



# AGENDA

## Regular Council Meeting

9:00 AM – Wednesday, January 25, 2023

Council Chambers

Call to Order  
Land Acknowledgement  
National Anthem

	Page
1. ADDITIONS TO THE AGENDA	
2. ADOPTION OF THE AGENDA	
2.1. Adoption of the Agenda for the January 25, 2023, Regular Meeting of Council	
3. CORRECTIONS OR AMENDMENTS	
3.1. January 25, 2023, Regular Meeting of Council Agenda	
4. ADOPTION OF	
4.1. January 11, 2023, Regular Meeting of Council Minutes <a href="#">Regular Council - 11 Jan 2023 - Minutes - Pdf</a>	3 - 7
4.2. January 11, 2023 Non-Statutory Public hearing Discretionary Use Development Permit DV22-062 <a href="#">23-01-11 Non Statutory Public Hearing DV22-062</a>	8 - 9
5. PROCLAMATIONS	
6. PUBLIC HEARINGS	
7. DELEGATIONS (10 MINS EACH)	
7.1. Delegation RCMP - Acting Staff Sergeant Ryan Hoetmer <a href="#">Agenda Item Report - AIR-23-019 - Pdf</a>	10 - 14
7.2. Delegation - Physician Recruitment - Pat Jeffery <a href="#">Agenda Item Report - AIR-23-018 - Pdf</a>	15 - 16
8. BUSINESS ARISING FROM DELEGATIONS	
9. DECISION ITEMS	
9.1. Water Distribution Project Update <a href="#">Agenda Item Report - AIR-23-022 - Pdf</a>	17 - 37
9.2. FoodCycler - Organic Waste Diversion - Year 2 - 2023 Pilot Project <a href="#">Agenda Item Report - AIR-23-015 - Pdf</a>	38 - 53
9.3. Community Grants - 1st Quarter Allocation	54 - 76

[Agenda Item Report - AIR-23-014 - Pdf](#)

**9.4. Drayton Valley Municipal Library Board Appointments** 77 - 99

[Agenda Item Report - AIR-22-347 - Pdf](#)

[ESchultz\\_LIBRARY\\_Board Membership App\\_FOIPED](#)

[2A\\_2023 Letter to Town re Erin Schultz appointment](#)

[3A\\_Jan. 18, 2023\\_BC\\_Councilor Appt.](#)

[4A\\_Appendix 2-C Appointments to the Board \(PLSB-Nov2021\)](#)

**9.5. 50 Ave Rehabilitation Project Update**

**9.6. 11:00 a.m.: CAO/Administration (Rob Osmond) - FOIP section 24(1)(a)**

**10. DEPARTMENT REPORTS**

**10.1. Jan.25, 2023 Planning & Growth Department Report** 100 - 101

[Agenda Item Report - AIR-23-016 - Pdf](#)

**10.2. Municipal Services Department Report** 102 - 103

[Agenda Item Report - AIR-23-024 - Pdf](#)

**10.3. Community & Recreation Services Department - Council Report** 104 - 107

[Agenda Item Report - AIR-23-025 - Pdf](#)

**10.4. Emergency and Protective Services Stats for November and December 2022** 108 - 117

[Agenda Item Report - AIR-23-017 - Pdf](#)

**10.5. Communications Department Report** 118 - 120

[Agenda Item Report - AIR-23-021 - Pdf](#)

**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**

**11.8. Council and Committee Reports**

**11.9. Council Items**

**12. INFORMATION ITEMS**

**13. ADJOURNMENT**



# MINUTES

## Regular Council Meeting

9:00 AM – Wednesday, January 11, 2023  
Council Chambers

The Regular Council Meeting of the Town of Drayton Valley was called to order on Wednesday, January 11, 2023, at 9:00 AM, in the Council Chambers, with the following members present:

**PRESENT:** Mayor Nancy Dodds, Councillor Amila Gammara, Councillor Colin Clarke, Councillor Monika Sherriffs, and Councillor Rick Evans, Robert Osmond, Bree Mastre, Elvera Thomson, Hans van Klaveren, Jennifer Stone, Ken Woitt, Lola Strand, Nathan Palovcik, Tom Thomson, Cody Rossing, and Kelsey Baker

**ABSENT:** Councillor Bill Ballas and Councillor Tom McGee

### 1. ADDITIONS TO THE AGENDA

Rural Renewal Stream - Closed Session Item

### 2. ADOPTION OF THE AGENDA

2.1. Adoption of the Agenda for the January 11, 2023, Regular Meeting of Council

#### RESOLUTION #1/2023

*Councillor Monika Sherriffs moved that Council Adopt the Agenda for the January 11, 2023 Regular Council meeting with additions.*

Carried

### 3. CORRECTIONS OR AMENDMENTS

There were no Corrections or Amendements to the January 11, 2023 Regular Council Meeting Agenda.

### 4. ADOPTION OF

4.1. December 7, 2022, Regular Meeting of Council Minutes

#### RESOLUTION #2/2023

*Councillor Rick Evans moved that Council adopt the minutes from the December 7, 2022 Regular Meeting of Council.*

Carried

### 5. PROCLAMATIONS

There were no Proclamations. Mayor Dodds recognized special days.

### 6. PUBLIC HEARINGS

6.1. Non-Statutory Public Hearing January 11th: Discretionary Use Development Permit DV22-062 (5442 - 55 Street)

There is a separate set of minutes for this item.

**7. DELEGATIONS (10 MINS EACH)**

- 7.1. Delegation - Food Cyclor Science - Jessica Taylor
- 7.2. Delegation Request Sienna Klyne Chamber of Commerce

**8. BUSINESS ARISING FROM DELEGATIONS**

**9. DECISION ITEMS**

Mayor Dodds called a break at 10:06a.m.

Mayor Dodds reconvened the meeting at 10:22a.m.

- 9.1. Discretionary Use Request - Automotive Sales & Service at 5442 - 55 Street (LOT 30 BLOCK 35 PLAN 0820505), Development Permit Application DV22-062

**RESOLUTION #3/2023**

***Councillor Amila Gammama moved That Council Approve Development Permit DV22-062, with the recommended conditions including the inclusion of (see Attachment 5 - Draft Development Permit DV22-062).***

**Carried**

- 9.2. Post-Traumatic Stress Disorder (PTSD) Coverage for Community Peace Officers Under the Workers Compensation Act

**RESOLUTION #4/2023**

***Councillor Monika Sherriffs moved that Council accepts the Post-Traumatic Stress Disorder Coverage for Community Peace Officer's Under the Workers Compensation Act report as information, and directs administration to submit a completed resolution package to the Alberta Municipalities Association for the 2023 Convention.***

**Carried**

- 9.3. Information Report: Development Notice Distances to the Public

**RESOLUTION #5/2023**

***Councillor Colin Clarke moved That Council Accept the Development Notices Distances to the Public Report as Information***

**Carried**

- 9.4. Early Childhood Development Centre Board Member Appointment

**RESOLUTION #6/2023**

***Councillor Monika Sherriffs moved that Council appoint Jessica Starling for a two (2) year term to the Early Childhood Development Centre Board.***

**Carried**

- 9.5. Retirement Benefits for Employees over age 71

**RESOLUTION #7/2023**

***Councillor Monika Sherriffs moved That Town Council approve additional salary contributions be provided to employees over the age of 71 in lieu of contributions made on behalf of the employee to a registered retirement plan. The amount of additional salary contributions are to be equivalent to the percentage of gross regular salary employees receive for pension and retirement savings.***

**Carried**

- 9.6. Growth Services Strategic Action Plan 2023-2025

**RESOLUTION #8/2023**

***Councillor Colin Clarke moved that Council approve the Growth Services Strategic Action plan as presented.***

**Carried**

- 9.7. 11:00a.m. ;CAO/Administration (Rob Osmond) - FOIP Section 24(1)(a)

**RESOLUTION #9/2023**

***Councillor Colin Clarke moved that Council move in to a closed session at 11:10a.m.***

**Carried**

**RESOLUTION #10/2023**

***that Council move out of closed session at 1:03p.m.***

**RESOLUTION #11/2023**

***Councillor Rick Evans moved that cannabis retail stores will now be charged the same fee for a business license as retail stores, effective January 1, 2023.***

**Carried**

**10. DEPARTMENT REPORTS**

- 10.1. Planning & Development Department Report, Jan.11, 2023  
Ken Woitt presented Council with an update on the Planning and Development Department
- 10.2. Municipal Services Department Report  
Abid Malik provided Council with an update on the Municipal Services Department
- 10.3. Community & Recreation Services Department - Council Report

Hans van Klavern provided Council with a update on the Community Services and Recreation Department.

10.4. Corporate Services & Finance Department Report

Elvera Thomson provided Council with an update on the Corporate Services and Finance Department.

10.5. Communications Department Report

Jennifer Stone provided Council with an update on the Intergovernmental Relations and Communications Department.

**RESOLUTION #12/2023**

***Councillor Rick Evans moved that Council accept the Department Reports as information.***

**Carried**

**11. COUNCIL REPORTS**

11.1. Councillor Gammana

- Town Breakfast
- Alberta Health Services Meeting Update

11.2. Councillor Clarke

- Economic Development Meeting
- Early Childhood DC Strategy Meeting
- Aquatic Tour
- Humans Helping Humans Photo

11.3. Councillor Evans

- Economic Development Meeting
- Aquatic Facility Tour

11.4. Councillor Sherriffs

- Aquatic Facility Tour

11.5. Deputy Mayor Ballas

Deputy Mayor Ballas was not present to provide an update.

11.6. Mayor Dodds

- New Business Visits
- Aquatic Facility Tour

11.7. Councillor McGee

Councillor McGee was not present to provide a report.

**12. COUNCIL ITEMS**

12.1. Committee Updates

There were no comments under this item.

12.2. Round Table Discussion

**13. ADJOURNMENT**

Mayor Dodds adjourned the meeting at 2:10p.m.

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Mayor

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CAO

# MINUTES OF NON-STATUTORY PUBLIC HEARING

January 11, 2023

Discretionary Use Development Permit Application DV22-062

## **THOSE PRESENT:**

Mayor Dodds  
Councillor Clarke  
Councillor Sherriffs  
Councillor Evans  
Councillor Gammana  
Elvera Thomson, General Manager of  
Corporate Services  
Tom Thomson, General Manager of  
Protective Services  
Ken Woitt, General Manager of Planning  
and Growth  
Hans van Klaveren, General Manager of  
Community Services and Recreation

Jerreck Connors, Development Planner  
Nathan Palovcik, Manager IT  
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 McGee

## **ITEM**

Discretionary Use Development Permit Application DV22-062

## **DECLARE THE NON-STATUTORY PUBLIC HEARING OPEN**

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

## **PURPOSE OF THE PUBLIC HEARING**

To receive comments, concerns, and questions from the public regarding the proposed Discretionary Use of an Automotive Sales/Service business to operate at 5442-55 street.

## **BACKGROUND**

Administration has received a Development Permit Application to allow for a Automotive Sales/Service business to operate at 5442 – 55 street.

The property is zoned C-GEN (Commercial, General District) where Automotive Sales & Service 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 Application, requesting comments from the public, and advising them of the Public Hearing, has been provided in accordance with Town of Drayton Valley Bylaw 2018/07/A (Electronic Advertising Bylaw). To facilitate the Public Hearing process, any comments received (written or verbal) will be presented as a package at the time of the Public Hearing.

## **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 9:08 a.m.

\_\_\_\_\_  
MAYOR

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

DRAFT



# Town of Drayton Valley

# AGENDA ITEM

# REPORT

## Regular Council Meeting

**MEETING:** Regular Council - January 25, 2023

**PRESENTED BY:**

**DEPARTMENT:**

**DIVISION:**

**SUBJECT:** Delegation RCMP - Acting Staff Sergeant Ryan Hoetmer

**ATTACHMENTS:** [January 2023 Municipal Crime Gauge](#)  
[WAD Municipal Q4 2022 Five Year Crime Stats](#)

Robert Osmond, CAO

Approved - 20 Jan 2023



## Strategic Analysis and Research Unit

## Drayton Valley (Municipal) Crime Statistic Summary – January to December

2023-01-04

*Drayton Valley (Municipal) – Highlights*

- **Break & Enters** are showing a 6.8% increase when compared to the same period in 2021 (January to December). There were 5 more actual occurrences (from 73 in 2021 to 78 in 2022).
- **Theft of Motor Vehicles** decreased by -37.9% when compared to the same period in 2021 (January to December). There were -39 fewer actual occurrences (from 103 in 2021 to 64 in 2022).
- **Theft Under \$5,000** increased by 6.5% when compared to the same period in 2021 (January to December). There were 13 more actual occurrences (from 199 in 2021 to 212 in 2022).

*Drayton Valley (Municipal) – Criminal Code Offences Summary*

Crime Category	% Change 2021 – 2022 (January to December)
Total Persons Crime	21.4% Increase
Total Property Crime	1.3% Increase
Total Criminal Code	6.9% Increase

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

- 46 more **Persons Crime** offences;
- 10 more **Property Crime** offences; and
- 84 more **Total Criminal Code** offences;

*Drayton Valley (Municipal) – December, 2022*

- There were 3 **Thefts of Motor Vehicles** in December: 0 cars, 2 trucks, 0 minivans, 0 SUVs, 0 motorcycles, 0 other types of vehicles, and 1 vehicles taken without consent.
- There were 3 **Break and Enters** in December: 2 businesses, 1 residences, 0 cottages/seasonal residences, 0 in some other type of location, and 0 unlawfully being in a dwelling house.
- There were a total of 1 **Provincial Roadside Suspensions** in December (1 alcohol related and 0 drug related). This brings the year-to-date total to 15 (13 alcohol related and 2 drug related).
- There were a total of 6 files with the **Spousal Abuse** survey code in December (December 2021: 7). This brings the year-to-date total to 106 (2021: 148).
- There were 215 files with **Victim Service Unit** referral scoring in Drayton Valley Municipal: 5 accepted, 40 declined, 17 proactive, 0 requested but not available, and 153 files with no victim.

PROS Data pull 2023/01/04

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 December

### Criminal Code Offences



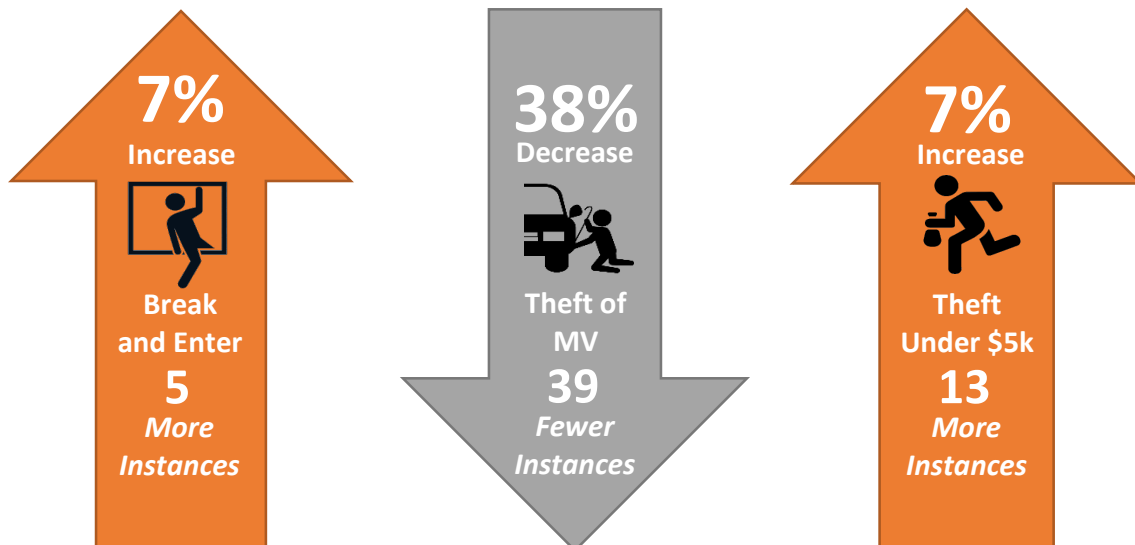
**Total  
Criminal Code  
Offences:**

**7%**

**Increase**

When compared to  
January to December, 2021

### Select Property Crime



NOTE: If in both 2021 and 2022 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) Q4: 2018 - 2022

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

January 5, 2023

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		1	3	1	1	0	-100%	-100%	-0.4
Sexual Assaults		2	1	4	4	6	200%	50%	1.1
Other Sexual Offences		5	4	1	3	2	-60%	-33%	-0.7
Assault		34	35	26	27	21	-38%	-22%	-3.4
Kidnapping/Hostage/Abduction		0	1	1	0	0	N/A	N/A	-0.1
Extortion		1	0	1	2	0	-100%	-100%	0.0
Criminal Harassment		4	10	8	11	10	150%	-9%	1.3
Uttering Threats		7	11	7	6	7	0%	17%	-0.5
<b>TOTAL PERSONS</b>		<b>54</b>	<b>65</b>	<b>49</b>	<b>54</b>	<b>46</b>	<b>-15%</b>	<b>-15%</b>	<b>-2.7</b>
Break & Enter		36	28	20	19	11	-69%	-42%	-5.9
Theft of Motor Vehicle		30	40	9	44	12	-60%	-73%	-3.2
Theft Over \$5,000		6	1	6	4	2	-67%	-50%	-0.5
Theft Under \$5,000		144	100	51	50	55	-62%	10%	-22.8
Possn Stn Goods		17	17	12	17	9	-47%	-47%	-1.6
Fraud		19	20	16	12	8	-58%	-33%	-3.0
Arson		1	3	3	1	0	-100%	-100%	-0.4
Mischief - Damage To Property		0	40	26	49	27	N/A	-45%	6.3
Mischief - Other		64	38	12	38	45	-30%	18%	-3.8
<b>TOTAL PROPERTY</b>		<b>317</b>	<b>287</b>	<b>155</b>	<b>234</b>	<b>169</b>	<b>-47%</b>	<b>-28%</b>	<b>-34.9</b>
Offensive Weapons		3	4	1	5	6	100%	20%	0.7
Disturbing the peace		14	20	12	18	17	21%	-6%	0.4
Fail to Comply & Breaches		50	47	13	24	19	-62%	-21%	-8.5
<b>OTHER CRIMINAL CODE</b>		<b>6</b>	<b>15</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>50%</b>	<b>13%</b>	<b>-0.1</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>73</b>	<b>86</b>	<b>33</b>	<b>55</b>	<b>51</b>	<b>-30%</b>	<b>-7%</b>	<b>-7.5</b>
<b>TOTAL CRIMINAL CODE</b>		<b>444</b>	<b>438</b>	<b>237</b>	<b>343</b>	<b>266</b>	<b>-40%</b>	<b>-22%</b>	<b>-45.1</b>



