23.6% Increase
Total Criminal Code	23.7% Increase

From January to September 2022, when compared to the same period in 2021, there have been:

- 36 more **Persons Crime** offences;
- 119 more **Property Crime** offences; and
- 196 more **Total Criminal Code** offences;

Drayton Valley (Municipal) – September, 2022

- There were 6 **Thefts of Motor Vehicles** in September: 2 cars, 3 trucks, 0 minivans, 0 SUVs, 0 motorcycles, 1 other types of vehicles, and 0 vehicles taken without consent.
- There were 13 **Break and Enters** in September: 4 businesses, 6 residences, 0 cottages/seasonal residences, 2 in some other type of location, and 1 unlawfully being in a dwelling house.
- There were a total of 3 **Provincial Roadside Suspensions** in September (3 alcohol related and 0 drug related). This brings the year-to-date total to 16 (14 alcohol related and 2 drug related).
- There were a total of 5 files with the **Spousal Abuse** survey code in September (September 2021: 0). This brings the year-to-date total to 93 (2021: 96).
- There were 337 files with **Victim Service Unit** referral scoring in Drayton Valley Municipal: 10 accepted, 42 declined, 80 proactive, 0 requested but not available, and 205 files with no victim.

PROS Data pull 2022/10/04

The data contained in this document was obtained from PROS, which is a live database. As such, some of the information presented could differ slightly from any past or future reports regarding the same time period.



Drayton Valley Municipal Crime Gauge

2022 vs. 2021
January to September

Criminal Code Offences



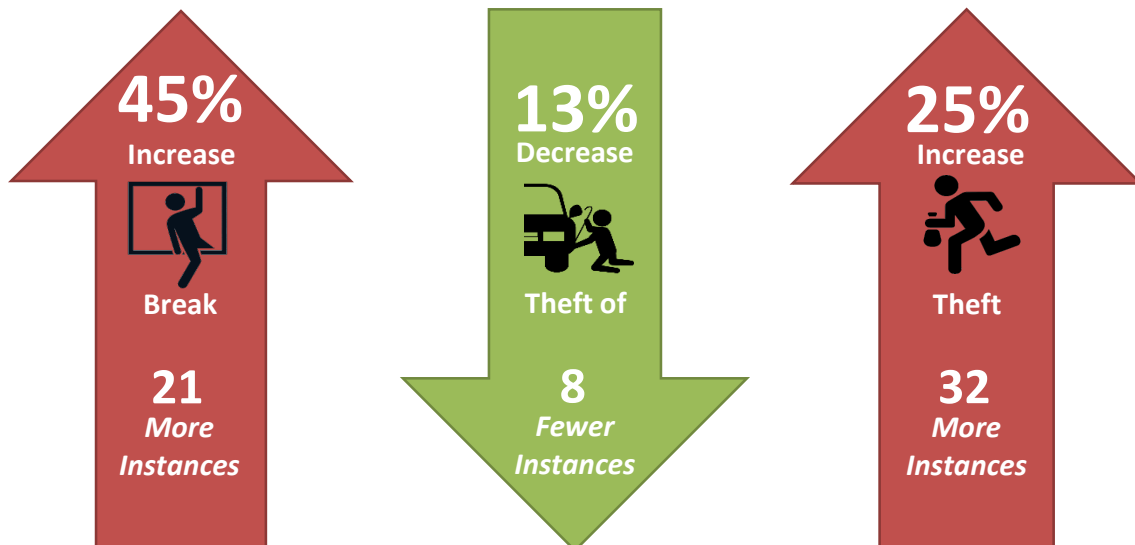
**Total
Criminal Code
Offences:**

24%

Increase

When compared to
January to September, 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.



WAD Municipal Crime Gauge

2022 vs. 2021
January to September

Criminal Code Offences



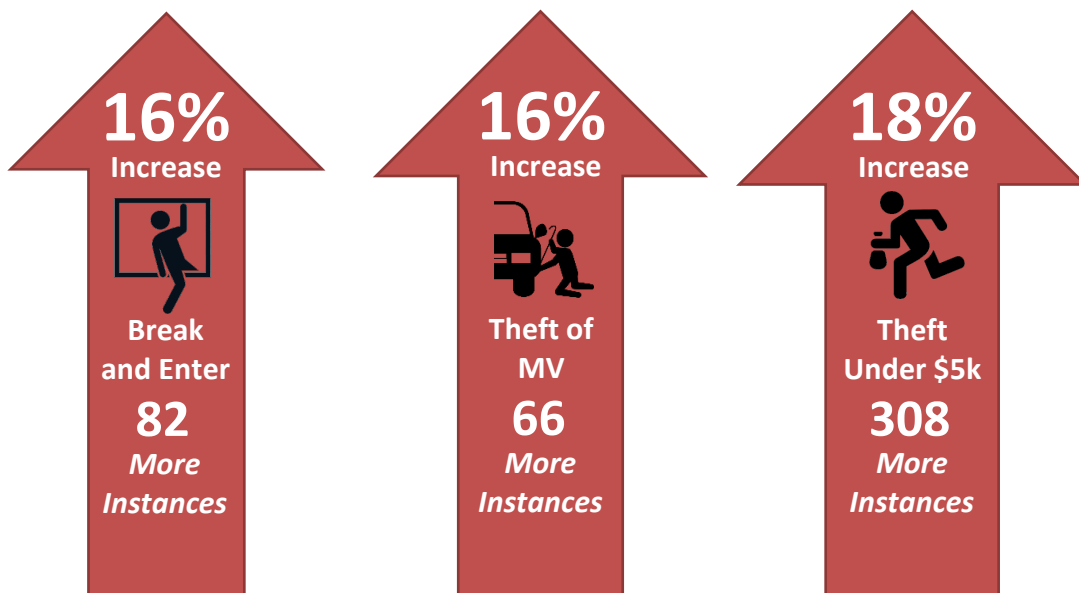
**Total
Criminal Code
Offences:**

9%

Increase

When compared to
January to September, 2021



























Select Property Crime



Drayton Valley Municipal Detachment
Crime Statistics (Actual)
January to September: 2018 - 2022

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


































October-04-22

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Offences Related to Death		1	0	2	0	0	-100%	N/A	-0.2
Robbery		3	2	3	0	4	33%	N/A	0.0
Sexual Assaults		6	5	9	10	9	50%	-10%	1.1
Other Sexual Offences		10	2	6	11	5	-50%	-55%	-0.1
Assault		112	64	84	89	100	-11%	12%	0.1
Kidnapping/Hostage/Abduction		2	3	1	1	2	0%	100%	-0.2
Extortion		1	2	1	2	4	300%	100%	0.6
Criminal Harassment		17	22	19	28	43	153%	54%	5.8
Uttering Threats		34	31	36	30	40	18%	33%	1.1
TOTAL PERSONS		186	131	161	171	207	11%	21%	8.2
Break & Enter		138	91	104	47	68	-51%	45%	-18.4
Theft of Motor Vehicle		92	92	94	60	52	-43%	-13%	-11.2
Theft Over \$5,000		17	8	10	8	2	-88%	-75%	-3.0
Theft Under \$5,000		381	256	245	126	158	-59%	25%	-57.6
Possn Stn Goods		74	65	58	44	36	-51%	-18%	-9.7
Fraud		70	55	65	46	67	-4%	46%	-1.5
Arson		3	3	4	6	0	-100%	-100%	-0.3
Mischief - Damage To Property		0	32	132	97	118	N/A	22%	30.1
Mischief - Other		172	123	86	70	122	-29%	74%	-15.3
TOTAL PROPERTY		947	725	798	504	623	-34%	24%	-86.9
Offensive Weapons		17	13	19	17	22	29%	29%	1.4
Disturbing the peace		69	68	61	64	77	12%	20%	1.2
Fail to Comply & Breaches		148	145	65	43	68	-54%	58%	-26.2
OTHER CRIMINAL CODE		43	37	27	29	27	-37%	-7%	-4.0
TOTAL OTHER CRIMINAL CODE		277	263	172	153	194	-30%	27%	-27.6
TOTAL CRIMINAL CODE		1,410	1,119	1,131	828	1,024	-27%	24%	-106.3

Drayton Valley Municipal Detachment
Crime Statistics (Actual)
January to September: 2018 - 2022

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

October-04-22

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Drug Enforcement - Production		1	0	0	1	0	-100%	-100%	-0.1
Drug Enforcement - Possession		60	25	33	29	25	-58%	-14%	-6.6
Drug Enforcement - Trafficking		16	12	14	30	13	-19%	-57%	1.2
Drug Enforcement - Other		0	2	0	0	0	N/A	N/A	-0.2
Total Drugs		77	39	47	60	38	-51%	-37%	-5.7
Cannabis Enforcement		0	1	1	1	0	N/A	-100%	0.0
Federal - General		24	22	5	3	4	-83%	33%	-5.9
TOTAL FEDERAL		101	62	53	64	42	-58%	-34%	-11.6
Liquor Act		16	15	15	4	20	25%	400%	-0.3
Cannabis Act		0	3	5	4	5	N/A	25%	1.1
Mental Health Act		88	78	107	101	88	0%	-13%	2.3
Other Provincial Stats		127	136	201	189	218	72%	15%	23.5
Total Provincial Stats		231	232	328	298	331	43%	11%	26.6
Municipal By-laws Traffic		1	1	3	1	3	200%	200%	0.4
Municipal By-laws		83	63	79	53	48	-42%	-9%	-8.0
Total Municipal		84	64	82	54	51	-39%	-6%	-7.6
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		11	4	1	5	10	-9%	100%	-0.1
Property Damage MVC (Reportable)		131	131	83	88	145	11%	65%	-1.5
Property Damage MVC (Non Reportable)		16	16	16	14	37	131%	164%	4.0
TOTAL MVC		158	151	100	107	192	22%	79%	2.4
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	14	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	2	N/A	N/A	N/A
Total Provincial Traffic		557	606	526	586	682	22%	16%	23.0
Other Traffic		7	15	8	8	6	-14%	-25%	-0.9
Criminal Code Traffic		67	72	68	56	77	15%	38%	0.4
Common Police Activities									
False Alarms		174	57	58	46	61	-65%	33%	-23.7
False/Abandoned 911 Call and 911 Act		89	88	81	69	82	-8%	19%	-3.3
Suspicious Person/Vehicle/Property		133	164	161	133	65	-51%	-51%	-16.7
Persons Reported Missing		21	21	21	10	11	-48%	10%	-3.1
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		123	142	147	96	93	-24%	-3%	-10.6
Form 10 (MHA) (Reported)		0	3	7	6	8	N/A	33%	1.9

Drayton Valley Municipal Detachment
Crime Statistics (Actual)
September: 2018 - 2022

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

October-04-22

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	2	3	3	1	-86%	-67%	-1.1
Drug Enforcement - Trafficking		4	0	0	2	1	-75%	-50%	-0.4
Drug Enforcement - Other		0	1	0	0	0	N/A	N/A	-0.1
Total Drugs		11	3	3	5	2	-82%	-60%	-1.6
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		7	1	1	0	0	-100%	N/A	-1.5
TOTAL FEDERAL		18	4	4	5	2	-89%	-60%	-3.1
Liquor Act		3	1	1	0	4	33%	N/A	0.1
Cannabis Act		0	1	0	0	0	N/A	N/A	-0.1
Mental Health Act		4	13	7	10	8	100%	-20%	0.5
Other Provincial Stats		13	20	24	23	28	115%	22%	3.3
Total Provincial Stats		20	35	32	33	40	100%	21%	3.8
Municipal By-laws Traffic		1	0	0	0	0	-100%	N/A	-0.2
Municipal By-laws		8	8	11	7	10	25%	43%	0.3
Total Municipal		9	8	11	7	10	11%	43%	0.1
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		2	1	0	1	0	-100%	-100%	-0.4
Property Damage MVC (Reportable)		6	11	9	8	19	217%	138%	2.3
Property Damage MVC (Non Reportable)		3	1	1	3	3	0%	0%	0.2
TOTAL MVC		11	13	10	12	22	100%	83%	2.1
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	3	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		43	39	85	79	74	72%	-6%	10.2
Other Traffic		1	0	0	0	2	100%	N/A	0.2
Criminal Code Traffic		12	7	7	7	13	8%	86%	0.2
Common Police Activities									
False Alarms		10	4	4	5	6	-40%	20%	-0.7
False/Abandoned 911 Call and 911 Act		12	6	6	14	6	-50%	-57%	-0.4
Suspicious Person/Vehicle/Property		22	25	32	7	15	-32%	114%	-3.2
Persons Reported Missing		2	1	6	0	2	0%	N/A	-0.1
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		12	15	9	0	5	-58%	N/A	-2.9
Form 10 (MHA) (Reported)		0	3	1	0	0	N/A	N/A	-0.3

Drayton Valley Municipal Detachment
Crime Statistics (Actual)
January to September: 2018 - 2022

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

October-04-22

Category	Trend	2018	2019	2020	2021	2022	FLAG
Theft Motor Vehicle (Total)		92	92	94	60	52	Within Norm
Auto		13	3	8	4	3	Within Norm
Truck		51	64	62	36	38	Within Norm
SUV		5	8	8	5	3	Within Norm
Van		2	0	0	0	0	Within Norm
Motorcycle		7	2	1	1	0	Within Norm
Other		12	13	13	12	4	Within Norm
Take Auto without Consent		2	2	2	2	4	Issue
Break and Enter (Total)*		138	91	104	47	68	Within Norm
Business		60	33	32	16	18	Within Norm
Residence		44	17	21	15	21	Within Norm
Cottage or Seasonal Residence		0	0	0	0	0	Within Norm
Other		27	31	45	15	26	Within Norm
Theft Over & Under \$5,000 (Total)		398	264	255	134	160	Within Norm
Theft from a motor vehicle		193	100	109	59	54	Within Norm
Shoplifting		41	52	25	13	36	Within Norm
Mail Theft (includes all Mail offences)		8	2	9	1	4	Within Norm
Theft of bicycle		12	16	10	5	9	Within Norm
Other Theft		146	94	103	56	57	Within Norm

Mischief To Property		172	155	218	167	240	Issue
Suspicious Person/ Vehicle/ Property		133	164	161	133	65	Within Norm
Fail to Comply/Breach		148	145	65	43	68	Within Norm
Wellbeing Check		54	48	68	87	137	Issue
Mental Health Act		88	78	107	101	88	Within Norm
False Alarms		174	57	58	46	61	Within Norm

Traffic	Trend	2018	2019	2020	2021	2022	FLAG
Roadside Suspensions - alcohol related - No grounds to charge*		7	11	7	4	5	Within Norm
Occupant Restraint/Seatbelt Violations*		86	79	32	46	32	Within Norm
Speeding Violations*		20	9	29	41	46	Issue
Intersection Related Violations*		22	14	38	47	50	Issue
Other Non-Moving Violation*		223	211	186	185	263	Issue
Pursuits**		1	8	16	13	7	Within Norm
Other CC Traffic**		2	11	15	4	10	Within Norm

Actual" *Reported"

Drayton Valley Municipal Detachment - Break and Enters (includes unlawfully in a dwelling place)

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

October-04-22

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	4	7	13	9	11	13			
Running Total	6	8	11	15	22	35	44	55	68			
Quarter	11			24			33			TBD		
Year over Year % Change	-25%	-33%	-27%	-12%	-15%	25%	33%	45%	45%			

Drayton Valley Municipal Detachment - Theft of Motor Vehicles (includes taking without consent)

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

October-04-22

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	12	6	5	3	6			
Running Total	10	12	18	20	32	38	43	46	52			
Quarter	18			20			14			TBD		
Year over Year % Change	100%	33%	13%	-20%	-18%	-17%	-10%	-13%	-13%			

Drayton Valley Municipal Detachment - Theft Under \$5,000

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

October-04-22

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	12	13	27	17	33	28			
Running Total	10	24	28	40	53	80	97	130	158			
Quarter	28			52			78			TBD		
Year over Year % Change	-29%	9%	-20%	-26%	-23%	-4%	0%	14%	25%			

Drayton Valley Municipal Detachment - Theft from Motor Vehicles

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

October-04-22

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	2	4	1	21	16			
Running Total	2	6	8	10	12	16	17	38	54			
Quarter	8			8			38			TBD		
Year over Year % Change	-78%	-54%	-62%	-67%	-68%	-60%	-65%	-31%	-8%			



Strategic Analysis and Research Unit

Drayton Valley (Municipal) Crime Statistic Summary – January to October

2022-11-03

Drayton Valley (Municipal) – Highlights

- **Break & Enters** are showing a 48.1% increase when compared to the same period in 2021 (January to October). There were 25 more actual occurrences (from 52 in 2021 to 77 in 2022).
- **Theft of Motor Vehicles** decreased by -25.6% when compared to the same period in 2021 (January to October). There were -20 fewer actual occurrences (from 78 in 2021 to 58 in 2022).
- **Theft Under \$5,000** increased by 26.0% when compared to the same period in 2021 (January to October). There were 38 more actual occurrences (from 146 in 2021 to 184 in 2022).

Drayton Valley (Municipal) – Criminal Code Offences Summary

Crime Category	% Change 2021 – 2022 (January to October)
Total Persons Crime	11.1% Increase
Total Property Crime	19.8% Increase
Total Criminal Code	20.1% Increase

From January to October 2022, when compared to the same period in 2021, there have been:

- 21 more **Persons Crime** offences;
- 117 more **Property Crime** offences; and
- 190 more **Total Criminal Code** offences;

Drayton Valley (Municipal) – October, 2022

- There were 5 **Thefts of Motor Vehicles** in October: 0 cars, 4 trucks, 0 minivans, 1 SUVs, 0 motorcycles, 0 other types of vehicles, and 0 vehicles taken without consent.
- There were 7 **Break and Enters** in October: 3 businesses, 2 residences, 0 cottages/seasonal residences, 1 in some other type of location, and 1 unlawfully being in a dwelling house.
- There were a total of 1 **Provincial Roadside Suspensions** in October (1 alcohol related and 0 drug related). This brings the year-to-date total to 17 (15 alcohol related and 2 drug related).
- There were a total of 6 files with the **Spousal Abuse** survey code in October (October 2021: 13). This brings the year-to-date total to 100 (2021: 109).
- There were 276 files with **Victim Service Unit** referral scoring in Drayton Valley Municipal: 5 accepted, 63 declined, 34 proactive, 0 requested but not available, and 174 files with no victim.

PROS Data pull 2022/11/03

The data contained in this document was obtained from PROS, which is a live database. As such, some of the information presented could differ slightly from any past or future reports regarding the same time period.



Drayton Valley Municipal Crime Gauge

2022 vs. 2021
January to October

Criminal Code Offences



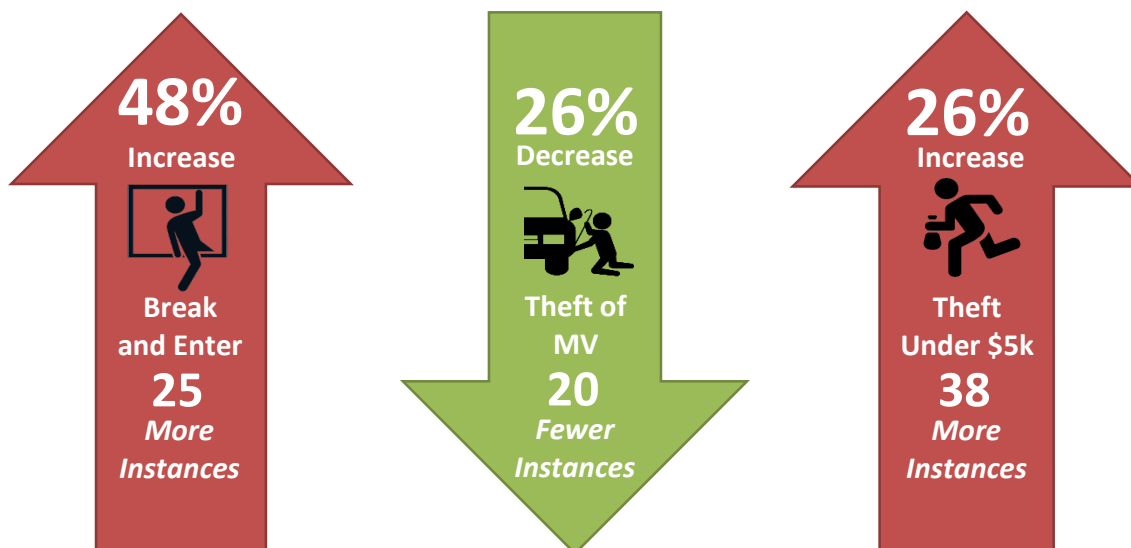
**Total
Criminal Code
Offences:**

20%

Increase

When compared to
January to October, 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 October: 2018 - 2022

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

November 3, 2022

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Offences Related to Death		1	0	2	0	0	-100%	N/A	-0.2
Robbery		3	4	3	0	4	33%	N/A	-0.2
Sexual Assaults		7	6	10	10	10	43%	0%	1.0
Other Sexual Offences		13	3	6	12	6	-54%	-50%	-0.5
Assault		131	74	97	101	100	-24%	-1%	-3.5
Kidnapping/Hostage/Abduction		2	3	2	1	2	0%	100%	-0.2
Extortion		1	2	1	2	4	300%	100%	0.6
Criminal Harassment		18	24	22	31	46	156%	48%	6.3
Uttering Threats		38	32	38	33	39	3%	18%	0.3
TOTAL PERSONS		214	148	181	190	211	-1%	11%	3.6
Break & Enter		150	101	113	52	77	-49%	48%	-19.5
Theft of Motor Vehicle		104	109	98	78	58	-44%	-26%	-12.3
Theft Over \$5,000		19	8	10	10	3	-84%	-70%	-3.0
Theft Under \$5,000		424	291	266	146	184	-57%	26%	-62.5
Possn Stn Goods		79	74	62	52	42	-47%	-19%	-9.6
Fraud		74	64	69	49	70	-5%	43%	-2.3
Arson		3	4	5	7	0	-100%	-100%	-0.3
Mischief - Damage To Property		0	44	143	113	131	N/A	16%	33.1
Mischief - Other		184	131	90	85	144	-22%	69%	-12.6
TOTAL PROPERTY		1,037	826	856	592	709	-32%	20%	-89.0
Offensive Weapons		18	15	19	19	23	28%	21%	1.4
Disturbing the peace		72	73	68	68	88	22%	29%	2.7
Fail to Comply & Breaches		168	159	71	48	74	-56%	54%	-29.9
OTHER CRIMINAL CODE		44	43	32	30	32	-27%	7%	-3.7
TOTAL OTHER CRIMINAL CODE		302	290	190	165	217	-28%	32%	-29.5
TOTAL CRIMINAL CODE		1,553	1,264	1,227	947	1,137	-27%	20%	-114.9



Drayton Valley Municipal Detachment Crime Statistics (Actual) January to October: 2018 - 2022

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

November 3, 2022

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Drug Enforcement - Production		1	0	0	1	0	-100%	-100%	-0.1
Drug Enforcement - Possession		60	30	35	30	27	-55%	-10%	-6.6
Drug Enforcement - Trafficking		18	12	14	30	13	-28%	-57%	0.8
Drug Enforcement - Other		0	2	0	1	0	N/A	-100%	-0.1
Total Drugs		79	44	49	62	40	-49%	-35%	-6.0
Cannabis Enforcement		0	1	1	1	0	N/A	-100%	0.0
Federal - General		27	23	5	3	4	-85%	33%	-6.6
TOTAL FEDERAL		106	68	55	66	44	-58%	-33%	-12.6
Liquor Act		17	16	16	6	24	41%	300%	0.4
Cannabis Act		0	3	5	5	5	N/A	0%	1.2
Mental Health Act		97	85	117	113	103	6%	-9%	4.0
Other Provincial Stats		140	150	217	230	243	74%	6%	28.6
Total Provincial Stats		254	254	355	354	375	48%	6%	34.2
Municipal By-laws Traffic		2	3	3	1	4	100%	300%	0.2
Municipal By-laws		91	70	85	61	58	-36%	-5%	-7.5
Total Municipal		93	73	88	62	62	-33%	0%	-7.3
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		11	5	1	5	10	-9%	100%	-0.2
Property Damage MVC (Reportable)		145	145	98	99	162	12%	64%	-1.2
Property Damage MVC (Non Reportable)		18	16	20	15	41	128%	173%	4.5
TOTAL MVC		174	166	119	119	213	22%	79%	3.1
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	15	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	2	N/A	N/A	N/A
Total Provincial Traffic		619	657	581	680	754	22%	11%	29.3
Other Traffic		8	15	11	8	6	-25%	-25%	-1.1
Criminal Code Traffic		74	77	71	65	85	15%	31%	1.0
Common Police Activities									
False Alarms		186	68	69	54	65	-65%	20%	-25.6
False/Abandoned 911 Call and 911 Act		103	100	86	73	87	-16%	19%	-5.9
Suspicious Person/Vehicle/Property		147	178	185	138	66	-55%	-52%	-20.2
Persons Reported Missing		23	25	24	12	15	-35%	25%	-2.9
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		135	163	167	109	100	-26%	-8%	-12.4
Form 10 (MHA) (Reported)		0	3	8	8	8	N/A	0%	2.1



Drayton Valley Municipal Detachment Crime Statistics (Actual) October: 2018 - 2022

