



---

# Agenda

---

Call to Order

National Anthem

---

1.0 Additions to the Agenda

2.0 Adoption of Agenda

3.0 Corrections or Amendments:

3.1. November 23, 2016, Regular Meeting of Council Minutes 3-8

3.2. November 30, 2016, Special Meeting of Council Minutes 9-10

4.0 Adoption of:

4.1. November 23, 2016, Regular Meeting of Council Minutes

4.2. November 30, 2016, Special Meeting of Council Minutes

5.0 Delegations

5.1. S/Sgt. Malcolm Callihoo – November Stats 96-99

6.0 Decision Items Pages 11-69

6.1.	Councillor Long	2017 Interim Fee Schedule	11-20
6.2.	Councillor Shular	2017 Interim Budget	21-24
6.3.	Councillor Wheeler	2017 Cost of Living Adjustment for Out-of-Scope Employees	25-26
6.4.	Councillor Bossert	Retirement/Voluntary Separation Policy A-03-16	27-31
6.5.	Councillor Fredrickson	Mackenzie Avenue Pavement Rehabilitation	32-37
6.6.	Councillor Nadeau	Joint Venture Agreement between NorQuest College and the Town of Drayton Valley for the Clean Energy Technology Centre	38-51
6.7.	Councillor Long	Mayor's Advisory Committee Appointments	52-64
6.8.	Councillor Shular	Governance Options Review and Report	65-66
6.9.	Councillor Wheeler	Alberta Community Partnership Application – updating the Intermunicipal Development Plan	67-69

7.0	Department Reports	
7.1.	Engineering & Development	Ron Fraser
7.2.	Community Services & FCSS	Teresa Dunlop
7.3.	Economic Development	Eric Burton
7.4.	Emergency Services	Tom Thomson
7.5.	Administration	
	• Communications and Marketing	Tyler Russell
	• CAO Report	Dwight Dibben
8.0	Council Reports	
8.1.	Councillor Wheeler	
8.2.	Councillor Bossert	
8.3.	Councillor Fredrickson	
8.4.	Councillor Nadeau	
8.5.	Councillor Long	
8.6.	Councillor Shular	
8.7.	Mayor McLean	
9.0	Information Items	Pages 70-124
9.1.	Sustainability Committee Notes – October 2016	71-73
9.2.	Waste Management Committee Notes – October 2016	74-75
9.3.	Brazeau Seniors Foundation Board Minutes – September 2016	76-80
9.4.	Drayton Valley Municipal Library Board Minutes – September and October 2016	81-88
9.5.	Yellowhead Regional Library Board Minutes – June 2016	89-92
9.6.	STAR Catholic Board Highlights – November 2016	93
9.7.	Roger Coles Memorial Youth Sports Grant – Recipient Thank you	94
9.8.	Canada Communities in Bloom Certificate of Congratulations from MP Jim Eglinski	95
9.9.	Drayton Valley RCMP Stats – November 2016	96-99
9.10.	Pembina Physician Recruitment and Retention Committee – November 2016	100-104
9.11.	Asbestos Management Code of Practice	105-124
10.0	Adjournment	



## Meeting Minutes

### **THOSE PRESENT:**

Mayor McLean  
Deputy Mayor Bossert  
Councillor Nadeau  
Councillor Long  
Councillor Wheeler  
Councillor Shular  
Councillor Fredrickson  
Dwight Dibben, Chief Administrative Officer  
Annette Driessen, Director of Community Services  
Ron Fraser, Director of Engineering and Development  
Kevin McMillan, Assistant Director of Corporate Services  
Kamil Lasek, Deputy Fire Chief

Chandra Dyck, Legislative Services Coordinator  
Rita Bijeau, Executive Assistant  
Tyler Russell, Communications and Marketing Coordinator  
Mairi Smith, Revenue Manager  
Eric Burton, Economic Development Officer  
Christian Richman, Audio/Visual  
Justine Kimoden, Drayton Valley Western Review  
Laine Mitchell, CIBW Radio  
Pam Livingston  
Members of the Public

### **ABSENT:**

Tom Thomson, Director of Emergency Services

### **CALL TO ORDER**

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

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

There were no additions or deletions.