## Drayton Valley Municipal Detachment

### Crime Statistics (Actual)

Q4: 2018 - 2022

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

January 5, 2023

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		4	16	4	7	5	25%	-29%	-0.7
Drug Enforcement - Trafficking		3	1	4	6	2	-33%	-67%	0.3
Drug Enforcement - Other		0	1	0	0	0	N/A	N/A	-0.1
<b>Total Drugs</b>		<b>7</b>	<b>18</b>	<b>8</b>	<b>13</b>	<b>7</b>	<b>0%</b>	<b>-46%</b>	<b>-0.5</b>
Cannabis Enforcement		0	0	0	0	1	N/A	N/A	0.2
Federal - General		5	1	0	0	1	-80%	N/A	-0.9
<b>TOTAL FEDERAL</b>		<b>12</b>	<b>19</b>	<b>8</b>	<b>13</b>	<b>9</b>	<b>-25%</b>	<b>-31%</b>	<b>-1.2</b>
Liquor Act		2	3	1	5	7	250%	40%	1.2
Cannabis Act		5	0	0	3	1	-80%	-67%	-0.5
Mental Health Act		25	23	24	27	33	32%	22%	2.0
Other Provincial Stats		31	47	51	79	61	97%	-23%	9.2
<b>Total Provincial Stats</b>		<b>63</b>	<b>73</b>	<b>76</b>	<b>114</b>	<b>102</b>	<b>62%</b>	<b>-11%</b>	<b>11.9</b>
Municipal By-laws Traffic		1	2	0	0	2	100%	N/A	0.0
Municipal By-laws		16	19	11	12	28	75%	133%	1.7
<b>Total Municipal</b>		<b>17</b>	<b>21</b>	<b>11</b>	<b>12</b>	<b>30</b>	<b>76%</b>	<b>150%</b>	<b>1.7</b>
Fatals		1	1	0	0	0	-100%	N/A	-0.3
Injury MVC		1	3	2	4	2	100%	-50%	0.3
Property Damage MVC (Reportable)		46	57	31	38	64	39%	68%	1.7
Property Damage MVC (Non Reportable)		7	7	8	4	10	43%	150%	0.3
<b>TOTAL MVC</b>		<b>55</b>	<b>68</b>	<b>41</b>	<b>46</b>	<b>76</b>	<b>38%</b>	<b>65%</b>	<b>2.0</b>
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	2	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
<b>Total Provincial Traffic</b>		<b>155</b>	<b>156</b>	<b>138</b>	<b>285</b>	<b>198</b>	<b>28%</b>	<b>-31%</b>	<b>21.5</b>
<b>Other Traffic</b>		<b>3</b>	<b>10</b>	<b>5</b>	<b>5</b>	<b>1</b>	<b>-67%</b>	<b>-80%</b>	<b>-0.9</b>
<b>Criminal Code Traffic</b>		<b>21</b>	<b>26</b>	<b>14</b>	<b>28</b>	<b>20</b>	<b>-5%</b>	<b>-29%</b>	<b>0.0</b>
<b>Common Police Activities</b>									
False Alarms		27	28	16	20	17	-37%	-15%	-2.8
False/Abandoned 911 Call and 911 Act		31	34	14	23	22	-29%	-4%	-2.9
Suspicious Person/Vehicle/Property		36	53	63	16	10	-72%	-38%	-8.9
Persons Reported Missing		9	8	6	2	7	-22%	250%	-1.0
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		34	53	43	34	17	-50%	-50%	-5.3
Form 10 (MHA) (Reported)		0	1	1	3	1	N/A	-67%	0.4



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

**MEETING:** Regular Council - January 25, 2023

**PRESENTED BY:**

**DEPARTMENT:**

**DIVISION:**

**SUBJECT:** Delegation - Physician Recruitment - Pat Jeffery

**ATTACHMENTS:** [PPRRC](#)

Robert Osmond, CAO

Approved - 20 Jan 2023



# Town of Drayton Valley

## Delegation Request Form

Name(s): \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

# FOIP Section 17

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

Council Meeting

Governance & Priorities Committee Meeting

Special Meeting/Presentation

Administration Meeting

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

Reason for Requesting Delegation:

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

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Additional Information Provided

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

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Please indicate any preference you have for meeting:

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Please submit your request by:

**Fax:** 780.542.5753

**E-mail:**

admin-support@draytonvalley.ca

**In person:**

5120-52 ST





# Town of Drayton Valley **AGENDA ITEM REPORT**

## Regular Council Meeting

<b>MEETING:</b>	Regular Council - January 25, 2023		
<b>PRESENTED BY:</b>	Abid Malik, General Manager of Municipal Services	<b>DEPARTMENT:</b>	Municipal Services
		<b>DIVISION:</b>	Municipal Services
<b>SUBJECT:</b>	Water Distribution Project Update		
<b>ATTACHMENTS:</b>	<a href="#">Drayton Valley Water Distribution Project Update to Council ISL 230125</a>		

### **PROPOSAL AND BACKGROUND INFORMATION:**

ISL presentation on Water Distribution Project is attached. Jason Kopan will be presenting

### **FINANCIAL IMPLICATIONS:**

N/A

### **NEXT STEPS:**

If Council accepts this report, Administration can direct ISL to do complete design and only split construction into phases dependent on budgets.

### **RECOMMENDATION(S):**

that council accept the report as information only.

Abid Malik, General Manager of  
Municipal Services  
Robert Osmond, CAO

Approved - 19 Jan 2023

Approved - 20 Jan 2023



# Water Distribution Project

Update to Drayton Valley Council – January 25, 2023  
Jason Kopan, P.Eng. – Manager, Water



# Background & Context

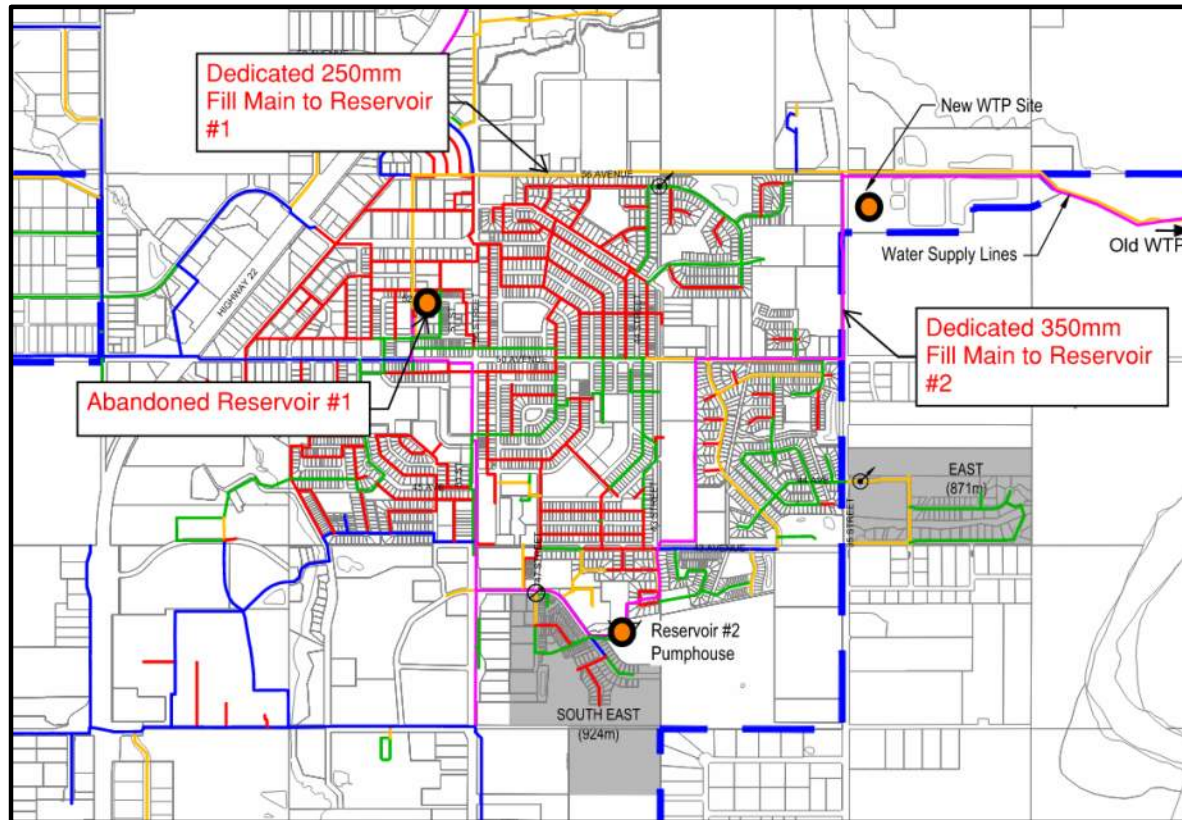
## Current Water Treatment & Distribution System

- **Raw Water Pump Station**
  - Upgraded and commissioned in late 2019 / early 2020
  - Won a 2022 Canadian Consulting Engineering Award for Project Management
    - [https://www.acec.ca/awards/CCE\\_awards/2022awards/19.html](https://www.acec.ca/awards/CCE_awards/2022awards/19.html)
  - One of the first projects in municipal infrastructure to use the IPD Delivery Method
- **Water Treatment Plant**
  - Upgraded and commissioned in 2015
  - Ultrafiltration membrane treatment process
  - Treated water storage
  - Pumping to Reservoir #2 through dedicated main
  - ISL Adapt partnership with Town – Research into Artificial Intelligence in water treatment control
- **Reservoir #2**
  - Treated water storage
  - Pumping to entire distribution system (100% responsible)
- **Distribution System c/w Pressure Zones**



# Background & Context

## Current Water Treatment & Distribution System (Graphic)



# Background & Context

## Reservoir #2 Emergent Issues

- **Early 2022**

1. Problems with failed Pressure Relieve Valve (PRV) on distribution header
  - Failed bonnet – bypassing water
2. Problems with isolation valve for PRV
  - Could not effectively isolate PRV to initiate repairs

- **What did this cause?**

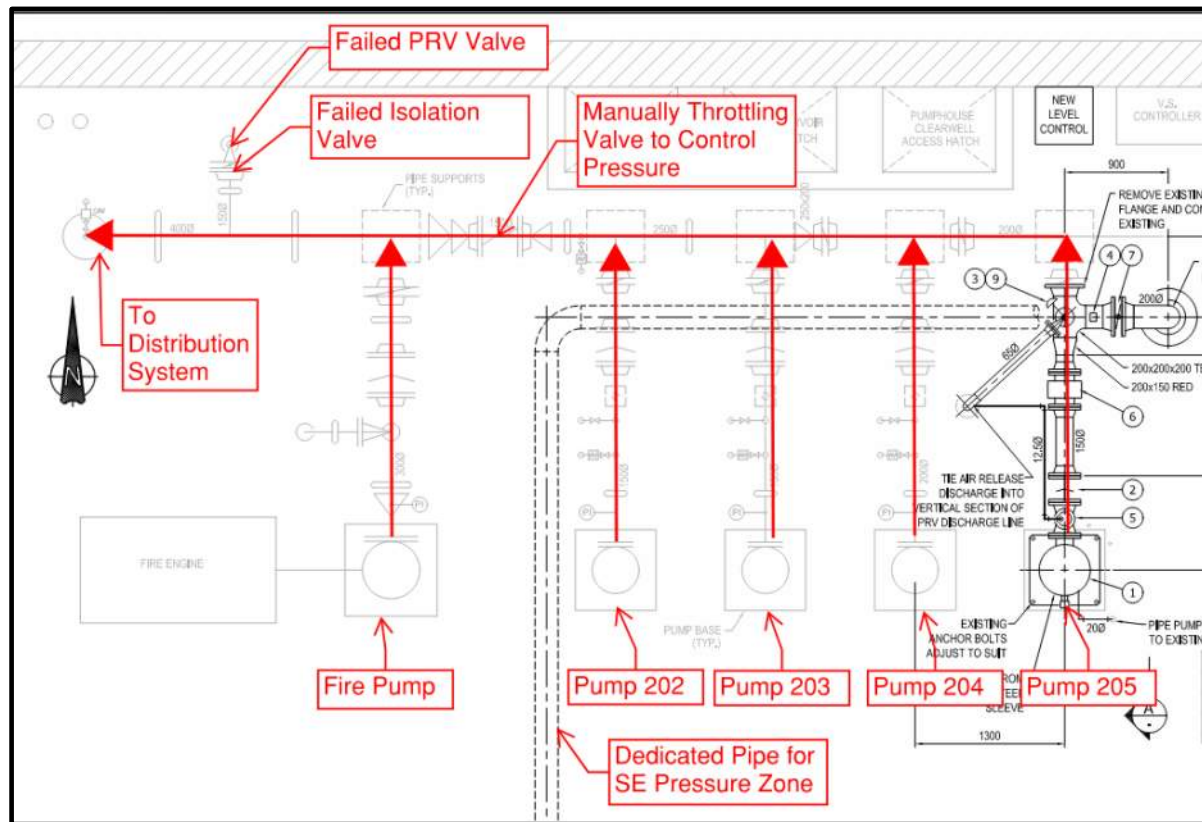
1. Pumps to run continuously – pressure-based control
  - Looked like a constant fire event and pumps responded accordingly
2. Very difficult for Operations to take pumps out of service to maintain
  - All 4 pumps needed to keep up with basic pressure demands
  - Pumps not meant to run continuously for long periods of time

- **What challenges did this create?**

1. Operations were manually throttling valves for pressure control
2. Pressure surges as diesel driven fire pump would kick in and there was no pressure relief on main header
3. Risk of loss of pressure in distribution system in certain areas, negative pressures (boil water advisories)

# Background & Context

## Reservoir #2 Distribution Pumps (Graphic)



# Background & Context

## Distribution Project Scope & Timelines

- **Scope Development & Proposal**

1. Initial contact by Town in mid-February of 2022
2. Premise was to get the WTP pumps providing full time distribution, and help with Reservoir #2 emergent issues
3. Meetings with Town to work on sorting out scope followed in mid-February 2022
4. Notice to proceed with proposed assessment scope given by Town on February 28, 2022 (\$21,000 in Fees)
5. Noted that Town had started to plan out the project prior to ISL starting
  - Based on 12 pressure reducing valves being installed in the distribution system (from Water Master Plan)
  - Project budget was established at \$1.4M
6. There was acknowledgement that the previous upgrades as suggested in the 2016 Water Master Plan need to be reviewed in the context of this project because:
  - Town growth and development has not been as forecasted
  - A recommended strategy was to look at how best to make connections now with current growth to find the minimum upgrades needed that will work with the system as is
  - Always need to be keeping in mind how to effectively run 2 distribution pumping systems

# Background & Context

## Distribution Project Scope & Timelines

- **Phase 1 – AMWWP Application Support (Grant)**
  - Purpose – Assist Town with grant application form some funding
  - Scope was to prepare a memorandum outlining the issues and the potential path forward
  - Timeline – February / March of 2022
  - Status - Completed



# Background & Context

## Distribution Project Scope & Timelines

- **Phase 2 – Reservoir #2**

- Task 1 – Pressure Control & Isolation
  - Purpose:
    - Get Town in a position to fix the isolation valve and PRV at Reservoir #2
    - Reduce risk of pump failure and loss of distribution pressure due to all pumps running continuously
  - Scope:
    - Modeling to analyze risk of losing pumps, field work with Operations to verify some valves and connections
    - Task planning to spell out steps for repair, help Town select contractor, backup plans set and planned out, “what-if” scenarios
    - Organize and schedule field execution
  - Timeline – March / April of 2022
  - Status – Completed

# Background & Context

## Distribution Project Scope & Timelines

- **Phase 2 – Reservoir #2**

- Task 2 – SE Pressure Zone

- Purpose:

- Dedicated distribution main for SE Pressure Zones has a failed coupling which is located inside the reservoir
      - Needs to be fixed as P205 when pumping is just recycling water

- Scope:

- Review and develop plans to take down Reservoir #2 and have contractor ready to go in and deal with failed coupling

- Timeline – Needs to be done when full time pumping from the WTP is initiated

- Status – Not Started

# Background & Context

## Distribution Project Scope & Timelines

- **Phase 3 – WTP Distribution Pumps**

- Task 1 – Modeling for HGL Adjustments

- Purpose:

- Build on recommended strategy to look at how best to make connections now with current growth to find the minimum upgrades needed that will work with the system as is
      - Always need to be keeping in mind how to effectively run 2 distribution pumping systems
      - Answer the question – what upgrades are required to switch to distribution from the WTP? PRV's or pipe?