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

November 3, 2022

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		0	2	0	0	0	N/A	N/A	-0.2
Sexual Assaults		1	1	1	0	1	0%	N/A	-0.1
Other Sexual Offences		3	1	0	1	0	-100%	-100%	-0.6
Assault		19	10	13	12	2	-89%	-83%	-3.2
Kidnapping/Hostage/Abduction		0	0	1	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		1	2	3	3	3	200%	0%	0.5
Uttering Threats		4	1	2	3	1	-75%	-67%	-0.4
TOTAL PERSONS		28	17	20	19	7	-75%	-63%	-4.0
Break & Enter		12	10	9	5	7	-42%	40%	-1.5
Theft of Motor Vehicle		12	17	4	18	5	-58%	-72%	-1.3
Theft Over \$5,000		2	0	0	2	1	-50%	-50%	0.0
Theft Under \$5,000		43	35	21	20	23	-47%	15%	-5.5
Possn Stn Goods		5	9	4	8	5	0%	-38%	-0.1
Fraud		4	9	4	3	3	-25%	0%	-0.8
Arson		0	1	1	1	0	N/A	-100%	0.0
Mischief - Damage To Property		0	12	11	16	14	N/A	-13%	3.2
Mischief - Other		12	8	4	15	21	75%	40%	2.5
TOTAL PROPERTY		90	101	58	88	79	-12%	-10%	-3.5
Offensive Weapons		1	2	0	2	1	0%	-50%	0.0
Disturbing the peace		3	5	7	4	9	200%	125%	1.1
Fail to Comply & Breaches		20	14	6	5	5	-75%	0%	-3.9
OTHER CRIMINAL CODE		1	6	5	1	3	200%	200%	-0.1
TOTAL OTHER CRIMINAL CODE		25	27	18	12	18	-28%	50%	-2.9
TOTAL CRIMINAL CODE		143	145	96	119	104	-27%	-13%	-10.4



Drayton Valley Municipal Detachment Crime Statistics (Actual) October: 2018 - 2022

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

November 3, 2022

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		0	5	2	1	2	N/A	100%	0.0
Drug Enforcement - Trafficking		2	0	0	0	0	-100%	N/A	-0.4
Drug Enforcement - Other		0	0	0	1	0	N/A	-100%	0.1
Total Drugs		2	5	2	2	2	0%	0%	-0.3
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		3	1	0	0	0	-100%	N/A	-0.7
TOTAL FEDERAL		5	6	2	2	2	-60%	0%	-1.0
Liquor Act		1	1	1	2	4	300%	100%	0.7
Cannabis Act		0	0	0	1	0	N/A	-100%	0.1
Mental Health Act		9	7	10	12	14	56%	17%	1.5
Other Provincial Stats		13	14	16	41	27	108%	-34%	5.5
Total Provincial Stats		23	22	27	56	45	96%	-20%	7.8
Municipal By-laws Traffic		1	2	0	0	1	0%	N/A	-0.2
Municipal By-laws		8	7	6	8	10	25%	25%	0.5
Total Municipal		9	9	6	8	11	22%	38%	0.3
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		0	1	0	0	0	N/A	N/A	-0.1
Property Damage MVC (Reportable)		14	14	15	11	16	14%	45%	0.1
Property Damage MVC (Non Reportable)		2	0	4	1	3	50%	200%	0.3
TOTAL MVC		16	15	19	12	19	19%	58%	0.3
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	1	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		62	51	55	94	69	11%	-27%	5.7
Other Traffic		1	0	3	0	0	-100%	N/A	-0.2
Criminal Code Traffic		7	5	3	9	8	14%	-11%	0.6
Common Police Activities									
False Alarms		12	11	11	8	4	-67%	-50%	-1.9
False/Abandoned 911 Call and 911 Act		14	12	5	4	5	-64%	25%	-2.6
Suspicious Person/Vehicle/Property		14	14	24	5	4	-71%	-20%	-2.9
Persons Reported Missing		2	4	3	2	3	50%	50%	0.0
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		12	21	20	13	6	-50%	-54%	-2.0
Form 10 (MHA) (Reported)		0	0	1	2	0	N/A	-100%	0.2



Drayton Valley Municipal Detachment

Crime Statistics (Actual)

January to October: 2018 - 2022

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

November 3, 2022

Category	Trend	2018	2019	2020	2021	2022	FLAG
Theft Motor Vehicle (Total)		104	109	98	78	58	Within Norm
Auto		14	3	8	4	3	Within Norm
Truck		59	80	65	51	42	Within Norm
SUV		5	8	8	6	4	Within Norm
Van		2	0	0	0	0	Within Norm
Motorcycle		7	2	1	1	0	Within Norm
Other		13	13	14	14	5	Within Norm
Take Auto without Consent		4	3	2	2	4	Issue
Break and Enter (Total)*		150	101	113	52	77	Within Norm
Business		64	36	35	17	23	Within Norm
Residence		47	20	24	16	23	Within Norm
Cottage or Seasonal Residence		0	0	0	0	0	Within Norm
Other		29	32	46	18	27	Within Norm
Theft Over & Under \$5,000 (Total)		443	299	276	156	187	Within Norm
Theft from a motor vehicle		215	115	116	66	64	Within Norm
Shoplifting		49	54	29	14	37	Within Norm
Mail Theft (includes all Mail offences)		10	2	10	1	7	Within Norm
Theft of bicycle		13	18	11	6	9	Within Norm
Other Theft		158	110	111	69	70	Within Norm

Mischief To Property		184	175	233	198	275	Issue
Suspicious Person/ Vehicle/ Property		147	178	185	138	66	Within Norm
Fail to Comply/Breach		168	159	71	48	74	Within Norm
Wellbeing Check		57	53	71	101	152	Issue
Mental Health Act		97	85	117	113	103	Within Norm
False Alarms		186	68	69	54	65	Within Norm

Traffic	Trend	2018	2019	2020	2021	2022	FLAG
Roadside Suspensions - alcohol related - No grounds to charge*		8	11	9	4	5	Within Norm
Occupant Restraint/Seatbelt Violations*		88	88	33	50	37	Within Norm
Speeding Violations*		22	11	36	45	49	Issue
Intersection Related Violations*		23	16	50	60	54	Within Norm
Other Non-Moving Violation*		250	228	201	221	291	Issue
Pursuits**		1	8	17	14	8	Within Norm
Other CC Traffic**		2	13	15	5	10	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"

November 3, 2022

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	4	7	13	10	11	14	7		
Running Total	6	8	11	15	22	35	45	56	70	77		
Quarter	11			24			35			TBD		
Year over Year % Change	-25%	-33%	-27%	-12%	-15%	25%	36%	47%	49%	48%		

Drayton Valley Municipal Detachment - Theft of Motor Vehicles (includes taking without consent)

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

November 3, 2022

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	12	6	5	4	6	5		
Running Total	10	12	18	20	32	38	43	47	53	58		
Quarter	18			20			15			TBD		
Year over Year % Change	100%	33%	13%	-20%	-18%	-17%	-10%	-11%	-12%	-26%		



Drayton Valley Municipal Detachment - Theft Under \$5,000

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

November 3, 2022

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	12	13	27	18	34	29	23		
Running Total	10	24	28	40	53	80	98	132	161	184		
Quarter	28			52			81			TBD		
Year over Year % Change	-29%	9%	-20%	-26%	-23%	-4%	1%	16%	28%	26%		

Drayton Valley Municipal Detachment - Theft from Motor Vehicles

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

November 3, 2022

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	2	4	1	21	17	9		
Running Total	2	6	8	10	12	16	17	38	55	64		
Quarter	8			8			39			TBD		
Year over Year % Change	-78%	-54%	-62%	-67%	-68%	-60%	-65%	-31%	-7%	-3%		



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

MEETING:	Regular Council - November 23, 2022		
PRESENTED BY:	Jerreck Connors, Development Planner	DEPARTMENT:	Planning
		DIVISION:	Planning & Growth
SUBJECT:	Discretionary Use Request - Home Based Business at 4015 - 47 Ave (Lot 39; Block 218; Plan 0623848), Development Permit Application DV22-057		
ATTACHMENTS:	Attachment 1 - Aerial Map Attachment 2 - R-GEN Zoning Attachment 3 - Site Photos Attachment 4 - LUB Parking Requirements & Deficiency Regulations Attachment 5 - MDP Map 4 Attachment 6 - Land Use Bylaw Requirements Attachment 7 - Draft Development Permit DV22-057 Attachment 8 - Administration Presentation Slides		

PROPOSAL AND BACKGROUND INFORMATION:

Administration received a Development Permit Application to allow for a Home-Based Business (Tattoo Studio) at 4015 - 47 Avenue. An aerial of the site is provided with **Attachment 1 - Aerial Map**.

The property is zoned R-GEN (Residential, Commercial District), under which Home-Based Business is considered a discretionary use and must be decided by Council (**See Attachment 2 - R-GEN Zoning**).

Discretionary Use Sought:

- To allow for a 'Home-Based Business' use (Tattoo Studio) on an R-GEN zoned lot

AND SUBSEQUENTLY

- subject to the Development Authority powers afforded under Land Use Bylaw 3.42(a)(i), reduce the number of parking stalls for the Dwelling (Single Detached) and Home-Based Business uses from a combined 4 total, to a combined 3 total.

Site Context

A site visit was conducted on November 3rd 2022 at approximately 1:20pm. Photographs are included as **Attachment 3 - Site Photos**

The site consists of a single-detached style residential structure on an irregular lot flanking a utility corridor to the west and south, and abutting a similar single-detached style residential structure on the neighbouring property to the east.

The property is on a local road within a broader residential development for the area as a whole.

Parking

Land Use Bylaw requirements generally stipulate 4 off-street parking stalls must be made available (2 for the residential dwelling use, and 2 for the Home-Based Business use). Administration observed a single car garage with double-wide driveway. The property would be able to meet the requirements for 3 of the 4 off-street parking stalls on the property.

Under Regulation 3.42(a)(i) of the Land Use Bylaw, the Development Authority at their discretion may vary the number of parking stalls required. (See **Attachment 4 - LUB Parking Requirements & Deficiency Regulations**)

The applicant has identified themselves as the sole resident of the property, has identified themselves to be the only employee of the Home-based business, and would be operating an appointment based business servicing singular appointments at a time. In Administration's view, it is unlikely that the site would see in excess of three vehicles on premises at a given moment.

Additionally, the property abuts a utility corridor which has its own on-street roadside frontage to handle any unforeseen instances where a fourth vehicle may be temporarily required, without disrupting the use or access of neighbouring landowner properties.

Administration recommends Council, serving as the Development Authority, utilize the powers afforded by Section 3.42(a) to reduce the number of collective off-street stalls required for the site from 4 to 3. This recommendation is reflected within the Draft Development Permit attached to this report.

As this power is enshrined as an explicit regulation in the Land Use Bylaw, Administration views Section 3.42(a) as overriding typical variance procedures. As such, notification of the proposal made note to the Discretionary Use application, but not of the parking reduction.

Should Council so wish, a referral of the application back to Administration may also be made with the directive that a subsequent notification and hearing occurs as it pertains to the parking reduction on the property.

Municipal Development Plan

Situated in what the Municipal Development Plan considers a 'new residential area', policy 2.7.16 allows for Home-Based Business applications, stating "Home businesses will continue to be a part of residential areas".

The Municipal Development Plan also identifies the lot for general residential use (See **Attachment 5 - MDP Map 4**). As the Home-Based Business will be supplemental to the primary use as a residence, and the applicant has indicated no intent to make major alterations to the residential appearance of the structure, Administration views the application as still meeting the generalized land use designation of 'residential' for the lot in question.

Administration views the application in adherence with the Municipal Development Plan.

Area Structure Plan

The property is located within the Aspenview Area Structure Plan (ASP). The ASP does not speak to the operation of home-based businesses, but indicates that the land be developed as residential lands with single-detached densities (Section 3.3).

As the operation is to be a home-based business, serving as a secondary operation to the primary use as a Single-detached dwelling, and no alterations to the appearance of the structure are expected, Administration views allowing the operation of a home-based business in compliance with the Area Structure Plan.

Under ASP Policy 3.2.4, discretionary development permit applications are required to be circulated to Brazeau County for review. While outside of the Intermunicipal Development Plan distances, a copy of the application was provided to Brazeau County for comment.

Land Use Bylaw

The applicant has indicated that their operations will be in adherence to the Home-Based Business requirements found in Section 4.8 of the Land Use Bylaw. A breakdown of their responses to the regulations is provided as **Attachment 6 - Land Use Bylaw Requirements**.

AHS Requirements

Operation of a tattoo facility is regulated by Alberta Health Services requirements. The applicant will need to meet Alberta Health Services requirements as a condition on their development permit and subsequent business licensing.

The applicant has indicated that, prior to applying for the development permit, a successful Alberta Health Services Safety Inspection was already conducted for the location. Administration contacted Alberta Health Services and confirmed a Safety Inspection has already occurred, and the applicant passed AHS requirements.

Brazeau County Comments

In adherence to ASP Policy 3.2.4, the application was circulated to Brazeau County for review. Brazeau County commented that they had no concerns with the proposal.

FINANCIAL IMPLICATIONS:

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

LEGAL/RISK IMPLICATIONS:

A decision would be subject to appeal before the Subdivision and Development Appeals Board (SDAB), which if undertaken would require the typical resources and expenses for the appeals hearing.

STAKEHOLDER AND COMMUNICATION STRATEGY:**Notice**

In adherence to Section 2.10 of Land Use Bylaw 2020/12/D and the requirements under the Municipal Government Act, advance notices were mailed to surrounding property owners and posted on the Town Website.

Once a decision is rendered by Council, that decision will also be mailed out to surrounding property owners and posted on the Town website.

NEXT STEPS:**Subsequent to a Decision**

If approved by Council, the applicant may begin pursuing their business license request to operate from the site. The applicant will also need to meet and maintain all Alberta Health Service requirements for the site and operations as needed.

RECOMMENDATION(S):

That Council Approve Development Permit DV22-057, with the recommended conditions as presented. **(See Attachment 7 – Draft Development Permit DV22-057).**

ALTERNATIVES:

That Council Approve Development Permit DV22-057 with amendments.

That Council Refer Development Permit DV22-057 back to administration in order to address _____.

That Council Refuse Development Permit DV22-057, with reasons.

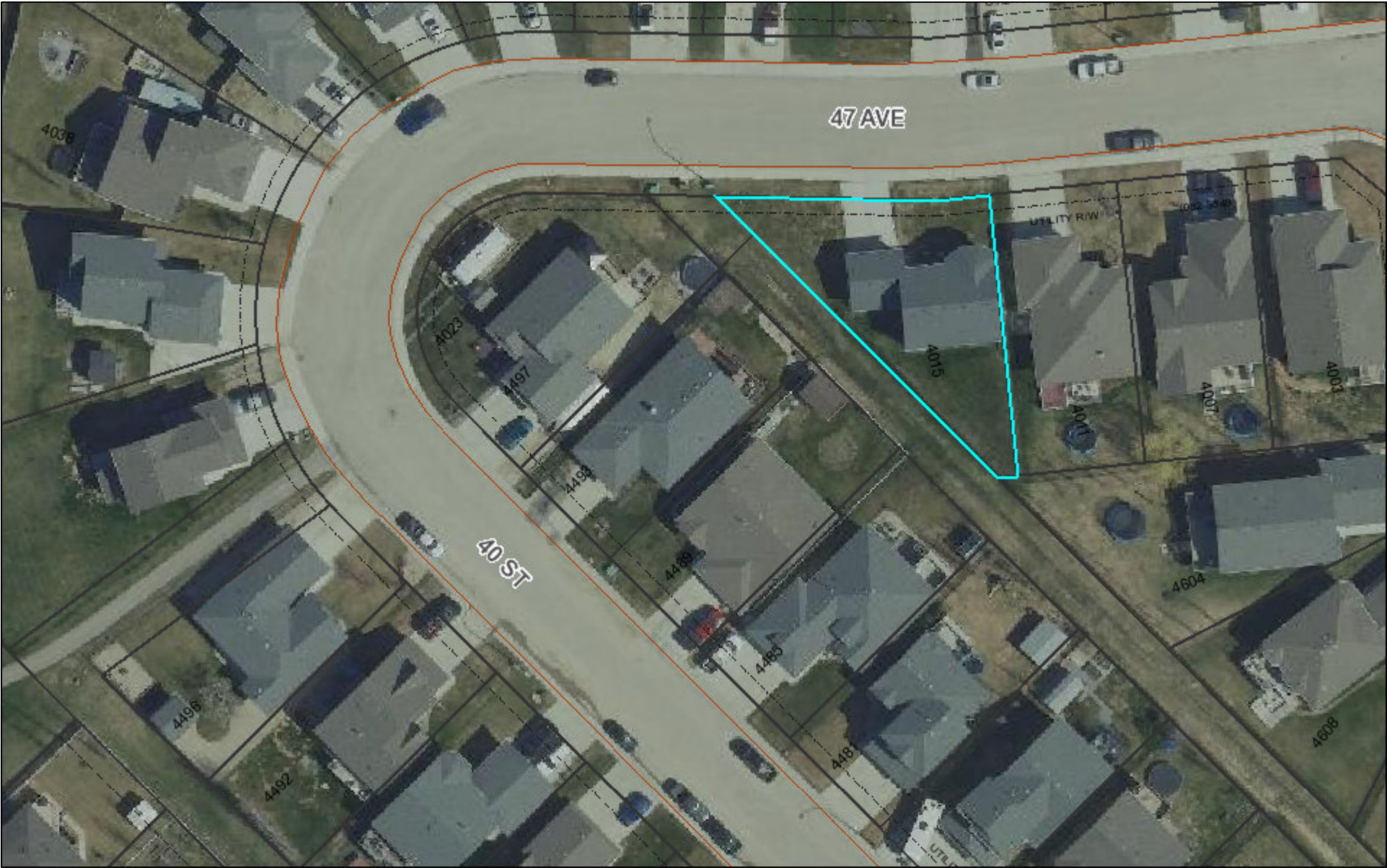
Robert Osmond, CAO
Ken Woitt, General Manager of
Planning & Growth

Approved - 18 Nov 2022
Approved - 14 Nov 2022

ATTACHMENT 1

Aerial Map

Aerial Map



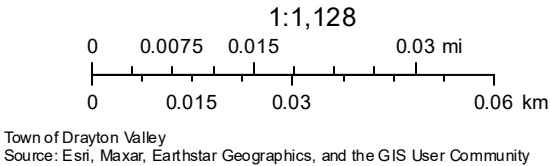
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November 7, 2022

- Existing Sidewalks
- R/W
- Town Boundary - Current

- Address
- Private Land ATS LABELS
- Town of Drayton Valley ATS LABELS
- mosaic2020_tilecache

- Parcels
- Parks



ATTACHMENT 2

R-GEN Zoning

R-GEN Residential, General District

(amended by Bylaw 2022-08-D)

PURPOSE: To provide for low density single family detached dwellings.

PERMITTED USES:	DISCRETIONARY USES:
Accessory Building/Structure	Bed & Breakfast
Dwelling (Single Detached)	Care Facility (Child/Large Group)
Care Facility (Small Group)	Government Services
Show Home	Home-Based Business
Secondary Suite (Internal)	Religious Assembly
Solar Panels (Wall Mounted)	Secondary Suite (External)

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

MINIMUM PARCEL SIZE:

Parcel Width	Parcel Depth
11.0 m	33.5 m
14.0 m corner parcel	
10.0 m road frontage for irregular parcel	

MAXIMUM DENSITY: One (1) dwelling unit per parcel and one Secondary Suite.

MINIMUM SETBACKS:

MAIN BUILDING		
Front Yard	Side Yard	Rear Yard
5.5 m	1.5 m	5.5 m with lane
	3.0 m corner parcel street side	7.5 without lane
	3.0 m one side if no rear access and no front garage	
ACCESSORY BUILDINGS		
Front Yard	Side Yard	Rear Yard
No Accessory Buildings permitted in the front yard	1.0 m	1.0 m
	3.0 m corner parcel street side, Garages, see Section 3.5 (Garage Location)	Garages, see Section 3.5 (Garage Location)
	No Accessory Buildings Permitted on street side	

MAXIMUM SITE COVERAGE: 50%

ADDITIONAL REQUIREMENTS:

- Where oversized lots are being re-subdivided, the required widths may be relaxed to accommodate existing buildings.

ATTACHMENT 3

Site Photos (November 3 2022)



View of Front of Property
(Site Visit - November 3, 2022)



View of Garage and Neighbouring Utility Corridor (Site Visit - November 3, 2022)

ATTACHMENT 4

LUB Parking Requirements & Deficiency Regulations

3.38 NUMBER OF STALLS

- The minimum number of parking stalls required for each Use is below,
- Where the Use is not listed, the number of spaces shall be determined by the Development Authority, having regard for similar uses and the estimated parking demand of the proposed use,
- Where a calculation does not yield a whole number, the required number of spaces shall be rounded down to the next whole number.

Table 6 – Parking Minimums

Use	Required Parking Stalls
Alcohol Production	1 per 100.0 m ² gross floor area
Animal Services (Major/Minor)	1 per 100.0 m ² gross floor area
Auction Market	5 per 100.0 m ² gross floor area
Automotive Sales and Service	1 per 100.0 m ² gross floor area
Bed and Breakfast	1 per Guest Room
Bulk Fuel Station	0.5 per 100.0 m ² gross floor area (minimum of 2)
Car Wash	2 per 100.0 m ² gross floor area (minimum of 2)
Care Facility (Child/Medical)	3 per 100.0 m ² gross floor area
Care Facility (Clinic)	2 per 100.0 m ² gross floor area
Care Facility (Small Group/Large Group)	1 per 100.0 m ² gross floor area
Dwelling (Manufactured Home)	2 per unit
Dwelling (Multi-Unit)	1 per unit
Dwelling, (Duplex/Semi)	2 per unit
Dwelling (Single Detached)	2 per unit
Establishment (Eating & Drinking/Entertainment)	5 per 100.0 m ² gross floor area
Establishment (Adult)	2 per 100.0 m ² gross floor area
Financial Institution	2 per 100.0 m ² gross floor area
Funeral Home	2 per 100.0 m ² gross floor area
Gas Station	2 per 100.0 m ² gross floor area (minimum of 2)
Government Services	N/A
Home Office	1 additional stall
Home Based Business	2 additional stalls
Hotel/Motel	1 per guest room plus 3 for staff
Industrial (Light)	1 per 100.0 m ² gross floor area
Industrial (Medium/Heavy/Logistics)	0.5 per 100.0 m ² gross floor area
Lodging House	1 per bed
Office	2 per 100.0 m ² gross floor area
Park	N/A
Recreation (Culture & Tourism/Private/Public)	5 per 100.0 m ² gross floor area
Recycling Facility	1 per 100.0 m ² gross floor area
Religious Assembly	5 per 100.0 m ² gross floor area
Residential Conversion	2 per 100.0 m ² gross floor area
Retail (Cannabis/Liquor/Small/General)	2 per 100.0 m ² gross floor area
Retail (Groceries/Large)	3 per 100.0 m ² gross floor area
Retail (Shopping Centre)	2 per 100.0 m ² gross floor area
Secondary Suite	1 additional stall
School	Elementary School (K-6): 1.5 per classroom Middle School (7-9): 1.5 per classroom High School (10-12): 5 per classroom
School (Trade)	2 per 100.0 m ² gross floor area
Show Home	Same as Dwelling Type

3.41 OFF-STREET PARKING STANDARDS

- a) Off-street parking areas shall be constructed in the manner shown on an approved Site Plan and the entire area is to be graded and hard-surfaced to ensure drainage,
- b) In Commercial and Industrial Districts and for Apartments, hard-surfacing shall be completed before occupancy of the building,
- c) Off-street parking areas shall have minimum 1.0 m buffer between the outside edge of the parking stall and a road, and
- d) Off-street parking areas shall be landscaped in a manner satisfactory to the Development Authority.

3.42 DEFICIENT PARKING OR LOADING SPACES

- a) In deciding on a proposed development that is deficient in parking or loading spaces, the Development Authority may at their discretion:
 - i. Vary the number of parking stalls required,
 - ii. Require the applicant to provide off-street parking on an alternate site, and
 - i. Accept a cash payment in-lieu as set within the 'Fee Schedule', as amended,
- b) When a building is enlarged, or its use is changed or intensified, resulting in deficient parking or loading spaces the increased parking shall be limited to the requirements for the intensification.

3.43 COMMUNAL PARKING

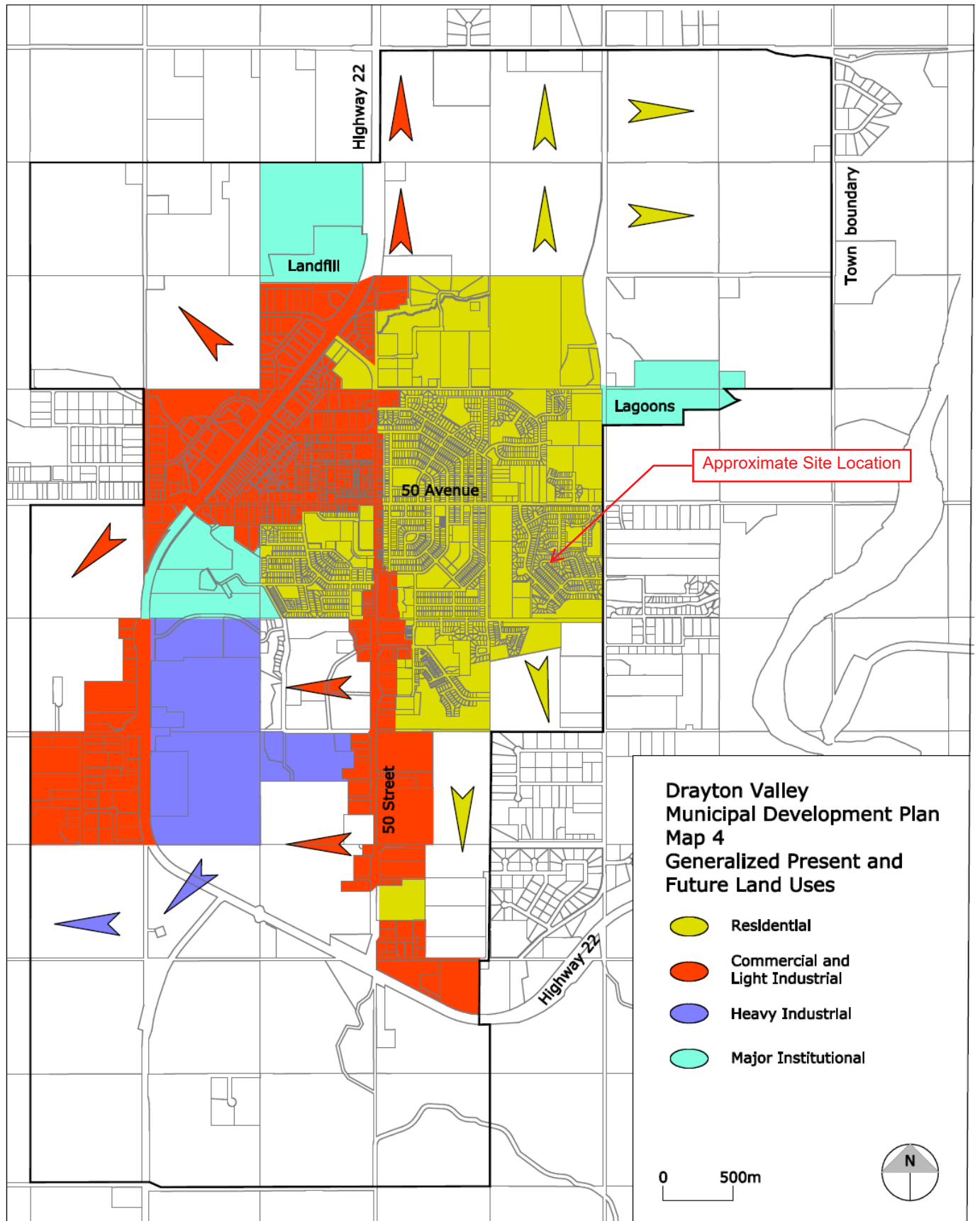
- a) In Non-Residential Districts, owner(s) may pool required off-street parking stalls within one (1) or more communal parking stalls on a parcel other than the parcel of the principal use, provided:
 - i. The communal parking provides the sum of the off-street parking requirements for each development served by the parking facility. A smaller number may be permitted if supported by a Parking Study acceptable to the Development Authority,
 - ii. Owners who have pooled their parking requirements enter into an agreement with the Town and consent to such an agreement being registered as an encumbrance against the titles of land involved,
 - iii. Owners that are involved in a communal parking arrangement pay the full costs of preparation and registration of the agreement.