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

##### **RESOLUTION #198/16**

Councillor Long moved to adopt the November 23, 2016, Regular Meeting of Council Agenda, as presented.

**CARRIED**

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

##### **3.1. November 2, 2016, Regular Meeting of Council Minutes**

There were no corrections or amendments to the November 2, 2016, Regular Meeting of Council Minutes.

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

##### **4.1. November 2, 2016, Regular Meeting of Council Minutes**

##### **RESOLUTION #199/16**

Councillor Nadeau moved to adopt the November 2, 2016, Regular Meeting of Council Minutes, as presented.

**CARRIED**

## 5.0 Delegations

### 5.1. S/Sgt. Callihoo – October Stats

S/Sgt. Callihoo provided a detailed review of the RCMP activities and statistics during the month of October and advised that there will be check stops in the coming months for the Christmas season. RCMP membership is also looking into methods to mitigate the concerns arising from the temporary structures behind the recycling depot. Members continue to pass along information on the homelessness services that the individuals can access.

### 5.2. Weyerhaeuser – Pembina Timberlands – Bob Winship

Mr. Winship presented Council information on the development of a Forest Management Plan for the Pembina-Timberland area and advised that Council and Administration can provide feedback on the Plan. An Open House is being hosted tonight for the community to attend. Council asked for ongoing updates on the status of the Mountain Pine Beetle.

### 5.3. Carolyn Lychak – Waiver Request for Tax Roll 86001800

Ms. Lychak provided Council information regarding her request to waive the penalties accrued on the above-noted Tax Roll number. Mayor McLean explained that the municipality's only means of knowing a change in ownership has occurred is to have the legal representative notify the Town of the transaction. The Revenue Manager advised that there is a record of an ownership transfer from 2007, although nothing was received in 2011 when the ownership transferred to Ms. Lychak.

### 5.4. Employer Appreciation Presentation

As per the request on the Delegation Request Form, this presentation was made following Item 7.4.

## 6.0 Decision Items

### 6.1. Property Tax Penalty Waiver for Roll 86001800

#### **RESOLUTION #200/16**

Councillor Shular moved that Council denies the request of a waiver of any tax penalties for Tax Roll # 86001800.

**CARRIED**

*Mr. Dibben exited the meeting at 10:02 a.m.*

*Mayor McLean called a break at 10:02 a.m.*

*Mayor McLean reconvened to meeting at 10:21 a.m.*

### 6.2. Council Cost of Living Adjustment Waiver

#### **RESOLUTION #201/16**

Councillor Wheeler moved that Council approve the waiver of the 2017 Council Cost of Living Increase or adjustment.

**CARRIED**

### 6.3. Fired Up for the Holidays Insurance

#### **RESOLUTION #202/16**

Councillor Bossert moved that Council endorse the "Fired Up for the Holidays" event as an insured event.

**CARRIED**

6.4. Appointment of Town Financial Auditor

**RESOLUTION #203/16**

Councillor Fredrickson moved that Council approve retaining the services of Hawkings Epp Dumont LLP as financial auditor for the Town of Drayton Valley for a three-year (3) fiscal period for the calendar years 2016 through and including 2018.

**CARRIED**

6.5. Naming of Open Space Development (Old HW Pickup Grounds)

**RESOLUTION #204/16**

Councillor Nadeau moved that Council approve the name of the new park as "Discovery Park".

**CARRIED**

6.6. Specialized Transportation Letter of Support

**RESOLUTION #205/16**

Councillor Long moved that Council provide a letter of support for the grant application through the Medically At-Risk Driver Centre.

**CARRIED**

6.7. Fire Services – Level of Service Delivery Timeline Change

**RESOLUTION #206/16**

Councillor Shular moved that Council approve a time change in the Level of Service Delivery Program timeline for medical response from beyond 2018 to the current year of 2016.

**CARRIED**

6.8. Fire Services/Rescue Pumper

**RESOLUTION #207/16**

Councillor Wheeler moved that Council approve the expenditure of \$207,119.50 for the Town's portion of the fire rescue/pumper truck for Station 3, subject to the approval of the same amount by Brazeau County Council, for a total cost of \$764,239.00 plus GST if applicable; and that Council approve the awarding of the tender to Fort Garry Fire Trucks in the amount of \$764,239.00, plus GST if applicable, for the fire rescue/pumper truck for Station 3; and that Council approve the carry forward of funds into the 2017 budget for the Fire Services fire rescue/pumper truck for Station 3 in the amount of \$130,825.50.