- Scope:

- Review implementation of previous recommendations for distribution system upgrades from 2016 Water Master Plan
      - Complete design review work looking at current growth projections and demands (build off work that was done with Land Use Bylaw update project)
      - Help the Town assess actual conditions in the field to verify potential for connections (need to get this right, no surprises)
      - Help the Town sort out discrepancies between record information and GIS information
      - Perform modeling based on updated distribution system information and work backwards to set the required Hydraulic Grade Line (HGL) for the WTP distribution pumps to verify that they will do what you need them to do
      - Assess the existing pumps and verify that they can meet the required adjustments to the HGL
      - Outline recommended upgrades needed and path forward

- Timeline – May through December 2022

- Status – Nearing Completion

# Phase 3 Focus

## Phase 3 Timeline Explanation

- **Phase 3 – WTP Distribution Pumps**

- May through December 2022
  1. Review to previous 2016 Water Master Plan recommendations, adjust consumption demands for revised growth as projected by Land Use Bylaw Update work, and rebuild water model
  2. Run first sets of modeling scenarios to find “bottlenecks”
    - Need to satisfy average day, max day, and fire flow demands without causing pressure issues
  3. Complete engineering review of bottlenecks in distribution system to identify potential connections to focus on
    - Connections may be pipe, not necessarily new PRV’s
    - PRV’s are important but timing is more based on build out of Town and need to balance higher demands which drive pressures up
  4. Coordinate with Town on field work to verify potential connections (again, don’t want any surprises)
    - Find and operate critical valves to allow for isolation
    - Required hydrovac and contractors in many instances
  5. Revised water model accordingly to field verified conditions and re-run scenarios to verify “bottlenecks”
  6. Additional engineering review and analysis to try to determine minimum connections
  7. Several iterations of revised engineering connections and modeling to determine recommended solutions
- Schedule was impacted at points by other work being done for the Town
  - WWTF berms
  - WWTF tech vendor and upgrades coordination
  - Modeling for Meraw Pond and 50<sup>th</sup> Avenue (under Framework Agreement)

# Phase 3 Focus

## What Did We Find?

### • Important Issues to Consider

1. Need to be able to satisfy ADD, MDD, and Fire Flow conditions from each facility regardless of WTP or Reservoir #2
  - Avoid pressure waves and surges when quickly switching fire flow provision from one facility to another needs to be avoided
2. Need to be able to have connections that allow for Reservoir #2 to be fully isolated and allows for WTP to fully supply 100% of the Town
  - Cannot fix SE Pressure Zone Pipe without taking Reservoir #2 completely off-line and draining it
3. Need to figure out how to control both facilities and stagger operations and balance water stagnation
  - Can't have both facilities operating at once and pushing against each other – bad for the distribution system
4. Want to ensure any upgrades that are put in do not cause challenges with implementation of other upgrades as Drayton does grow in the future
5. Try to use as much infrastructure that is in place as possible to keep costs down
  - Existing 250mm main to Reservoir #1 in 56 Avenue

### • Key Findings

1. Challenge is getting enough flow and pressure west from the WTP as efficiently as possible
2. Existing network of 150mm diameter pipes just west of the WTP is a challenge, plus managing pressures
3. Tried to repurpose Ex. 250mm main in 56 Avenue with new tie-ins at 44<sup>th</sup> Street and 50<sup>th</sup> Street but diameter is not sufficient for all demand conditions
4. 56 Avenue corridor is still key for getting water to higher demand locations in the south and west areas of Drayton

# Phase 3 Focus

## Recommended Solution

- **Twin the Ex. 250mm Main in 56 Avenue and Make Critical Connections**

1. Twinning this existing pipe with a new 350mm diameter pipe is needed
  - New 350mm pipe from WTP to 50 Street in 56 Avenue
  - Connected to existing distribution network at 50 Street and 44 Street via 300mm extensions
  - Does not require a connection at 38 Street
2. Does NOT require any new additional PRV's beyond what is currently existing
3. Also recommend connecting Reservoir #1 205mm main to an existing 350mm main at the location of 52 Avenue and 52 Street

# Phase 3 Focus

## Recommended Solution (Graphic)



# Phase 3 Focus

## Recommended Solution Questions / Risk

1. Previous Water Master Plan recommended a 500mm pipe in 56 Avenue, is this the same?
  - Yes, the use of the existing 250mm main plus a new 350mm main allows for the “equivalent diameter”
2. What if Ex. 250mm main fails in the future?
  - Can then be replaced (all at once or in phases) with a new 350mm main as the other 350mm main (newer) would be in service and thus you can continue to operate from the WTP and Reservoir #2
  - Slight reduction in fire flow provisions when only a single 350mm pipe but it would be temporary
3. Do we have to make the additional connection at Reservoir #1?
  - No, but it does really help with fire flows in the centre of Town
    - With it – fire flows in the range of 150 – 200 L/s
    - If not – fire flows in the range of 100 L/s
    - As a comparison, without new 350mm twinning – fire flows in Town centre only around 61 L/s



# Phase 3 Focus

## Preliminary Project Budget Estimate

Item	Capital Cost Description	Material or Equipment Cost				Total Item Cost (\$)	Comments
		Unit	Quantity	Unit Price (\$)	Amount (\$ )		
<b>1.0</b>	<b>General Requirements</b>					<b>\$ 192,800</b>	
1.1	50% Performance Bonds and Insurance (1.6% of Construction Cost)	LS	1	\$ 27,760	\$ 27,760		Based on typical target %
1.2	Mobilization	LS	1	\$ 100,000	\$ 100,000		
1.3	Demobilization	LS	1	\$ 25,000	\$ 25,000		
	<b>Allowances</b>						
1.4	Soils & Materials Inspection & Testing	LS	1	\$ 15,000	\$ 15,000		
1.5	Traffic Accomodation	LS	1	\$ 25,000	\$ 25,000		
<b>2.0</b>	<b>Civil &amp; Utilities</b>					<b>\$ 1,610,000</b>	
2.1	Hydrovac Existing Utilities	LS	1	\$ 25,000	\$ 25,000		
2.2	Tie-in at WTP (incl. excavation, backfill, appurtenances)	LS	1	\$ 65,000	\$ 65,000		
2.3	Supply/Install 3-4m Deep (350mm HDPE DR11 Water Main Pipe) via HDD	m	1,600	700	\$ 1,120,000		
2.4	Tie-in at 44 Street (incl. 300mm pipe excavation, backfill, appurtenances)	LS	1	\$ 100,000	\$ 100,000		
2.5	Tie-in at 50 Street (incl. 300mm pipe excavation, backfill, appurtenances)	LS	1	\$ 150,000	\$ 150,000		
2.6	Tie-in at Reservoir #1 (incl. excavation, backfill, appurtenances)	LS	1	\$ 150,000	\$ 150,000		
<b>3.0</b>	<b>Process / Mechanical</b>					<b>\$ 75,000</b>	
3.1	WTP Pump Modifications	LS	1	\$ 75,000	\$ 75,000		
<b>4.0</b>	<b>Electrical / Instrumentation / Control</b>					<b>\$ 50,000</b>	
4.1	SCADA and Reservoir Control Programming Changes	LS	1	\$ 50,000	\$ 50,000		
	<b>Subtotal Capital Cost (Construction Only)</b>					<b>\$1,928,000</b>	
<b>5.0</b>	<b>Engineering &amp; Contingency</b>					<b>\$ 771,200</b>	
	Contingency @ 30%				\$ 578,400		
	Engineering @ 10%				\$ 192,800		
	<b>TOTAL CURRENT CAPITAL PROJECT ESTIMATE</b>					<b>\$2,699,200</b>	

# Phase 3 Focus

## Preliminary Project Budget Estimate – Phased Approach (Phase 1, WTP to 44 Street)

Item	Capital Cost Description (Phase 1 - WTP to 44 Street)	Material or Equipment Cost				Total Item Cost (\$)	Comments
		Unit	Quantity	Unit Price (\$)	Amount (\$ )		
<b>1.0</b>	<b>General Requirements</b>					<b>\$ 179,000</b>	
1.1	50% Performance Bonds and Insurance (1.6% of Construction Cost)	LS	1	\$ 14,000	\$ 14,000		Based on typical target %
1.2	Mobilization	LS	1	\$ 100,000	\$ 100,000		
1.3	Demobilization	LS	1	\$ 25,000	\$ 25,000		
	<b>Allowances</b>						
1.4	Soils & Materials Inspection & Testing	LS	1	\$ 15,000	\$ 15,000		
1.5	Traffic Accomodation	LS	1	\$ 25,000	\$ 25,000		
<b>2.0</b>	<b>Civil &amp; Utilities</b>					<b>\$ 750,000</b>	
2.1	Hydrovac Existing Utilities	LS	1	\$ 25,000	\$ 25,000		
2.2	Tie-in at WTP (incl. excavation, backfill, appurtenances)	LS	1	\$ 65,000	\$ 65,000		
2.3	Supply/Install 3-4m Deep (350mm HDPE DR11 Water Main Pipe) via HDD	m	800	\$ 700	\$ 560,000		
2.4	Tie-in at 44 Street (incl. 300mm pipe excavation, backfill, appurtenances)	LS	1	\$ 100,000	\$ 100,000		
<b>3.0</b>	<b>Process / Mechanical</b>					<b>\$ 75,000</b>	
3.1	WTP Pump Modifications	LS	1	\$ 75,000	\$ 75,000		
<b>4.0</b>	<b>Electrical / Instrumentation / Control</b>					<b>\$ 50,000</b>	
4.1	SCADA and Reservoir Control Programming Changes	LS	1	\$ 50,000	\$ 50,000		
	<b>Subtotal Capital Cost (Construction Only)</b>					<b>\$1,054,000</b>	
<b>5.0</b>	<b>Engineering &amp; Contingency</b>					<b>\$ 421,600</b>	
	Contingency @ 30%				\$ 316,200		
	Engineering @ 10%				\$ 105,400		
	<b>TOTAL CURRENT CAPITAL PROJECT ESTIMATE</b>					<b>\$1,475,600</b>	

# Phase 3 Focus

## Preliminary Project Budget Estimate – Phased Approach (Phase 2, 44 Street to 50 Street & Reservoir #1)

Item	Capital Cost Description (Phase 2 - 44 Street to 50 Street & Reservoir #1)	Material or Equipment Cost				Total Item Cost (\$)	Comments
		Unit	Quantity	Unit Price (\$)	Amount (\$)		
<b>1.0</b>	<b>General Requirements</b>					<b>\$ 179,000</b>	
1.1	50% Performance Bonds and Insurance (1.6% of Construction Cost)	LS	1	\$ 14,000	\$ 14,000		Based on typical target %
1.2	Mobilization	LS	1	\$ 100,000	\$ 100,000		
1.3	Demobilization	LS	1	\$ 25,000	\$ 25,000		
	<b>Allowances</b>						
1.4	Soils & Materials Inspection & Testing	LS	1	\$ 15,000	\$ 15,000		
1.5	Traffic Accomodation	LS	1	\$ 25,000	\$ 25,000		
<b>2.0</b>	<b>Civil &amp; Utilities</b>					<b>\$ 885,000</b>	
2.1	Hydrovac Existing Utilities	LS	1	\$ 25,000	\$ 25,000		
2.2	Supply/Install 3-4m Deep (350mm HDPE DR11 Water Main Pipe) via HDD	m	800	\$ 700	\$ 560,000		
2.5	Tie-in at 50 Street (incl. 300mm pipe excavation, backfill, appurtenances)	LS	1	\$ 150,000	\$ 150,000		
2.6	Tie-in at Reservoir #1 (incl. excavation, backfill, appurtenances)	LS	1	\$ 150,000	\$ 150,000		
<b>3.0</b>	<b>Process / Mechanical</b>					<b>\$ -</b>	
3.1	WTP Pump Modifications	LS	1	\$ -	\$ -		
<b>4.0</b>	<b>Electrical / Instrumentation / Control</b>					<b>\$ -</b>	
4.1	SCADA and Reservoir Control Programming Changes	LS	1	\$ -	\$ -		
	<b>Subtotal Capital Cost (Construction Only)</b>					<b>\$1,064,000</b>	
<b>5.0</b>	<b>Engineering &amp; Contingency</b>					<b>\$ 425,600</b>	
	Contingency @ 30%				\$ 319,200		
	Engineering @ 10%				\$ 106,400		
	<b>TOTAL CURRENT CAPITAL PROJECT ESTIMATE</b>					<b>\$1,489,600</b>	

# Phase 3 Focus

## Plausible Next Steps & Schedule

### 1. Prelim and detailed design engineering work

- Alignment assessment
  - Lots of existing utilities and crossings to figure out
  - Hydrovac work
  - Survey
- Geotechnical investigation
- Design of water main alignment and connection details
- Design of WTP pump and control system modifications
- Creation of Issued for Tender Package

### 2. Recommend to do complete design and only split construction into phases dependent on budgets

### 3. Design work could likely be completed by end of July

### 4. Tender and contract award by end of the year – purchase pipe / valves / fittings (current procurement challenges)

### 5. Construction in the spring of 2024 and completed by fall of 2024

### 6. Work on SE Pressure Zone piping issue after that

Questions?

**Thank You**



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

<b>MEETING:</b>	Regular Council - January 25, 2023		
<b>PRESENTED BY:</b>	Ken Woitt, General Manager of Planning & Growth	<b>DEPARTMENT:</b>	Economic Development
		<b>DIVISION:</b>	Planning & Growth

<b>SUBJECT:</b>	FoodCycler - Organic Waste Diversion - Year 2 - 2023 Pilot Project
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<b>ATTACHMENTS:</b>	<a href="#">FoodCycler Program Expansion - Town of Drayton Valley</a>
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## **PROPOSAL AND BACKGROUND INFORMATION:**

In 2022, the Town of Drayton Valley and The Food Cycle Science Corporation (FCSC) launched an organic waste recycle Pilot Project for Drayton Valley residents. The recycle units accept household food waste and transform the waste into compost suitable for the garden.

One hundred (100) 2.5 L units were made available to be purchased by local residents at \$150.00 each. The Town matched funding by contributing \$100.00 and the shipping and GST costs for each purchase, leaving the remaining \$250.00 covered by a Federal grant administered by FCSC.

At the regular January 11, 2023 Council Meeting, FCSC presented the results of the first year of the Pilot Project. It was a great success, exceeding all expectations. It is the Town's role to demonstrate leadership to encourage new initiatives. However, the expectation is that these initiatives eventually will support themselves.

As a result of the success of the first year of the Pilot Study, Administration is proposing that the Town participate in a second year and to expand the scale and numbers of the residential usage and offer a new "affordable" option and "commercial" options.

It is proposed that the Town's Year 2 Pilot Project target:

### 1.150 - 2.5 Residential Litre units @ \$500.00 ea. (\$75,000.00):

- Town Pays \$100.00 ea. (\$15,000.00) plus shipping est. (\$4,200.00) = TOTAL (\$19,200.00) plus GST
- Grant and FCSC Discount pays \$250.00 ea.
- participant pays \$150.00 ea. = TOTAL (\$22,500.00) plus GST

**2. 100 - 5.0 Residential Litre units @ \$750.00 ea. (\$75,000.00):**

- Town pays \$100.00 ea. (\$10,000.00) plus shipping est. (\$2,800.00) = TOTAL (\$12,800.00) plus GST
- Grant and FCSC Discount pays \$350.00 ea.
- Participant pays \$300.00 ea. = TOTAL (\$30,000.00) plus GST

Note: \*Net Cost for the Town: \$32,000.00 plus shipping (\$7,000.00) and GST which is about 46% of the total cost without Options. There will also be the ability to pre-sell the units prior to placing the order.

FCSC also has proposed some additional options below that Administration is presenting as information but not as part of the recommendation. They are:

**Option 1: Affordable Residential 25 - 2.5 Litre units @ \$500.00 ea. (\$12,500.00)**

- Town Pays \$175.00 ea. (\$15,000.00) = TOTAL (\$4,375.00) plus shipping & GST
- Grant and FCSC Discount pays \$250.00 ea.
- participant pays \$75.00 ea. = TOTAL (\$1,875.00) plus GST

**Option 2: Commercial 1 - 80 Litre unit @ \$20,000.00 ea.**

- Conditional on pre-sale to a local business
- Town pays \$ X ea. (\$ X) = TOTAL (\$ X)
- Grant and FCSC (Discount not available for commercial units)
- Participant pays \$20,000.00 ea. - X, plus GST & shipping

**Option 3: Commercial Application 5 - 5.0 Residential Litre units @ \$750.00 ea. (\$3,750.00):**

- Town pays \$100.00 ea. (\$500.00) = TOTAL (\$500.00) plus shipping & GST
- Grant and FCSC Discount pays \$350.00 ea.
- Participant pays \$300.00 ea. = TOTAL (\$1,500.00) plus GST

**FINANCIAL IMPLICATIONS:**

There is grant funding available through the FCSC for Year 2, but we must act fast as the May deadline approaches. Grant funding is not available to non-residential applications.

**IMPACT IN CAD:**

Total cost for Town  
approx. \$84,500.00  
+ GST

**LEGAL/RISK IMPLICATIONS:**

Every action the Town undertakes has the potential of legal/financial risk. The project carries very low risk. We can pre-sell the units if necessary and FCSC will buy back any unsold new units after a period of one year from the delivery date.

**ORGANIZATIONAL IMPLICATIONS:**

Staff resources will be required to promote, sell and distribute the units to participants, administer the exit survey, and prepare a summary report. A large storage space will be required to store the new units until they are purchased.

**SERVICE LEVELS IMPLICATIONS:**

Year 2 of the Pilot Study would not affect current service levels.

**ALIGNMENT WITH LEGISLATION AND TOWN PLANS:**

Economic Development & Diversity

**STAKEHOLDER AND COMMUNICATION STRATEGY:**

FCSC will again provide communications support including promotional material for social media, press kits for newspapers/radio and demonstration sessions for residents/businesses (if required).

**NEXT STEPS:**

If Council decides to proceed with Year 2 of the Pilot Study, the next steps would be to sign the Purchase and Programs Terms agreement, (see attached) prior to March 1, 2023 to secure the required units and grant funding from FCSC and initiate communications with local residents and business owners.

**RECOMMENDATION(S):**

That, Council directs Administration to proceed with Year 2 of the FoodCycler Pilot Project, as presented.

**ALTERNATIVES:**

1. That, Council directs Administration to proceed with Year 2 of the FoodCycler Pilot Project, with the following proposed direction and conditions of \_\_\_\_\_.
2. That, Council directs Administration not to proceed with Year 2 of the FoodCycler Pilot Project.
3. That, Council accepts the report on Year 2 of the FoodCycler Pilot Project, as information.

Robert Osmond, CAO

Approved - 20 Jan 2023





# FOODCYCLER™ MUNICIPAL PILOT PROGRAM



Tuesday, January 17, 2023

Town of Drayton Valley  
5120 – 52 Street, Box 6837  
Drayton Valley, AB T7A 1A1  
780-514-2200

## The FoodCycler™ Food Waste Diversion Municipal Pilot Program

Dear Town of Drayton Valley Staff and Council,

Thank you for your continued interest in food waste diversion in your community. Food waste and loss is a huge problem in Canada and worldwide with global food waste accounting for 8% of worldwide greenhouse gas emissions.

The purpose of the FoodCycler™ Pilot Program is to measure the viability of on-site food waste processing technology as a method of waste diversion. By reducing food waste at home, you can support your environmental goals, reduce residential waste, reduce your community's carbon footprint, and extend the life of your community's landfill(s).

Based on the feedback and success of your initial pilot program, we are proposing expanding the FoodCycler program to include an additional 250 households in the Town of Drayton Valley. We are also pleased to present you with the opportunity to be one of the first communities in the world to access our brand new FoodCycler Maestro.

The **FoodCycler FC-30** and **Maestro** devices can process 2.5 L and 5 L (respectively) of food waste per cycle and converts it into a nutrient-rich soil amendment that can be added to plants / gardens or pelletized for home heating purposes. Power consumption per cycle is ~0.8 kWh (FC-30) / ~1.3 kWh (Maestro) and takes less than 8 hours to complete (overnight).

Every FoodCycler deployed is estimated to divert at least 2 tonnes of food over its expected lifetime. Every tonne of food waste diverted from landfill is estimated to reduce greenhouse gas emissions by 1.3 tonnes of CO<sub>2</sub>e before transportation emissions. Based on this, 250 households could divert approximately 650 tonnes of greenhouse gas emissions.

Food Cycle Science is excited to have you on board for this exciting and revolutionary program. The FoodCycler™ Municipal Solutions Team is always available to answer any questions you might have.