3.44 BICYCLE PARKING

- a) Onsite bike racks shall be provided by the applicant of any Commercial Development,
- b) Bicycle racks shall be provided entirely on the same site as the development,
- c) Owners may not pool required bicycle stall requirements,
- d) Bicycle racks shall be separated from vehicle parking by a physical barrier or a minimum 1.5 m of open space,
- e) Bicycle racks capable of accommodating the number of bicycles that is equivalent to at least 5% of the minimum number of parking spaces (but in no case less than four bicycles) shall be provided and located to the satisfaction of the Development Authority,
- f) Bicycle racks shall be in proximity to main or side building entrances,
- g) Bicycle racks shall:
 - i. Be constructed of industrial-grade metals with a smooth painted surface to prevent rusting and, as much as reasonably possible, scratching of bicycle frames,
 - ii. Be securely affixed to the finished grade, and

ATTACHMENT 5

MDP Map 4



ATTACHMENT 6

Land Use Bylaw Requirements

Applicant Provided Responses to LUB Requirements

Site Requirements

- g) The Home Office shall not alter the character or external appearance of the principal building,
- h) No outside storage of equipment, goods, materials, commodities, or finished products is permitted,
- i) No more than one (1) commercial vehicle shall be parked onsite,
- j) No form of advertising related to the Home Office is allowed onsite, apart from a small nameplate not exceeding 0.2 m²,
- k) At least one (1) off-street parking stall shall be required, and

Development Permit Requirements

- l) A Development Permit is not required for a Home Office so long as it complies with the above Requirements.

4.8 HOME-BASED BUSINESS

Answers General Requirements

- yes** a) Persons employed in the Home-Based Business shall be residents of the principal building,
- n/a** b) Notwithstanding a) there can be one (1) employee or partner working at the Home-Based Business who does not live on the property,
- yes** c) The Home-Based Business shall be contained entirely within the principal building,
- Total home sq ft = 2880
Studio = 160 sq ft** d) The Home-Based Business may occupy up to thirty percent (30%) of the floor area of the principal building,
- max 5 per day** e) The Home-Based Business may generate up to twelve (12) business-related visits per day, defined as twelve (12) vehicles visiting the business per day,
- 10 am - 8 pm** f) The Home-Based Business should not operate between the hours of 20:00 and 8:00 if noise is generated,
- no sale of goods** g) The sale of goods is restricted, unless they are incidental to the service provided by the Home-Based Business,

Site Requirements

- no change to appearance** h) The Home-Based Business shall not alter the character or external appearance of the principal building,
- no outside storage required** i) Outside storage, related to the Home-Based Business, may be permitted at the discretion of the Development Authority provided it:
 - i. Is screened from adjacent lands and roads,
 - ii. Meets minimum setback requirements, and
 - iii. Does not exceed 40.0 m²,

- no commercial vehicles** j) No commercial vehicles are permitted onsite,
- no sign required** k) One (1) non-illuminated Fascia Sign is permitted,
- yes (2) off-street parking stalls** l) At least two (2) off-street parking stalls shall be required,

Development Permit Requirements

- m) A Development Permit application will respond to the above noted Requirements,
- n) All permits issued for Home-Based Business shall be subject to the above conditions, and
- o) If in the opinion of the Development Authority, the use is or has become detrimental to the amenities of the neighborhood, a stop order shall be issued.



ATTACHMENT 7

Draft Development Permit DV22-057

DEVELOPMENT PERMIT
DV22-057



PROPERTY ADDRESS Legal Address: LOT 39 BLOCK 218 PLAN 0623848 Civic Address: 4015 – 47 Ave, Drayton Valley, AB	APPLICANT
TYPE OF DEVELOPMENT Discretionary Use – Home Based Business (Tattoo Studio)	

YOUR DEVELOPMENT APPLICATION # DV22-057 HAS BEEN CONSIDERED BY

☐ THE DEVELOPMENT PLANNER ☐ TOWN COUNCIL

AND

☐ **APPROVED**, SUBJECT TO THE CONDITIONS BELOW

☐ **REFUSED**, PURSUANT TO THE REASONS ON ATTACHED SCHEDULE ‘A’

CONDITIONS OF DEVELOPMENT PERMIT

- The Home Based Business shall operate in accordance with all requirements found in the Town of Drayton Valley Land Use Bylaw 2020/12/D as amended.
 - Notwithstanding Section 3.38 minimum off-street parking requirements for Two (2) stalls related to the Dwelling use and an additional Two (2) stalls for the Home Based Business use (for a total minimum of Four (4) off-street stalls), the Development Authority using the discretionary powers afforded by Section 3.42(a) shall permit operations on the site having a combined total of Three (3) off-street parking stalls shared between the Dwelling use and Home Based Business.
- The Home Based Business (Tattoo Studio) shall operate in accordance with all necessary Alberta Health Services inspections, certifications, and/or other requirements pertaining to tattooing as a condition of the permit and licensing the business operations.
- Easements shall not be encroached upon by any structures unless otherwise approved in this permit.
- 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.
- The owner/applicant or contractor shall not, during construction or after construction, impede, obstruct or change any existing drainage patterns outside of the subject property without prior approval of the Town Engineer.
- Obtaining the required plumbing, gas and electrical permits and inspections are the responsibility of the Owner/Applicant or Contractor. The Town of Drayton Valley may require a copy of the plumbing inspection report prior to allowing water and sewer services to be activated.
- This permit is subject to any/all required Federal, Provincial or Municipal Permit approvals including, but not limited to, a Roadside Development Permit, Building and/or Safety Code Permits.
- The Owner/Applicant or Contractor shall be financially responsible during construction for any damage, or as a result of the negligence causing damage by the owner/applicant or contractor’s servants, suppliers, agents or contractors, to any public or private property.
- 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.

10. Site area shall be fenced/secured to prevent public access for safety during construction.
11. 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.
12. The Owner/Applicant or Contractor shall place a call to Alberta One-Call for location of all utilities prior to construction.
13. It is the responsibility of the Owner/Developer to provide any water or sewer upgrades that are different than the existing services in the area should they be required as a result of this development.
14. All loads are to be secured.
15. Any loose debris or mud that may be deposited onto other lands or roads from trucks or equipment shall be cleaned up at the expense of the Applicant/Developer.
16. Applicant/Developer shall advise the Town Office of dates of commencement and completion of the operation.
17. Outside storage (refuse areas) must be located, screened, and maintained to the satisfaction of the Development Authority.
18. Installation of any signage will require development authorization. Application shall be submitted and approved, prior to installation.
19. The Owner/Developer shall be responsible to repair any damage to Town Infrastructure related to or resulting from construction.

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

DEVELOPMENT OFFICER:

TOWN OF DRAYTON VALLEY

DATE OF DECISION:

November 23, 2022

DEADLINE FOR APPEAL:

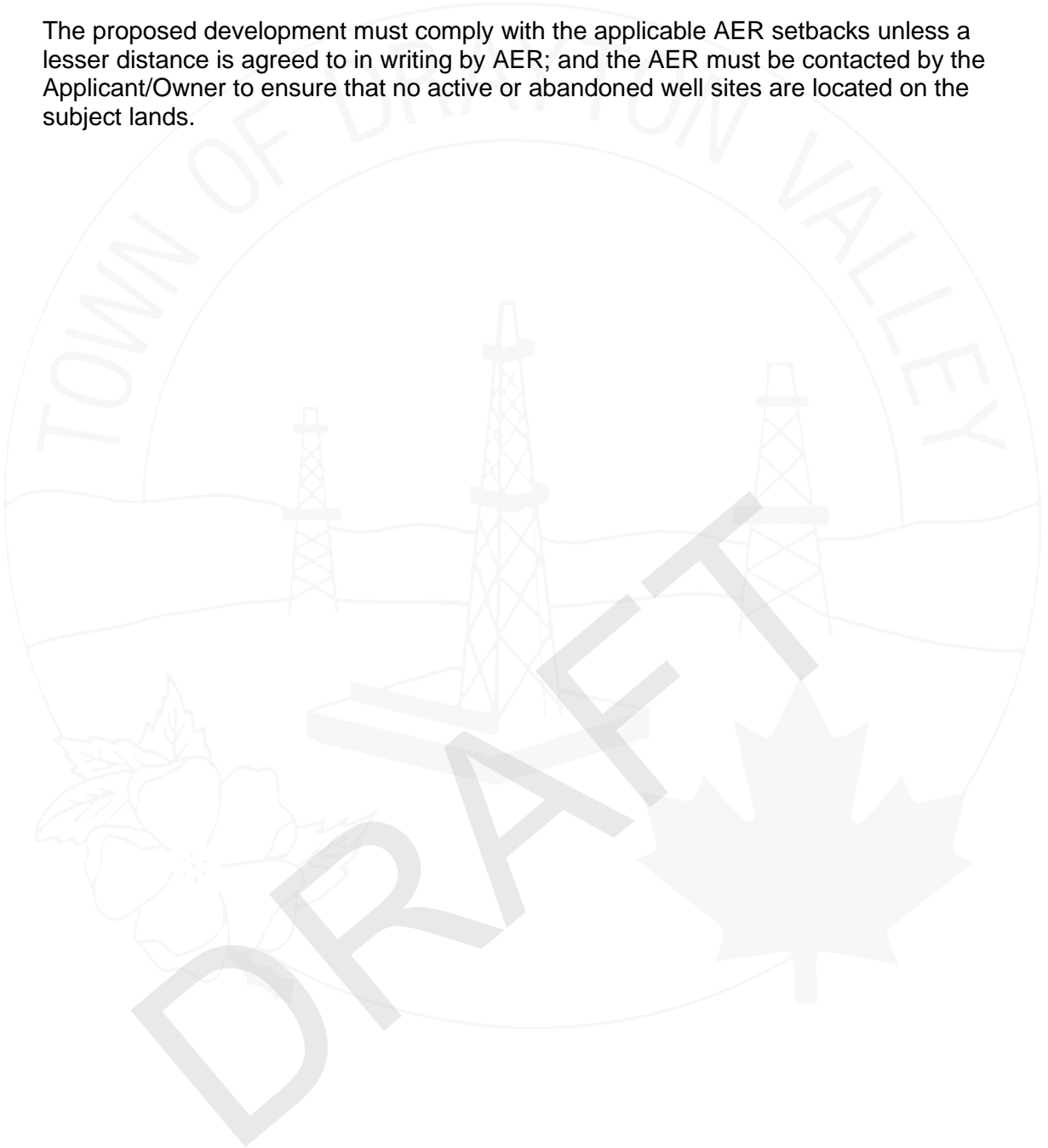
December 14, 2022

IMPORTANT NOTES

1. This permit is subject to any/all required Federal, Provincial or Municipal Permit approvals including, but not limited to, Alberta Transportation Roadside Development Permit, Building and/or Safety Code Permits.
2. A Fire Safety Plan shall be approved by Drayton Valley/Brazeau County Fire Services prior to commencement of any construction work on the subject property.
3. 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.
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.

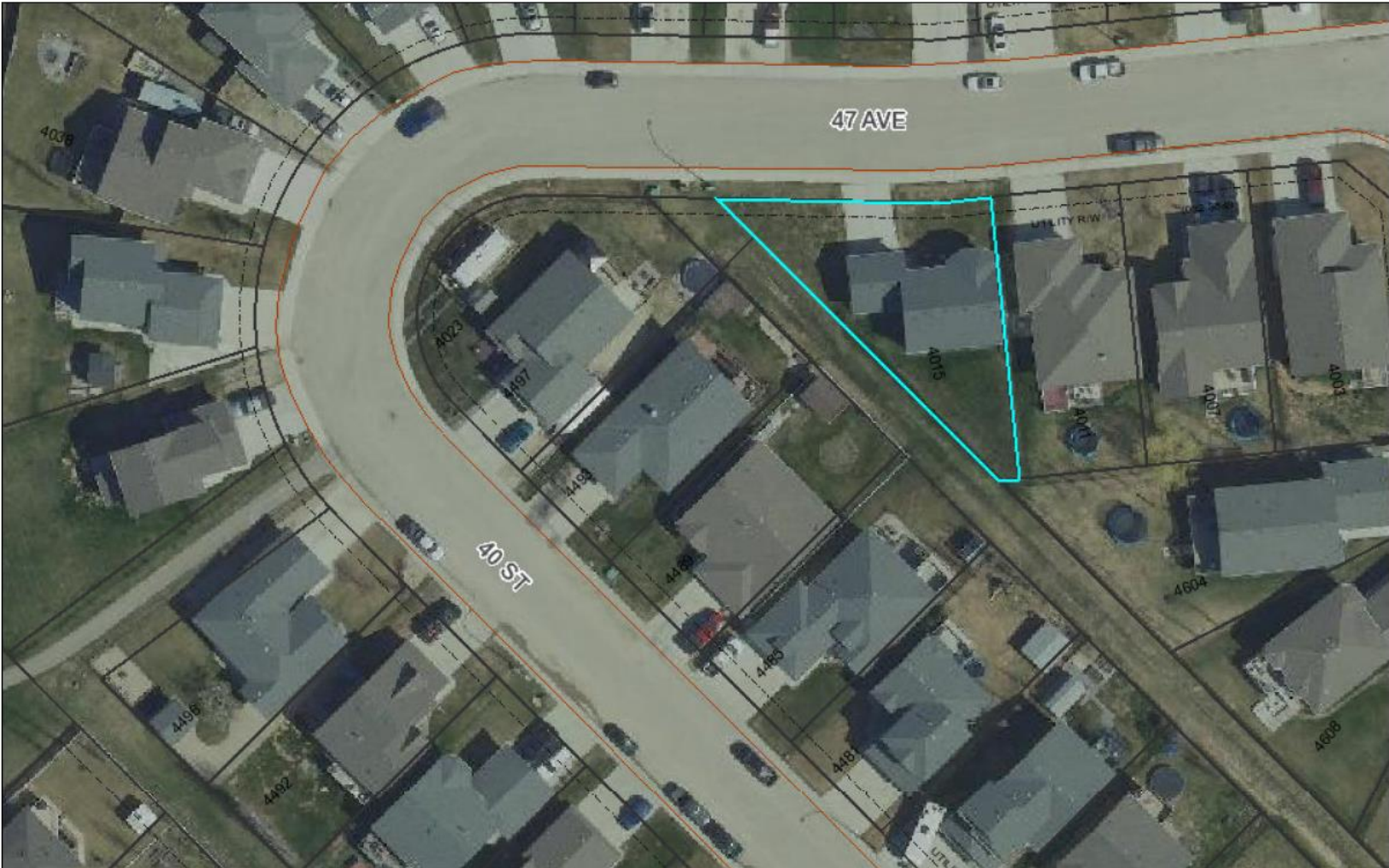


ATTACHMENT 8

Administration Presentation Slides

DV22-057

Discretionary Use – Home Based Business (Tattoo Studio)



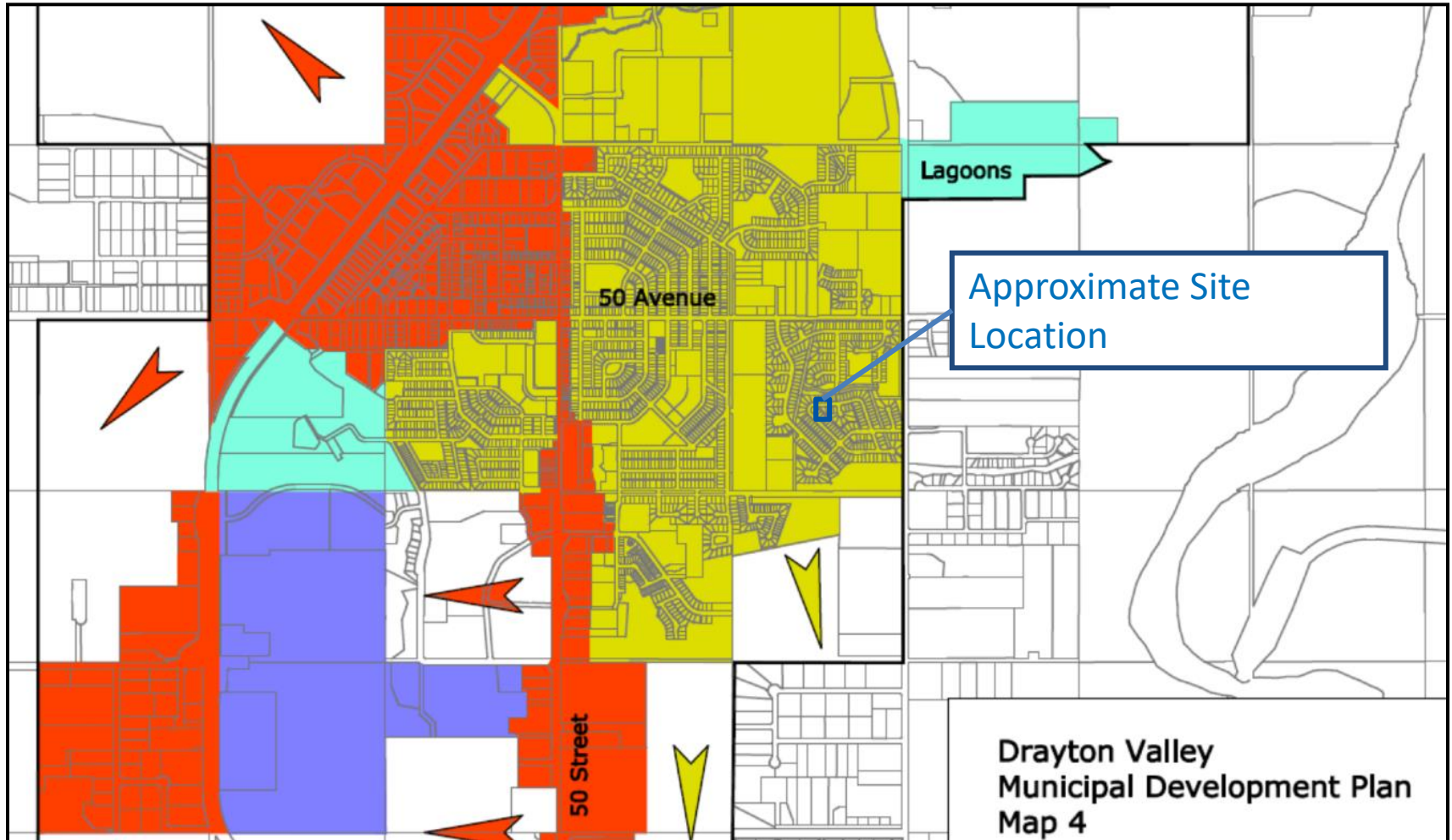
DV22-057

Discretionary Use – Home Based Business (Tattoo Studio)



DV22-057

Discretionary Use – Home Based Business (Tattoo Studio)



Discretionary Use – Home Based Business (Tattoo Studio)





Town of Drayton Valley **AGENDA ITEM REPORT**

Regular Council Meeting

MEETING:	Regular Council - November 23, 2022		
PRESENTED BY:	Jerreck Connors, Development Planner	DEPARTMENT:	Planning
		DIVISION:	Planning & Growth
SUBJECT:	Removal of Municipal Reserve (MR) Designation, LOT 6MR BLOCK 66 PLAN 0840074, to facilitate subsequent Disposal and Consolidation		
ATTACHMENTS:	Attachment 1 - Aerial Map Attachment 2 - Initial Development Plans Attachment 3 - November 29 2014 Council Minutes & Resolutions		

PROPOSAL AND BACKGROUND INFORMATION:

Proposal

Administration is seeking the removal/dissolution of the Municipal Reserve Designation on LOT 6MR BLOCK 66 PLAN 0840074 (See **Attachment 1 - Aerial Map**). The intent of this removal is to allow the Town to subsequently dispose of the land through consolidation with neighboring parcels, in order to help better facilitate development of the site as a whole.

Background Information

LOT 6MR BLOCK 66 PLAN 0840074 came to possession of the Town through an arrangement from an earlier subdivision of the site for a public park (See **Attachment 2 - Initial Development Plans**), whose development was contingent upon the surrounding lots success. With a subsequent development proposal that fell through relating to a then Council decision opposing discretionary commercial uses on the northernmost parcel (rezoned in 2014 from residential to commercial) (See **Attachment 3 - November 29, 2014 Council Minutes and Resolution**), all lots have since sat vacant.

As the subdivision for the site was for a very specific layout, it is difficult for the lots to be developed by other interested parties given the unique design and the placement of the Municipal Reserve land.

Administration proposes the removal of the MR designation to allow disposal and consolidation so that the land as a whole may be better suited for potential development again.

Municipal Reserve Stipulations & Removal Requirements

Under a Municipal Reserve designation, that land must be held by the municipality and is limited to serve the following uses:

- (a) a public park;
- (b) a public recreation area;
- (c) school board purposes;
- (d) to separate areas of land that are used for different purposes. (MGA Section 671(2))

In order for the neighboring lots to change their boundaries to better facilitate future development proposals outside of these limited uses, Administration must first remove the Municipal Reserve designation with Land Titles to allow for subsequent consolidation. Under Municipal Government Act requirements, Administration may only proceed with the removal upon a directive/resolution given by Council, decided after a Public Hearing has occurred.

A Public Hearing will be held on November 23rd 2022 prior to this Decision Item in adherence to MGA Section 674(1).

Replacement of Municipal Land

Administration will seek that the Municipal Reserve land being disposed of be recompensed back to the Town under some form of agreement entailing a caveat for new Municipal Reserve land from a future subdivision post-consolidation, a cash-in-lieu agreement, or some other combination and/or requirements therein. Specifics of the arrangement will be subject to further discussions and negotiations subsequent to designation removal approval by Council.

FINANCIAL IMPLICATIONS:

Keeping the Municipal Reserve designation on the land will prohibit the ability to rezone and consolidate the affected parcel with neighboring parcels. Neighboring parcels will have a more difficult time developing given the current site layout, which may incur further deferred potential future tax revenue for the Town.

Removing the Municipal Reserve designation will incur minimal fees charged by Land Titles to update Title records.

The financial agreement with neighboring landowners for consolidation is currently in the works by Administration, and will be dependent upon Council first approving the designation removal.

LEGAL/RISK IMPLICATIONS:

Legal was consulted on the application. Provided the Town continues adherence to Municipal Government Act requirements through the application, hearing, and decision item, there is unlikely to be any risk to a challenge.

A decision could be challenged if procedure in accordance with the Municipal Government Act was NOT followed by the Town.

ORGANIZATIONAL IMPLICATIONS:

Key Stakeholders including various Administration departments and both School Divisions were included in an advance notice and circulation of the application. No comments were received back indicating any risk/loss/need by the Key Stakeholders required to keep the land designated as Municipal Reserve.

STAKEHOLDER AND COMMUNICATION STRATEGY:

Prior to a Decision

Notification of the removal request was conducted in adherence to Municipal Government Act standards and requirements. Public notification occurred through a posting on the Town Website and social media, advertisements for two consecutive weeks in the paper, 3 display signs placed on or immediately next to portions of the site during all of November, and a mail-out targeting property owners within 100m from all property lines of the site.

Key stakeholders, including various Administration Departments and both the Wild Rose School Division and the St. Thomas Aquinas Roman Catholic (STAR) School Division, received direct advance notice of the application in order to provide any comments or concerns they had with the proposal as well.

No comments were received back from Key Stakeholders indicating any concern with the proposed designation removal.

A Public Hearing will be held on November 23rd prior to this Decision Item in adherence to MGA Section 674(1). Comments Administration receives from the Public directly will be read as part of the Public Hearing.

Subsequent to a Decision

Administration will post a notice declaring the outcome on the Town Website. Additionally, those property owners within the 100m who received a mail-out will receive a new notice outlining the decision made by Council.

NEXT STEPS:

If approved, Council will by motion provide Administration with the directive required to notify Land Titles of the removal of Municipal Reserve Designation. Once Land Titles successfully removes the designation, the parcel will be available to transfer and consolidate with surrounding parcels, should the terms be acceptable to Administration, Council, and the interested landowner(s).

A rezoning application is also running concurrently with this application, with a Public Hearing and Decision request date for December 7th to further aid with consolidation of the parcel.

If denied, the site and designation will remain as-is.

RECOMMENDATION(S):

That Council by Resolution approve Removal of Municipal Reserve Designation on LOT 6MR BLOCK 66 PLAN 0840074, providing Administration with the directive required by the Municipal Government Act.

ALTERNATIVES:

That Council by Resolution deny Removal of Municipal Reserve Designation on LOT 6MR BLOCK 66 PLAN 0840074, maintaining the property as-is.

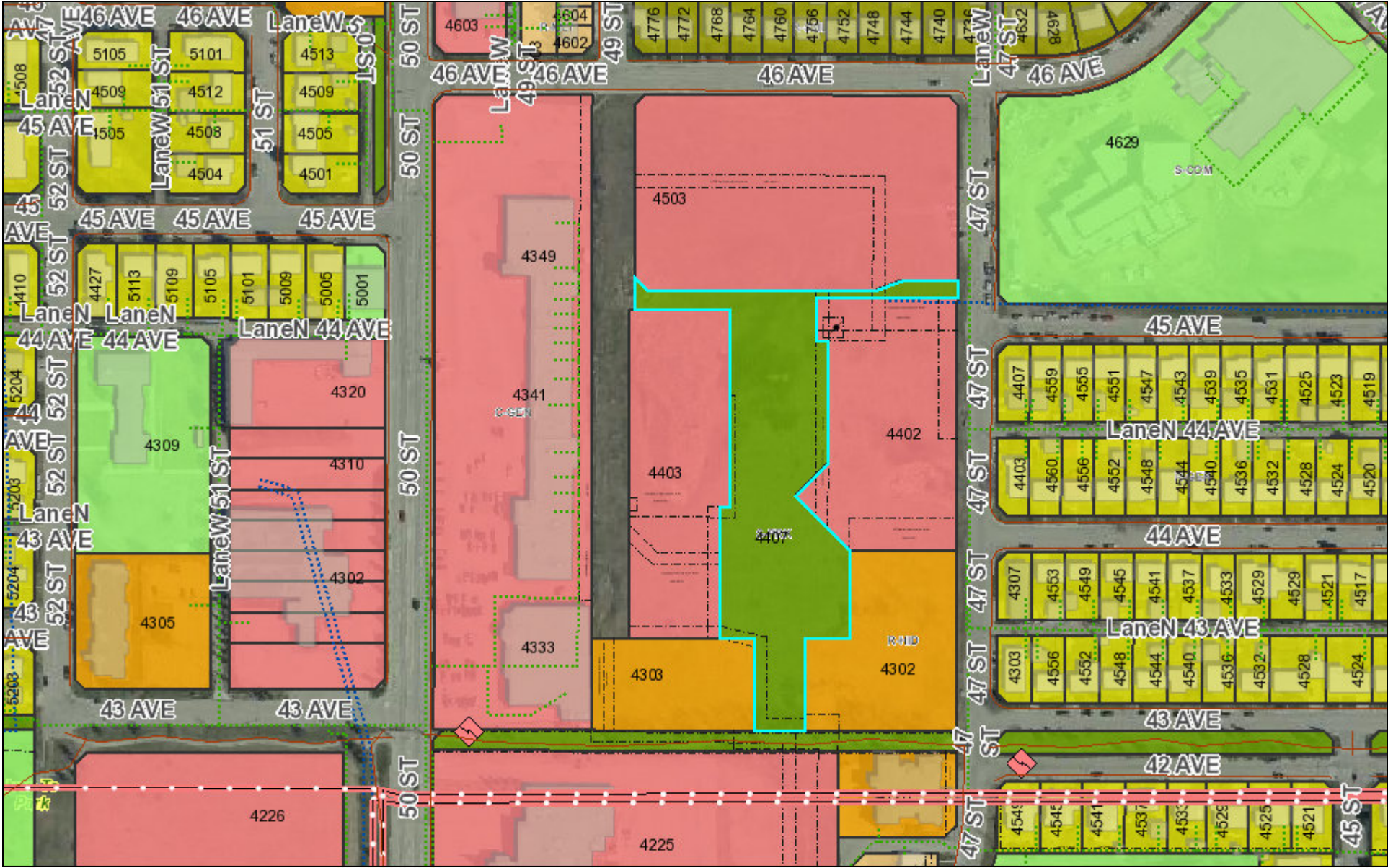
Robert Osmond, CAO
Ken Woitt, General Manager of
Planning & Growth

Approved - 18 Nov 2022
Approved - 07 Nov 2022

ATTACHMENT 1

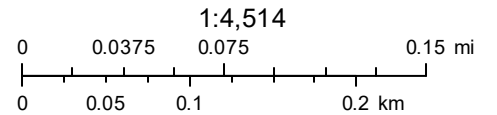
Aerial Map

Aerial Map



October 20, 2022

- Existing Sidewalks
- Wellsites
- Facilities
- T of DV Pipeline Road Crossing Sign
- T of DV Pipeline (Abandoned)
- High Pressure Pipelines
- Low Pressure Pipelines
- R/W
- Town Boundary - Current



Town of Drayton Valley
Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

Town of Drayton Valley
GIS - Information Services

ATTACHMENT 2

Initial Development Plans

46 Ave.

30' 30' 30'

4 Plex
90 x 72

4 Plex
90 x 72

4 Plex
90 x 72

30' 35'

4 Plex
90 x 72

4 Plex
90 x 72

4 Plex
90 x 72

135' 157'

4 Plex
90 x 72

4 Plex
90 x 72

Dedicated
Town House
Park 1/2
Acre

120' 96'

Building 4

276' 300'

Ramp

Ramp

Ramp

Ramp

Building 3

250'

100'

P33

P53

47 St.

Pond

Surge
Level

P32

P75

Building 1

220' 110'

100' 140' 240'

Building 2

200' 100'

ATTACHMENT 3

November 29, 2014 Council Minutes & Resolutions

DECISION ITEM 11.1**(November 19 2014)****DEVELOPMENT PERMIT DV14-164 4503-49 ST, DISCRETIONARY USES**

Councillor Nadeau explained that Administration has received an application for the development of a liquor store, gas bar with convenience store, carwash and drive thru business to be located at 4503-49 Street, legally described as Lot 7, Block 66, Plan 084 0074. The Lands were rezoned to C1- Central Commercial District at the October 29, 2014 Regular Meeting of Council. As the proposed developments are discretionary uses within the C1 district, Council approval is required.

Councillor Nadeau reviewed the options available as presented in the report from Administration.

Councillor Shular expressed that he is not in favour of this development and expressed that he does not see how this can be voted in favour of because of the traffic concerns. He also advised that he believes that the area is not appropriate for a multi-bay carwash.

Councillor Bossert expressed that, because she believes the primary need for this community in accessible housing, she would have liked to see more of an effort from the Developer to ensure the building of housing. She further stated that she believed that the proposed commercial development is not appropriate for this area.

Councillor Nadeau advised that she concurs with Councillor Bossert's comments regarding more of an effort for housing. She added that she feels very strongly about economic development and she has heard many times that the community wants better pricing so it is important for Council to look for options for resiliency and that she will not be voting in favour of the development. She explained that if the Developer would have removed the liquor store from the plans, she would have been in favour.

Councillor Wheeler explained that she is in favour of the full development.

Deputy Mayor Long suggested that Administration look into the regulation of liquor stores and research what other municipalities do.

The Developer was advised that they have the option to appeal.

RESOLUTION #290/14 (as amended)**(November 19 2014)**

Councillor Nadeau moved that Council approve Development Permit DV14-164 with all of the above noted (liquor store, gas bar with convenience store and carwash) discretionary non pedestrian oriented uses within the C1 District with standard development conditions as well as special conditions as listed below:

1. The Town requires the Developer work with Wild Rose School Division regarding acceptable fencing/screening along the west side of 4417-47 Avenue, which the Town will require the Developer to provide and pay for.

2. The Developer is to enter into a Development Agreement with the Town for the proposed development that is to be registered at Land Titles.
3. Outside storage (refuse areas) must be located, screened and maintained to the satisfaction of the Development Officer. Commercial and organic waste receptacles must not be located adjacent to residential roads. There shall be no outside storage of goods, products, materials or equipment permitted within the front yard setback prescribed. Outside storage of goods, products, materials or equipment shall be kept in a clean and orderly condition at all times and shall be screened by means of a solid wall or fence from public thoroughfares to the satisfaction of the Development Officer.
4. All those standard development conditions as outlined in the Town of Drayton Valley Development Permit that are applicable.
5. Subject to a fourteen (14) day advertising and appeal period from the Date of Issue. Any activity within this fourteen (14) day appeal period is at the discretion of the Developer.
6. Subject to any/all Federal, Provincial or Municipal Permits as required. These may be, but are not limited to, building and/or safety codes permits as required by the Alberta Building Code.

DEFEATED

OPPOSED: Councillors Shular, Nadeau, and Bossert

IN FAVOUR: Deputy Mayor Long and Councillor Wheeler



Town of Drayton Valley

AGENDA ITEM REPORT

Regular Council Meeting

MEETING:	Regular Council - November 23, 2022		
PRESENTED BY:	Jerreck Connors, Development Planner	DEPARTMENT:	Planning
		DIVISION:	Planning & Growth
SUBJECT:	Disposal of LOT 6MR BLOCK 66 PLAN 0840074 (Dependent Upon a Successful Vote of Agenda Item Report AIR-22-286)		
ATTACHMENTS:	Attachment 1 - Aerial Map		

PROPOSAL AND BACKGROUND INFORMATION:

Request

Subsequent to an approval from Council on the removal of Municipal Reserve designation for LOT 6MR BLOCK 66 PLAN 0840074, to be decided earlier during the November 23rd 2022 Council Meeting, Administration requests formal direction from Council on the disposal of the Town-owned land including any caveats or conditions to enact as part of its execution.

Should removal of the Municipal Reserve designation not be successful during the November 23rd 2022 Council Meeting, this Decision Item shall be pulled from consideration.

Background

Based on GIS measurements, the Town possesses 10,911.47 m² of the combined total of 51,772.56 m² of all lots in the affected Area Southwest of the intersection at 46 Avenue and 47 Street (See **Attachment 1 - Aerial Map**), equating to an ownership of 21% of the site in question. This exceeds a typical Municipal Reserve allocation of 10%, and came into the Town's possession as part of a gifting of extra land for the Municipal Reserve dedication under the initial development plans for the site. This land is identified as LOT 6MR Block 66 PLAN 0840074.

The landowner of the adjacent lots flanking the MR on all sides is seeking ownership of the Town-owned land again post-designation removal in order to consolidate parcels together to better allow the site to develop in the future.

Should the Town wish to relinquish the land in order to facilitate this, multiple options exist by which Administration may pursue an agreement with the neighboring landowner. As such, Administration is

requesting direction from Council on how to best proceed with relinquishing the land to the neighboring owner.

Administration proposes that the Town conditions implementing caveat(s) as a part of any sale agreement being enacted such that a portion of the land be returned back to the Town's possession after consolidation and subsequent re-subdivision occurs. The amount of land to caveat as a return is flexible and the key item Administration seeks the directive regarding.

Earlier discussions were held between Administration and Council in camera regarding this property.

Options For Disposal

1) Maintain a 21% Ownership in a Like-for-Like Arrangement (Administration's Recommendation)

Option 1 sees the Town conditioning the transfer of land such that a caveat be placed on title for subsequent consolidation so that the Town at a later subdivision date be privy to receiving back 21% of total site area once plans materialize. This request would equal the amount of land currently in possession, but exceed the 10% amount typically requested as part of Municipal Reserve designation during a subdivision.

Administration recommends this option as it provides the Town with an equal land amount to what is currently in possession.

2) Reduce the Amount Owned By the Town on a Subsequent Subdivision to the 10% Municipal Reserve Standards

Option 2 sees the Town conditioning the transfer of land such that a caveat be placed on title for subsequent consolidation so that the Town at a later subdivision date be privy to receiving back 10% of total site area once plans materialize. This request would equal the amount of land typically requested as part of Municipal Reserve designation during a subdivision, but equate to a final amount of land less than currently owned.

Under this option, Administration would effectively provide back to the neighbouring landowner the extra land gifted to the Town during the initial subdivision, and claim back 10% at a later date.

Alternatively, Council may also pursue this option, but specify to Administration that the difference of land between the 10% MR Standard and 21% currently processed be sold to the neighbouring landowner at market value.

3) Create an Alternate Arrangement at Council's Discretion

If Council is not satisfied with any of the provided options, Administration may also be directed to pursue an alternate disposal arrangement, as outlined by Council during the Council Meeting.

Decision

If Council decides to pursue a provided option, Council shall cite which option to pursue as part of the directive to Administration.

ORGANIZATIONAL IMPLICATIONS:

Depending on the option chosen by Council, Administration will be looking at varying amounts of land to be claimed back under Town possession pertaining to a caveat affecting later subdivision(s). The amount of land provided back and its location/orientation will have corresponding impacts on the design, use, and operation of the land by the municipality.

STAKEHOLDER AND COMMUNICATION STRATEGY:

Notifications for the Municipal Reserve designation Public Hearing planned for November 23 2022 also made note of plans for subsequent disposal of the Municipal Reserve land should the removal of designation be successful. Notifications were mailed out to surrounding property owners within 100m of the entire site, and three signs were posted on location facing public roadways (one along 46 Avenue, and two along 47 Street) from November 1st to November 23rd, as per Municipal Government Act Section 674(3) requirements.

Subject to Section 674(2) of the Municipal Government Act, advertising requirements for the sales agreement typical for a municipal disposal of land (Section 70) do not apply for the former Municipal Reserve land in this instance, and there is no obligation for the Town to advertise the sale or method Council chooses.

NEXT STEPS:

Once a directive is provided by Council, Administration may work with the neighbouring landowner to transfer LOT 6MR BLOCK 66 PLAN 0840074 with conditions as provided.

RECOMMENDATION(S):

That Council Direct Administration to Pursue Disposal of the Land Subject to Option #1 as Provided in the Report.

ALTERNATIVES:

That Council Direct Administration to Pursue Disposal of the Land subject to Option #2 as Provided in the Report.

That Council Direct Administration to Pursue Disposal of the Land in the Manner Determined by Council.

That Council Direct Administration Not to Pursue Disposal of the Land, Maintaining Ownership by the Municipality as Currently Divided.

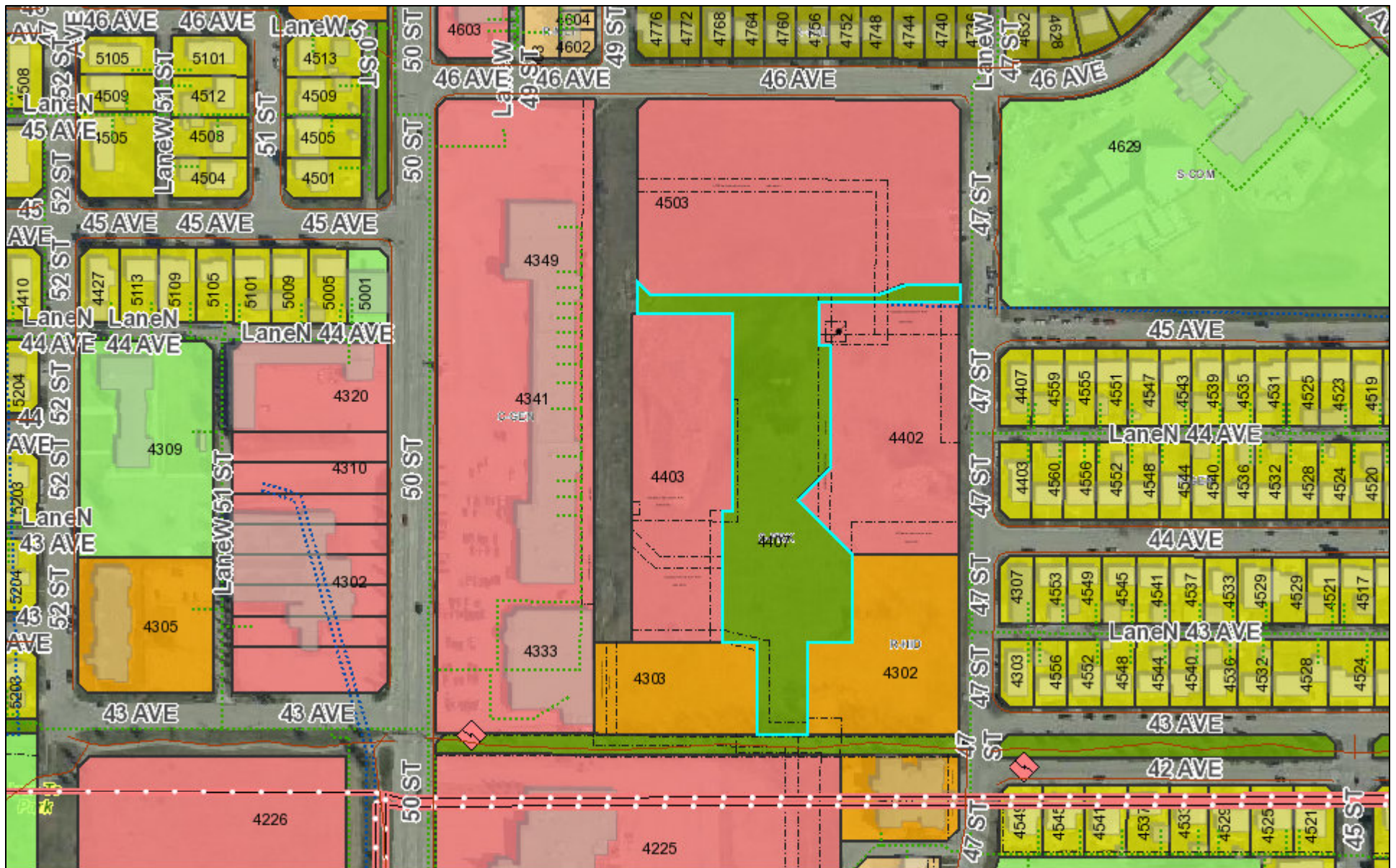
Robert Osmond, CAO
Ken Woitt, General Manager of
Planning & Growth

Approved - 18 Nov 2022
Approved - 15 Nov 2022

ATTACHMENT 1






Aerial Map

Aerial Map

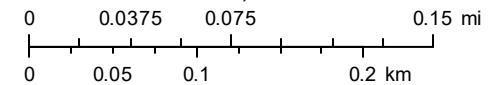


Page 4 of 4

October 20, 2022

-  Existing Sidewalks
  ToF DV Pipeline Road Crossing Sign
  High Pressure Pipelines
  Town Boundary - Current
-  Wellsites
  T of DV Pipeline (Abandoned)
  Low Pressure Pipelines
-  Facilities
 R/W

1:4,514



Town of Drayton Valley
Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

Town of Drayton Valley
GIS - Information Services



Town of Drayton Valley AGENDA ITEM REPORT

Regular Council Meeting

MEETING:	Regular Council - November 23, 2022		
PRESENTED BY:	Lola Strand, Community Services Manager	DEPARTMENT:	Community Services - FCSS
		DIVISION:	Community & Recreation
SUBJECT:	2021 FCSS Annual Report		
ATTACHMENTS:	3.7 ToDV FCSS 2021 Final Package (sent)		

PROPOSAL AND BACKGROUND INFORMATION:

FCSS is a partnership between the Government of Alberta and Municipalities. The GOA provides 80 percent of FCSS funding therefore we are required to report outcomes achieved as well as how funding was spent on an annual basis. The GOA has created a new online reporting format which has caused a delay in annual reporting however, the result is a report that can also be shared locally as well. Therefore, we are happy to share the attached 2021 FCSS Annual report.

FINANCIAL IMPLICATIONS:

n/a

IMPACT IN CAD:

n/a

LEGAL/RISK IMPLICATIONS:

n/a

ORGANIZATIONAL IMPLICATIONS:

n/a

SERVICE LEVELS IMPLICATIONS:

n/a

RECOMMENDATION(S):

To accept the 2021 FCSS Annual Report for information

Hans van Klaveren, General
Manager of Community Services and
Recreation
Robert Osmond, CAO

Approved - 28 Oct 2022

Approved - 04 Nov 2022

TOWN OF DRAYTON VALLEY
ANNUAL FCSS PROGRAM REPORT
FOR THE YEAR ENDED DECEMBER 31, 2021



INDEPENDENT PRACTITIONERS' REVIEW ENGAGEMENT REPORT

To the Mayor and Council of the Town of Drayton Valley

We have reviewed the accompanying Annual Family and Community Support Services Program Report ("the financial information") of the Town of Drayton Valley for the year ended December 31, 2021. The financial information has been prepared by management of the Town of Drayton Valley based on the financial reporting provisions of the Family and Community Support Services Funding Agreement Section 8 of the contract dated January 9, 2020 between the Town of Drayton Valley and the Minister of Human Services ("the contract").

Management's Responsibility for the Financial Information

Management is responsible for the preparation and fair presentation of the financial information in accordance with the financial reporting provisions of Section 8 of the contract, and for such internal control as management determines is necessary to enable the preparation of financial information that is free from material misstatement, whether due to fraud or error.

Practitioners' Responsibility

Our responsibility is to express a conclusion on the accompanying financial information based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial information in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on the financial information.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial information is not prepared, in all material respects, in accordance with the financial reporting provisions of Section 8 of the contract.

METRIX GROUP LLP

Chartered Professional Accountants

Edmonton, Alberta
May 12, 2022



FCSS Annual Report

Legal Name: TOWN OF DRAYTON VALLEY

Community and Social Services

2021 ANNUAL FCSS PROGRAM REPORT

This information is collected under the authority of the Family and Community Support Service Act, Regulation and section 8 (c) of the Family and Community Support Service Funding Agreement: 8. The Municipality Shall: (c) prepare and submit Program and financial information required under the Act, within one-hundred and twenty (120) days of the end of the Municipality's fiscal year, or if the agreement with the Minister is terminated, within a period of time determined by the Minister.

SECTION 1 - Statement of Revenues and Expenditures

Revenues

Annual Funding Provided Under the Act (A)

176,493

Municipal Contribution (Minimum ¼ of the Amount on Line (C)) (D)

44,123

Provincial Carried Over Surplus (B)

Total Grant Transfer(s) Received (E)

199,112.26

Provincial Funding Withheld (B1)

Total of Other External Revenues Value (F)

11,519.75

Total Funding Provided Under the Act (A + B - B1 = C) (C)

Total Revenues (C + D + E + F = G) (G)

176,493

431,248

Expenditures

Direct Delivery of Programs (H)

230,440.7

Surplus (Deficit) (G – L = M) (M)

7,504

Indirect Delivery of Programs (I)

167,151.47

Potential Provincial Portion Requested for Carryover (N)

0

Total Administration Cost (J)

26,152

Potential Municipal Matching Portion for Carryover

Total Grant Transfer(s) Sent (K)

Total Potential Carryover

Total Expenditures (H + I + J + K = L) (L)

423,744

Potential Provincial Funding Withheld (N1)

6,003

SECTION 2 - Volunteers

Total Number of Volunteers who Supported FCSS Programs

140

Total Number of Volunteer Hours Contributed to FCSS Programs

1,307

SECTION 3 - Direct Delivery of Programs: Programs delivered directly by the Municipality/Metis Settlement.

Total Expenditures Related to the Direct Delivery of Programs

230,440.7

List of programs delivered directly by the Municipality/Metis Settlement:

Program Name	Description	Amount	Participants
Volunteer Program Facilitation and Support	training, workshops, board development to build capacity and promote volunteerism Outcome: The community is active and engaged	\$15,000	50
Short Term Crisis Support	Outcomes: Individuals and Families have social supports	\$0	0
Skatepark Jam	positive relationship building with the RCMP Outcome: Children and Youth develop positively	\$1,684	108
Homelessness and Poverty Reduction	Facilitation of the interagency collaboration - Homelessness and Poverty Reduction team. Outcome: Community Social Needs are identified and addressed	\$5,000	85
Information, Referrals and Resource Navigation	Navigation of services such as counseling and other supports Outcome: Families have social supports	\$25,000	1560
Home Support	Light housekeeping and referral to resources Outcome: individuals experience personal well being	\$31,248	43
Seniors - Information, Referrals and Resource Navigation	Seniors get support to navigate and access seniors supports Outcome: Seniors have social supports	\$40,000	2080
Information, Referrals, and Resource Navigation	Individuals get support to navigate and access Alberta Supports and other supports Outcome: Individuals have social supports	\$31,000	1560
Snow Angels and Grocery Delivery	Volunteer coordination and support Outcome: Seniors have social supports	\$5,000	18

Program Name	Description	Amount	Participants
Community Resource Magnets	Magnets highlight emergent social support numbers Outcome: Families have social supports	\$2,266	2100
Volunteer Income Tax Program	Income tax completion - volunteer coordination Outcome: Families have social supports	\$1,349	294
Grow your own food program	Garden grown bags Outcome: Healthy functioning within families	\$4,658	103
Mental Health community online workshops	Facilitation of online sessions Outcome: Individuals Experience Personal Well Being	\$2,000	380
Canada Day	Planning, implementation, volunteer coordination Outcome: The community is connected and engaged	\$13,388	2000
Short Term Crisis Support	Solution-focused individual support Outcomes: Families have social supports	\$25,000	780
Volunteer Appreciation	Volunteer appreciation Outcome: The community is connected and engaged	\$3,725	111
Community Development	Raising awareness about community needs and support for collaboartion to address needs Outcome: communtiy social issues are identified and addressed	\$20,000	100
Block Parties	Neighbourhood Block parties Outcome: The communtiy is connected and engaged	\$150	50
Other Community programs and supplies	Community program supplies	\$3,977	150

SECTION 4 - Indirect Delivery of Programs: Programs funded by the Municipality/Metis Settlements and delivered by an external organization.