Warm regards,  
*The FoodCycler™ Municipal Team*



## Impact Canada/AAFC Food Waste Reduction Challenge

Food Cycle Science is a finalist of Impact Canada's Food Waste Reduction Challenge, which is a three-stage initiative from the Government of Canada through Agriculture and Agri-Food Canada to support business model solutions that prevent or divert food waste at any point from farm to plate. FoodCycler has been chosen as a finalist for our project titled: "Residential On-Site Food Waste Diversion for Northern, Rural, and Remote Communities".

The challenge objectives and assessment criteria are for solutions that:

1. **Can measurably reduce food waste** – in dollars and metric tonnes;
2. **Are innovative and disruptive to the status quo** – the old way of doing business is out;
3. **Are ready to scale up** – it is time to deploy high-impact and wide-reaching solutions across the Canadian food supply chain;
4. **Have a strong business case** – there is a demand for your solution;
5. **Make a difference to our communities** – creating jobs and increasing access to safe, nutritious, and high-quality food is a priority; and,
6. **Improve our environment** – reducing food waste means shrinking our GHG footprint and conserving natural resources.

As a finalist, Food Cycle Science is the recipient of a \$400,000 grant that is being 100% redistributed to our Canadian municipal partners in support of their FoodCycler initiatives and pilot programs. The Town of Drayton Valley is eligible to receive a portion of the grant money to put towards offsetting the costs of a program expansion.

More information can be found here: <https://impact.canada.ca/en/challenges/food-waste-reduction-challenge>



As of the date of this proposal, there are a total of 45 Canadian municipalities who have signed on to participate in a FoodCycler program. Through this partnership, the Town of Drayton Valley can achieve immediate and impactful benefits, acquire valuable insight about food waste diversion in your region, and showcase itself as an environmental leader and innovator in Canada.

**Food Cycle Science** is looking to achieve the following through this proposed partnership:

- 🍃 Receive high-quality data from pilot program participants regarding food waste diversion
- 🍃 Receive high-quality feedback from residents, staff, and council regarding the feasibility of a FoodCycler food waste diversion program for the Town of Drayton Valley and similar communities
- 🍃 Demonstrate the viability of our technology and solutions in a municipal setting so the model can be re-deployed in other similar communities in Canada
- 🍃 Demonstration of a program regarding food waste diversion in small/rural Canada to support Phase 3 of Impact Canada's Food Waste Reduction Challenge

**The Town of Drayton Valley** would receive several benefits through this partnership:

- 🍃 Opportunity to trial a food waste diversion solution at a cost well below market prices utilizing federal funding intended for food waste reduction in our country
- 🍃 Reduced residential waste generation thus increasing diversion rates
- 🍃 Reduced costs associated with waste management (collection, transfer, disposal, and landfill operations)
- 🍃 The reduction of greenhouse gas (GHG) emissions from transportation and decomposition of food waste in landfills
- 🍃 Extend the life of your landfill(s)
- 🍃 Opportunity to support Canadian innovation and clean tech
- 🍃 Opportunity to provide residents with an innovative solution that reduces waste and fights climate change, at an affordable price
- 🍃 Obtaining data that could be used to develop a future organic waste diversion program

**Residents** of the Town of Drayton Valley would receive several benefits through this partnership:

- 🍃 Opportunity to own an at-home food waste diversion solution at a cost well below market prices
- 🍃 Support climate change goals by reducing waste going to landfill
- 🍃 Ability to fertilize their garden soil by generating a nutrient-rich soil amendment
- 🍃 Reduce the "ick factor" of garbage to keep animals and vermin away
- 🍃 Reduce trips to the waste site and save on excess waste fees where applicable

In the pages that follow, we will offer an expansion program recommendation for consideration.





## The FoodCycler Product Family

The FoodCycler Product Family offers closed-loop solutions to food waste, with zero emissions or odours. This sustainable process reduces your organic waste to a tenth of its original volume. Small and compact, FoodCycler products can fit anywhere! FoodCycler products operate quietly and efficiently, using little energy.

**FOODCYCLER™  
FC-30**



2.5 L	VOLUME CAPACITY	5.0 L
30.5 L	UNIT VOLUME	28.9 L
4-8 HOURS	PROCESSING TIME	6-8 HOURS
0.8 kWh	POWER CONSUMPTION PER CYCLE	1.3 kWh
2 REFILLABLE FILTERS	ODOUR CONTROL	1 REFILLABLE FILTER
BACK	VENT LOCATION	TOP

**FOODCYCLER™  
MAESTRO**



The FoodCycler FC-30 is perfect for smaller households and multi-residential units. For families of 3+ people, we recommend the Maestro for greater capacity.

The recommendations we make in the following pages include a combination of these units. Residents will have the ability to choose the device best suited for their household. We also offer the ability for the municipality to exchange FC-30 for Maestro (and vice versa) based on demand.



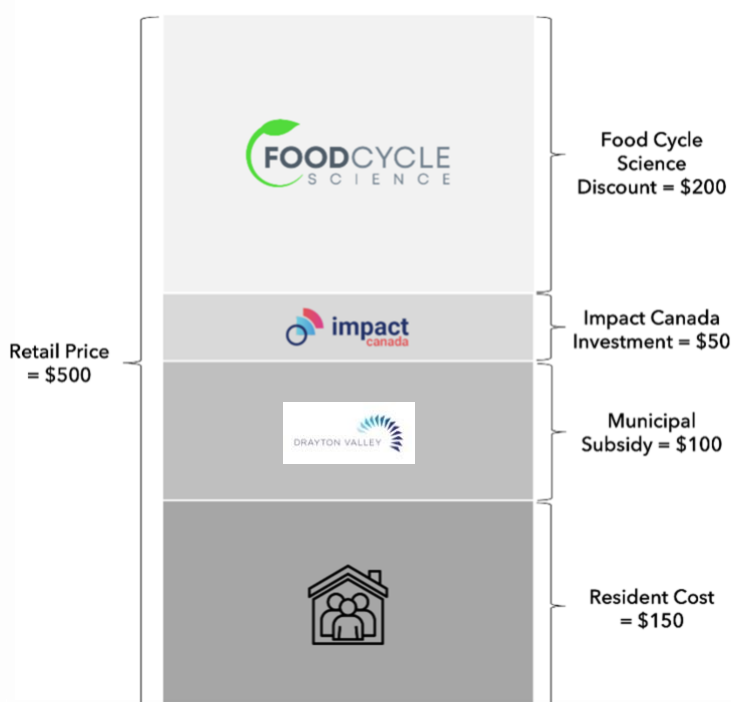
## FoodCycler Funded Program Recommendation

Based on the demographics and current waste management system in place at the Town of Drayton Valley, Food Cycle Science is recommending a pilot program involving **250 households**.

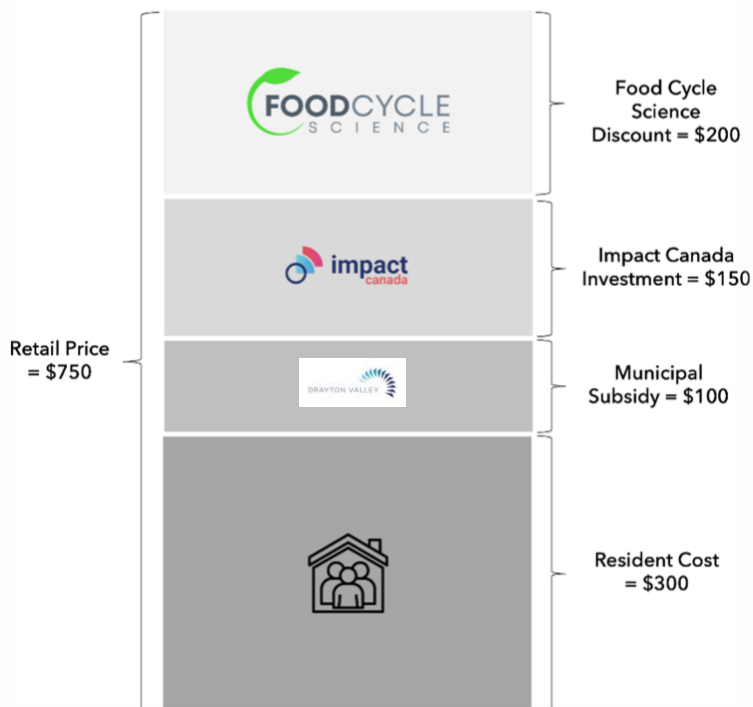
Based on feedback from residents in the initial pilot program, there was a strong demand for more processing capacity. We therefore recommend providing 2 options for residents: the FC-30 and the Maestro.

The funded pilot program is based on a cost subsidy model where Food Cycle Science provides an initial discount, we contribute an investment from Impact Canada, the Town of Drayton Valley provides a subsidy, and the resident provides the remaining contribution. The purpose of this model is to make this technology accessible to more Canadians at an affordable price.

**FoodCycler Pilot Subsidy Model  
FC-30**



**FoodCycler Pilot Subsidy Model  
Maestro**



The total investment from Impact Canada for a 250-household pilot would amount to **\$22,500.00**. After the discounts and funding amounts are applied, the invoiced and net municipal contributions are outlined on the following page.

**Total Invoiced Amount:**

	Price	Qty	Total
Municipal Price FC-30	\$250.00	150	\$37,500.00
Municipal Price Maestro	\$400.00	100	\$40,000.00
Shipping Estimate			\$7,000.00
<b>Total Invoice Amount</b>			<b>\$84,500.00</b>

*Plus applicable taxes.*

The resident contribution of \$150.00 per unit on the FC-30 and \$300.00 per unit on the Maestro will further offset program costs by the following amount:

**Net Municipal Cost:**

	Price	Qty	Total
Total Invoiced Amount			\$84,500.00
Less Resident Resale FC-30	\$150.00	150	\$22,500.00
Less Resident Resale Maestro	\$300.00	100	\$30,000.00
<b>Net Municipal Cost</b>			<b>\$32,000.00</b>

*Plus applicable taxes.*

## Affordable Add-On Option

To ensure this program is accessible by all Canadians, regardless of income, we also offer an optional Affordable Add-On for each option at the municipality's discretion. This Affordable Add-On enables the municipality to offer **highly discounted** FoodCycler FC-30s to members of the community who wish to participate but cannot access the program at the established rates. Through this option, you will be able to provide a limited number of FoodCycler FC-30s to residents or community organizations for only \$75.00 per household.

The Town of Drayton Valley will be given the option to add on 25 more units at well below cost. We ask that you make these units accessible at only **\$75.00** for those who cannot afford to participate at full price.

### Total Invoiced Amount:

	Price	Qty	Total
Municipal Price	\$175.00	25	\$4,375.00
Shipping Estimate	Included		
Total Invoice Amount			<b>\$4,375.00</b>

*Plus applicable taxes.*

The resident contribution of \$75.00 per unit will further offset program costs by the following amount:

### Net Municipal Cost:

	Price	Qty	Total
Total Invoice Amount	\$175.00	25	\$4,375.00
Less Resident Resale	\$75.00	25	\$1,875.00
Net Municipal Cost	\$100.00	25	<b>\$2,500.00</b>

*Plus applicable taxes.*



## Purchase and Program Terms

**Shipping:** Shipping estimates to your location may range from \$6,000.00 – \$8,000.00 and the amount quoted is an estimated average based on today's shipping rates. The Municipality may choose the shipping option that best suits their budget and needs. The higher cost shipping options will generally provide superior shipping accuracy.

**Confirmation Deadline:** Confirmation of order (Council resolution or signed quote) to be received no later than March 1, 2023.

**Payment Terms:** 100% Payment due upon receipt of goods.

**Accessories:** Additional filters and other accessories may be purchased from FoodCycler at wholesale rates for resale to residents under the pilot program with no additional freight cost provided they are included in the initial order.

- **\*NEW\* RF-35 Replacement Filter Pack (Refillable):** Includes 2 refillable filter cartridges with carbon included, good for 1 filter change. One-time purchase only to convert to the refillable system. May be purchased at a price of \$22.12 + tax and must be purchased in increments of 18.
- **\*NEW\* RC-35 Carbon Filter Packs:** Includes 8 carbon packets, good for 4 filter changes. Compatible only with RF-35 refillable filter system. May be purchased at a price of \$50.00 + tax and must be purchased in increments of 9.
- **BK-30 Spare Buckets:** May be purchased at a price of \$50.00 + tax and must be purchased in increments of 6.
- **RF-30 Replacement Filter Pack:** Includes 2 disposable filter cartridges with carbon included, good for 1 filter change. May be purchased at a price of \$22.12 + tax and must be purchased in increments of 20.
  - RF-30 Replacement Filter Packs may also be purchased by residents directly through [Vitamix.com](https://www.vitamix.com) for \$29.95 + shipping + tax.
  - RF-35 and RC-35 refillable accessories are strictly limited to our municipal partners at this time and not available through Vitamix.

**Warranty:** 1-year standard manufacturer's warranty starting on date of delivery of all FoodCycler units to the Town of Drayton Valley. We will repair or replace any defects during that time. Extended warranties may be purchased at additional cost of \$25.00 per year for up to 5 years.

**Buyback Guarantee:** Food Cycle Science will buy back any unsold units after a period of 1 year from the delivery date. All units must be in new and unopened condition. The municipality is responsible for return shipping to our warehouse in Ottawa, ON plus a \$25.00/unit restocking fee.

**Marketing and Promotion:** The Town of Drayton Valley and Food Cycle Science mutually grant permission to use the name and/or logo or any other identifying marks for purposes of marketing, sales, case studies, public relations materials, and other communications solely to recognize the partnership between Food Cycle Science and the Town of Drayton Valley. The Town of Drayton Valley staff may be asked to provide a quote / video testimonial regarding the program.

**OPTIONAL: Surveys / Tracking:**

- The trial / survey period will be for 12 weeks starting on or before April 1, 2023.
- Residents will be asked to track weekly usage of the FoodCycler during each week of the trial. Tracking sheets will be provided as part of a Resident Package prepared by Food Cycle Science.
- At the end of the 12 weeks, residents must report their usage and answer a number of survey questions. Survey is to be provided by Food Cycle Science and approved by the Town of Drayton Valley.
- The survey is to be administered either by the Town of Drayton Valley or by Food Cycle Science, by request and with permission. All survey results are to be shared between the Town of Drayton Valley and Food Cycle Science. The Town of Drayton Valley shall ensure all personal information of participants is removed from any data ahead of sharing with Food Cycle Science.
- The Town of Drayton Valley may administer additional touchpoints with participants at their discretion.

**Report:** At the request of Town of Drayton Valley, Food Cycle Science will prepare a report summarizing program performance including waste diversion, potential for expansion, and other factors deemed relevant by the Town of Drayton Valley. A report must be completed and included in our submission to Impact Canada by May 15, 2023.

**Customer Support / Replacement Units:**

- Food Cycle Science has a dedicated municipal support team that is available to assist customers with any troubleshooting, repairs, or replacement when required.
- Food Cycle Science may provide a small number of spare FoodCycler FC-30 units with the initial order to be used for replacements if/when required. The Town of Drayton Valley would be tasked with assisting residents with replacements where necessary. Replacement units will be supplied at no cost to the municipality and represent approximately 2% of the total initial order. This represents our anticipated/accepted failure rates.
- Any unused spare units remaining after the warranty period shall be donated to a local school, with priority given to schools participating in EcoSchools Canada programs.

## Commercial Solutions

Model	ES-80	ES-150
Max Volume (L)	80	215
Recommended Volume (L)	60	150
Max Input Weight (lbs)	80	250
Approx. Processing Time (hrs)	12-14	12-14
Unit Dimensions (in)	36.22 x 29.5 x 44.7	33.4 x 43.3 x 47.2
Unit Weight (lbs)	198	639
Power Rated	4.5 kW/ 10A	7.5 kW /12A
Electrical Requirement	220V 60Hz 3Phase	220V 60Hz 3Phase
Price (USD)	\$20,000	\$30,000
Warranty	One Year Parts and Labour	One Year Parts and Labour



An alternative for small businesses is to install a bank of FoodCycler Maestros that operate simultaneously to increase overall capacity. For this option, we extend our municipal discount that includes a contribution from Food Cycle Science and Impact Canada to support businesses in Drayton Valley that wish to divert food waste. Bundles of 5 or more Maestros can be purchased by the Town of Drayton Valley and resold to local businesses. Businesses can also purchase additional buckets to rotate through and further increase capacity.

	Price	Quantity	Overall Capacity	Total Invoiced	Business resale	Net Cost to municipality
<b>Maestro Bundle</b>	\$400.00	5	25L	\$2,000.00	\$1,500.00	\$500.00

## Summary and Acceptance of Terms

We respectfully ask that you confirm your participation no later than March 1, 2023 in order to respect the timeline of the Impact Canada Food Waste Reduction Challenge.

Please choose the option that best suits a program for your community:

	Invoice Amount	→	Net Municipal Cost	Select to Confirm	Affordable Add-On	Invoice Amount	→	Net Municipal Cost	Select to Confirm
250 FoodCyclers	\$84,500	→	<b>\$32,000</b>	<input type="checkbox"/>	+ 25 units	\$4,375	→	<b>\$2,500</b>	<input type="checkbox"/>

### Commercial Solutions

	Invoice Amount	→	Net Municipal Cost	Number of bundles requested
Maestro Bundle (5 units)	\$2,000	→	<b>\$500</b>	_____

*If you are interested in purchasing an ES80, ES150, or larger commercial unit, please contact [sales@foodcycler.com](mailto:sales@foodcycler.com). Our team will be happy to help you choose the best unit and calculate a return on investment based on capacity needed by businesses. We are also able to offer bundle discounts for our municipal partners.*

Terms Accepted and Agreed by Town of Drayton Valley:

\_\_\_\_\_  
Name / Title

\_\_\_\_\_  
Name / Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Food Cycle Science looks forward to working with the Town of Drayton Valley to reduce the amount of food waste going to landfill in a manner that is convenient and cost-effective.

Sincerely,

**Jessica Taylor**

Municipal Program Manager

jessicat@foodcycler.com | +1 613-601-6010



**Food Cycle Science Corporation**  
371A Richmond Road, Suite #4  
Ottawa, ON K2A 0E7  
[www.foodcyclers.com](http://www.foodcyclers.com)



# Town of Drayton Valley

## AGENDA ITEM

## REPORT

### Regular Council Meeting

**MEETING:** Regular Council - January 25, 2023

**PRESENTED BY:** Lola Strand, Community Services Manager

**DEPARTMENT:** Community Services

**DIVISION:** Community & Recreation

**SUBJECT:** Community Grants - 1st Quarter Allocation

**ATTACHMENTS:** [2023 1st QTR TODV Community Grants Tracking Sheet](#)  
[BGB Obstacle Course CEG Application](#)  
[Rotary CEG Application](#)  
[Variety CEG Application](#)

#### **PROPOSAL AND BACKGROUND INFORMATION:**

##### **COMMUNITY EVENTS GRANT**

The Town of Drayton Valley recognizes that there are businesses, community groups and/or organizations that host community events. A community event can be described as a wide range of activities that can be a one-time or infrequently occurring event that provides the community with a leisure or social opportunity and/or raises funds for programs or services that enhance the social fabric of the community.