Total Expenditures Related to the Indirect Delivery of Programs

167,151.47

List of programs delivered by an external organization:

Program Name	Organization Name	Description	Amount	Participants
Pembina Crisis Connection Society	Pembina Crisis Connection Society	Provides info and referral for family violence, bullying and senior abuse Outcome: Healthy functioning within families	\$20,000	1110
ALIVE 55 Program	ALIVE 55 Program	Seniors workshops/socialization activities Outcome: Individuals experience personal well being	\$20,000	615
Elevated Camping Experience Society	Elevated Camping Experience Society	Operation Sasquach - Youth development and leadership Outcome: Children and Youth Develop Positively	\$16,268	10
Foundations Pre Kindergarten	Foundations Pre Kindergarten	Preschool Outcome: Early Childhood Development	\$10,550	49
Drayton Valley Early Childhood Development Centre	Drayton Valley Early Childhood Development Centre	Activity bags that support parent/child interaction Outcome: Children and Youth Develop Positively	\$4,056	200
Drayton Valley Preschool Society	Drayton Valley Preschool Society	Preschool Outcome: Children and Youth Develop Positively	\$10,000	65
Burden Bearers Counselling Centre	Burden Bearers Counselling Centre	Subsidized Counseling Services Outcome: Individuals experience personal well being	\$3,500	47
Not Myself Today	Aim for Success	Mental health support for teachers during COVID Outcome: Families have social supports	\$2,000	191
Drayton Valley Summer Reading Program	Drayton Valley Summer Reading Program	Summer programs for children at the library Outcome: Children and Youth Develop Positively	\$4,700	240
Drayton Valley Preschool Society	Drayton Valley Preschool Society	Outcome: Children and Youth Develop Positively	\$10,000	65

Program Name	Organization Name	Description	Amount	Participants
Elevated Camping Experience Society	Elevated Camping Experience Society	Free activities for families Outcome: The community is connected and engaged	\$6,300	20
Drayton Valley Volunteer Connector	Chamber of Commerce	Outcome: The community is connected and engaged	\$16,663	30
Community Parenting Coalition	Community Parenting Coalition	Family workshops and activities Outcome: Agencies collaborate to support early childhood development.	\$4,000	400
Critter Christmas Tree	Eagle Point-Blue Rapids Parks Council	Free activities for families Outcome: Children and Youth develop positively	\$1,115	500
Aim for Success	Aim for Success	Free family activities Outcome: Families have social supports	\$1,000	115
Eagle Point-Blue Rapids Parks Council	Eagle Point-Blue Rapids Parks Council	Stewardship, connection to nature, disconnection from technology - Outcome: Children and Youth develop positively	\$10,000	2310
Drayton Valley Early Childhood Development Centre	Drayton Valley Early Childhood Development Centre	Programs that support positive childhood development Outcome: Children and Youth Develop Positively	\$25,000	175
Evergreen School Staff Wellness	Evergreen School Staff Wellness	Mental Health supports Outcome: Children and Youth Develop Positively	\$2,000	292

SECTION 5 - Program Outcomes: This section is automatically populated by completing the required outcome information in the "FCSS Delivery of Programs" form.

Total # of Participants in All Programs

Percentage of Positive Change

18,006

92

Outcome	% Experiencing Positive Change
Individual Outcome 1 - Individuals experience personal well-being.	73
Individual Outcome 2 - Individuals are connected with others.	95
Individual Outcome 3 - Children and youth develop positively.	98
Family Outcome 2 - Families have social supports.	100
Community Outcome 1 - The community is connected and engaged.	86
Community Outcome 2 - Community social issues are identified and addressed.	99

SECTION 6 - Attachments

Review Engagement Report

☐

Audit Report

☐

Outcomes Information

☐

Other Related Documentation


☐

SECTION 7 - Certificate of Compliance

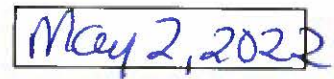
This is to certify that:

- To the best of my knowledge and belief, the projects/services and expenditures included in this report comply with the requirements and conditions set out in the Family and Community Support Services Act and Regulation; and all expenditures and revenues relative to the Program have been included in the report.
- The 20% municipal contribution has been derived from the operating budget of the municipality.

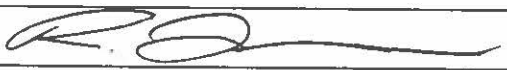
Director or Designate Compliance



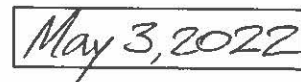
Date of Signature



Chief Administrative Officer or Designate Compliance



Date of Signature





Town of Drayton Valley

AGENDA ITEM REPORT

Regular Council Meeting

MEETING:	Regular Council - November 23, 2022		
PRESENTED BY:	Lola Strand, Community Services Manager	DEPARTMENT:	Community Services - ECDC
		DIVISION:	Community & Recreation
SUBJECT:	Early Childhood Development Centre Board Member Appointment		
ATTACHMENTS:	Samantha Henne Application Hadleigh Burch Application Tess & Simon Coutu Application		

PROPOSAL AND BACKGROUND INFORMATION:

Town Bylaw 2008/01/C, amended by Bylaw 2022/16/C also known as the Amending Bylaw for 2008/01/C Early Childhood Development Centre Board, requires in section 4. Composition of the Board, that:

- the Drayton Valley Early Childhood Development Centre Board consist of five (5) Community-at-Large members and one (1) Councillor, and
- the members shall be appointed by resolution of Town Council for either a one (1), two (2) or three (3) year term.

The five (5) Community-at-Large positions are currently vacant on the Board.

Three applications were received: from Samantha Henne, Hadleigh Burch and one application for both Tess & Simon Coutu.

- Tess Coutu is a past board member whose term expired on October 31, 2022, she has submitted an application to return for another term of two (2) years. Bylaw 2008/01/C and its amendments do allow for consecutive terms.
- Simon Coutu is a new applicant and asked to be appointed to a (2) year term position.
- Hadleigh Burch is a new applicant and asked to be appointed to a one (1) year term position.
- Samantha Henne is a new applicant and has no preference on the number of years for the term.

Administration and the ECDC Program Manager recommend the appointment of the applicants in order to fill the vacant positions on the board, with Samantha Henne to be appointed for three (3) years. The board can operate with these four members of the Community-at-Large plus the one Councillor appointed earlier at the Organizational Meeting in October.

FINANCIAL IMPLICATIONS:

IMPACT IN CAD:

N/A

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:

Council's decision will be communicated to the applicants as per Town Bylaw 2008/01/C.

NEXT STEPS:

Administration will notify the board member applicants of Council's decisions.

RECOMMENDATION(S):

1 - that Council appoint Tess Coutu for a two (2) year term to the Early Childhood Development Centre Board, and
 that Council appoint Simon Coutu for a two (2) year term to the Early Childhood Development Centre Board, and
 that Council appoint Hadleigh Burch for a one (1) year term to the Early Childhood Development Centre Board, and
 that Council appoint Samantha Henne for a three (3) year term to the Early Childhood Development Centre Board.

ALTERNATIVES:

2 - that Council direct Administration to re-advertise for the (amount) vacant Early Childhood Development Centre Board positions and bring applications to a future Regular Meeting of Council for appointment decision.

3 - that Council accept the Early Childhood Development Centre Board Member Appointment report for information only.

Bernice Taylor, ECDC Program
 Manager

Approved - 15 Nov 2022

Lola Strand, Community Services
 Manager

Approved - 18 Nov 2022

Hans van Klaveren, General
Manager of Community Services and
Recreation
Robert Osmond, CAO

Approved - 18 Nov 2022

Approved - 18 Nov 2022



TOWN OF DRAYTON VALLEY

Application for Board/Committee Membership

NAME: Samantha Henne PHONE: (780) 898-0504

MAILING ADDRESS: Site 454 Box 3 Comp 2 RR 2, Drayton Valley, AB

STREET ADDRESS: 4A Meier Rd

T7A 2A2

E-MAIL ADDRESS: sami_strauss@hotmail.com

OCCUPATION: Client Advisor - RBC Royal Bank

I AM INTERESTED IN (SELECT ONE):

☐ 1 Year Term ☐ 2 Year Term
☐ 3 Year Term ☒ No Preference

Please note that eventually the length of the term is depending on the Board's or Committee's Bylaw, Terms of Reference or similar.

SOME BOARDS/COMMITTEES HAVE SPECIFIC POSITIONS FOR CERTAIN DEMOGRAPHICS, PLEASE ANSWER THE FOLLOWING:

AGE:

☐ Under 21 ☒ 21-35 ☐ 35-55 ☐ Over 55

MUNICIPALITY OF RESIDENCE:

☐ Town of Drayton Valley ☒ Brazeau County ☐ Other(Please State):

BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)

<input type="checkbox"/> Aquatic Facility Committee	<input type="checkbox"/> Brazeau Foundation
<input checked="" type="checkbox"/> Early Childhood Development Centre (Childcare Operational) Board	<input type="checkbox"/> Drayton Valley Municipal Library Board
<input type="checkbox"/> Family and Community Support Services (FCSS) Advisory Board	<input type="checkbox"/> Other: (Please state)
<input type="checkbox"/> Subdivision and Development Appeal Board	

☒ I hereby give permission to have my name stand for other vacant positions on Town of Drayton Valley Boards or Committees, should I not be selected to serve on this Board or Committee.

Please note any preferred Boards or Committees:

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DRAYTON VALLEY



Page 2 of 2

RELATED EXPERIENCE AND QUALIFICATIONS:

- Worked at ECDC for 8 years
- ECE childcare worker certification
- Parent of child who attends ECDC

BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:

As a parent of a child that attends ECDC and with my previous role with the centre, I think I would be a great asset in assisting the Centre in flourishing.

OTHER PERTINENT INFORMATION:

Will you be able to attend all regular meetings and attend to matters which may require allocation of personal time?



YES



NO

PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE ATTACHED WITH THIS APPLICATION.

SIGNATURE:

DATE: Nov 7/22

Please return the completed form marked

ATTENTION: Administration Department

In Person

5120-52 Street, Drayton Valley

Mail

Box 6837, Drayton Valley, AB, T7A 1A1

E-mail

admin-support@draytonvalley.ca

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Child Care Branch
Child Care and Youth Services Division
6th Floor, 9940 106 Street NW
Edmonton, Alberta, T5K 2N2
Telephone: 780-422-1119
Fax: 780-427-1258
www.alberta.ca/childrens-services.aspx

Central Region
Early Childhood Services Division
50085 49th Street Camrose, Alberta
T4V 1N5

November 1, 2022

To whom it may concern

I have known Sami Straus for the last 7 years. I first met Sami Straus while she was employed at Drayton Valley Early Child Development Centre. Sami was an assistant directors at the program. Sami has done a lot to work with staff, supporting their education regarding best practice and ensured her compliance to the Early Learning and Child Care Regulations.

Sami is very dedicated, enthusiastic and able to adapt to different types of learners to coach and support staff best practice when working with children. Sami has an excellent understanding of Early Childhood Development and implements best practice in her daily dealings of the Early Childhood Community. Over the past 7 years I have known Sami she has become a leader in our Early Childhood Community mentoring and supporting other Early Childhood Educators.

Sami is a critical thinker that is able to analyze, research and present concepts that are based upon research and innovation in the Early Childhood Field. I would not hesitate to recommend Sami for the Childcare Operational Board of the ECDC board.

Please contact our office at 780-608-4030 if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Mylinda Spencer".

Mylinda Spencer
Child Care Licensing Officer



4813 54 Avenue, Drayton Valley, AB T7A1C3
780.621.2123
dragonflydayhomes@gmail.com

Attention: Administration Department
5120 – 52 Street
Drayton Valley, AB T7A 1A1

RE: Board Member Application of Samantha Henne

November 4, 2022

To: Childcare Operational Board Selection Committee

I am writing in support of the Childcare Operational Board application of Samantha Henne.

I have had the pleasure of knowing Samantha for ten years, we met through past employment at the Early Childhood Development Centre. At the time I was the Family Day Home Coordinator and Samantha was working as the Administrative Assistant. We worked closely together for 5 years through our administrative roles and I came to know her quite well.

During her time at ECDC she showed great dedication to young children by strengthening her skills and knowledge in early childhood development through completing Norquest's Early Learning and Childcare Certificate (Level 2 ECE), but also, with the health and wellbeing of children in mind, took it upon herself to become a certified YogaKids Instructor. Throughout our time working together I witnessed Samantha showing great care and compassion to the families and children attending the centre. She handled all matters with reliability and professionalism and worked to understand all sides of any difficult situations.

I have no doubt that Samantha's membership would serve the Childcare Operational Board well as she is generous, thoughtful, intelligent and dedicated to the families and children in our community. Samantha Henne would be an ideal candidate, and I recommend her for Childcare Operational Board membership without reservation.

Sincerely,

Jennifer Paterson
Owner/Coordinator
Dragonfly Family Day Home Agency



TOWN OF DRAYTON VALLEY

Application for Board/Committee Membership

NAME: Hadleigh Burch PHONE: 780 514 8164
 MAILING ADDRESS: Po Box 6778 Drayton Valley, AB
 STREET ADDRESS: 50030 RR91 T7A 1S2
 E-MAIL ADDRESS: h.neabel@hotmail.com
 OCCUPATION: Homemaker

I AM INTERESTED IN (SELECT ONE):

☒ 1 Year Term ☐ 2 Year Term
☐ 3 Year Term ☐ No Preference

Please note that eventually the length of the term is depending on the Board's or Committee's Bylaw, Terms of Reference or similar.

SOME BOARDS/COMMITTEES HAVE SPECIFIC POSITIONS FOR CERTAIN DEMOGRAPHICS, PLEASE ANSWER THE FOLLOWING:

AGE: ☐ Under 21 ☒ 21-35 ☐ 35-55 ☐ Over 55

MUNICIPALITY OF RESIDENCE:

☐ Town of Drayton Valley ☒ Brazeau County ☐ Other(Please State):

BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)

<input type="checkbox"/> Aquatic Facility Committee	<input type="checkbox"/> Brazeau Foundation
<input checked="" type="checkbox"/> Early Childhood Development Centre (Childcare Operational) Board	<input type="checkbox"/> Drayton Valley Municipal Library Board
<input type="checkbox"/> Family and Community Support Services (FCSS) Advisory Board	<input type="checkbox"/> Other: (Please state)
<input type="checkbox"/> Subdivision and Development Appeal Board	

☐ *I hereby give permission to have my name stand for other vacant positions on Town of Drayton Valley Boards or Committees, should I not be selected to serve on this Board or Committee.*

Please note any preferred Boards or Committees: ECDC



RELATED EXPERIENCE AND QUALIFICATIONS:

I have no board experience prior but have worked in the past in team environments. Being a stay at home mom I have ideas and experience when dealing with child care.

BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:

I value the care my child receives through ECDC and the commitment of the staff there. I would love the opportunity to add to improvements or continuing the experience for ECDC.

OTHER PERTINENT INFORMATION:

Will you be able to attend all regular meetings and attend to matters which may require allocation of personal time?



YES

NO

PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE ATTACHED WITH THIS APPLICATION.

SIGNATURE: H. Burch

DATE: October 24, 2022

Please return the completed form marked

ATTENTION: Administration Department

In Person 5120-52 Street, Drayton Valley
 Mail Box 6837, Drayton Valley, AB, T7A 1A1
 E-mail admin-support@draytonvalley.ca

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October 20, 2022

To: ECDC Board
Re: Reference for Hadleigh Burch

Hello, my name is Andrea Howatt. I am a mom of two boys who both attended the ECDC in Drayton Valley. My boys loved every minute of their experiences there. The amazing staff and well-organized engaging activities had huge and lasting impacts on their lives.

It is my great pleasure to recommend Hadleigh for your ECDC Board. I have been fortunate enough to have known Hadleigh for 7 years now. She is knowledgeable, calm, caring, compassionate, trustworthy, responsible, creative, dedicated, cheerful, and loving. Hadleigh leads with kindness and believes in people. She offers your board broad life knowledge from child rearing to farming to business, and has an eye for the beauty in everything. Hadleigh brings creative ideas with a genuine care for children and love for our community.

I believe Hadleigh will fit perfectly with the awesome group of people you have on the board.

Should you have any questions, please don't hesitate to call me at 780-621-2499.

Thank you for your time.

Sincerely

A handwritten signature in black ink, appearing to read 'Andrea Howatt', followed by a period.

Andrea Howatt

Terry Huha
31-141 Fontaine Crescent
Fort McMurray, AB
T9H 0C9
terryhuha@yahoo.com
204-770-8991

October 23, 2022

ECDC Board

To Whom It May Concern:

It is with absolute certainty and pleasure that I recommend Hadleigh Burch for a position on the daycare board.

I first met Hadleigh in 2015. Over the years we have become close friends and I feel I know her character very well. She is an amazing devoted mother to her 2+ year old daughter and patient loving wife. Hadleigh's passion for writing is unmeasurable, and has had past and current articles being published. She is a homesteader to the core, with a menagerie of farm livestock to care for, gardening (that requires canning) and seems to make everything from scratch, as in breads and even yarn, which leads to her beautiful knitting.

Hadleigh is well educated and she would handle responsible decision making, dealing with parents concerns and working as a team member in a professional manner as a board member. She is an honest, reliable, respectful and caring.

Hadleigh would be most beneficial for the ECDC Board, should she be granted a position.

I would be pleased to answer any questions you may have by contacting me through the information I have provided above.

Regards,

Terry Huha



TOWN OF DRAYTON VALLEY

Application for Board/Committee Membership

NAME: Simon & Tara Coutu PHONE: 226 377 0726 (Tara)
519 614 0100 (Simon)

MAILING ADDRESS: 3829 52 Ave

STREET ADDRESS: Drayton Valley T7A 1T7

E-MAIL ADDRESS: stcoutu1812@gmail.com

OCCUPATION: dietitian / constable

I AM INTERESTED IN (SELECT ONE):

☐

1 Year Term

☒

2 Year Term

3 Year Term

☐

No Preference

Please note that eventually the length of the term is depending on the Board's or Committee's Bylaw, Terms of Reference or similar.

SOME BOARDS/COMMITTEES HAVE SPECIFIC POSITIONS FOR CERTAIN DEMOGRAPHICS, PLEASE ANSWER THE FOLLOWING:

AGE:

☐

Under 21

☐

21-35

☒

35-55

☐

Over 55

MUNICIPALITY OF RESIDENCE:

☒

Town of Drayton Valley

☐

Brazeau County

☐

Other (Please State):

BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)

☐
☒
☐
☐

Aquatic Facility Committee

Early Childhood Development Centre (Childcare Operational) Board

Family and Community Support Services (FCSS) Advisory Board

Subdivision and Development Appeal Board

☐
☐
☐

Brazeau Foundation

Drayton Valley Municipal Library Board

Other: (Please state)

☐

I hereby give permission to have my name stand for other vacant positions on Town of Drayton Valley Boards or Committees, should I not be selected to serve on this Board or Committee.

Please note any preferred Boards or Committees:

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DRAYTON VALLEY

RELATED EXPERIENCE AND QUALIFICATIONS:

(Ters) Past board member at ECDC, parent of two.
 (Simon) Parent of two, police officer.
 Supervisor at 3m prior to RCMP

BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:

Community involvement is very important to us.
 we've both been approached to put our
 names forward for membership of the board

OTHER PERTINENT INFORMATION:

Will you be able to attend all regular meetings and attend to matters which may require allocation of personal time?

☒ YES ☐ NO

PLEASE PROVIDE TWO (2) LETTERS OF REFERENCE ATTACHED WITH THIS APPLICATION.

SIGNATURE: Ters Gauthier **DATE:** Oct 31, 2022

Please return the completed form marked

ATTENTION: Administration Department

In Person	5120-52 Street, Drayton Valley
Mail	Box 6837, Drayton Valley, AB, T7A 1A1
E-mail	admin-support@draytonvalley.ca

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Town of Drayton Valley

AGENDA ITEM REPORT

Regular Council Meeting

MEETING:	Regular Council - November 23, 2022		
PRESENTED BY:	Lola Strand, Community Services Manager	DEPARTMENT:	Community Services
		DIVISION:	Community & Recreation

SUBJECT:	Youth Advisory Committee
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ATTACHMENTS:	Town of Drayton Valley Youth Advisory Council Terms of Reference - Nov 2022 Bylaw 2022-18-C Youth Advisory Committee
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PROPOSAL AND BACKGROUND INFORMATION:

At the Regular Council Meeting of November 9, 2022, Council gave Bylaw NO. 2022/18/C Youth Advisory Committee First and Second Reading. This provided the opportunity to review and discuss the proposed bylaw. In the weeks following that meeting, the bylaw and the associated Terms of Reference could be further considered and is now brought back before Council for Third and Final Reading.

The financial impact of a proposed \$ 3,000 allocation to this committee has been presented to Council during the Budget 2023 deliberations.

The Resilient Youth in Stressed Environments (RYSE) to Action committee is dissolving in 2022. Many municipalities across Canada have recognized the importance of having youth involved in municipal government through the development of specific youth committees or councils. The installment of a Youth Advisory Committee could serve as a platform for our local youth and Council to have meaningful interaction related to community development and future direction. The role of an advisory committee is to provide recommendations to council, elected officials or to an administrative department. They typically provide comment on legislation and policies prior to adoption and have a small working budget to accomplish their goals.

Council Committees are required to be established by bylaw. The proposed Youth Advisory Committee Bylaw NO. 2022/18/C is attached. The Terms of Reference document, also attached, is an addendum to the bylaw and for Council an important tool related to the operation and installation of this new committee. Administration created the proposed Terms of Reference utilizing examples from other established committees in the province and the Youth Council Toolkit (developed by FCM - Federation of Canadian Municipalities).

The Youth Advisory Committee is a committee that will support Council based on its operating guidelines as per their Bylaw and Terms of Reference. The committee members could be allotted a stipend or other incentive as gratitude for their participation and for their community leadership development.

FINANCIAL IMPLICATIONS:

Council committees require a certain, though limited, budget to undertake their activities. It is sometimes challenging to get community members engaged to participate in committees, especially youth participation can be an issue. A scholarship or other incentive, related to community leadership development, aims to celebrate and reward the engagement and commitment from youth members.

IMPACT IN CAD:

\$ 3,000

LEGAL/RISK IMPLICATIONS:

N/A

ORGANIZATIONAL IMPLICATIONS:

The Youth Advisory Committee helps Council and Administration to ensure youth related issues and services are addressed efficiently. Administration will provide support which does require resources such as staff time.

SERVICE LEVELS IMPLICATIONS:

The Youth Advisory Committee can play an important role in the delivery of services for youth in our community. It can help create new initiatives and improve existing services.

ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Other Strategic Priorities

STAKEHOLDER AND COMMUNICATION STRATEGY:

Town of Drayton Valley Council
 Youth of the Town of Drayton Valley
 Youth organizations and other youth advocates
 Community members at large

NEXT STEPS:

After Council gives Bylaw 2022/18/C Third Reading this will advertise to invite applicants for committee positions and bring those to Council for consideration and appointment.

RECOMMENDATION(S):

1 - that Council give Third and Final Reading to Bylaw NO. 2022/18/C Youth Advisory Committee, as presented.

ALTERNATIVES:

2 - that Council give Third and Final Reading to Bylaw NO. 2022/18/C Youth Advisory Committee, as amended by Council.

3 - that Council direct Administration to bring the Youth Advisory Committee report back to Council to the future Council meeting of for discussion and decision, including information as directed by Council.

4 - that Council accept the Youth Advisory Committee report for information.

Lola Strand, Community Services Manager Approved - 18 Nov 2022

Hans van Klaveren, General Manager of Community Services and Recreation Approved - 18 Nov 2022

Robert Osmond, CAO Approved - 18 Nov 2022

Town of Drayton Valley YOUTH ADVISORY COMMITTEE

TERMS OF REFERENCE

November 2022

1. Name and Type of Committee

Youth Advisory Committee

2. Statement of Purpose

The Youth Advisory Committee exists to foster a relationship between Drayton Valley Town Council and the youth of the Town of Drayton Valley. This will be accomplished through: Advocacy, Education, and Engagement.

3. Duties and Responsibilities

- a) Act in an advisory capacity to Town Council, and communicate with Town Administration, and community partners on issues relevant to youth and the community.
- b) Conduct relevant research and consultation that addresses current, emerging and future concerns of Drayton Valley youth.
- c) Provide a forum to address and discuss concerns that affect youth in Drayton Valley, provide regular updates Town Council on activities, respond to inquiries, present recommendations, and raise awareness of issues affecting youth.

4. Composition and Appointments

a) Voting Members

- i. Two (2) youth representatives from the School Divisions, as follows:
 - Wild Rose School Division – one (1) representative; and
 - St. Thomas Aquinas Catholic School Division – one (1) representative.
- ii. Five (5) community youth representatives between the ages of 14 and under 25 at the time of appointment or renewal, reflecting the diversity of youth in the community.
- iii. Total: Seven (7) voting Youth Advisory Committee Members.

b) Non-Voting Members

- i. One representative from Town of Drayton Valley Council.
- ii. Community Services Department staff to provide ongoing administrative support and assistance.

c) Process and/or designation of Chair and Vice-Chair

- i. The Chair will be appointed by the voting members of the Youth Advisory Committee at the beginning of each year. This is a one (1) year term, with an option for renewal for one (1) term up to a maximum of two (2) terms and a total of not more than three (3) terms.
- ii. The Vice-Chair will be appointed by the voting members of the Youth Advisory Committee at the beginning of each year. This is a one (1) year term, with an option for renewal for a maximum of two (2) terms and a total of not more than three (3) terms.
- iii. The Chair or Vice-Chair will preside at every meeting and shall vote on all questions submitted.

d) Sub Committees

The Youth Advisory Committee may establish sub-committees to examine, report, and take action, which is consistent with the Youth Advisory Committee Strategic Plan and Terms of Reference.

- i. The Chair of any such sub-committee shall be a member of the Youth Advisory Committee;
- ii. Sub-committees may recruit interested members of the community to assist in executing the assigned tasks of such sub-committee; and
- iii. Sub-Committee meetings may be called at the request of the Chair of the sub-committee.

5. Term of Appointment

To be appointed by Town Council for up to a three (3) year term with options for re-appointment to a maximum term limit of six (6) years.

6. Quorum/Meeting Frequency

- a) A quorum of the Committee is a majority of the voting members.
- b) Meetings will occur monthly to be determined by the Chair.

7. Support (Financial and/or Staff)

- a) Meeting room with access to a computer.
- b) Financial
 - 1. Start up and operational meeting expenses
 - 2. Outreach and professional development opportunities

- c) Administrative support
 - 1. Email and mail services
 - 2. Agenda and minutes will be circulated at least two days prior to meetings by email

8. Reporting, Review and Evaluation

- a) Build a four (4) year Strategic Plan, including goals and actions to be taken by the Youth Advisory Committee.
- b) An annual review to evaluate the impact and achievements of the strategic plan of the Youth Advisory Committee will be conducted at the first November meeting of each year.
- c) Conduct a review of the Terms of Reference annually in November.



BYLAW NO. 2022/18/C

Name of Bylaw: Youth Advisory Committee

WHEREAS the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta 2000 and amendments thereto, provides in s145(2) that Council may, by bylaw, establish council committees and other bodies;

AND WHEREAS the *Municipal Government Act*, being Chapter M-26 of the Revised Statutes of Alberta 2000 and amendments thereto, provides in s146 that council committees may consist of both councillors and persons who are not councillors;

AND WHEREAS the Town of Drayton Valley 'Boards and Committees to Council Policy C-05-14' provides that committees are considered to be advisory to Town Council unless otherwise stated in the Bylaw governing that committee;

AND WHEREAS Council deems it appropriate to establish a Youth Advisory Committee to foster a relationship between Drayton Valley Town Council and the youth of the Town of Drayton Valley;

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

TITLE

1. This Bylaw may be cited as the "Youth Advisory Committee Bylaw" of the Town of Drayton Valley.

PURPOSE

2. The purpose of this Bylaw is to establish a Youth Advisory Committee operating in accordance with the Town of Drayton Valley Youth Advisory Committee Terms of Reference which are an addendum to this bylaw and can be amended by Council from time to time.

INTERPRETATION

3. Words used in the singular include the plural and vice-versa.
4. When a word is used in the masculine or feminine it will refer to either gender.
5. Words used in the present tense include the other tenses and derivative forms.

SEVERABILITY

6. 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 come into force and have effect from and after the date of third reading thereof.

Read a first time this _____ day of _____, 20____, A. D.

Read a second time this _____ day of _____, 20____, A. D.

Read a third and final time this _____ day of _____, 20____, A. D.

MAYOR

CHIEF ADMINISTRATIVE OFFICER



Town of Drayton Valley

AGENDA ITEM REPORT

Regular Council Meeting

MEETING: Regular Council - November 23, 2022

PRESENTED BY: Elvera Thomson, General Manager of Finance **DEPARTMENT:** Corporate Services

DIVISION: Corporate Services

SUBJECT: Quarter 3 Finance Report

ATTACHMENTS: [Q3 Report](#)
[Financial Information](#)
[Capital Summary](#)
[Project Tracking Update](#)
[Asset Management Update](#)

PROPOSAL AND BACKGROUND INFORMATION:

Please see attached the Quarter 3 Finance reports.

FINANCIAL IMPLICATIONS:

This report serves as information purposes only.

ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Other Strategic Priorities

RECOMMENDATION(S):

1. That Council accept the Quarter 3 Finance Report as information.

ALTERNATIVES:

1. That Council accept the Quarter 3 Finance Report as information.
2. That Council accept the Quarter 3 Finance Report as information and request additional information from Administration as follows _____.

Elvera Thomson, General Manager
of Finance

Approved - 18 Nov 2022

Robert Osmond, CAO

Approved - 18 Nov 2022

TOWN OF DRAYTON VALLEY
Quarterly Update - Q3 Septmeber 30 - 2022



GENERAL REVENUE

	Actual 2019	Actual 2020	Actual 2021	Budget 2022	Budget 2022 YTD	Actual 2022 YTD
Property Taxes	(10,780,298)	(10,473,565)	(10,695,344)	(11,003,685)	(11,823,002)	(11,853,349)
Franchise Fees	(1,208,934)	(1,190,421)	(1,245,385)	(1,251,418)	(938,563)	(913,679)
Other Revenue	(714,225)	(406,041)	(347,556)	(432,003)	(374,002)	(489,894)
Net Revenue	(12,703,457)	(12,070,027)	(12,288,285)	(12,687,106)	(13,135,568)	(13,256,922)

GENERAL ADMINISTRATION

	Actual 2019	Actual 2020	Actual 2021	Budget 2022	Budget 2022 YTD	Actual 2022 YTD
Revenues						
General Administration	(128,173)	(691,697)	(172,158)	(122,700)	(114,525)	(148,176)
Total Revenues	(128,173)	(691,697)	(172,158)	(122,700)	(114,525)	(148,176)
Expenses						
Council	515,512	439,629	456,776	668,000	501,000	362,175
General Administration	2,254,591	3,279,762	3,236,603	2,647,090	2,001,161	1,837,472
Total Expenses	2,770,103	3,719,391	3,693,378	3,315,090	2,502,161	2,199,647
Net Expense (Revenue)	2,641,930	3,027,693	3,521,221	3,192,390	2,387,636	2,051,471

PROTECTIVE SERVICES

	Actual 2019	Actual 2020	Actual 2021	Budget 2022	Budget 2022 YTD	Actual 2022 YTD
Revenues						
Police	(530,444)	(508,914)	(525,345)	(509,392)	(386,044)	(94,488)
Fire	(478,675)	(483,055)	(408,477)	(509,716)	(382,287)	(410,343)
Disaster and Emergency	-	-	-	(23,524)	(17,643)	(17,643)
Bylaw	(17,470)	(22,309)	(16,182)	(9,500)	(7,125)	(6,325)
Total Revenues	(1,026,589)	(1,014,278)	(950,004)	(1,052,132)	(793,099)	(528,800)
Expenses						
Police	2,123,111	2,115,772	2,361,879	2,671,039	1,545,446	1,653,137
Fire	937,898	897,454	861,273	944,732	716,323	652,508
Disaster and Emergency	57,450	3,265	17,878	58,280	43,710	36,624
Bylaw	48,888	85,482	90,835	112,031	84,619	79,326
Total Expenses	3,167,347	3,101,974	3,331,865	3,786,082	2,390,098	2,421,596
Net Expense (Revenue)	2,140,758	2,087,696	2,381,860	2,733,950	1,596,999	1,892,797

TRANSPORTATION

	Actual 2019	Actual 2020	Actual 2021	Budget 2022	Budget 2022 YTD	Actual 2022 YTD
Revenues						
Common Services	2,048	(157,577)	(108,303)	(72,028)	(54,021)	(37,422)
Roads, Streets and Sidewalks	(149,735)	(20,317)	(177,812)	(50,000)	(50,000)	(168,137)
Airport	(45,258)	(59,820)	(84,835)	(87,725)	(65,794)	(71,037)
Total Revenues	(192,944)	(237,713)	(370,950)	(209,753)	(169,815)	(276,596)
Expenses						
Common Services	1,470,850	1,961,929	1,360,979	1,310,443	982,831	1,202,770
Roads, Streets and Sidewalks	2,338,918	2,346,886	1,868,712	1,984,516	1,468,511	1,424,872
Airport	82,643	115,057	160,443	166,960	125,220	157,406
Storm Sewer	89,551	277,598	100,877	122,779	92,084	72,528
Total Expenses	3,981,962	4,701,470	3,491,012	3,584,698	2,668,647	2,857,576
Net Expense (Revenue)	3,789,018	4,463,757	3,120,062	3,374,945	2,498,832	2,580,980

UTILITIES

	Actual 2019	Actual 2020	Actual 2021	Budget 2022	Budget 2022 YTD	Actual 2022 YTD
Revenues						
Water	(2,816,816)	(2,675,265)	(2,798,022)	(2,791,367)	(2,093,525)	(2,160,139)
Sewer	(2,440,986)	(2,308,402)	(2,418,447)	(2,426,585)	(1,819,939)	(1,855,604)
Waste	(1,940,510)	(1,941,056)	(2,028,008)	(1,978,625)	(1,483,969)	(1,612,862)
Total Revenues	(7,198,313)	(6,924,723)	(7,244,477)	(7,196,577)	(5,397,432)	(5,628,606)
Expenses						
Water	2,211,128	2,338,026	1,971,686	1,934,954	1,451,214	1,492,885
Sewer	905,668	1,274,118	655,407	965,461	724,095	478,075
Waste	1,735,315	1,979,031	2,015,488	1,432,301	1,074,225	1,122,569
Depreciation						
Total Expenses	4,852,111	5,591,175	4,642,582	4,332,716	3,249,535	3,093,529
Net Expense (Revenue)	(2,346,202)	(1,333,549)	(2,601,895)	(2,863,861)	(2,147,898)	(2,535,077)

COMMUNITIY SERVICES

	Actual 2019	Actual 2020	Actual 2021	Budget 2022	Budget 2022 YTD	Actual 2022 YTD
Revenues						
FCSS	(616,525)	(586,696)	(424,012)	(528,860)	(396,645)	(384,941)
Community Services	-	(20,900)	-	-	-	-
ECDC	(1,594,630)	(1,216,457)	(1,049,784)	(1,211,646)	(908,734)	(844,416)
Affordable Housing	(125,373)	(103,596)	(75,533)	(100,000)	(75,000)	(47,606)
Cemetary	(30,960)	(17,441)	(51,389)	(38,000)	(28,500)	(39,435)
Total Revenues	(2,367,487)	(1,945,089)	(1,600,717)	(1,878,506)	(1,408,879)	(1,316,398)
Expenses						
Family Wellness Program	-	12,890	12,890	12,890	9,667	12,890
FCSS	665,286	634,336	476,303	621,729	466,296	482,966
Community Services	230,660	307,022	236,948	511,365	386,273	429,933
ECDC	1,452,494	1,074,320	1,265,308	1,285,039	969,048	993,760
Affordable Housing	68,993	85,488	75,561	70,837	45,127	105,209
Cemetary	49,685	31,316	49,195	31,167	23,375	50,910
Total Expenses	2,467,118	2,145,372	2,116,206	2,533,027	1,899,787	2,075,668
Net Expense (Revenue)	99,631	200,283	515,489	654,521	490,908	759,269

PLANNING AND DEVELOPMENT

	Actual 2019	Actual 2020	Actual 2021	Budget 2022	Budget 2022 YTD	Actual 2022 YTD
Revenues						
Planning	(111,876)	(43,124)	(78,791)	(100,000)	(75,000)	(303,637)
Economic Development	(179,912)	(183,771)	(95,348)	(320,200)	(265,150)	(210,940)
Education	-	-	(29,011)	(139,083)	(135,958)	(126,583)
Promotion / Other	(320)	(63)	-	-	-	(243)
Other	-	-	-	-	-	-
Total Revenues	(292,108)	(226,958)	(203,149)	(559,283)	(476,108)	(641,403)
Expenses						
Planning	411,755	358,701	286,113	527,992	395,994	207,536
Economic Development	728,139	991,027	754,916	953,904	715,428	482,636
Sustainability	3,977	3,674	3,737	5,000	3,750	5,179
Education	-	-	130,811	382,997	287,248	218,297
Promotion	54,343	99,288	218,889	123,075	92,306	84,434
Land Development	28,311	24,868	21,322	18,761	18,761	18,761
Total Expenses	1,226,525	1,477,559	1,415,788	2,011,729	1,513,486	1,016,842
Net Expense (Revenue)	934,417	1,250,601	1,212,639	1,452,446	1,037,378	375,439

PARKS AND RECREATION

	Actual 2019	Actual 2020	Actual 2021	Budget 2022	Budget 2022 YTD	Actual 2022 YTD
Revenues						
Omniplex	(1,424,732)	(1,120,094)	(1,450,711)	(1,367,825)	(1,025,868)	(742,260)
MCC	(253,777)	(133,724)	(177,225)	(237,215)	(177,911)	(121,551)
Pool	(693,492)	(331,302)	(636,144)	(720,773)	(540,580)	(509,863)
Outdoor Recreation	(438,703)	(149,368)	(352,081)	(155,417)	(121,563)	(97,954)
Library and Culture	-	-	(17,143)	(17,143)	(12,857)	-
Total Revenues	(2,810,704)	(1,734,487)	(2,633,304)	(2,498,373)	(1,878,779)	(1,471,628)
Expenses						
Omniplex	2,038,445	2,111,363	1,446,513	1,851,930	1,388,946	1,389,319
MCC	361,400	303,853	201,571	376,169	282,127	225,409
Pool	1,040,275	764,514	736,523	1,217,221	912,915	860,682
Outdoor Recreation	943,435	662,804	580,270	656,099	492,074	363,073
Library and Culture	396,524	395,255	329,576	352,927	337,621	339,658
Total Expenses	4,780,078	4,237,790	3,294,453	4,454,346	3,413,683	3,178,141
Net Expense (Revenue)	1,969,375	2,503,302	661,149	1,955,973	1,534,904	1,706,513

OTHER

	Actual 2019	Actual 2020	Actual 2021	Budget 2022	Budget 2022 YTD	Actual 2022 YTD
Revenues						
Operating Contingencies	-	-	-	-	-	-
Total Revenues	-	-	-	-	-	-
Expenses						
Operating Contingencies	231,244	(70,579)	72,185	444,982	333,736	50,594
Total Expenses	231,244	(70,579)	72,185	444,982	333,736	50,594
Net Expense (Revenue)	231,244	(70,579)	72,185	444,982	333,736	50,594

Summary

	Actual 2019	Actual 2020	Actual 2021	Budget 2022	Budget 2022 YTD	Actual 2022 YTD
Total Revenues	(26,719,775)	(24,844,974)	(25,463,045)	(26,204,430)	(23,374,204)	(23,268,529)
Total Expenses	23,476,488	24,904,151	22,057,469	24,462,670	17,971,132	16,893,593
Net Deficit (Surplus)	(3,243,287)	59,176	(3,405,575)	(1,741,760)	(5,403,072)	(6,374,936)

Actual surplus year-to-date	6,374,936
Budgeted surplus year-to-date	5,403,072
Net year-to-date surplus	971,864

Variances by department

	Revenues	Expenses	Net
General Revenue	121,354		121,354
General Administration	33,651	302,514	336,165
Protective Services	(264,299)	(31,498)	(295,798)
Transportation	106,782	(188,930)	(82,148)
Utilities	231,173	156,006	387,179
Community Services	(92,481)	(175,881)	(268,362)
Planning and Development	165,296	496,644	661,940
Recreation and Culture	(407,151)	235,541	(171,609)
Other	-	283,142	283,142
Total	(105,675)	1,077,539	971,864

TOWN OF DRAYTON VALLEY
Financial Information
Q3 - September 30, 2022



Receivable Balances

	30-Sep-22	30-Sep-21
General Receivable	1,239,811.12	686,839.78
Utility Receivables	358,557.26	277,587.15
Tax Receivables	976,126.42	1,917,625.71

Other Liabilities

	30-Sep-22	30-Sep-21
Deferred Revenue	6,066,814.08	6,296,349.60
Debenture Balance	14,877,289.71	11,205,563.86

Other Assets

	30-Sep-22	30-Sep-21
Bank Balance	18,667,981.59	21,011,923.65
<u>Grants Receivable</u>		
Brazeau County	1,183,113.00	
MSI Capital (including BMTG)	851,583.00	
ICIP - Pool	852,697.07	
CCBF	433,564.00	

Reserves

	30-Sep-22
Landfill	1,332,512.00
Externally Restricted	1,493,071.00
Internally Restricted	9,330,058.00
	<hr/> 12,155,641.00

2022-11-18

Projects Tracking Sheet (Council)

Project/Initiative	Lead	Target Date	Status	Notes
Aquatic Facility IPD process (CP No. 95)	Community Services/Recreation (Annette Driessen)	November 2022	In Progress	The Investing In Canada Infrastructure Program Grant of \$7,584,956 was approved. On October 28,2020, Council approved the Re-Validation Report for a total revised budget of \$21,936,935.00. Targeting construction completion by November, 2022. Capital budget approved for waterslide and bouldering traverse wall. Expected occupancy and internal training in December 2022 in preparation of soft opening.
Bouldering Wall (CP No. 426)	Community Services/Recreation (Annette Driessen)	October 2022	In Progress	IPD team reviewing quotes/submissions from climbing companies. Bouldering wall installation underway and completion expectancy in November 2022.
Water Slide (CP No. 355)	Community Services/Recreation (Annette Driessen)	October 2022	In Progress	IPD team has reviewed submissions and is establishing a contract with Westwind (Polin Waterparks) for supply and installation of waterslide. Slide purchased, delivery underway and installation completion expected in December 2022.
Shelter Pods	Community Services (Lola Strand, Emily Hickman)	2022-03-31	Complete	Pods delivered. Installation and operational implementation completed. Program started in Summer 2022.
Phone Booths - Rotary House and Civic Centre	Community Services (Lola Strand)	April 4 - June 1, 2022	Complete	Installation completed and phone booths operational at both locations.
RFP Affordable Housing	Community Services (Lola Strand)	2022-05-01	Complete	Municipal operational, administrative and maintenance in place and program running.
Ice Plant Ventilation (OP No. 25)	Community Services/Recreation (Derek Starnes)		Complete	Work is completed
Splash Park Controller (CP No. 356)	Community Services/Recreation (Derek Starnes, Lana Holmes)	Spring 2022	Complete	Work is completed

Project/Initiative	Lead	Target Date	Status	Notes
Controll Processor - MCC Audio/Visual System (CP No. 456)	Community Services/Recreation (Derek Starnes, Nathan Palovcik)	Spring 2022	In Progress	Components ordered, awaiting delivery and installation schedule from service provider; parts delayed to Q1 2023. Alternative proposal provided by supplier at additional cost.
Asset Management Project (OP No. 22)	Corporate Services (Elvera Thomson) and Municipal Services (Abid Malik)	Spring 2023	In Progress	Ken F. & Leah point persons, mtgs as required. All assets from our old database have been entered into our new database and it has been reconciled. The next step is doing condition assessments and using that along with our master plans to update all assets in the system.
Municipal Development Plan (MDP) (OP No. 21)	Planning and Growth (Ken Woitt)	Q2 2023	In Progress	Phase 1 (population projections, Gap Analysis) and first online survey completed presently reviewing to see if updates are required. Remaining MDP work deferred to 2022 and to be included in 2022 budget. Begin project in fall of 2022 after new planner arrives. Also waiting for GIS staff to come on board to do the mapping. Background research in progress.
Clean Energy Improvement Program (CEIP)	Energy Program Coordinator	Winter 2022/2023	In Progress	Council passed the CEIP Bylaw on 15th September 2021. Application submitted for FCM Community Efficiency Financing stream. Expected program launch in Spring 2023.
Adaptation Resilience Training Program (North Saskatchewan River Adaptation to Climate Variability)	Energy Program Coordinator	Program ends in May 2022	Complete	Project Assistant (funded by University of Alberta) has completed her term and submitted her final report to the Town and the University of Alberta's Sustainability Council.
Municipal Energy Manager (MEM) Program	Energy Program Coordinator	Program ends in May 2023	In Progress	MEM Program application for Year 2 approved.
Partners for Climate Protection (PCP) Milestone Framework	Energy Program Coordinator		In Progress	Progress report submitted to FCM for PCP Milestone 4 recognition.

Project/Initiative	Lead	Target Date	Status	Notes
FoodCyler Program	Energy Program Coordinator	Program ends in September 2022	Complete	Pilot Program has concluded, feedback sent to FoodCycle Science who have complied a final report to be presented to Council at an upcoming meeting. Julie's will continue distributing the FoodCycler accessories for the Town until supplies last.
Sub-metering Project at Civic Centre & Omnplex	Energy Program Coordinator	Project ends in August 2023	In Progress	Approved for FCM Building Monitoring Grant. Waiting for components.
CETC Conference Room Audio Visual Equipment (CP No. 430)	Economic Development (Jennifer Stone, Nathan Palovcik)	Dec 2022	In Progress	components ordered, awaiting delivery and installation schedule from service provider. Provider confirmed parts delayed until Q1 2023. Alternative proposal provided by supplier at additional cost.
Off-Site Levy Review (OP No. 23)	Infrastructure (Abid Malik)/Planning and Growth (Ken Woitt)	Q4 2023	In Progress	RFQ currently in development...reviewing past Corvus work from 2015 and 2019 to see if any of this work is relevant today. At this time, we have to put this project on hold until we have data from our transportation and capital plans.
Asset Planning - Roadways	Municipal Services (Abid Malik)	Winter 2023	In Progress	Once Asset Management is implemented, Administration will bring forward proposal to engage a assessment study for roadway condition and integrate into Asset Management for budget forecasting.
Water Distribution Upgrade Project (CP No. 433)	Municipal Services (Abid Malik)	Q3 2023	In Progress	Modelling and design currently underway for phase 2.
Infrastructure Assessment (OP No. 26)	Municipal Services (Abid Malik)	Q1 2023	In Progress	Wasterwater lagoon augmentation tender package is being developed and will be executed following Cell 5 lagoon berm repair. RFP for techology venders will be completed August 31,2022. Town review September 1-15,2022. RFP will be awarded Mid December 2022. Extended RFP to mid January 2023.
Storm Water Assessment (OP No. 27)	Municipal Services (Abid Malik)	Dec 2022	In Progress	Tender has been awarded and will begin in August 2022. Waiting for the final assessment draft.

Project/Initiative	Lead	Target Date	Status	Notes
Controlled Crossings (OP No. 28)	Municipal Services (Abid Malik)		Complete	All Solar crosswalk lights have been received and installed this project is complete just waiting on invoices to be submitted.
De-Sludging Lagoon 1 (OP No. 29)	Utilities (Shelley George)		Complete	Project will begin in August 2022. Project is complete.
Sidewalks & Trails Program (CP No. 419)	Municipal Services (Abid Malik)	Q3 2023	In Progress	Department is still awaiting grant results from ATF grant fund. Grant has been confirmed and the project will begin in Spring 2023.
50 Avenue East Improvements (CP No. 392)	Municipal Services (Abid Malik)	Q3 2023	Not Started	Project at this current phase was not approved by Council. The approval date is expected to be Dec 7, 2022 and if so, the project will begin in the Spring of 2023
Common Services Mobile Equipment (CP No. 9)	Municipal Services (Abid Malik)	Dec 2022	In Progress	Department has received sewer combination truck and is currently awaiting the delivery of the side boom flail. Buyout of loader lease to happen at the end of the year.
New Cell (4E) - Construction, Material, Lining (CP No. 448)	Landfill (Sonny C)	Q3 2023	In Progress	Tender has closed and is currently being evaluated by Administration. Design has started.
Meraw Pond Expansion (CP No. 431)	Municipal Services (Abid Malik)	2023	In Progress	Proposals have come back and engineering firm has been selected and awarded to.
Landfill - Tipping Fees	Landfill (Sonny C)	Fall 2022	Complete	Administration will make recommendations of necessary tipping fee changes contingent on overseeing the progress of the landfill with a newly signed contract and incoming tonnage at 2023 fee schedule deliberations. Based on comparisons to other similar landfills, no changes to fees will be made this year.
Telephone System Upgrade (OP No. 20)	IT (Nathan Palovcik)		In Progress	awaiting Managed Internet services renewal contract from Telus, due for renewal Dec. 2022 (prerequisite for phone service)
Server Replacement (CP No. 429)	IT (Nathan Palovcik)	Dec 2022	In Progress	components have been ordered, awaiting delivery of equipment. Servers have been delivered and tested. They will be integrated during the Christmas holidays.
Command Truck (CP No. 427)	Protective Services (Tom Thomson)		Not Started	

Project/Initiative	Lead	Target Date	Status	Notes
Self-Contained Breathing Aparatus Upgrade (CP No. 4)	Protective Services (Tom Thomson)		Complete	Purchased
Canada Day	Community Services/FCSS (Lola Strand, Jennifer Fynn)		Complete	Planning for Canada Day is underway. Canada Day program took place on July 1, 2022
Volunteer Income Tax Program	Community Services/FCSS (Lola Strand, Emily Hickman)		Complete	Program has started. The drop off location is Rotary House - 260 returns have been completed. Tax program completed
Volunteer Appreciation Banquet	Community Services/FCSS (Lola Strand/Jennifer Fynn)		Complete	It was a huge success!
Community Event Grant	Community Services (Lola Strand)		Complete	The next deadline for applications is July 1. The Community Grant Committee amended the grant checklist and considered a scoring system. It does not seem feasible. 2022 applications and awarded projects have been processed. Remainder of funds will be transferred to 2023 and added to Community Event Grant program.
Good Neighbour Program	Community Services/FCSS (Lola Strand/Jennifer Fynn)		Complete	Nominate your neighbour for their kind deeds - all entries recieve a FCSS toque and an entry to win the grand prize! 8 nominees have been received so far. Nominate your neighbour for their kind deeds - all entries recieve a FCSS toque and an entry to win the grand prize! 8 nominees have been received so far
Snow Angels	Community Services/FCSS (Lola Strand/Jennifer Fynn)		Complete	Volunteers help seniors with snow removal
Community Mat Program	Community Services (Lola Strand/Emily Hickman)		Complete	Complete. Program will continue form here on as a standard program. Program has concluded. Hotel rooms provided in emergency situations until the end of April with remainder of Provincial funding. Mat Program discontinued. Shelter Pods program in place since and Day Time Program planning underway with support of Provincial funding.