A total of three (3) applications were received for the Community Events Grant first quarter.

Organization	Event	Date(s)	Request
Black Gold Brute Obstacle Course Race	Black Gold Brute Obstacle Course Race	June 17, 2023	\$2,500
Rotary Club of Drayton Valley	10th Annual Black & White Ladies Diamond Gala	April 1, 2023	\$1,000
Variety - the Children's Charity	2nd Annual Drayton Valley Go Baby Go Event	June 2, 2023	\$1,500

There is a total of \$28,496.25 available in the budget for the first quarter allocation of the Community Grants.

#### **FINANCIAL IMPLICATIONS:**

The Town identifies in its yearly administration budget a set amount of funding available for Community Grants. There was a total of \$25,000 allocated in the 2023 budget for the Community Events Grant, Youth Arts Heritage and Culture Grant and the Roger Coles Memorial Youth Sport Grant. Council also allowed the remaining 2022 allocated funds, being \$ 3,496.25, to be carried over into 2023 making the total of \$ 28,496.25 available for the year.

#### **IMPACT IN CAD:**

\$5,000 allocated from the budget for Community Grants

After approving the proposed first intake allocation of \$ 5,000.00 the remainder for the three intake and allocation quarters will be \$ 23,496.25.

**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:**

The grant funding requests are made by the organizations or individuals to support the services, events or activities they present in their applications. In this first quarter all three applications would be fully funded as requested if the recommendation is carried and no service impact would take place.

**ALIGNMENT WITH LEGISLATION AND TOWN PLANS:**

Other Strategic Priorities

**STAKEHOLDER AND COMMUNICATION STRATEGY:**

The decision will be communicated to the applicants and as per Policy No. A-01-01 Support Grants for Community Events Policy, Policy No. A-16-15 Youth Arts, Heritage and Culture Grant and Policy No. A-01-13 Roger Coles Memorial Youth Sports Grant. The Town will be acknowledged for the granted funds as per what is laid out in each individual application received.

**NEXT STEPS:**

Administration will notify the applicants of Councils decision and the appropriate financial steps will take place accordingly.

**RECOMMENDATION(S):**

1 - that Council approve the 2023 first quarter Town of Drayton Valley's Community Grant allocations, for a total of \$5,000, as presented.

**ALTERNATIVES:**

2 - that Council approve the 2023 first quarter Town of Drayton Valley's Community Grant Allocations, for a total of \$ ..... , as amended by Council.

3 - that Council direct Administration to bring the Community Grants, 2023 first quarter allocation report back to the next Regular meeting of Council for discussion and decision.

4 - that Council accept the Community Grants 2023 first quarter allocation report as information only.

Lola Strand, Community Services  
Manager

Approved - 12 Jan 2023

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

Approved - 18 Jan 2023

Approved - 20 Jan 2023



## TODV COMMUNITY GRANTS - Tracking Sheet Requests

1st Quarter ending January 3, 2023

Total Budget Per Year (Community Events Grant, Roger Coles Memorial Youth Sports Grant and Youth Arts, Heritage & Culture Grant): \$ 25,000.00

Carry over from 2022: \$ 3,496.25

**Total Funding Amount Available to be allocated for the year: \$ 28,496.25**

Total Gift-In-Kind Amount Allocated to Date: \$ -

Total Funding Amount Allocated to Date: \$ 5,000.00

**Total Funding Amount Remaining to be Allocated: \$ 23,496.25**

Approved	Declined	Individual/Organization	Amount Requested	Amount Recommended	In-Kind Requested	In-Kind Recommended	Committee Recommendations
		Black Gold Brute Obstacle Course Race	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	- Affordable and Accessible to all - Promotes Tourism, Health, Nature and the Outdoors - Committee Recommends: \$2,500 for Insurance Costs
		Rotary Club of Drayton Valley - 10th Annual Black & White Ladies Gala - April 1, 2023	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	- The Funds from the Event will support the Community through various projects that the Rotary do - Committee Recommends: \$1,000
		Variety - the Childrens Charity - 2nd Annual Drayton Valley Go Baby Go Event - June 2, 2023	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	- Promotes Volunteerism in the Community - Will benefit children with mobility issues - Committee Recommends: \$1,500
			\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	



# TOWN OF DRAYTON VALLEY

## COMMUNITY EVENT GRANT CHECKLIST

OFFICE USE ONLY

Name of Applicant: Black Gold Brute Obstacle Course Race

Name of Event: Black Gold Brute Obstacle Course Race - June 17, 2023

CRITERIA	
Policy Requirements:	Notes:
application (complete, signed and accompanied by supporting documents) received by deadline	Yes
benefit the community as a whole or a specific major group within the community	Targeting specific participants but open to the public
not duplicate past or present local services (unless a need can be demonstrated)	Does not duplicate any other event currently
provide equal access to the service without discrimination	Yes
not already receiving direct or indirect support from the Town for the stated service	No other support from the Town has been received
address an identified need in the community or contribute to the common good of the community	Yes, it does contribute to the common good of the Community.
recognize the Town's contribution to the event or service sponsored	Social media, website and t-shirts
other revenue sources have been sought or obtained	Is actively seeking funds from local businesses and \$5,400 has been acquired to date.
Additional Information	Notes:
Has the Town directly sponsored the organization for events in the past?	No
Does the organization work to achieve some of the community goals set out in statutory plans (Social Development Plan, Community Sustainability Plan, etc.)?	Supported by goals in the Social Development Plan

**Comments:**

Requesting \$2,500 to help cover the cost of the insurance to host the Black Gold Brute Obstacle Course Race - June 17, 2023.

**Recommendation to Council:**

For consideration by Council



# TOWN OF DRAYTON VALLEY

## COMMUNITY EVENT GRANT APPLICATION FORM

Date: Dec 14, 2022 Event Date: June 17, 2023

Organization Name: Black Gold Brute Obstacle Course Race

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

Contact Name: Rob Perry Title: Owner

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

### ORGANIZATION MANDATE

Description of the organization's mandate:

Please See Attached Sheets

### STATED SERVICE

Details of the stated service or initiative (including date(s), time(s), location(s) and activities):

Number of individuals and/or organizations (please specify) that will benefit from the stated service:

**Manner in which those individuals and/or organizations will benefit:**

**SPONSORSHIP REQUEST**

**Reason for request from the Town:**

**Nature of the request and/or amount requested:**

**Please attach:**

a budget or business plan (showing anticipated revenue sources and expenditures) for the specific service/function requiring sponsorship

a list of other organizations that have been or will be approached for sponsorship

**How will sponsoring organizations be recognized?**

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

1. The information provided is accurate.
2. The signature below is that of the registered director, board member or authorized designate of the organization requesting sponsorship.
3. I understand and agree that this application for municipal sponsorship, or any information related there to, is not confidential information and may be released by the Town of Drayton Valley.

Applicant's Signature: \_\_\_\_\_

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

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

Dec 14, 2022

**MAIL TO:**

Town of Drayton Valley  
Community Event Grant  
Box 6837  
Drayton Valley, AB T7A 1A1

**DELIVER TO:**

Town of Drayton Valley  
Community Event Grant  
5102 - 52 Street  
Drayton Valley, AB

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) STATEMENT**

The personal information on the Community Event Grant Application is being collected under authority of Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be used to administer Grant Funding. The Town of Drayton Valley will use the aggregate data for program planning and evaluation. All personal information will be protected in accordance with the privacy provision of the *FOIP Act*. If you have any questions about the Grant or questions about the collection, use or disclosure of our personal information, please contact the Town of Drayton Valley at (780) 514-2200.

## **ORGANIZATION MANDATE**

We are looking to bring a yearly obstacle course race to the Town of Drayton Valley. Not only does this type of event encourage the community to participate, but it will bring people from the entire province to our town. Obstacle course racing promotes health, exercise, individual success, team mentality, and fun. Hosting the Black Gold Brute Obstacle Course Race will be an amazing opportunity for our town.

## **STATED SERVICE**

### **SERVICE & INITIATIVE**

The race will be set up starting Thursday evening, with a general meeting of the volunteers. The course will be explained, and mapped out at this time. All day on Friday, the obstacles that require the most time to set up will be delivered, and worked on. Once the main obstacles are in place, the remainder will be organized in such a way that set up will commence early Saturday morning before the race starts. The race will start on Saturday June 17th, at 10am, with a brief ceremony to thank all the sponsors and volunteers preceding the first heat. The course starts at the Omniplex, runs through Ivan To Park, back through the Lion's Park, around the new swimming pool, and continues throughout the entire ball diamond area (without entering any actual diamonds, unless approved by the local baseball committee). We are also hoping to have a "Health and Fitness Farmer's Market" and local restaurants to set up an "Outdoor Food Court" area.

### **NUMBERS**

Generally speaking, the entire town looks to benefit from our race. Since this race can bring people from outside the community, the town would see increased traffic in our restaurants, hotels, gas stations, e.t.c. People that have to travel here will spend money here even if only for a day or two. People have been known to travel up to 18 hours (one-way) just to run an obstacle course race. (I've done it personally 4 times) The Black Gold Brute Obstacle Course Race is my start up business, and the profits from the race will be divided in two ways. First, money will go back into the race to purchase future obstacles, pay for medals, merchandise, insurance, and consumables. Second, our race is going to be inclusive to anyone with physical and/or mental disabilities. Some of the profits will be donated to the local "Beehive" group, as we are working to include their clients in the race. This donation can be used by the Beehive in any way they see fit, but my hopes would be they use it for recreational purposes.

Finally, the group that truly benefits the most would be anyone running the course. Everyone benefits from healthy recreational activity. Physical health, and the desire to complete the course, along with the feeling of wanting to perform better "next time" will drive participants to coming back for more.

## **SPONSORSHIP REQUEST**

### **REASON**

Since the race is being held in the Town of Drayton Valley, I am requesting the grant for the purpose of covering the cost of insurance. Other than holding the event at the Omniplex and surrounding area, this would be the only request I have of the town. I have spoken with Dale Jones with DV Insurance, and he was working on a quote for the event. After filling out a request form outlining the potential risks/hazards of the obstacle course race, he informed me that the insurance group he chose cannot give me an exact quote until within 60 days of the race. However, with that being said, an estimation was given. The approximate amount of the insurance, and the amount that I would like to ask for through the grant is \$2500.

### **SPONSORSHIP**

As it currently stands, providing the town with an actual budget our business plan would be a guess at best. I have started the process of asking for sponsors to potentially assist financially. However, if the requests go unanswered, or are refused, the primary funding of this adventure will be out of pocket. I do plan on having a guideline more so than a budget for the first year, and could possibly provide numbers as the event gets closer.

Two sponsors that I have secured are Stetson Motors; for the purchase of 750 medals. (\$2400). The second sponsor is the DVHTA; for marketing of the race. (\$3000. Not received as of yet.) I do intend on requesting assistance from multiple businesses and groups in town, whether it is financial, volunteering, or building of actual obstacles for the race. All sponsors will be recognized through social media (Facebook Group: Black Gold Brute Obstacle Course Race), website (blackgoldbruteocr.ca \*\*\*under development\*\*\*), and will be featured on the back of the race t-shirts as prepared by M5 Boutique.

A few of the businesses and groups I will be speaking with for assistance will be Karach Welding, Hayduk Picker, Pile Base Inc., Apex Monarch, All Choice Rentals, Amity Supplies, Anytime Fitness, Valley Fit n Lean, Brazeau ATV Club, DV Legacy Wrestling Club. There will be more as the months pass, and further companies become aware of the event.

Once again, this will be an amazing event for the community. I look forward to your support, and hope to speak with you soon.

Thank you in advance,

Rob Perry.

Black Gold Brute Obstacle Course Race.

"Be The Brute"



# TOWN OF DRAYTON VALLEY

## COMMUNITY EVENT GRANT CHECKLIST

### OFFICE USE ONLY

Name of Applicant: Rotary Club of Drayton Valley

Name of Event: 10<sup>th</sup> Annual Black & White Ladies Diamond Gala - April 1, 2023

CRITERIA	
Policy Requirements:	Notes:
application (complete, signed and accompanied by supporting documents) received by deadline	Yes
benefit the community as a whole or a specific major group within the community	Yes
not duplicate past or present local services (unless a need can be demonstrated)	Does not duplicate any other event.
provide equal access to the service without discrimination	Open to the public, although the event is marketed as a Ladies Gala.
not already receiving direct or indirect support from the Town for the stated service	No direct support provided to the Club.
address an identified need in the community or contribute to the common good of the community	Yes, it does contribute to the common good of the Community.
recognize the Town's contribution to the event or service sponsored	Social media, website and t-shirts
other revenue sources have been sought or obtained	Several target contributors identified.
Additional Information	Notes:
Has the Town directly sponsored the organization for events in the past?	Yes - \$150 & \$594(in-kind) in 2015 - \$500 in 2016 - \$500 in 2017 - \$1,000 in 2020 Declined - \$1,200 in 2018 - \$1,500 in 2019
Does the organization work to achieve some of the community goals set out in statutory plans (Social Development Plan, Community Sustainability Plan, etc.)?	Broadly meets goals in the Social Development Plan for events in support of numerous community initiatives.

#### Comments:

Requesting up to \$1,000 to sponsor a "Diamond Table (Raffle)" or "Gold Table (through Live Auction)" at the 10<sup>th</sup> Annual Black & White Ladies Diamond Gala - April 1, 2023.

#### Recommendation to Council:

For consideration by Council





## TOWN OF DRAYTON VALLEY

### COMMUNITY EVENT GRANT APPLICATION FORM

Date: November 21, 2022 Event Date: April 1, 2023

Organization Name: Rotary Club of Drayton Valley

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

Contact Name: Donna Palmer Title: Diamond Gala Fundraising Chair

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

#### ORGANIZATION MANDATE

Description of the organization's mandate:

The directive of the Rotary Club of Drayton Valley is to enhance and improve the lives of everyone in our community by creating positive lasting change. Through collective leadership and expertise, Rotary looks for opportunities to boost our community today and to invest in the next generation for tomorrow.

#### STATED SERVICE

Details of the stated service or initiative (including date(s), time(s), location(s) and activities):

10th Annual Black & White Ladies Diamond Gala (3 year Covid pause)  
Saturday, April 1, 2023 - MacKenzie Conference Centre - 5:30 pm  
320 Ladies purchase tickets within just a few hours of ticket release! Both glamorous and enchanting, activities include our signature Champagne Welcome, Raffles, Draws, Unique Silent and Live Auctions, Bar Service, Hors d' Oeuvres, Fine Dining, Decedent Desserts, Photo Booth, Entertainment and Dancing. Personal Care and Service is provided by more than 70 volunteers. Late Evening Lunch and Drive Home

Number of individuals and/or organizations (please specify) that will benefit from the stated service:

Past and Ongoing Benefactors: Community BBQ's, Rotary Trails, Rotary Park, Pembina Outdoor Ed Centre, High School Vocational Scholarships, Elementary School Nutrition Programs, Youth Exchange, Interact Club Support, RYLA & RYPEN (Rotary Youth Programs), Canadian Tire Jumpstart, Literacy, EPAC Grande Piano, DVHCC Helipad Contribution, Rotary Library, Community Paul Harris Fellowship Awards, DV Outreach School, DV Performing Arts Festival, DV Warming Hearts, Brighter Futures, Cause for Critters, DV Food Bank, DV Aquatic Centre, Zero-Free Tuition Program, Rotary House (Vital Family & Community Support Services), and many International Projects that include Shelter Boxes and Polio Plus

**Manner in which those individuals and/or organizations will benefit:**

Community Support has far reaching benefits which in turn builds a better community!! Unity, cooperation, convergence, abundance, accomplishment, development, enhancement, enrichment just to name a few! Rotary see's a world where people unite, and take action to create lasting change. Giving back to the community is our organization's mandate and Rotary members are working tirelessly in our community providing service to others.

**SPONSORSHIP REQUEST****Reason for request from the Town:**

Rotary shares in the same principles and values as the Town of Drayton Valley, We both work hard to achieve and maintain a strong, viable and safe community. We want to improve and develop services, organizations, environments and leaders to enhance the lives of our citizens. We are known in our community by the results of our achievements. Like everywhere, Drayton Valley has been impacted by changes in our economy. With your help, we can continue to boost our Mandate and make a difference!!

**Nature of the request and/or amount requested:**

The Black & White Ladies Diamond Gala Committee is requesting support from The Town of Drayton Valley for \$1,000 to sponsor our "Diamond" or "Gold" tables.

We can't overstate the impact your support has meant to our organization in the past. Your generous contributions have helped to make our Gala an enormous success which in turn is allowing us to achieve our community project goals!!! Thank You! Thank You! Thank You!

**Please attach:**

a budget or business plan (showing anticipated revenue sources and expenditures) for the specific service/function requiring sponsorship

a list of other organizations that have been or will be approached for sponsorship

**How will sponsoring organizations be recognized?**

Sponsors are recognized in a beautiful PowerPoint presentation that runs on all three screens in the MacKenzie Centre during the entire night of the event. Special placards are done up for our sponsors that contribute to specific areas including the Diamond and Gold Tables, the Diamond Ring Giveaway, the Trip to Paris, Champagne Welcome and Live Auctions gifts as well as being recognized on the Silent Auction bid sheets and table programs. Following the event and ad is placed in our local newspaper and sponsors are recognized on our Facebook pg as well.

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

1. The information provided is accurate.
2. The signature below is that of the registered director, board member or authorized designate of the organization requesting sponsorship.
3. I understand and agree that this application for municipal sponsorship, or any information related there to, is not confidential information and may be released by the Town of Drayton Valley.

Applicant's Signature:

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

Date: 2022-11-21

**MAIL TO:**

Town of Drayton Valley  
Community Event Grant  
Box 6837  
Drayton Valley, AB T7A 1A1

**DELIVER TO:**

Town of Drayton Valley  
Community Event Grant  
5102 - 52 Street  
Drayton Valley, AB

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) STATEMENT**

The personal information on the Community Event Grant Application is being collected under authority of Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be used to administer Grant Funding. The Town of Drayton Valley will use the aggregate data for program planning and evaluation. All personal information will be protected in accordance with the privacy provision of the *FOIP Act*. If you have any questions about the Grant or questions about the collection, use or disclosure of our personal information, please contact the Town of Drayton Valley at (780) 514-2200.

## ROTARY CLUB OF DRAYTON VALLEY #317716

### Rotary Executives & Directors 2022-2023

Last Name	First Name	Position	Phone	Support
Gammana	Amila	President	FOIP Act; RSA 2000; Chapter F-25; section 17 (1) & (4)	
Thesen	Val	Co-President		
Bannard	Sandra	Secretary		
Jeffery	Pat	Treasurer		
Drader	Mary	Past President		
Vatter	Jeannette	Club Administrator		
Dancey	Mardi	Membership		
Bannard	Sandra	Services-Community		
Vatter	Jeannette	Services-International		
Tamboline	Elaine	Services-Youth		
Swindlehurst	Dave	Rotary Foundation		
MacKinnon	Roger	Sergeant-at-Arms		

### Black & White Ladies Diamond Gala Committee 2023

Last Name	First Name	Position	Phone	Support
Ferrey	Judy	Chair	FOIP Act; RSA 2000; Chapter F-25; section 17 (1) & (4)	
Dancey	Mardi	Recording		
Dancey/Thesen	Mardi/Val	Financial		
Thesen	Val	Administration		Pam Thesen
Dancey	Mardi	Tickets/Tabs Sales		
Palmer	Donna	Fundraising		
Kerby	Nicole	Decorating		Judy Forrest, Patti Flinkman
Ferrey/Hammond	Judy/Char	Banquet		
Dancey	Mardi	Host/Auctioneer/Entertainment		
Hammond	Charmain	Raffles/Giveaways		
Christie	Brenda	Live Auctions		
Palmer	Donna	Silent Auction		
Nikiforuk	Ron	Bar/Beverages		
Dancey	Mardi	Volunteers		
Swindlehurst	Dave	Clean Up		

2020 Actuals

Rotary Club of Drayton Valley Black White Ladies Diamond Gala - Apr 1, 2023

2023 Budget

**Revenue****Expenses**

Item	2020 Actual	2023 Budget	Item	2020 Actual	2023 Budget
<b>ADMIN Revenue:</b>	NOTE: (gold table+2 give a way tables) (304-24*150)		<b>ADMIN Expenses:</b>		
Ticket Sales: (304 tickets X \$130) - 38 tables of 8 Actual 290 sold, 5 Give-a-ways + 8 at Gold Table)	37,700.00	42,000.00	<b>Prizes</b>		
*Budget 38 tables - 2 (1 give-a-way, 1 for Gold	37,700.00	42,000.00	(Diamond Ring giveaway & appraisal)	1,336.75	1,200.00
<b>Sponsorship / Cash Donations</b>				1,336.75	1,200.00
Diamond Ring (Brazeau County)	1,000.00	1,000.00	<b>Facility:</b>		
Diamond Table (TD Group)	1,000.00	1,000.00	Hall Rental, Bar Rental (Approx)	2,210.46	2,400.00
Gold Table (Town of Drayton Valley)	1,000.00	-	Misc (Pizza for Volunteers-donated - GC for Vol)	254.39	250.00
Champagne Welcome (Affinity Funeral, DV Toyota)	1,000.00	1,000.00		2,464.85	2,650.00
Other Cash Donations	3,850.00	3,500.00	<b>Entertainment:</b>		
Photo Revenue (On The Spot Photography):	964.00	1,000.00	Band (5 on the Side)	3,700.00	3,950.00
	8,814.00	7,500.00	MC and End of Night Finance (Robert & Carol Lind)	2,000.00	2,000.00
				5,700.00	5,950.00
<b>Bar Revenue:</b>	11,300.00	11,500.00	<b>Food</b>		
			Food (White Bull) - Includes volunteer meals	18,002.50	18,000.00
			Liquor License	210.00	250.00
			Welcome Reception (special drink)	740.06	750.00
			Bar (alcohol) - Mixers	3,836.50	4,000.00
			Bar Supplies-Mix (260) , Bartenders (640)	267.20	900.00
				23,056.26	23,900.00
			<b>Decorations :</b>		
			General Decorating (Flower Farm)	6,874.46	6,800.00
			Decorations-(Tables, Room Deco, shipping chrgs, Etc.)	1,176.72	1,200.00
			Table Centerpieces		
				8,051.18	8,000.00
			<b>Advertising:</b>		
			Printing Costs (Programs, posters, Ink)	477.16	500.00
			Office (Paper, Cards, envelopes, etc)	108.07	100.00
			Radio/Newspaper/Posters (Thankyou Ad)	326.18	350.00
				911.41	950.00
			<b>Services:</b>		
			Donation to Cadets - Volunteering, drive Home service	500.00	500.00
			Donation to Cause for Critters - Volunteering	500.00	500.00
				1,000.00	1,000.00
<b>Admin Revenue</b>	57,814.00	61,000.00	<b>Admin Expenses</b>	42,520.45	43,650.00
<b>RAFFLES Revenue:</b>	\$20/ticket (Budget)		<b>RAFFLES Expenses:</b>		
Diamond Table: (181 Tickets @ \$20)	300	3,630.00	Diamond Table: (Decorations & Gifts)	1,447.98	1,500.00
Raffle #1: (Diamond Earrings / Purse - 85 sold)	120	1,700.00	Raffle #1: (Diamond Earrings / Purse)	460.00	500.00
Raffle #2: (Dyson Hair Dryer - 74 sold)	120	1,480.00	Raffle #2: (Dyson Hair Dryer)	674.37	500.00
Raffle #3: (Hutch / Home Décor - 43 sold)	120	860.00	Raffle #3: (Hutch / Home Décor)	551.82	500.00
Raffle #4: (Breville Barista Coffee Machine-42 sold)	80	840.00	Raffle #4: (Breville Barista Coffee Machine)	681.41	
Raffle #5: (\$1,000 Cash Draw - 186 sold)	200	3,720.00	Raffle #5: (\$1,000 Cash Draw)	1,000.00	1,500.00
(Misc Deco & Items for Raffle Tables)			Raffle - Misc Costs (Items, Trinkets, Deco, Licence)	1,017.97	
Rush Raffle #1: (Wallet with Gift Cards - 60 sold)	60	1,180.00	Rush Raffle #1: (Wallet with Gift Cards)	0.00	200.00
Rush Raffle #2: (Purse, Miranda Lambert tickets, Sutton Place Hotel, Breakfast - 60 sold)	60	1,200.00	Rush Raffle #2: (Purse, Miranda Lambert tickets, Sutton Place Hotel, Breakfast at Chop)	238.90	250.00
				6,072.45	4,950.00
<b>RAFFLE Revenue</b>	14,610.00	15,200.00	<b>RAFFLE Expenses</b>		
<b>AUCTIONS Revenue</b>			<b>AUCTIONS Expenses</b>		
Silent Auction		9,852.00	Silent Auction Decorations & extra Purchases	779.88	1,000.00
Gold Table Auction (2023)		4,000.00	Gold Table (Decorations & Gifts)	1,447.48	1,000.00
Live: "Who's Your Caddy" Golf Pkg		1,300.00	Live: "Who's Your Caddy" Golf Pkg	70.83	
Live: "And...they're off" Horse Racing for 12		1,700.00	Live: "And...they're off" Horse Racing for 12	1,355.88	0.00 *
Live: "Sole Sisters Mountain Trek" Canmore for 6		1,800.00	Live: "Sole Sisters Mountain Trek" Canmore for 6	2,650.00	0.00 *
Live: Backyard BBQ for 20		2,600.00	Live: Backyard BBQ expenses (*estimated)	1,200.00	1,500.00 *
				7,504.07	3,500.00
<b>AUCTIONS Revenue</b>	21,252.00	17,000.00	<b>AUCTIONS Expenses</b>		
<b>TOTAL REVENUE</b>	93,676.00	93,200.00	<b>TOTAL EXPENSES</b>	56,096.97	52,100.00
			<b>NET PROFIT</b>	37,579.03	41,100.00

2023

## BUDGET

**ESTIMATED EXPENDITURES**

Facility
Banquet /Pizza Volunteers
Bar / Welcome Reception / Support Services
Decorations
Auctions / Raffles / Diamond Ring / Trip
Emcee (Auctioneer) / Finance Manager
Entertainment
Advertising / Tickets, Posters

**TOTAL EXPENDITURES****TOTAL ANNUAL EXPENSES**

\$ 2650
\$ 18000
\$ 7900
\$ 8000
\$ 16650
\$ 8300
\$ 3950
\$ 850
\$ 66300

**ESTIMATED REVENUE (list all sources separately)****GRANTS: (include grants applied for)**

Town of Drayton Valley / Brazeau County
TD Bank
Weyerhaeuser
Pembina Pipeline

**TOTAL GRANT REVENUE**

\$ 2000
\$ 1500
\$ 1500
\$ 3500
\$ 8500

**DONATIONS (including in-kind) OR FUNDRAISING:**

Ticket Sales / Bar
Sponsorship / Cash Donations
Raffles / Auctions
Photo Booth

**TOTAL DONATION AND FUNDRAISING REVENUE**

\$ 57100
\$ 12000
\$ 32200
\$ 1000
\$ 102300

**TOTAL AMOUNT REQUESTED (must match application)**

\$ 1000
---------

**Submit form**

*Rotary Club of Drayton Valley  
Black & White Ladies Diamond Gala  
April 1, 2023  
"An Evening in Paris"*



*Vous à Paris!*

*Black & White Ladies Diamond Gala  
Sponsorship*

*Gold*

*Diamond*

*Dazzling Diamond*

*Your sponsorship will be recognized at the Diamond Gala through:*

❖ *Recognition on screen in a beautiful Power Point and in the programs at the MacKenzie Conference Centre the night of the Event:*

- *Gold \$500+*
- *Diamond \$1,000+*
- *Dazzling Diamond \$5,000+*

❖ *Your corporate name and Logo on placards included with specific sponsorship:*

- *Diamond Ring*
- *Travel Voucher*
- *Diamond Table*
- *Gold Table*
- *Raffle and Live Auction Items*

❖ *1/2 Page ad in the Local Paper*

❖ *Recognition on the local Rotary website and on Facebook*



*All gift and cash donations will be recognized on screen on the Power Point Presentation*



# TOWN OF DRAYTON VALLEY

## COMMUNITY EVENT GRANT CHECKLIST

OFFICE USE ONLY

Name of Applicant: Variety - the Children's Charity

Name of Event: 2<sup>nd</sup> Annual Drayton Valley Go Baby Go Event - June 2, 2023

CRITERIA	
Policy Requirements:	Notes:
application (complete, signed and accompanied by supporting documents) received by deadline	Yes
benefit the community as a whole or a specific major group within the community	Yes
not duplicate past or present local services (unless a need can be demonstrated)	Does not duplicate any other event.
provide equal access to the service without discrimination	Open to the public
not already receiving direct or indirect support from the Town for the stated service	No
address an identified need in the community or contribute to the common good of the community	Yes, it does contribute to the common good of the Community.
recognize the Town's contribution to the event or service sponsored	Social media, charity newsletter, website and any PR received.
other revenue sources have been sought or obtained	Several target contributors identified.
Additional Information	Notes:
Has the Town directly sponsored the organization for events in the past?	Yes - \$577.50 in 2022
Does the organization work to achieve some of the community goals set out in statutory plans (Social Development Plan, Community Sustainability Plan, etc.)?	Support goals in the Social Development Plan

**Comments:**

Requesting up to \$1,500 to help cover the costs of the Hall Rental, Food and Refreshments for the 2<sup>nd</sup> Annual Go Baby Go Event - June 2, 2023

**Recommendation to Council:**

For consideration by Council





## TOWN OF DRAYTON VALLEY

### COMMUNITY EVENT GRANT APPLICATION FORM

Date: November 7, 2022 Event Date: June 2, 2023

Organization Name: Variety - the Children's Charity

Mailing Address: 1517, 246 Stewart Green SW Calgary AB

Contact Name: Kari Richardson Title: Director of Partnerships

Email: kari.richardson@varietyalberta.ca Telephone: 403.875.0210

#### ORGANIZATION MANDATE

Description of the organization's mandate:

SEE ATTACHED

#### STATED SERVICE

Details of the stated service or initiative (including date(s), time(s), location(s) and activities):

June 2, 2023 we will be hosting our 2nd Annual Drayton Valley Go Baby Go event. Last year was a resounding success where we donated 18 Go Baby Go cars to children in Norther Alberta including Drayton Valley. We hosted over 23 local Drayton Valley businesses who have sponsored the program and participated with building our Go Baby Go cars. We are hoping to have over 25 vehicles sponsored again this year and look forward to having the event at the Mackenzie Centre (where the space was donated last year) For more information about the program please visit our website at: [www.varietyalberta.ca](http://www.varietyalberta.ca) or watch this short (2 min) video about this particular program - [https://youtu.be/OOv\\_73zuPFo](https://youtu.be/OOv_73zuPFo)

Number of individuals and/or organizations (please specify) that will benefit from the stated service:

Over 25 local Drayton Valley businesses with a minimum of 5 Volunteers from each business attend to help build the cars with us and then donate them to the families. Total 125 attendee's.

Manner in which those individuals and/or organizations will benefit:

SEE ATTACHED

### SPONSORSHIP REQUEST

Reason for request from the Town:

To support the program with a donation to cover the costs of rental of the McKenzie space for June 2, 2023 and expenses to host the 25 local businesses.

Nature of the request and/or amount requested:

Space rental for Friday June 2nd. Main Hall, Kitchen and open area by curling rink \$550 main hall + \$200 kitchen rental = \$750  
Supplies needed for hosting: Food & Refreshments for 100 people \$750  
Total requested: \$1500

Please attach:

a budget or business plan (showing anticipated revenue sources and expenditures) for the specific service/function requiring sponsorship

a list of other organizations that have been or will be approached for sponsorship

How will sponsoring organizations be recognized?

Your donation will be recognized onsite, social media, charity newsletter, website, and with any PR received.

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

1. The information provided is accurate.
2. The signature below is that of the registered director, board member or authorized designate of the organization requesting sponsorship.
3. I understand and agree that this application for municipal sponsorship, or any information related there to, is not confidential information and may be released by the Town of Drayton Valley.

Applicant's Signature: Kari Richardson Date: November 7, 2022

**MAIL TO:**

Town of Drayton Valley  
Community Event Grant  
Box 6837  
Drayton Valley, AB T7A 1A1

**DELIVER TO:**

Town of Drayton Valley  
Community Event Grant  
5102 - 52 Street  
Drayton Valley, AB

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) STATEMENT**

The personal information on the Community Event Grant Application is being collected under authority of Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be used to administer Grant Funding. The Town of Drayton Valley will use the aggregate data for program planning and evaluation. All personal information will be protected in accordance with the privacy provision of the *FOIP Act*. If you have any questions about the Grant or questions about the collection, use or disclosure of our personal information, please contact the Town of Drayton Valley at (780) 514-2200.

## **DESCRIPTION OF THE ORGANIZATION'S MANDATE:**

Variety – the Children's Charity of Alberta supports children who are living with disabilities and specialized needs in our communities.

Through education, advocacy, direct support and community outreach, we support children who are facing physical, developmental, emotional or learning challenges and are dedicated to advancing the health, quality of life and enrichment of children living with specialized requirements and needs.

The initiatives that we engage in support building inclusive and healthy communities for children living with specialized needs to gain greater independence and positive life experiences.

Vision: Variety Alberta enables all children living with specialized needs to be an active part of their community.

Mission: Through community initiatives, partnerships and education, Variety Alberta enables inclusion, wellness and independence for children who are facing physical, developmental, emotional or learning challenges.

## **MANNER IN WHICH THOSE INDIVIDUALS AND/OR ORGANIZATIONS WILL BENEFIT:**

We believe that:

Barriers can be removed through education, increased awareness and creating environments of acceptance, understanding, and celebration of differences;

Every child has the right to be safe, to be healthy and to play so to experience the simple pleasures of childhood; and

We can have an inclusive and accessible Alberta for children who are living with disabilities and specialized needs.

Go Baby Go is a program that supports children living with limited mobility using ride-on adaptive toy cars with push-button switches, supportive seating and communication devices to provide opportunities for children to move independently in ways that they otherwise would not be able to do on their own.

Most of the children we support are living with multiple complex needs where our modified vehicles act as a tool to aid with their mobility. Though the Go Baby Go cars are a fun experience for kids, the program is geared towards supporting children who are not independently mobile to engage in play while experiencing therapeutic benefits, building muscle control and muscle memory and learning about their environment.



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

<b>MEETING:</b>	Regular Council - January 25, 2023		
<b>PRESENTED BY:</b>	Hans van Klaveren, General Manager of Community Services and Recreation	<b>DEPARTMENT:</b>	Community Services
		<b>DIVISION:</b>	Community & Recreation

<b>SUBJECT:</b>	Drayton Valley Municipal Library Board Appointments
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<b>ATTACHMENTS:</b>	<a href="#">ESchultz LIBRARY Board Membership App FOIPED</a> <a href="#">2A 2023 Letter to Town re Erin Schultz appointment</a> <a href="#">3A Jan. 18, 2023 BC Councilor Appt.</a> <a href="#">4A Appendix 2-C Appointments to the Board (PLSB-Nov2021)</a>
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## **PROPOSAL AND BACKGROUND INFORMATION:**

The Town of Drayton Valley Library Board currently has eight (8) trustees including seven (7) members-at-large and one (1) elected member representing the Town of Drayton Valley Council. We have two (2) vacancies on the Board including one (1) member-at-large and one (1) elected member representing Brazeau County Council.

According to the Town Bylaw 2019/15/B the composition of the Board is defined as follows:

6. The Board shall consist of up to ten (10) but no less than five (5) members. The Board shall be constituted as follows:
  - 6.1 Two (2) members, being one each from the Town of Drayton Valley Council and Brazeau County Council; and
  - 6.2 Eight (8) or a minimum of three (3) members from the community-at-large.
8. Board members shall be selected on the basis of an active interest in library board activities and community development as a whole. Board members shall have a long view of the community in terms of social infrastructure.
9. Members of the Board shall be appointed by Town Council.

9.1 Members-at-large shall be appointed by resolution of Council for three (3) year terms, expiring October 31st.

9.2 Members from Council shall be appointed for a one (1) year term at the Annual Organizational Meeting of their respective Council.

Following our Board's Annual Organizational Meeting on December 8th we began advertising the member-at-large vacancy on social media. Mrs. Erin Schultz, a Brazeau County resident and long-time library user, expressed interest and was contact by Board Chair, Karen Hickerty to answer questions about trustee roles and responsibilities. Mrs. Erin Schultz attended the January 19th meeting to experience our Board conducting business; the Board conducted an informal interview and resolved to recommend her for appointment.