Project/Initiative	Lead	Target Date	Status	Notes
Agents of Change Program	Energy Program Coordinator	Program to end in March 2023	In Progress	We are the only Alberta municipality selected to join the program which is funded and supported by ICLEI Canada. Collaborating with library to build a volunteer engagement program on climate action. Program will continue once the Energy Coordinator position has been filled.
RFP Energy Performance Contracting	Energy Program Coordinator		In Progress	Audit currently underway and expected to be completed in December 2022
Review of the Special Events permit policy	Community Services - Lola and Hans		Complete	Reviewing the process for permit applications and road closures for special events. Event permit applications through community and Recreation Department and road closures through CAO office.
CP 307 - Cell 5 Rehab/ Cell 6 Decommissioning	Utilities (Shelley George)	1905-07-18	In Progress	Cell 5 rehab is complete. Cell 6 Decommissioning will be happening in 2026. Scope has been updated with ICIP.

Asset Management Update – November 2023

Purpose of presentation:

- Create alignment and common understanding of what asset management is.
- Brief history, what got us here.
- What are the various programs we use
- What are the steps required
- Where are we in that process
- What's Next.

What is the goal Asset Management?

The ultimate goal of asset management is to provide the town with better data and procedures to do the right thing to the right asset at the right time, reducing costly reactive maintenance activities and avoiding making short-sighted investment decisions.

To develop lifecycle strategies that determine the optimal time to repair, re-life, or replace assets to achieve the lowest total cost of ownership. In other words, it's about determining how to maximize the life of an asset at the lowest cost to the municipality.

History:

- We have owned the citywide program for some time now and have attempted to get an Asset Management program running a few times with limited success. Why ? It's my opinion the problem three-fold. We did not have full buy-in or commitment across the organization. Staff turn over. The job of leading the process was always given to someone as a secondary job in addition to their primary roll. As a result, we got secondary results.
- The program was restarted in Oct 2020 with team members from various departments. After training was completed, we started using the work order portion of the program in February of 2021.
- Next was the Asset Database. We had 5700 assets in the system, but a large portion were entered incorrectly. It was decided to start with a fresh database and correct the problems as each asset was transferred over. Work on this stalled out and ended when the system administrator left at the end 2021.
- April of 2022 a full time Asset Management position was created. 1st task was to transfer all the assets from the old database into a new one. This was completed in October 2022.

What programs and guidelines we use:

- Tangible Asset Policy
- Asset Management Policy
- Planning and Development Strategies or Master Plan
- GIS
- Citywide

Citywide brings together the asset financial, physical, life cycle, and maintenance information.

Steps required to have a functional asset management program.

1. Define asset management policies and guidelines.
2. Gather asset information.
 - a. What do we have?
 - b. What is its condition?
 - c. What is its replacement cost?
3. What are the future demands?
4. Develop asset life cycle strategies base on.
 - a. Current condition
 - b. Planning and development master plans
 - c. Resources (Money, time, people)

Where are we now?

1. Define asset management policies and guidelines.
 - a. Tangible Asset Policy, in draft form waiting approval.
 - b. Asset Management Policy, in draft form, waiting approval.
2. Gather Asset Information.
 - a. What do we have?
 - i. All assets from the old database are now in the new database and reconciled. 5547 transferred, 428 not transferred. 3016 addition assets have been added for a current total of 8563
 - ii. We have a number of “project” assets with significant book value. Where possible, that value needs to be attached to the specific assets in the project. Status = In progress.
 - iii. Enter assets that were not in the old database. New pool, water treatment plant, facility HVAC equipment, some GIS assets. Status = In progress.
 - b. What is the condition?
 - i. Condition surveys starting in 2023
 - c. Replacement cost.
 - i. Some will come out of the condition surveys, the rest will be gathered based on priority, which assets are likely to be replaced next.
3. Future demands.
 - a. Updating the Planning and Development Master Plans are in progress.
4. Develop asset life cycle strategies requires completion of....
 - a. Current condition
 - b. Planning and development master plans
 - c. Resources (Money, time, people)

Demo

- Olympia, Asset 1919
 - Financial Data
 - Attributes
 - Work Order History
 - WO 4987, Emissions Test
 - Condition Assessment
 - Strategy
- Sidewalk Project PROJ-002
 - Notes
 - Budget
 - WO for each asset with costs
 - Repair WO 5787
 - New Asset WO 5733

Summary.

Entering all the assets is just the beginning. This is a data driven process. What we have now is a blank sheet. We now need to resource and focus on gathering the data.

- Asset data acquisition must be continuous and in real time.
- All work on an asset requires a work order linked to that asset.
- All work orders need to capture details on what was done, and how much did it cost.
- All projects need to be done in a way that generates the information required for each specific asset in the project. The project is not complete until the asset data is in the system.
- Then, with the historical data, current condition, future purpose of the asset, we create life cycle strategies.



Town of Drayton Valley AGENDA ITEM REPORT

Regular Council Meeting

MEETING:	Regular Council - November 23, 2022		
PRESENTED BY:	Lola Strand, Community Services Manager	DEPARTMENT:	Community Services
		DIVISION:	Community & Recreation

SUBJECT:	Daytime Shelter and Services Hub
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ATTACHMENTS:	Shelter Program Proposal Location #2 (Final Draft) Daytime Shelter Program budget Proposal #2
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PROPOSAL AND BACKGROUND INFORMATION:

Overview

On October 17th, Administration initiated a Request For Proposal (RFP) process with the goal to find a community group/organization to deliver a daytime shelter program. The first objective is to reduce the harms of weather on unsheltered individuals and to provide a safe, secure space for people, for example users of the shelter pods when they leave in the morning, to go to. The second objective is to develop a service hub model where services such as addictions and mental health counseling, resource navigation for provincial programs to attain an income, resume building, medical services, and other services can be made available in-house.

The deadline for submission was October 31, 2022, and one proposal was received from the DV Daytime Shelter Team. This team is established and took on the status of the Homelessness and Poverty Reduction Team (HPRT) Society, currently in good standing and managed by an independent board, to operate as the legal entity and is a collaboration of Warming Hearts, Life Church, DV Alliance Church, Calvary Baptist Church, Drayton Valley RCMP, AHS, and IGA.

The Program

There are three expected outcomes of this program:

- Individuals using the daytime shelter program will have access to a healthy, safe, and secure environment and assisted in having their basic needs met such as food, clothing, and showers.
- Individuals using the program will no longer be in survival mode. With services available in-house, they will have the opportunity to begin to address the issues that are preventing them from being housed.
- The instances of survival crime will decrease.

Warming Hearts would be acting as the lead organization and has a proven history of success. Last year Warming Hearts ran a daytime shelter at Life Church. Currently they still meet there every Thursday. Unfortunately, Life Church is not able to host the program, and now, as winter approaches, they submitted their RFP response as a plan for a permanent daytime shelter.

The team is proposing a daytime shelter program that will operate between 9 am to 8 pm daily. The shelter pod hours are 8 pm to 9 am; the two programs (Daytime Shelter Program and the Shelter Pods) combined will provide shelter 24 hours per day.

They anticipate 25-40 guests daily, however, they are aware that 81 people have used the shelter pods since June and will be prepared for more. Food, shelter, and washroom facilities will be provided as well as a small amount of supervised storage. The program will be managed by one coordinator who will work with a large group of volunteers.

Community Services and FCSS staff will support the program by providing the coordination of support services to be available within the program location and training for the staff and/or volunteers working in the daytime shelter program such as De-escalating Potentially Violent Situations, Naloxone Training and Mental Health First Aid.

Location

The Team is proposing that the program run in the facility connected to the bottle depot which was previously used by the Beehive (5225 55A St.) As a secondary option, they proposed the front bays of the old Public Works Building including the adjacent washrooms and storage room. At this time, they were unable to find a suitable third option where a landlord is willing to rent to this program.

The team has cited numerous benefits of the former Beehive building.

- It comes equipped with an onsite kitchen for Warming Hearts to use to prepare food
- It has numerous rooms that could be used as spaces for in-house service provision
- It is within walking distance of the shelter pods
- It is in close proximity to the RCMP detachment

The Public Works Building) has some benefits along with some challenges.

- It is in very close proximity to the Shelter Pods
- It is right across the road from the RCMP
- It has no office space for service providers to use or kitchen space for preparing food
- Adding a daytime program on this site may add additional stress to the surrounding neighborhood
- The DV Daytime Shelter Team is aware that some challenges may arise and will have a small group of “ambassadors” in charge of community relations to try to prevent and solve any problems that occur with the surrounding neighbors

The DV Daytime Shelter Team volunteers will also assist with transitioning individuals who are staying in Shelter Pods into the Daytime Shelter. This will be beneficial for clients of both programs and surrounding businesses.

An added benefit of the Daytime Shelter and the Shelter Pods working in tandem is that the program rules offer continuous reinforcement of positive behavior in and around the community.

FINANCIAL IMPLICATIONS:

IMPACT IN CAD:

The financial request in this proposal is for the Town to only cover the cost of rent and utilities for the space. All necessary food and supplies to operate the program will be supported with donations through Warming Hearts.

\$48,000.00 to be funded from the Rural Winter Shelter grant.

LEGAL/RISK IMPLICATIONS:

The DV Daytime Shelter Team agrees to comply with all occupational health and safety requirements, policies, and procedures of the Town. They will provide proof of liability and property insurance should their proposal be accepted.

ORGANIZATIONAL IMPLICATIONS:

Community Services will provide staff for 1 day per week to support the Team with access to training, coordination of services, and reporting required by the Government of Alberta (GOA). This will be covered by the Rural Winter Shelter Program grant. FCSS staff will provide navigation services at the location approximately 1 day per week.

SERVICE LEVELS IMPLICATIONS:

This program combined with the Shelter Pod program will provide shelter 24 hours per day 7 days per week.

ALIGNMENT WITH LEGISLATION AND TOWN PLANS:

Other Strategic Priorities

STAKEHOLDER AND COMMUNICATION STRATEGY:

The community will be informed at the Warming Hearts soup kitchen, at the shelter pods, through social media, interagency, the Homelessness forum and churches.

NEXT STEPS:

Administration will notify all appropriate parties of Council's decision.

RECOMMENDATION(S):

1 - that Council direct Administration to move forward with a services agreement, based on the proposal, between the Town and the DV Daytime Shelter Team to provide a Daytime Shelter Program at 5225 55A Street, with support funding of \$ 48,000.00 for one year and funded by Government of Alberta Rural Winter Shelter Program grant.

ALTERNATIVES:

2 - that Council direct Administration to move forward with a services agreement, based on the proposal and additional amendment, including location and funding, from Council, between the Town and the DV Daytime Shelter Team to provide a Daytime Shelter Program.

3 - that Council direct Administration to seek additional information as requested by Council and bring back to Council for discussion and decision.

3 - that Council accept the Daytime Shelter and Services Hub report as information only.

Hans van Klaveren, General
Manager of Community Services and
Recreation
Robert Osmond, CAO

Approved - 17 Nov 2022

Approved - 18 Nov 2022

The DV Daytime Shelter Team

Kelly Forester – Warming Hearts

John Millet – Life Church

John Haazen – DV Alliance Church

Kenton Penner – Calvary Baptist Church

Erin Matthews – RCMP

Adam Jensen – Health Inspector

Chris Walsh – IGA

Lesley Gigg – Cause For Critters

Town of Drayton Valley
Box 6837, Drayton Valley, AB,
T7A 1A1
October 26th, 2022

Request for Proposal
Daytime Shelter Program
Town of Drayton Valley

OVERVIEW

We have a dream of a daytime shelter in Drayton Valley where people can go to be warm, be fed, and be part of a family. This dream partially became a reality. Warming Hearts is an organization that hosts, feeds and supports the unsheltered and many other people in the town.

Last year Warming Hearts ran a daytime shelter at Life Church, and they currently still meet there every Thursday. Unfortunately, Life Church is no longer able to host the program, and now, as winter approaches, we are “pulling together” and proposing a plan for a permanent daytime shelter.

Warming Hearts has a history of success and has already built the program to operate in the daytime shelter. The culture of the program (which still runs on Thursdays) at Life Church is one of respect, rules and family. The issue is finding a suitable location.

1. PURPOSE

To deliver a daytime shelter program in Drayton Valley. The program objectives are to reduce the harms of winter on unsheltered individuals and to provide a safe, secure space for people experiencing homelessness to receive basic supports. The expected outcome is that individuals using the daytime shelter program have access to a healthy, safe and secure environment and are assisted in having their basic needs met.

2. LOCATION

We propose to use the facility connected to the Bottle Depot, which was used by the Beehive previously. Its address is 5225 55A St, Drayton Valley. As a secondary option, we propose the front bays of the Public Works Building including the adjacent washrooms and storage room. At this time, there is not a third option.

3. PROPOSAL

- a. The proposed location (The Former Bee Hill Building) has numerous benefits.
 - i. It comes equipped with an onsite kitchen for warming hearts to use.
 - ii. It has numerous rooms that can be used in a combination of ways which would suite growth and development of towards integrated services in the future.
 - iii. Initially we propose this facility to be used as a warming centre during the day run by Drayton Valley Warming Hearts and the Daytime Shelter Team.
 - iv. We believe this location is suited well for those who would use the warming centre and would be a good location that is suitable for the Town of Drayton Valley.
 - a. Good community relations will be important so The Daytime Shelter Team will have a small group of “ambassadors” in charge of community relations to try to prevent and solve any problems that arise with the surrounding neighbours.
 - v. The owner is willing to deduct any renovations that are needed from the first month’s rent.
- b. The second proposed location (The Public Works Building) has other benefits.
 - i. The proximity to the Shelter Pods and the Police Station is ideal. We know that this kind of service can be difficult for the surrounding community. To actively manage this we propose:
 - a. The Daytime Shelter Team will have a small group of “ambassadors” in charge of community relations to try to prevent and solve any problems that arise with the surrounding neighbours.
 - b. The Daytime Shelter volunteers will also assist with transitioning individuals who are staying in Shelter Pods into the Daytime Shelter. This will be beneficial for clients of both programs and surrounding businesses.
 - c. An added benefit of the Daytime Shelter and the Shelter pods working in tandem is that the program rules offer continuous reinforcement of positive behaviour in and around the community.
 - d. Slats for the chain link fence will be provided for the shared east and south fences of the property to provide more privacy.
- c. Evidence that the chosen location meets building requirements and codes such as fire codes and the maximum fire code capacity will be provided. In addition, an inspection by the AHS Public Health Inspector will be provided.
- d. Hours of operation will be 9am to 8pm daily. There will be 25-40 guests anticipated daily. There could be even more people than that number in the future, as 78 unique individuals have used the Shelter Pods since they have been opened.

e. Food, shelter and washroom facilities will be provided as well as a small amount of secure supervised storage. The storage can be expanded upon or be a project that the community can help with in the future. (i.e. the Frank Maddock students may be able to build something suitable.)

f. Two meals will be provided daily. Snacks and continental breakfast items will also be provided.

g. Finding volunteers is never easy, but Warming Hearts has a base of volunteers from running the program in the past. Many of these people will volunteer again. This includes one point person – Jordan Faunt. These volunteers are extremely valuable. If another organization needed to hire a minimum of 2 people for up to 12 hours a day the cost would be considerable.

h. Partners of the program include Warming Hearts, Life Church, Drayton Valley Alliance Church, Calvary Baptist Church, Marks Work Warehouse, Warehouse One, Chris Walsh at IGA, and Independent Groceries.

i. Policies and procedures are already in development. Proof of property and liability insurance will be provided.

j. The team will comply with all occupational health and safety requirements, policies, and procedures of the town as well as all statutory occupational health and safety requirements under, or in connection with, the Worker's Compensation Act.

k. Warming Hearts has been receiving food donations from local grocery stores. Some of these donations are cooked and prepared weekly at the Alliance Church. The cost of buying this food and hiring people to prepare it would be considerable if this was not donated. Donations are reflected in the budget.

l. The budget for the daytime shelter is attached to this request.

i. We are asking the Town of Drayton Valley to provide funds for rent.

ii. We are planning to start the program with volunteers. Once the program is running, we will secure more donations from community organizations and companies. Once we have a program and facility that is approved, then it will be much easier to request donations, and move toward sustainability.

4. PARTNERSHIP WITH THE TOWN OF DRAYTON VALLEY

a. The Daytime Shelter Team (Warming Hearts etc.) will work with the community services manager and in cooperation with municipal employees, including the Community Services department, with the goal to manage the daytime shelter program.

b. The Daytime Shelter Team will manage all day-to-day operations of the daytime shelter program, manage all financial transactions and provide financial reports detailing expenses when required and participate in Town's Health and Safety program and all required orientation and training.

c. This includes reporting on a regular basis to the Town of Drayton Valley and maintaining open communications; providing daily occupancy reports to the Community Services department; and completing incident reports to inform the Town of any major medical incidents, fatalities or incidents involving police or EMS. The Daytime Shelter team shall act as an ambassador for the Town of Drayton

Valley's daytime shelter program and advocate its merits; and shall apply best practices with respect to the management of the daytime shelter program,

d. In turn, the Town of Drayton Valley, through its Community Services Department, shall be responsible for the following tasks and initiatives:

- i. Coordination of support services to be available within the program location. This includes, but is not limited to access to income support, tax completion, ID program, counselling services, medical services.
- ii. Completion of the reporting requirements of the Government of Alberta.
- iii. The provision of training for the staff and/or volunteers working in the daytime shelter program such as De-escalating Potentially Violent Situations, Naloxone Training and Mental Health First Aid.

Daytime Shelter Budget

Warming Hearts / Life Church / D V Alliance Church / Calvary Baptist Church

Note: Not all rows will be applicable to your program; please leave these blank.

	Estimate Monthly	Estimates Annual	Donated	Who?	Actuals
Revenue					
Town of Drayton Valley		\$48,000			
Donated		\$280,000			
Other (Specify)					
Total (A)		\$328,000.00			\$0.00
Expenditures					
Staffing Costs					
Program Staff wages/volunteer expenses	\$15,816.67	189,000.00	189,000.00	Warming Hearts	
Building/Operational				Warming Hearts	
Damage Deposit/rent	\$3,334.00	40,000.00		Town	
Utilities (power, water, county utilities)		8,000.00			
Building and Liability Insurance		Waiting for quote	Will be Donated	TBD	
Kitchen supplies / Paper Products / Grabage Bag	\$500.00	6,000.00	6,000.00	Warming Hearts	
Laundry	\$200.00	2,400.00	2,400.00	Warming Hearts	
Cleaning Supplies	\$100.00	1,200.00	1,200.00	Warming Hearts	
Food Costs	6000 + (200/day)	73,000.00	73,000.00	IGA + WH	
Basic Personal Supplies for Clients (e.g., soap, shampoo, feminine hygiene products)	\$500.00	6,000.00	6,000.00	Warming Hearts	
Personal Protective Equipment (PPE) and basic first aid supplies	\$100.00	1,200.00	1,200.00	Warming Hearts	
Waste Managemnet	\$100.00	1,200.00	1,200.00	Warming Hearts	
Harm Reduction Supplies (e.g., naloxone kits)				Pharmacy	
Administration					
Note: typically 10% or less of total buget					
Office supplies					
Computers/Technology/Printing					
Internet/phones					
Staff transportation (e.g., gas/mileage)					
Total (B)		\$328,000.00	\$280,000.00		\$0.00

Program Staff Two staff present at all times from 8am to 8pm = 24 hours/day @\$20/hour = \$480/day
\$480/day x 365 days = \$175,200 annually

Food Preparation Hours 1 hour per meal x 2 meal/dayx 365 days = 730 hours /year
730 hours @\$20/hour = 14,600

Total Annual Staff costs 175,200+14,600=\$189,800

Current Actual - all donated through Warming Hearts and other charities

The DV Daytime Shelter Team

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John Millet – Life Church

John Haazen – DV Alliance Church

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Erin Matthews – RCMP

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 - iv. We believe this location is suited well for those who would use the warming centre and would be a good location that is suitable for the Town of Drayton Valley.
 - a. Good community relations will be important so The Daytime Shelter Team will have a small group of “ambassadors” in charge of community relations to try to prevent and solve any problems that arise with the surrounding neighbours.
 - v. The owner is willing to deduct any renovations that are needed from the first month’s rent.
- b. The second proposed location (The Public Works Building) has other benefits.
 - i. The proximity to the Shelter Pods and the Police Station is ideal. We know that this kind of service can be difficult for the surrounding community. To actively manage this we propose:
 - a. The Daytime Shelter Team will have a small group of “ambassadors” in charge of community relations to try to prevent and solve any problems that arise with the surrounding neighbours.
 - b. The Daytime Shelter volunteers will also assist with transitioning individuals who are staying in Shelter Pods into the Daytime Shelter. This will be beneficial for clients of both programs and surrounding businesses.
 - c. An added benefit of the Daytime Shelter and the Shelter pods working in tandem is that the program rules offer continuous reinforcement of positive behaviour in and around the community.
 - d. Slats for the chain link fence will be provided for the shared east and south fences of the property to provide more privacy.
- c. Evidence that the chosen location meets building requirements and codes such as fire codes and the maximum fire code capacity will be provided. In addition, an inspection by the AHS Public Health Inspector will be provided.
- d. Hours of operation will be 9am to 8pm daily. There will be 25-40 guests anticipated daily. There could be even more people than that number in the future, as 78 unique individuals have used the Shelter Pods since they have been opened.

e. Food, shelter and washroom facilities will be provided as well as a small amount of secure supervised storage. The storage can be expanded upon or be a project that the community can help with in the future. (i.e. the Frank Maddock students may be able to build something suitable.)

f. Two meals will be provided daily. Snacks and continental breakfast items will also be provided.

g. Finding volunteers is never easy, but Warming Hearts has a base of volunteers from running the program in the past. Many of these people will volunteer again. This includes one point person – Jordan Faunt. These volunteers are extremely valuable. If another organization needed to hire a minimum of 2 people for up to 12 hours a day the cost would be considerable.

h. Partners of the program include Warming Hearts, Life Church, Drayton Valley Alliance Church, Calvary Baptist Church, Marks Work Warehouse, Warehouse One, Chris Walsh at IGA, and Independent Groceries.

i. Policies and procedures are already in development. Proof of property and liability insurance will be provided.

j. The team will comply with all occupational health and safety requirements, policies, and procedures of the town as well as all statutory occupational health and safety requirements under, or in connection with, the Worker's Compensation Act.

k. Warming Hearts has been receiving food donations from local grocery stores. Some of these donations are cooked and prepared weekly at the Alliance Church. The cost of buying this food and hiring people to prepare it would be considerable if this was not donated. Donations are reflected in the budget.

l. The budget for the daytime shelter is attached to this request.

i. We are asking the Town of Drayton Valley to provide funds for rent.

ii. We are planning to start the program with volunteers. Once the program is running, we will secure more donations from community organizations and companies. Once we have a program and facility that is approved, then it will be much easier to request donations, and move toward sustainability.

4. PARTNERSHIP WITH THE TOWN OF DRAYTON VALLEY

a. The Daytime Shelter Team (Warming Hearts etc.) will work with the community services manager and in cooperation with municipal employees, including the Community Services department, with the goal to manage the daytime shelter program.

b. The Daytime Shelter Team will manage all day-to-day operations of the daytime shelter program, manage all financial transactions and provide financial reports detailing expenses when required and participate in Town's Health and Safety program and all required orientation and training.

c. This includes reporting on a regular basis to the Town of Drayton Valley and maintaining open communications; providing daily occupancy reports to the Community Services department; and completing incident reports to inform the Town of any major medical incidents, fatalities or incidents involving police or EMS. The Daytime Shelter team shall act as an ambassador for the Town of Drayton

Valley's daytime shelter program and advocate its merits; and shall apply best practices with respect to the management of the daytime shelter program,

d. In turn, the Town of Drayton Valley, through its Community Services Department, shall be responsible for the following tasks and initiatives:

- i. Coordination of support services to be available within the program location. This includes, but is not limited to access to income support, tax completion, ID program, counselling services, medical services.
- ii. Completion of the reporting requirements of the Government of Alberta.
- iii. The provision of training for the staff and/or volunteers working in the daytime shelter program such as De-escalating Potentially Violent Situations, Naloxone Training and Mental Health First Aid.

Daytime Shelter Budget

Warming Hearts / Life Church / D V Alliance Church / Calvary Baptist Church

Note: Not all rows will be applicable to your program; please leave these blank.

	Estimate Monthly	Estimates Annual	Donated	Who?	Actuals
Revenue					
Town of Drayton Valley		\$48,000			
Donated		\$280,000			
Other (Specify)					
Total (A)		\$328,000.00			\$0.00
Expenditures					
Staffing Costs					
Program Staff wages/volunteer expenses	\$15,816.67	189,000.00	189,000.00	Warming Hearts	
Building/Operational				Warming Hearts	
Damage Deposit/rent	\$3,334.00	40,000.00		Town	
Utilities (power, water, county utilities)		8,000.00			
Building and Liability Insurance		Waiting for quote	Will be Donated	TBD	
Kitchen supplies / Paper Products / Grabage Bag	\$500.00	6,000.00	6,000.00	Warming Hearts	
Laundry	\$200.00	2,400.00	2,400.00	Warming Hearts	
Cleaning Supplies	\$100.00	1,200.00	1,200.00	Warming Hearts	
Food Costs	6000 + (200/day)	73,000.00	73,000.00	IGA + WH	
Basic Personal Supplies for Clients (e.g., soap, shampoo, feminine hygiene products)	\$500.00	6,000.00	6,000.00	Warming Hearts	
Personal Protective Equipment (PPE) and basic first aid supplies	\$100.00	1,200.00	1,200.00	Warming Hearts	
Waste Managemnet	\$100.00	1,200.00	1,200.00	Warming Hearts	
Harm Reduction Supplies (e.g., naloxone kits)				Pharmacy	
Administration					
Note: typically 10% or less of total buget					
Office supplies					
Computers/Technology/Printing					
Internet/phones					
Staff transportation (e.g., gas/mileage)					
Total (B)		\$328,000.00	\$280,000.00		\$0.00

Program Staff	Two staff present at all times from 8am to 8pm = 24 hours/day @ \$20/hour = \$480/day \$480/day x 365 days = \$175,200 annually
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Food Preparation Hours	1 hour per meal x 2 meal/dayx 365 days = 730 hours /year
	730 hours @ \$20/hour = 14,600
Total Annual Staff costs	175,200+14,600= \$189,800

→ Current Actual - all donated through Warming Hearts and other charities



Town of Drayton Valley

AGENDA ITEM REPORT

Regular Council Meeting

MEETING:	Regular Council - November 23, 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
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ATTACHMENTS:	Oct. 27, 2022 ACR In-Kind Donation Tracking Sheet Oct. 20, 2022 ACR Sponsorship Rights Agr Bathing Suit Spinners Oct. 20, 2022 ACR Sponsorship Rights Agr Bleachers Nov. 1 2023 Cooperators Sponsorship Rights Agr
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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 a community business is wishing to become a naming sponsor for two (2) of the specific amenities within the Ricochet Oil Corp. Aquatic Centre.

All Choice Rentals Ltd. has signed two sponsorship agreements in hopes of being awarded the Naming Sponsor of the Bathing Suit Spinners and the Bleachers (x1 opportunity). The sponsorship for the Bathing Suit Spinners and the Bleachers (x1 opportunity) will allow All Choice Rentals Ltd. to have the naming rights for each amenity for a period of five (5) years. The Bathing Suite Spinners sponsorship is valued at \$10,000 and the Bleachers (x1 opportunity) sponsorship is valued at \$15,000. The total sum of \$25,000, has been paid with ongoing In-Kind donations that All Choice Rentals has granted the project monthly.

Cooperators - Charron Insurance & Financial Solutions Inc. has signed a sponsorship agreement in hopes of being awarded the Naming Sponsor of one section of the Bleachers (x1 opportunity). The sponsorship for the Bleachers (x1 opportunity) will allow Cooperators - Charron Insurance & Financial Solutions Inc. to have the naming rights for this amenity for a period of five (5) years.

The Bleachers (x1 opportunity) sponsorship is valued at \$15,000.

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

FINANCIAL IMPLICATIONS:

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.

IMPACT IN CAD:

\$ 40,000

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 All Choice Rentals Ltd. and Cooperators - Charron Insurance & Financial Solutions Inc. so that the appropriate communications can take place to showcase the sponsorships.

NEXT STEPS:

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

RECOMMENDATION(S):

1 - that Council approve the Sponsorship Rights Agreements between the Town and All Choice Rentals Ltd. for the Bathing Suit Spinners and the Bleachers (x1 opportunity), and between the Town and Cooperators - Charron Insurance & Financial Solutions Inc. for the Bleachers (x1 opportunity).

ALTERNATIVES:

2 - that Council approve the Sponsorship Rights Agreements between the Town and All Choice Rentals Ltd. for the Bathing Suit Spinners and the Bleachers (x1 opportunity), and between the Town and Cooperators - Charron Insurance & Financial Solutions Inc. for the Bleachers (x1 opportunity), with the following recommendations:

3 - that Council accept the New Aquatic Centre Amenity Sponsorship Rights Agreements for Approval report for information only.

Hans van Klaveren, General
Manager of Community Services and
Recreation
Robert Osmond, CAO

Approved - 16 Nov 2022

Approved - 18 Nov 2022

ACR AQUATIC IN-KIND DONATION TRACKING SHEET

Invoice No.	Total In-kind
55505 - 1	\$ 3,415.30
55505A - 1	\$ 4,103.70
55505B - 1	\$ 3,504.95
55505C - 1	\$ 3,911.50
55505D - 1	\$ 4,172.98
55505E - 1	\$ 3,966.50
55505F - 1	\$ 3,782.50
55505G - 1	\$ 4,606.00
55505H - 1	\$ 4,750.50
55505I - 1	\$ 3,158.00
55505J - 1	\$ 6,343.91
55505K - 1	\$ 6,277.00
55505L - 1	\$ 7,306.50
55505M - 1	\$ 7,226.02
55505N - 1	\$ 4,610.00
55505O - 1	\$ 7,182.50
55505P - 1	\$ 6,267.50
55505Q - 1	\$ 7,797.50
55505R-1	\$ 3,894.48
TOTAL:	\$ 96,277.34
- Climbing Wall	\$ 50,000.00
- Womens Change Room	\$ 15,000.00
- Bathing Suit Spinners	\$ 10,000.00
- Bleachers	\$ 15,000.00
TOTAL IN-KIND SPONSORSHIP:	\$ 90,000.00
TOTAL REMAINING:	\$ 6,277.34

SPONSORSHIP RIGHTS AGREEMENT

AQUATIC CENTRE

(hereinafter referred to as the "Facility")

BETWEEN:

TOWN OF DRAYTON VALLEY

(hereinafter referred to as the "Town")

and

ALL CHOICE RENTALS LTD.

(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 All Choice Rentals Ltd. is the name of the Bathing Suit Spinners, 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 Allchoice Rentals Hd Bathing Suit Spinners
- b. Locate the name 11 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

- a. The Parties acknowledge that in consideration for naming the Facility Amenity the Allchoice Rentals Hd Bathing Suit Spinners the Sponsor has provided the sum of ten thousand (\$ 10,000) dollars' worth of In-kind donations towards the construction costs of the Ricochet Aquatic Corp. Aquatic Centre.
- b. The Town shall pay all reasonable costs for the name 11 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 TBD.

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.

IN WITNESS WHEREOF the respective parties have executed this Sponsorship Rights Agreement this 27 day of Oct, 20 22 in the Town of Drayton Valley, Alberta.

TOWN OF DRAYTON VALLEY

Per: _____
Print Name

Signature

ALL CHOICE RENTALS LTD.

Per: Blake Manning
Print Name

[Signature]
Signature

SPONSORSHIP RIGHTS AGREEMENT

AQUATIC CENTRE

(hereinafter referred to as the "Facility")

BETWEEN:

TOWN OF DRAYTON VALLEY

(hereinafter referred to as the "Town")

and

ALL CHOICE RENTALS LTD.

(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 All Choice Rentals Ltd. 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 All Choice Rentals Ltd. Bleachers
- b. Locate the name // within the Facility in a location that is appropriate for promotional purposes;
- c. Use the Sponsor logo and/or amenity name at every feasible opportunity;
- 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

- a. The Parties acknowledge that in consideration for naming the Facility Amenity the All Choice Rentals Ltd. Bleachers the Sponsor has provided the sum of fifteen thousand (\$ 15,000) dollars' worth of In-kind donations towards the construction costs of the Ricochet Aquatic Corp. Aquatic Centre.
- 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 7130.

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.

IN WITNESS WHEREOF the respective parties have executed this Sponsorship Rights Agreement this 27 day of Oct, 20 22 in the Town of Drayton Valley, Alberta.

TOWN OF DRAYTON VALLEY

Per: _____
Print Name

Signature

ALL CHOICE RENTALS LTD.

Per: Blaise Manning
Print Name

[Signature]
Signature

SPONSORSHIP RIGHTS AGREEMENT

AQUATIC CENTRE

(hereinafter referred to as the "Facility")

BETWEEN:

TOWN OF DRAYTON VALLEY

(hereinafter referred to as the "Town")

and

COOPERATORS - CHARRON INSURANCE & FINANCIAL SOLUTIONS 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 Cooperators - Charron Insurance & Financial Solutions Inc. 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 _____ ;
- b. Locate the name _____ within the Facility in a location that is appropriate for promotional purposes;
- c. Use the Sponsor logo and/or amenity name at every feasible opportunity;
- d. Mention the Sponsor in all media releases for the Opening of the Facility; and
- e. Other promotional rights as described below:

8. NAMING RIGHTS COSTS

In consideration for naming the Facility Amenity _____ , the 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 02 day of November, 20 22 in the Town of Drayton Valley, Alberta.

TOWN OF DRAYTON VALLEY

Per: _____
Print Name

Signature

COOPERATORS - CHARRON INSURANCE & FINANCIAL SOLUTIONS INC.

Per: _____
Carolyn Charron
Print Name



Signature

**ACR AQUATIC IN-KIND DONATION
TRACKING SHEET**

Invoice No.	Total In-kind
55505 - 1	\$ 3,415.30
55505A - 1	\$ 4,103.70
55505B - 1	\$ 3,504.95
55505C - 1	\$ 3,911.50
55505D - 1	\$ 4,172.98
55505E - 1	\$ 3,966.50
55505F - 1	\$ 3,782.50
55505G - 1	\$ 4,606.00
55505H - 1	\$ 4,750.50
55505I - 1	\$ 3,158.00
55505J - 1	\$ 6,343.91
55505K - 1	\$ 6,277.00
55505L - 1	\$ 7,306.50
55505M - 1	\$ 7,226.02
55505N - 1	\$ 4,610.00
55505O - 1	\$ 7,182.50
55505P - 1	\$ 6,267.50
55505Q - 1	\$ 7,797.50
55505R-1	\$ 3,894.48
TOTAL:	\$ 96,277.34
- Climbing Wall	\$ 50,000.00
- Womens Change Room	\$ 15,000.00
- Bathing Suit Spinners	\$ 10,000.00
- Bleachers	\$ 15,000.00
TOTAL IN-KIND SPONSORSHIP:	\$ 90,000.00
TOTAL REMAINING:	\$ 6,277.34

SPONSORSHIP RIGHTS AGREEMENT

AQUATIC CENTRE

(hereinafter referred to as the "Facility")

BETWEEN:

TOWN OF DRAYTON VALLEY

(hereinafter referred to as the "Town")

and

ALL CHOICE RENTALS LTD.

(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 All Choice Rentals Ltd. is the name of the Bathing Suit Spinners, 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 Allchoice Rentals Hd Bathing Suit Spinners
- b. Locate the name 11 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

- a. The Parties acknowledge that in consideration for naming the Facility Amenity the Allchoice Rentals Hd Bathing Suit Spinners the Sponsor has provided the sum of ten thousand (\$ 10,000) dollars' worth of In-kind donations towards the construction costs of the Ricochet Aquatic Corp. Aquatic Centre.
- b. The Town shall pay all reasonable costs for the name 11 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 TBD.

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.

IN WITNESS WHEREOF the respective parties have executed this Sponsorship Rights Agreement this 27 day of Oct, 20 22 in the Town of Drayton Valley, Alberta.

TOWN OF DRAYTON VALLEY

Per: _____
Print Name

Signature

ALL CHOICE RENTALS LTD.

Per: Blake Manning
Print Name

[Signature]
Signature

SPONSORSHIP RIGHTS AGREEMENT

AQUATIC CENTRE

(hereinafter referred to as the "Facility")

BETWEEN:

TOWN OF DRAYTON VALLEY

(hereinafter referred to as the "Town")

and

ALL CHOICE RENTALS LTD.

(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 All Choice Rentals Ltd. 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 All Choice Rentals Ltd. Bleachers
- b. Locate the name // within the Facility in a location that is appropriate for promotional purposes;
- c. Use the Sponsor logo and/or amenity name at every feasible opportunity;
- 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

- a. The Parties acknowledge that in consideration for naming the Facility Amenity the All Choice Rentals Ltd. Bleachers the Sponsor has provided the sum of fifteen thousand (\$ 15,000) dollars' worth of In-kind donations towards the construction costs of the Ricochet Aquatic Corp. Aquatic Centre.
- 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 7130.

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.

IN WITNESS WHEREOF the respective parties have executed this Sponsorship Rights Agreement this 27 day of Oct, 20 22 in the Town of Drayton Valley, Alberta.

TOWN OF DRAYTON VALLEY

Per: _____
Print Name

Signature

ALL CHOICE RENTALS LTD.

Per: Blaise Manning
Print Name

[Signature]
Signature

SPONSORSHIP RIGHTS AGREEMENT

AQUATIC CENTRE

(hereinafter referred to as the "Facility")

BETWEEN:

TOWN OF DRAYTON VALLEY

(hereinafter referred to as the "Town")

and

COOPERATORS - CHARRON INSURANCE & FINANCIAL SOLUTIONS 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 Cooperators - Charron Insurance & Financial Solutions Inc. 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 _____ ;
- b. Locate the name _____ within the Facility in a location that is appropriate for promotional purposes;
- c. Use the Sponsor logo and/or amenity name at every feasible opportunity;
- d. Mention the Sponsor in all media releases for the Opening of the Facility; and
- e. Other promotional rights as described below:

8. NAMING RIGHTS COSTS

In consideration for naming the Facility Amenity _____ , the 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 02 day of November, 20 22 in the Town of Drayton Valley, Alberta.

TOWN OF DRAYTON VALLEY

Per: _____
Print Name

Signature

COOPERATORS - CHARRON INSURANCE & FINANCIAL SOLUTIONS INC.

Per: _____
Carolyn Charron
Print Name



Signature



Town of Drayton Valley **AGENDA ITEM REPORT**

Regular Council Meeting

MEETING:	Regular Council - November 23, 2022		
PRESENTED BY:	Ken Woitt, General Manager of Planning & Growth	DEPARTMENT:	Planning
		DIVISION:	Planning & Growth
SUBJECT:	November 23, 2022 Planning and Development Report		

PROPOSAL AND BACKGROUND INFORMATION:

Recent Activities:

1. Continue to work with the Airport to support the:
 - Airport survey work;
 - Grant letter signed for run-way improvements;
 - Fortis electrical upgrade;
 - Grant search for electrical servicing and new terminal bldg.
2. Progress of Building Audit (10 Bldgs.)
 - site visits and fieldwork have been completed
 - opportunities have been identified for investigation
 - currently preparing draft action plan
 - anticipating the final report by mid - December
3. Continuing work on the MDP:
 - Draft "Vision and Mission" has been compiled from Council's Corporate Plan and the Ec. Education Strategies...Advisory Committee will review and finalize in the new year. Dev. and
 - population projections completed.
 - seeking two (2) names from the community to sit on the Advisory Committee. Committee.
 - advancing work on the "Downtown Revitalization Plan" with Chamber and Ec. Dev. Meeting with the Chamber on Nov. 18, 2022.
 - work continuing on the Land & Facilities Master Plan.

- working with Municipal Services to access their contract engineers to prepare existing and future transportation and servicing maps for the MDP.

4. Development Activities:

- Deck and garage variances
- Home-based business discretionary use coming to Council for decision.
- MR dissolution and redistricting of commercial/residential lands (Lots 2-7, Blk 66, Plan 084-0074) proceeding to meet year-end deadline.

Thank you, that concludes the Planning report.

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):

That, Council receives this report as information.

ALTERNATIVES:

That, Council requests more information be compiled and presented in a follow-up report.

Robert Osmond, CAO

Approved - 18 Nov 2022



Town of Drayton Valley

AGENDA ITEM REPORT

Regular Council Meeting

MEETING:	Regular Council - November 23, 2022		
PRESENTED BY:	Abid Malik, General Manager of Municipal Services	DEPARTMENT:	Municipal Services
		DIVISION:	Municipal Services
SUBJECT:	Municipal Services Department Report		

PROPOSAL AND BACKGROUND INFORMATION:

Parks

- Snow removal has been completed
- Snowflake lights and other festive lights are being installed
- Deby land mulching tender closed on Nov 18, 2022. At the time of drafting this report, 3 tenders were received: 1) Tazzy Kats Enterprizes Ltd., 2) Gen 7 Environmental Solutions Ltd, and 3) Vinnie's Bobcat and Mulch Masters Ltd.

Public Works

- 90% Snow removal is completed
- Sign Straightening is ongoing
- Staff engaged in servicing equipment and cleaning of shop
- Cemetery maintenance completed
- Christmas wreaths and festive lights are being installed
- Staff taking safety trainings on Safety Hub

Utilities

Wastewater Treatment Facility

- Extensive cleaning of the wastewater building is underway
- Cell #5's level is back to normal operating level which means all sampling requirements as per AEP regulations have commenced
- The colder temperatures have decreased anerobic digestion which in turn has lessened the wastewater odour issues
- Aeration lines have been reinstalled in cell's 1 and 2 which has increased air demand throughout the system
- Flow meter verification has been performed on all wastewater meters. Waiting for results of verification testing, onsite tech said verifications on flow meter passed

Water Treatment Plant

- Repair kits have been installed on pneumatic valves that had minor leaks all valves are now functioning properly

- Spare process pumps variable frequency drive failed in the spring. Repair attempts were made on this but were unsuccessful. Replacement was required, new VFD was installed on October 31,2022
- Recovery cleans were performed on both filter trains to clean the filters for the winter months. Recovery cleans were successful in cleaning the filters
- Coagulant system has been flushed out for the winter as this chemical is not needed in the winter months but if left in the piping will solidify in the piping
- Maintenance was performed on air compressors and all filters including downstream filters were replaced
- Flow meter verification has been performed on all flow meters at the water plant. Waiting for results to be sent, onsite tech confirmed all flow meters are reading correctly
- Pressure Reducing valve maintenance was performed at the water treatment plant and all valves were function tested

Water Distribution

- Plans are being made to do pressure reducing valve inspections in the distribution system total of 6 inspections are required. This will be scheduled for November 24,2022. Road closures and traffic control will be required to do these inspections safely. Communication for the public will be posted on all social media platforms

Landfill

- Monitoring landfill operation activities especially for existing active cell 4D for compaction to make sure GFL doing the right things and to make sure they will do cover soil by the end of the day to avoid littering in active cell 4D
- Monitoring leachate measuring once a week to make sure the maximum levels depth below manhole rim according to AEP Approval guidelines, if the leachate is above the water trigger level, then we will use the Vac Truck to suck out the water
- Monitoring also the Public Drop Off (PDO) for 6 bins to avoid mixing garbage. And also, the Quonset (Cardboard) building to make sure not full. Monitoring recycling depot, Material Recovery Facilities for hazardous waste, scrap metal and concrete pile to guide them on where to put the materials in the correct location
- Scale house still in good shape and monitoring correct tipping fees
- Proposed new cell 4E and 4F Tetra Tech doing the design and construction, by the end of this month they will send 60% Engineered Design Drawings, Specifications, and Preliminary Costing Information. Construction of new cell is in 2023

FINANCIAL IMPLICATIONS:

NA

IMPACT IN CAD:

NA

LEGAL/RISK IMPLICATIONS:

NA

ORGANIZATIONAL IMPLICATIONS:

NA

SERVICE LEVELS IMPLICATIONS:

NA

STAKEHOLDER AND COMMUNICATION STRATEGY:

NA

NEXT STEPS:

NA

RECOMMENDATION(S):

For information only

ALTERNATIVES:

That, Council directs Administration to:

Robert Osmond, CAO

Approved - 18 Nov 2022



Town of Drayton Valley

AGENDA ITEM REPORT

Regular Council Meeting

MEETING:	Regular Council - November 23, 2022		
PRESENTED BY:	Hans van Klaveren, General Manager of Community Services and Recreation	DEPARTMENT:	Community Services
		DIVISION:	Community & Recreation
SUBJECT:	Community & Recreation Services Department - Council Report		
ATTACHMENTS:	15 Nov. 23 2022 CRSD Dept Report to CNL		

PROPOSAL AND BACKGROUND INFORMATION:

N/A

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):

N/A

ALTERNATIVES:

N/A

Hans van Klaveren, General
Manager of Community Services and
Recreation

Approved - 18 Nov 2022

Robert Osmond, CAO

Approved - 18 Nov 2022

Department Report

Department: Community Services Department.

General Manager: Manager

Date of Regular Council Meeting: November 23, 2022



INFORMATION PRESENTED:

1. Early Childhood Development Centre

- Staff at ECDC had a training day November 10th where they spent time with Elders Linda Prentice and Alice Berger, deepening their discussion of Truth and Reconciliation and how they can weave this into programming at the childcare centre.
- The Early Childhood Development Centre will be doing Christmas Wish Trees again this year. 17 families will be supported through this initiative. Thank you as well to all who participate to make this a success for our families. (You can read the story here below that was shared in the email to the Town)

This is the story I shared with everyone through the invite to participate:

Sometimes when we communicate to a family that they are chosen they are emotional. With some parents I shared a story of how a church brought a basket to me when I was on my own with three children. I told them how initially I was proud and didn't want anyone to think I needed help. I shared how those people had told me that it wasn't help but instead a recognition of how hard I was working at things and encouragement to keep pushing because they could see the rewards of my effort in my children.

A few years ago, three parents broke down and cried in my office. They were grateful to the point that they could not express it. They shared stories of travelling to "Walmart" as an outing not buying anything, but it was the only "outing" they could afford.

One parent shared that she was running out of things positive to find in each day and Christmas was making it harder, this was the most positive thing to happen to her in months!

I think the most profound though for me was the mother who wouldn't raise her eyes to look at me. Tears rolled down her cheeks, I quietly talked about filling out the tags and putting on them things the children needed and that she needed. She nodded and looked at the floor, I waited for a few moments and very kindly asked her to look at me. When she did, I said: "We love your children, their success rests upon my shoulders today as much as they do yours, and next year it will be a teacher, and then a camp leader, we all need to help with the burden". Not a word, she just got up and hugged me until I couldn't breathe and whispered: "Thank you".

2. Drayton Valley and District FCSS/Homelessness & Poverty Reduction

- The Canada Day Planning Committee has posted an RFP for the 2023 Canada Day Event. The deadline for the RFP is January 2, 2023. The Committee is excited to hear all of the new and innovative ideas that the community group may have for this important event.
- Service Canada will be offering an information session for seniors on November 30th at the Rotary House.

- The proposal received from the Homelessness & Poverty Reduction Team Society in response to the Daytime Shelter Program RFP is being presented to Council for consideration. The start of the program is planned for December 1st to support our homeless community members during the daytime and provide a hub to access support services.

3. Omniplex/MacKenzie Conference Centre/Total Works Fitness

- The complex is buzzing and many programs are booked full.
- Fencing has been put in place as a safety measure to refrain unpermitted access and climbing on the outside of the building. Trespassing is not allowed and could result in injury.

4. Park Valley Pool

- The Junior Lifeguard Club will be participating in the competition meet on November 26th in Hinton.
- The Ricochet Oil Corp. Aquatic Centre is in its final stage of completion. Water is in the main pool and systems are being tested and fine tuned. The slide will be installed in the upcoming weeks, and then the leisure pool area can be filled and finalized as well. Staff training in the new facility can then take place. We are excited to bring more news in the upcoming weeks related to opening up to the public to come in and use this new and awesome community facility.

5. Community Services

- We were successful in receiving from the GOA funding from the Rural Winter Shelter Grant.
This funding will be used to support the Daytime Shelter Program initiative, the support programming through municipal and agency services, as well as the Shelter Pods.
- The Urban Housing Program is accepting application for 1- and 2-bedroom units. To apply, please visit the Town of Drayton Valley website, or call 780.202.0652.

6. Recreation

- A meeting took place with the initiative taker to host an obstacle course in Drayton Valley. It looks promising that a new event for our community will take place in the upcoming year.
- The Triathlon Organizing Committee met again and our local champion is working hard to form a group to continue with Triathlon Alberta to pull off a (sanctioned) event to take place in 2023.



Town of Drayton Valley

AGENDA ITEM REPORT

Regular Council Meeting

MEETING:	Regular Council - November 23, 2022		
PRESENTED BY:	Luke Pantin, Growth Services Manager	DEPARTMENT:	Economic Development
		DIVISION:	Planning & Growth
SUBJECT:	Growth Services Report		

PROPOSAL AND BACKGROUND INFORMATION: **GROWTH SERVICES**

Strategies and Action Plans

- Digitalization data upload process scheduled for completion Dec1st.
- Date for Council training to be scheduled for January 2023.
- User training videos and "train the trainer" training to be completed Dec 20th.

CETC Facility Operations Procedures

- Integrated efficiency & customer service quality improvement measures and procedures (including amenity bookings/services, safety and security) have been initiated under an inter-departmental group.

External Partnerships

- Accelerated key partnership building has also commenced.
- A meeting with Glen Mitchell (President and CEO, and Amy Saitz, Dean, Business, Academics, Trades and Regional Stewardship from Northern Lakes College has been scheduled for early December.
- Other meetings are being confirmed with the University of Alberta, and Olds College, academic leadership teams.
- Exploratory discussion meetings are being arranged with other reputable accredited institutions (Grant MacEwan University, Athabasca University) to potentially establish formal training and certification programming relevant to the the expanded regional needs.
- Work has begun with MITACS to obtain funding and secure adequate post graduate internships from reputable and accredited pan Canadian tertiary institutions to support and initiate innovation, technology research and incubation projects at the CETC.

Local Partnerships

- Pembina Area group Advancing discussions to reinforce and expand awareness of business development opportunities and technologies in oil & gas
- Drayton Valley hospitality and tourism authority, discussion and dialogue underway to explore development opportunities for tourism and culture expansion projects.
- Negotiations with Business link to establish a Business support resource center for CETC.
- Reaching out to The Metis Association to discuss business and arts and culture business opportunities

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):

That, Council accept the report as information.

ALTERNATIVES:

That, Council directs Administration to: _____

Robert Osmond, CAO

Approved - 18 Nov 2022



Town of Drayton Valley

AGENDA ITEM REPORT

Regular Council Meeting

MEETING:	Regular Council - November 23, 2022		
PRESENTED BY:	Jennifer Stone, Acting Manager of Economic Development, Communications	DEPARTMENT:	Communications
		DIVISION:	Administration
SUBJECT:	Communications Department Report		

PROPOSAL AND BACKGROUND INFORMATION:

Administration

- Staff Profiles
- 2022 Annual Report
- Employment Opportunities
- Weekly Town Page
- Daily Social Media management
- Messages on the electronic sign
- Posting RFP's
- Preparing and uploading Council Meeting videos to website

Community Services

- Aquatic Facility Timeline
 - Interviews with local newspaper
- Agents of Discovery
 - developed messaging
 - prepared graphics
 - created posters and sent to schools/EPBR

Finance

- Budget communications
 - Press Release
 - Infographic
 - Website - full budget information
 - Social Media - links to website
 - Town Page - newspaper

Planning & Development

- Posting Public Hearings

Public Works

- Working closely with the team to ensure the public are updated on upcoming or ongoing activities

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):

That Council accept the Communications Department report as information

ALTERNATIVES:

That Council accepts the Communications Department report as information and further directs Administration to _____

Jennifer Stone, Acting Manager of
Economic Development,
Communications
Robert Osmond, CAO

Approved - 18 Nov 2022

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