The Board also met Brazeau County Council member Cody Brooks. Councilor Brooks has been designated to represent the municipality on our governance team. Councilor Brooks was engaged and insightful in his questions and comments during the meeting. According to the Minister of Municipal Affairs Public Libraries Services Branch (PLSB):

"Only the council of the municipality that established the library board has the authority to appoint members. The council of a neighbouring municipality cannot appoint board members to a board that they did not have a role in establishing. When making an appointment, council should include the name of the individual(s) being appointed and their term length in the motion."

The Town of Drayton Valley Library Board supports Mrs. Erin Schultz' application and requests her appointment to our governance team for a three (3) year term effective to October 31, 2025.

The Town of Drayton Valley Library Board supports Councilor Cody Brooks delegation by Brazeau County to represent their municipality and requests his appointment to our governance team for a one-year (1) year term effective to October 31, 2023, at which time County Council may extend Councilor Brooks delegation to the Board.

**FINANCIAL IMPLICATIONS:**

N/A

**IMPACT IN CAD:**

N/A

**LEGAL/RISK IMPLICATIONS:**

N/A

**ORGANIZATIONAL IMPLICATIONS:**

The appointment of a Brazeau County resident as a member-at-large provides a more balanced representation of the community served by the Library. The Board also benefits from a member who actively uses the library's services, resources and programs.

**SERVICE LEVELS IMPLICATIONS:**

N/A

**ALIGNMENT WITH LEGISLATION AND TOWN PLANS:**

Other Strategic Priorities

**STAKEHOLDER AND COMMUNICATION STRATEGY:**

N/A

**NEXT STEPS:**

Town Administration will inform the Library Director in writing of trustee appointments prior to the Board's next scheduled meeting for February 16, 2023.

**RECOMMENDATION(S):**

1 - That Town Council appoint Erin Schultz as member-at-large to the Drayton Valley Municipal Library Board for a three (3) year term, expiring October 31, 2025.

2 - That Council appoint Cody Brooks as Brazeau County's elected member to the Town of Drayton Valley Library Board for a one (1) year term, expiring October 31, 2023.

**ALTERNATIVES:**

3 - that Council direct Administration to re-advertise for the .... (amount) vacant Drayton Valley Municipal Library Board positions and bring applications to a future Regular Meeting of Council for appointment decision.

4 - that Council accept the Drayton Valley Municipal Library Board Member Appointment report as information only.

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

Approved - 20 Jan 2023

Approved - 20 Jan 2023



## TOWN OF DRAYTON VALLEY

### Application for Board/Committee Membership

NAME: Erin Schultz PHONE: FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

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

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

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

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

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 type="checkbox"/> Early Childhood Development Centre (Childcare Operational) Board	<input checked="" 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: \_\_\_\_\_

The personal information requested on this form is being collected for the purpose of assessing suitability for appointment to a Board or Committee constituted or formed by the Town of Drayton Valley. It is collected under the authority of Section 33 of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, and is used exclusively and expressly for the purpose mentioned above. If you have any questions on disclosure or the use of information, please contact the FOIPP Coordinator at (780) 514-2200.





## **RELATED EXPERIENCE AND QUALIFICATIONS:**

### **EDUCATION:**

- Information Technology – MCP
- Office Administration
- Personal Life Coach
- Appropriate Dispute Resolution – Levels one & two
- Professional Communications Certificate

### **VOLUNTEER EXPERIENCE:**

- Meow Foundation – Adoption and Fundraising Coordinator, General Volunteer
- Animal Rescue Foundation – Adoption Coordinator
- Arbour Lake Community Association – Board Member

## **BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:**

I have been using the library since I was a little child. Every town and city I lived in, first thing I would do was head to my local library to get my new card and meet the staff. I have fond memories of sitting around the fireplace with my brother reading our books in the evening. Having adventures through pages. As I got older, I would attend lectures and presentations. A great way to meet authors, find out about bees and just learn something new. I feel that a library board member is an advocate for the library and its mission. With my passion for the library and understanding of our community needs, I believe I would be an asset to the board. I fully understand the library's involvement in the community is more than just books. Libraries offer essential services including but not limited to technology access, internet, literacy programs for all ages, events and programming, community outreach and circulating materials beyond books that include movies, tech and tools. I appreciate that the library staff doesn't just shelve books and check them in and out, but they create and run events and develop programs to serve a wide range of community members. I feel that I would make good board member as I'm willing to do my research, follow policies and bylaws set forth by the library board and support equality and access for all.

Getting involved with our library board is important because the system requires informed, passionate individuals who care about library services in order for the system to not just work but thrive. I am that individual. If chosen to serve as a member of the local board, my goal is to continue to see our library succeed and flourish.

## **OTHER PERTINENT INFORMATION:**

- I am comfortable working with the public
- I am an amateur writer – Eat up & County Life
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- I have experience as a manager as well as a volunteer coordinator and trainer
- I have experience communicating with companies and organizations
- I have a current and clear Security Clearance letter



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**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**

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

**DATE:** Dec 15/2022

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

Dec 13, 2022

Drayton Valley Municipal Library Board  
Re: Erin Schultz- Reference Letter

I have personally known Erin for over 20yrs and had the pleasure of working with her. Erin is an amazing leader that is very professional, loyal, and she continues to improve herself even with challenges thrown her way. Erin will be your biggest advocate as she is very proud and puts everything into whatever she does. There are no words to communicate on how Erin is as a person as she is a delight to be around, and people gravitate to her with her welcoming smile.

Erin would be an excellent fit and an asset to the Drayton Valley Municipal Library Board.

Should you have any questions, please don't hesitate to contact me at

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

Sincerely,

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

Joan Widen  
Client Experience Specialist/Interim Office Manager

**From:** Cora Appleby [FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)]  
**Sent:** December 13, 2022 10:30 AM  
**To:** [FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)]  
**Subject:** [FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)]

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Erin is a very knowledgeable, calm, caring, compassionate, trustworthy, responsible, creative, dedicated, cheerful and loving individual. Erin leads with kindness and believes in community. She will offer your board a vast amount of life knowledge from her many experiences. Erin will bring forward creative ideas with a genuine love for our community.

I believe Erin will be a perfect fit for the Library Board.

Should you have any questions, please do not hesitate to contact me at (780) 514-2223.

Thank you for your time.

Sincerely,

Cora Appleby  
Town of Drayton Valley, Community & Recreation Services Administrative Assistant



January 19, 2023

**Town Council**

**Town of Drayton Valley**

P.O. Box 6837 (5120 – 52<sup>nd</sup> Street)  
Drayton Valley, AB T7A 1R7

**Re: Recommendation for appointment of Erin Schultz to the Library Board**

We received word from a long-time library user and County resident, Erin Schultz, expressing interest in serving with our Board.

Mrs. Schultz spoke with Chair, Karen Hickerty, to discuss the roles and responsibilities of trustee service, the Library Board's mission, plan of service goals and community initiatives.

Mrs. Schultz attended our January 19 meeting to allow her and the Board an opportunity to ask and respond to questions. We feel that her passion for libraries, her commitment to community as well as her life-long use and understanding of library services make her an ideal candidate to join our governance team.

We respectfully recommend Town Council appoint Mrs. Erin Schultz to our Library Board for a three-year term extending to **October 2025**.

Sincerely,

**Doug Whistance-Smith**

Director, Drayton Valley Municipal Library  
P.O. Box 6240 (5120-52<sup>nd</sup> Street)  
Drayton Valley, AB T7A 1A1

**CC: Mrs. Erin Schultz**

**Attachment:** TODV Application for Board/Committee Membership, completed by Erin Schultz

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**From:** Doug Whistance-Smith  
**Sent:** January 18, 2023 10:26 AM  
**To:** Christina Scharfl  
**Subject:** RE: New Board Member

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**Director - Drayton Valley Municipal Library**

PO Box 6240, Drayton Valley, AB, T7A 1R7 (780-514-2722)

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**Sent:** January 18, 2023 9:43 AM  
**To:** Doug Whistance-Smith <DWhistancesmith@draytonvalleylibrary.ca>  
**Cc:** Cody Brooks <CBrooks@brazeau.ab.ca>  
**Subject:** New Board Member

Doug,

I am pleased to advise that Council appointed Councillor Cody Brooks to the Drayton Valley and District Library Board.

Councillor Brooks can be reached at [cbrooks@brazeau.ab.ca](mailto:cbrooks@brazeau.ab.ca) or 780-898-9526

**Christina (Tina) Scharfl**  
*Executive Assistant*

**Brazeau County**  
Box 77 – 7401 TWP RD 494  
Drayton Valley, Alberta  
T7A 1R1  
Tel: 780-542-7777 ext 1118  
Fax: 780-542-7770  
[www.brazeau.ab.ca](http://www.brazeau.ab.ca)

\*\*\*\*\*

# Appointments to the Municipal Library Board

## A Fact Sheet for Alberta Public Library Boards and Councils

Municipal councils select individuals from their communities to sit on a library board. These individuals are appointed to the library board to ensure comprehensive and efficient library services are provided to the community. Councils appoint individuals with unique skills and perspectives to create a competent, well-rounded library board.

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As per the *Libraries Act*, council may appoint between 5 and 10 board members to a municipal library board. Of these appointees, no more than two may be municipal councillors (for more information about appointing councillors to a municipal library board, see Public Library Services Branch (PLSB)'s *Appointing Councillors to the Municipal or Intermunicipal Library Board* fact sheet).

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Council has the prerogative to decide who is appointed to the municipal library board; however, it is good practice for council to involve the library board with recruitment and selection of board members. The board can suggest what skillsets would be beneficial to the board, assist with any interview processes, and put forward names to council. It is then council's decision whether or not to appoint the suggested individuals. Council does not simply approve the names put forward – they must *appoint* each individual. Please note that library staff, as employees of the board, cannot be board members. Staff can attend board meetings in a supporting capacity if the board desires.

Councils are only responsible for appointing individuals, and may not appoint officer positions. The election of officers is a process that happens at the board table amongst board members.

It is recommended that council not add details surrounding appointments within the municipal establishment bylaw. This can lead to inflexibility and redundancy (or contradiction) with clauses stated within provincial legislation. The establishment bylaw simply creates the municipal library board.

#### Board Turnover

Once a board member's term expires, council has two options – appoint the individual again (ensuring 2/3 of council has approved the resolution if beyond 3 consecutive terms), or opt not to reappoint. In the latter case, council must appoint another individual to the board as soon as reasonably possible, particularly if board membership drops below the minimum of 5 members.

A board member is not permitted to serve more than three terms (unless approved by 2/3 of council) to allow for turnover of library board membership and allow new individuals to be appointed and share their perspectives. The library board belongs to the whole community – not simply a select few individuals. Other community members should have the opportunity to have a voice at the table should they wish to. Councils in smaller communities may assert that it is



a struggle to find new individuals to appoint to the library board, citing a lack of willing volunteers from the community to sit on the board. It is worthy of note that there is no residency requirement for library board members. Board members need not live in the same municipality as the council that created the board. In fact, it can be beneficial to appoint individuals living outside of the municipality to garner perspective from surrounding municipalities, whose community members may utilize those library services.

### **Municipal vs. System Appointments**

Note that appointing an individual to a municipal library board is not the same process as appointing an individual to a regional library system board. Municipalities that are members of a library system have the ability to appoint an individual to the system board to represent their municipality (for more information about system board appointments, see PLSB's *Appointments to the Library System Board* information sheet). This individual can serve on both the local and the regional system boards should council desire, but each appointment must be made separately.

## **The Importance of Ensuring ALL Board Members are Appointed**

Having individuals on the library board that are not appointed by council not only poses a significant legal risk to the board and library, but to the individual who is not appointed. Decisions and motions made at board meetings, if challenged, would not be likely to hold up in a court of law. Minutes signed by a board member who is not legally appointed would technically not be approved from a legal standpoint. While it is important that board members are appointed when first selected for the board, it is also important that council track when board member terms are expiring to ensure members are appointed for another term (if being reappointed) before their current appointment expires. If a gap exists between appointments, any voting or motions made by that individual would not be legally valid. A Board Member Tracker Template is included with this information sheet.

## **Board Member Responsibilities**

Council appoints *individuals* to municipal library boards, not representatives or officer positions. There is no seat on a municipal library board reserved for council, and councillors do not have a designated role to fill on the library board. They should not act as a representative of the municipality or any other group or organization. Board members may bring skills and knowledge from these other roles, but represent only themselves and their own views when it comes time to vote or make decisions. Councils may not appoint alternates

to these library boards because an alternate cannot represent the views of another individual.

Once a library board is established, it is an autonomous corporation – a legal entity separate from the municipality that established it. It has full management and control of library services in the community. Board members have fiduciary duties to fulfill in their roles. This includes the duty of care – each board member must be knowledgeable about their role and carry out their duties with the degree of care and attention that can reasonably be expected of them – and the duty of loyalty – to act honestly and in the best interests of the board and library, regardless of other boards and committees that individual may sit on.

## **Support and Resources**

If you have any questions, please contact the Public Library Services Branch by phone at 780-427-4871 (toll free by dialing 310-0000 first), or by email at [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca). Information is also available on the PLSB website at [www.albertalibraries.ca](http://www.albertalibraries.ca).



## <The (Name of Municipality) Library Board>

### Requirements as per the *Libraries Act*, section 4:

- Only the municipal council that established the library board has the authority to appoint board members
- Minimum of 5, maximum of 10 board members can be appointed to the municipal library board
- A maximum of 2 board members may also be councillors from the municipality that established the board
- A single term on the board cannot exceed 3 years
- After 3 consecutive terms, 2/3rds of council must approve the individual being reappointed for each consecutive term thereafter (e.g. for a fourth, fifth term)
- Alternates are not allowed

Name of board member	Date of initial appointment	Current term ends	Number of terms served	History (e.g. motion # or date of letter of appointment)
Bob Smith	October 15, 2014	October 15, 2019	2	Motion#12345s – appointed for a 2 year term  Motion#98765f – appointed for a 3 year term



## TOWN OF DRAYTON VALLEY

### Application for Board/Committee Membership

NAME: Erin Schultz PHONE: FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

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

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

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

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

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 type="checkbox"/> Early Childhood Development Centre (Childcare Operational) Board	<input checked="" 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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**RELATED EXPERIENCE AND QUALIFICATIONS:**

**EDUCATION:**

- Information Technology – MCP
- Office Administration
- Personal Life Coach
- Appropriate Dispute Resolution – Levels one & two
- Professional Communications Certificate

**VOLUNTEER EXPERIENCE:**

- Meow Foundation – Adoption and Fundraising Coordinator, General Volunteer
- Animal Rescue Foundation – Adoption Coordinator
- Arbour Lake Community Association – Board Member

---

**BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:**

I have been using the library since I was a little child. Every town and city I lived in, first thing I would do was head to my local library to get my new card and meet the staff. I have fond memories of sitting around the fireplace with my brother reading our books in the evening. Having adventures through pages. As I got older, I would attend lectures and presentations. A great way to meet authors, find out about bees and just learn something new. I feel that a library board member is an advocate for the library and its mission. With my passion for the library and understanding of our community needs, I believe I would be an asset to the board. I fully understand the library's involvement in the community is more than just books. Libraries offer essential services including but not limited to technology access, internet, literacy programs for all ages, events and programming, community outreach and circulating materials beyond books that include movies, tech and tools. I appreciate that the library staff doesn't just shelve books and check them in and out, but they create and run events and develop programs to serve a wide range of community members. I feel that I would make good board member as I'm willing to do my research, follow policies and bylaws set forth by the library board and support equality and access for all.

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☒ YES

☐ NO

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

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SIGNATURE

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FOIP Act; RSA 2000;  
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Joan Widen  
Client Experience Specialist/Interim Office Manager

**From:** Cora Appleby [FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)]  
**Sent:** December 13, 2022 10:30 AM  
**To:** [FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)]  
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Town of Drayton Valley, Community & Recreation Services Administrative Assistant



January 19, 2023

**Town Council**

**Town of Drayton Valley**

P.O. Box 6837 (5120 – 52<sup>nd</sup> Street)  
Drayton Valley, AB T7A 1R7

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**Doug Whistance-Smith**

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Drayton Valley, AB T7A 1A1

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**Sent:** January 18, 2023 10:26 AM  
**To:** Christina Scharfl  
**Subject:** RE: New Board Member

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**Christina (Tina) Scharfl**  
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Note that appointing an individual to a municipal library board is not the same process as appointing an individual to a regional library system board. Municipalities that are members of a library system have the ability to appoint an individual to the system board to represent their municipality (for more information about system board appointments, see PLSB's *Appointments to the Library System Board* information sheet). This individual can serve on both the local and the regional system boards should council desire, but each appointment must be made separately.

## **The Importance of Ensuring ALL Board Members are Appointed**

Having individuals on the library board that are not appointed by council not only poses a significant legal risk to the board and library, but to the individual who is not appointed. Decisions and motions made at board meetings, if challenged, would not be likely to hold up in a court of law. Minutes signed by a board member who is not legally appointed would technically not be approved from a legal standpoint. While it is important that board members are appointed when first selected for the board, it is also important that council track when board member terms are expiring to ensure members are appointed for another term (if being reappointed) before their current appointment expires. If a gap exists between appointments, any voting or motions made by that individual would not be legally valid. A Board Member Tracker Template is included with this information sheet.

## **Board Member Responsibilities**

Council appoints *individuals* to municipal library boards, not representatives or officer positions. There is no seat on a municipal library board reserved for council, and councillors do not have a designated role to fill on the library board. They should not act as a representative of the municipality or any other group or organization. Board members may bring skills and knowledge from these other roles, but represent only themselves and their own views when it comes time to vote or make decisions. Councils may not appoint alternates

to these library boards because an alternate cannot represent the views of another individual.

Once a library board is established, it is an autonomous corporation – a legal entity separate from the municipality that established it. It has full management and control of library services in the community. Board members have fiduciary duties to fulfill in their roles. This includes the duty of care – each board member must be knowledgeable about their role and carry out their duties with the degree of care and attention that can reasonably be expected of them – and the duty of loyalty – to act honestly and in the best interests of the board and library, regardless of other boards and committees that individual may sit on.

## **Support and Resources**

If you have any questions, please contact the Public Library Services Branch by phone at 780-427-4871 (toll free by dialing 310-0000 first), or by email at [libraries@gov.ab.ca](mailto:libraries@gov.ab.ca). Information is also available on the PLSB website at [www.albertalibraries.ca](http://www.albertalibraries.ca).

## <The (Name of Municipality) Library Board>

### Requirements as per the *Libraries Act*, section 4:

- Only the municipal council that established the library board has the authority to appoint board members
- Minimum of 5, maximum of 10 board members can be appointed to the municipal library board
- A maximum of 2 board members may also be councillors from the municipality that established the board
- A single term on the board cannot exceed 3 years
- After 3 consecutive terms, 2/3rds of council must approve the individual being reappointed for each consecutive term thereafter (e.g. for a fourth, fifth term)
- Alternates are not allowed

Name of board member	Date of initial appointment	Current term ends	Number of terms served	History (e.g. motion # or date of letter of appointment)
Bob Smith	October 15, 2014	October 15, 2019	2	Motion#12345s – appointed for a 2 year term  Motion#98765f – appointed for a 3 year term



# Town of Drayton Valley **AGENDA ITEM REPORT**

## Regular Council Meeting

<b>MEETING:</b>	Regular Council - January 25, 2023		
<b>PRESENTED BY:</b>	Ken Woitt, General Manager of Planning & Growth	<b>DEPARTMENT:</b>	Planning
		<b>DIVISION:</b>	Planning & Growth
<b>SUBJECT:</b>	Jan.25, 2023 Planning & Growth Department Report		

### **PROPOSAL AND BACKGROUND INFORMATION:** **Highlights for Planning & Growth**

#### **Planning:**

1. Planning the first MDP Advisory Committee Meeting in early February to present the work plan and review the status of background studies to support the MDP such as the Downtown Fire Response Study, Land & Facilities Master Plan, Transportation and Servicing Maps, etc.
2. It is this time of year again for us to start preparing our Alberta Building/Safety Code Audit report for the Province...it is due March 31, 2023.
3. Conducting Downtown Revitalization survey in February.

#### **Growth:**

1. Bringing a report for Year 2 of the Food-Cycler Pilot Project for Council.
2. Expect to have all ten (10) building audit reports to be completed by the end of January.
3. With loss of our existing partnership to attract foreign students, a new partnership has been forged with another Alberta institution and we will continue to explore all opportunities that are out there.
4. On January 9, 2023 Council, CAO & Growth Services met with REMAX Real Estate to discuss growth & development challenges & opportunities.
5. Finalizing \$100K funding request application to Northern Regional Economic Development for industry/cluster gap analysis, education, and market needs assessments.

6. Rural Renewal Stream (RRS) application completed and submitted.

7. On January 10, 2023, held 2nd Economic Development Committee meeting – established Tourism Sub-committee.

8. On January 13, 2023 the Health Care Aide program grad ceremony was held for 14 grad students with total attendance of 70 persons.

9. Assisting TODV's ECDC to develop a proposal to deliver an "Alberta Made" innovative Zero Fee Tuition Early Learning Childcare program (for training and professional development of 9000 childcare workers in AB over the next 3 years. This initiative responds to a \$773,940,643.00 Federal government fund to provide \$10/day childcare by 2026.

**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 receive this report as information.

**ALTERNATIVES:**

That, Council request more information to be added to the report.

Robert Osmond, CAO

Approved - 20 Jan 2023



# Town of Drayton Valley

## AGENDA ITEM REPORT

### Regular Council Meeting

<b>MEETING:</b>	Regular Council - January 25, 2023		
<b>PRESENTED BY:</b>	Abid Malik, General Manager of Municipal Services	<b>DEPARTMENT:</b>	Municipal Services
		<b>DIVISION:</b>	Municipal Services
<b>SUBJECT:</b>	Municipal Services Department Report		

#### **PROPOSAL AND BACKGROUND INFORMATION:**

##### **Parks**

- Widening paths in the parks and chipping ice on walkways
- Maintaining ice rinks
- Taking down Christmas lights in the south end of the Town

##### **Utilities**

###### Water Treatment Plant

- Annual report for Alberta Environment is almost ready to submit. The annual report lists all sample parameters, flow records, all analyzer readings, operator certifications, and chemical data.
- Filled a total of 4 chemical tanks at WTP. These chemicals are for cleaning the membrane filters.

###### Wastewater Treatment plant

- Annual report for Alberta Environment is almost ready to submit.
- Acute lethality sampling is going well. We have passed 2 out of the 3 consecutive samples. Next sample was sent on January 19, 2023.
- Milestone update as well as claims submission for infrastructure Canada grant are due milestone update will be submitted January 24, 2023 and claims submission will be reported before the end of February. This is grant is for the berm rehabilitation at the wastewater treatment plant.

###### Distribution

- Fire hydrant was hit by motor vehicle at 50 street and hi-way 22. Investigation on repair/replacement costs will be completed January 19, 2023 to determine full extent of repairs. Once this is completed insurance will have a better understanding of the costs associated with this incident.

##### **Public works**

- Clean up of snow in all are parking lots.
- House keeping on equipment ongoing.
- Installing Signs around town.
- Helping parks with ice rinks.

- Moving office desk chairs around at the different town sites.
- Final clean up around the inside and outside of new pool.
- Helping with the locates for water services.
- Safety Training online as well as courses by staff ongoing.
- Cemetery maintenance ongoing

### **Landfill Operations**

- Monitoring the active cell especially cell 4D to make sure that the end of the day to cover the cell and right compaction.
- Once a week monitoring the leachate to make sure the trigger level is met according to Leachate Pump out Depths. And if not
- I used ACR Vac Truck to suck out the water.
- Maintaining the road snow service by the GFL to clear the road.
- Organizing and maintaining cleanliness at the give and take building.
- Monitoring Material Recovery Facilities, Quonset, Depot and oil recycling building shed, so far there is no issue.
- Scale house still maintaining the tipping fees
- Tetra Tech to provide 95% design drawings and Tender Package at the end of January

### **RECOMMENDATION(S):**

That council accepts this report as information.

Robert Osmond, CAO

Approved - 20 Jan 2023



# Town of Drayton Valley

## AGENDA ITEM REPORT

### Regular Council Meeting

**MEETING:** Regular Council - January 25, 2023

**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:** [2 Jan. 25, 2023 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 - 20 Jan 2023

Robert Osmond, CAO

Approved - 20 Jan 2023

# Department Report



Department: Community and Recreation Services Department

General Manager: Hans van Klaveren, General Manager of Community & Recreation Services

Date of Regular Council Meeting: January 25, 2023

## INFORMATION PRESENTED:

1. Early Childhood Development Centre
  - Administration presented the Rural Child Care perspective with Child Care Now this month. This webinar was to share the challenges facing rural childcare as well as recommendations going forward towards system building as we enter year three of the ELCC agreement.
  - Child Care Staff saw an increase of staff support funding announced by the province. This comes into effect starting January 1, this wage enhancement is an increase up to \$2 per hour, for hours in direct care for Level III staff.
  - The Furrow, which is a rural magazine by John Deere featured an article titled "[911 Grandma](#)". ECDC participated in interviews for this article which discussed the urgency of childcare needed in rural Alberta and the struggles faced by families and programs.
  - Administration with the Alberta Leaders Caucus met with the Assistant Deputy Minister Joni Brodziak and Executive Director of Children Services Wendy Doyle to discuss Child Care Trends and issues facing the childcare sector.
2. Drayton Valley and District FCSS
  - The FCSS Board is now accepting grant applications for projects or programs occurring in 2023. The deadline for applications is March 10<sup>th</sup>, 2023.
  - Save the date! 2023 Volunteer Appreciation Night will be April 20<sup>th</sup>, 2023, at the MacKenzie Conference Centre. Entertainment will be provided by the Braden Gates Band. Doors will open at 5:00pm dinner will start at 6:00pm.
3. Omniplex/MacKenzie Conference Centre/Total Works Fitness
  - The Skate Aids that were donated by Vermilion Energy and Weyerhaeuser are onsite and ready for use.
  - Total Works Fitness has added new classes and times to its schedule.
  - The Facility has seen a huge number of users this season.
4. Park Valley Pool
  - The Park Valley Pool is still offering regular programming as well as hosting the Swim Clubs.
  - We are anticipating the transition to the new Ricochet Oil Corp. Aquatic Centre in the very near future, so all scheduling is on a week-to-week basis currently. The schools will continue their lesson programs as well as the early morning and noon lane swims at the Park Valley Pool until the transition to the new facility is complete. This will hopefully make the transition into the new facility a little smoother and less stressful for everyone.

5. Community Services

- On March 7<sup>th</sup>, Special Guest Dr. Michael Ungar will be facilitating a “Building a Future for Youth in Drayton Valley” forum at the MacKenzie Conference Centre at 5:00pm to 8:00pm.
- On Family Day, February 20<sup>th</sup>, the Town in partnership with various organizations, such as the Multicultural Association and the Rotary Club of Drayton Valley, will be hosting a Community Dinner from 4:30pm to 6:30pm at the MacKenzie Conference Centre, as well as a Free Skate and Free Swim at 1:00pm to 4:00pm this year, in lieu of the regular Fire and Ice Festivities that Eagle Point Blue Rapids Parks Council plans yearly.

6. Recreation

- A Recreation Survey went live on Friday, January 13<sup>th</sup> ending on Monday, February 20<sup>th</sup>.
- A Seasonal Fieldhouse Business Case will be presented in Late February, Early March.
- The Playgrounds and Sports Fields Capital Plan recommendations are currently being reviewed by the Recreation Board to discuss the 2023 Implementation Strategies.



# Town of Drayton Valley **AGENDA ITEM REPORT**

## Regular Council Meeting

<b>MEETING:</b>	Regular Council - January 25, 2023		
<b>PRESENTED BY:</b>	Tom Thomson, Fire Chief	<b>DEPARTMENT:</b>	Fire Department
		<b>DIVISION:</b>	Protective Services
<b>SUBJECT:</b>	Emergency and Protective Services Stats for November and December 2022		
<b>ATTACHMENTS:</b>	<a href="#">Town Council Stats November 2022 Council Copy</a> <a href="#">Town Council Stats December 2022 Council Copy</a> <a href="#">Law Enforcement Stats Town Council November 2022 PDF</a> <a href="#">Law Enforcement Stats Town Council December 2022 PDF</a>		

Robert Osmond, CAO

Approved - 20 Jan 2023



## **DRAYTON VALLEY/BRAZEAU COUNTY FIRE SERVICES**

### **TOWN OF DRAYTON VALLEY UPDATE REPORT TO COUNCIL**

**SUBJECT:** 2022 Fire Department November Stats

**DATE TO COUNCIL:** January 25, 2023

**PREPARED BY:** Tom Thomson - Fire Chief

**UPDATE INFORMATION:** To provide Council with updated information regarding department calls for service, the Fire Service has generated a statistical break down for November 2022, response for service numbers. This information includes the number of incidents responded to, the types of incidents, the incident calls for the Town of Drayton Valley and Brazeau County.

#### **Drayton Valley/Brazeau County Fire Services**

#### **2022 November Stats - 40 Total Calls**

##### **Fire Calls - 4**

Wood Chip Pile- 1  
Structure Fire- 1  
Rubbish/ Grass Fire- 2

##### **Motor Vehicle Collisions -11**

Single Vehicle MVC - 3  
Single Vehicle MVC vs Deer- 3  
Two Vehicle MVC - 5

##### **Rescue Calls - 1**

Animal Rescue- 1

##### **Alarm Calls - 15**

Residential Alarm Calls - 10  
Commercial- 4  
School- 1  
(2 False Alarms)

##### **Assist Another Agency - 7**

EMS Assists (includes cardiac arrests, lift assist calls, Stars Landing, overdose calls, etc.) - 7  
(EMS arrived on scene first for 5 out of 7 calls)  
RCMP – 0

**Miscellaneous Calls - 2**

Smoke/Fire Investigation- 1

Gas Leak- 1

**Provincial**

Motor Vehicle Collisions - 10

***Provincial Total Calls - 10***

**Town of Drayton Valley**

Fire Calls - 0

Motor Vehicle Collision - 1

Rescue Calls - 0

Alarm Calls - 10

Assist Another Agency - 5

Miscellaneous Calls - 0

***Town Total Calls - 16***

**Brazeau County**

Fire Calls - 4

Motor Vehicle Collisions - 0

Rescue Calls - 1

Alarm Calls - 5

Assist Another Agency - 2

Miscellaneous Calls - 2

***County Total Calls - 14***



## **DRAYTON VALLEY/BRAZEAU COUNTY FIRE SERVICES**

### **TOWN OF DRAYTON VALLEY UPDATE REPORT TO COUNCIL**

**SUBJECT:** 2022 Fire Department December Stats

**DATE TO COUNCIL:** January 25, 2023

**PREPARED BY:** Tom Thomson - Fire Chief

**UPDATE INFORMATION:** To provide Council with updated information regarding department calls for service, the Fire Service has generated a statistical break down for December 2022, response for service numbers. This information includes the number of incidents responded to, the types of incidents, the incident calls for the Town of Drayton Valley and Brazeau County.

**Drayton Valley/Brazeau County Fire Services**

**2022 December Stats – 48 Total Calls**

**Fire Calls - 6**  
 Tank Fire- 1  
 Structure Fire- 3  
 Rubbish/ Grass Fire- 2

**Motor Vehicle Collisions - 7**  
 Single Vehicle MVC – 2  
 Single Vehicle MVC vs Deer- 1  
 Two Vehicle MVC - 3  
 Four Vehicle MVC- 1

**Rescue Calls -0**

**Alarm Calls - 24**  
 Residential Alarm Calls - 15  
 Commercial- 5  
 Hotel- 2  
 Recreation Centre- 1  
 School- 1  
 (0 False Alarms)

**Assist Another Agency – 7**

EMS Assists (includes cardiac arrests, lift assist calls, Stars Landing, overdose calls, etc.) - 7

(EMS arrived on scene first for 5 out of 7 calls)

RCMP – 0

**Miscellaneous Calls - 4**

Fuel Spill- 1

Gas Leak- 2

Investigation- 1

**Provincial**

Motor Vehicle Collisions - 7

***Provincial Total Calls - 7***

**Town of Drayton Valley**

Fire Calls - 1

Motor Vehicle Collision - 0

Rescue Calls - 0

Alarm Calls - 11

Assist Another Agency - 5

Miscellaneous Calls - 2

***Town Total Calls - 19***

**Brazeau County**

Fire Calls - 5

Motor Vehicle Collisions - 0

Rescue Calls - 0

Alarm Calls - 13

Assist Another Agency - 2

Miscellaneous Calls - 2

***County Total Calls - 22***







## **DRAYTON VALLEY LAW ENFORCEMENT SERVICES STATS**

### **TOWN OF DRAYTON VALLEY UPDATE REPORT TO COUNCIL**

**SUBJECT:** 2022 Law Enforcement November Stats

**DATE TO COUNCIL:** January 25, 2023

**PREPARED BY:** Tom Thomson - Fire Chief

**UPDATE INFORMATION:** To provide Council with updated information regarding community complaints for Enforcement services a statistical break down for November 2022, has been prepared for council. This information includes the number of incidents responded to and the types of complaints being dealt with.

#### **Town of Drayton Valley Law Enforcement 2022 November Stats**

##### **Total Incident Types: 105**

Community Standards- 23

Traffic Violations - 27

Animal Control – 11

Other Bylaw- 11

Other Provincial- 18

Miscellaneous Calls - 15

##### **Statistics- Warnings/ Tickets**

Total- 102

Warnings- 49

Tickets- 53

## **TRAVIS PERMITS**

Permits Issued- 193

These are unofficial numbers for Drayton Valley Enforcement Services, pending conclusion of any active files and final supervisory reviews.



## **DRAYTON VALLEY LAW ENFORCEMENT SERVICES STATS**

### **TOWN OF DRAYTON VALLEY UPDATE REPORT TO COUNCIL**

**SUBJECT:** 2022 Law Enforcement December Stats

**DATE TO COUNCIL:** January 25, 2023

**PREPARED BY:** Tom Thomson - Fire Chief

**UPDATE INFORMATION:** To provide Council with updated information regarding community complaints for Enforcement services a statistical break down for December 2022, has been prepared for council. This information includes the number of incidents responded to and the types of complaints being dealt with.

#### **Town of Drayton Valley Law Enforcement 2022 December Stats**

##### **Total Incident Types: 78**

Community Standards- 22

Traffic Violations - 16

Animal Control – 16

Other Bylaw- 2

Other Provincial- 17

Miscellaneous Calls - 5

##### **Statistics- Warnings/ Tickets**

Total- 41

Warnings- 26

Tickets- 15

## **TRAVIS PERMITS**

Permits Issued- 152

These are unofficial numbers for Drayton Valley Enforcement Services, pending conclusion of any active files and final supervisory reviews.



# Town of Drayton Valley

## AGENDA ITEM REPORT

### Regular Council Meeting

<b>MEETING:</b>	Regular Council - January 25, 2023		
<b>PRESENTED BY:</b>	Jennifer Stone, Intergovernmental Relations and Communications	<b>DEPARTMENT:</b>	Communications
		<b>DIVISION:</b>	Administration
<b>SUBJECT:</b>	Communications Department Report		

#### **PROPOSAL AND BACKGROUND INFORMATION:**

##### **Administration**

- Weekly Town Page
- Daily Social Media management
- Uploading messages on the electronic sign
- Posting employment opportunities
- Preparing and uploading Council Meeting videos to website
- RCMP Survey running from Jan. 9 - Feb. 6
  - Results will be sent to the RCMP for review
- Alberta Emergency Alert Training
  - AEA is updating their platform, all AEA authorized users are required to take training on how to access/navigate the new side
  - ongoing site practices are required to keep certification current

##### **Corporate Business Plan**

- Community Engagement Strategy
  - Community Engagement Platform on Website
    - Met with the team to discuss initial engagement piece
    - Timelines
    - Working with Planning Dept. on gathering data to populate the site
  - Citizen Budget Tool
    - Met with team to discuss configuration and setup of the site including design features
- Website Updates
  - Met with web developer to discuss updated design features for our recreation pages
  - reviewed options to update the Events Calendar
- Municipal Facility Branding Application
  - Will be working with the Facility Manager to complete this work

## Community Services

- Working closely with the team in preparation of opening the Ricochet Oil Corp Aquatic Centre to the public
  - Developing itinerary for the Soft Opening
  - Creating messaging for the upcoming announcement
  - Creating a webpage on the website to house information on the new facility including amenities available within the facility and migrating relevant information over from the Park Valley Pool page including program schedules, fees and registration portal
- Recreation Survey
  - Worked with the team to develop a survey which is now live to the public until Feb. 20

## Growth Services

- Rural Renewal Stream application has been submitted for approval (Jan. 18)
- Working with web developer to create a brand new website for this project that will include:
  - information about the program
  - information for employers
  - information for candidates
  - page to house local job postings
  - FAQ and Contact information
- Will be drafting an endorsement letter for prospective candidates

## Finance

- Tax penalty reminders

## Public Works

- Snow Removal 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, Intergovernmental  
Relations and Communications  
Robert Osmond, CAO

Approved - 19 Jan 2023

Approved - 20 Jan 2023