**CARRIED**

6.9. 60<sup>th</sup> Anniversary Grant Policy

**RESOLUTION #208/16**

Councillor Bossert moved that Council approve the Town of Drayton Valley 60th Anniversary Grant Policy A-06-16, as presented.

**CARRIED**

**7.0 Department Reports**

7.1. Engineering and Development

Mrs. Martin provided Council a report on the activities within Planning and Development.

Mr. Fraser advised Council on the following items:

- Bill Adams has assumed management of Public Works with Paul Mah being no longer with the Town;
- 50<sup>th</sup> Street Area Structure Plan is out for feedback from the community;

- Initial drafts for the Deby Lands and Bio-Mile Area Structure Plans are complete, however require additional work; and
- The Women in Leadership Program is coming together for the New Year.

7.2. Community Services & FCSS

Ms. Driessen advised Council of the following:

- Wild Rose School Division has accepted the proposal for the Early Childhood Development Centre Kindergarten Program starting in September of 2017;
- Recognized volunteers who assisted with putting in the ice on the outdoor rink. Requested that the public please not go on the ice until it is completed; and
- FCSS will be applying for a grant to get funds to develop a business plan for a specialized transportation project.

***Deputy Mayor Bossert exited the meeting at 11:12 a.m.***

***Deputy Mayor Bossert returned to the meeting at 11:18 a.m.***

7.3. Economic Development

Mr. Burton provided Council a report on the Chamber of Commerce meeting and a recent Bio-Industrial Roundtable. Mr. Burton advised that the Chamber of Commerce is interested in presenting an update to Council at a future meeting.

***Mayor McLean exited the meeting at 11:10 a.m.; Councillor Nadeau assumed the role of Chair.***

***Mayor McLean resumed chairing the meeting at 11:23 a.m.***

7.4. Emergency Services

Deputy Fire Chief Lasek provided Council a detailed report on the activities of Fire Services for the month of October and a report on Fire Prevention Month activities.

**5.0 Delegations**

5.4 Employer Appreciation Presentation

Deputy Fire Chief Lasek expressed gratitude to the Town of Drayton Valley for encouraging employees to volunteer for Drayton Valley Brazeau County Fire Services. A plaque recognizing the Town's contribution was presented to Council.

**7.0 Department Reports (Continued)**

***Councillor Long exited the meeting at 11:37 a.m.***

***Councillor Long returned to the meeting at 11:41 a.m.***

7.5. Administration

- Communications and Marketing

Mr. Russell advised Council of the following:

- Participatory Budget;
- Strategic Communications and Marketing Plan; and
- Work with community groups to ensure the maximization of the use of the events calendar of the website.

- CAO Report

Mr. Dibben was absent from this portion of the meeting.

**8.0 Council Reports**

8.1. Councillor Shular

- No report at this time.

8.2. Councillor Wheeler

- Evening of Gratitude hosted by the Drayton Valley Community Foundation
- Bio-Industrial Roundtable
- Christmas Santa Parade
- Drayton Valley Health Services Foundation Gala
- Healthy Communities Coalition Meeting

8.3. Councillor Bossert

- Evening of Gratitude hosted by the Drayton Valley Community Foundation
- November 7<sup>th</sup> – Homelessness and Poverty Reduction Committee Meeting
- Bio-Industrial Roundtable
- Clean Energy Technology Centre Committee Meeting
- Cheque presentation from Gregg Distributors at the newly named “Discovery Park”

8.4. Councillor Fredrickson

- Social Sustainability Course through the University of Augustana
- Waste Management Committee Meeting

8.5. Councillor Nadeau

- November 10<sup>th</sup> – Economic Development Committee Meeting
- November 10<sup>th</sup> – Legacy Committee Meeting
- November 11<sup>th</sup> – Remembrance Day Ceremony
- November 18<sup>th</sup> – Clean Energy Technology Centre Committee Meeting

8.6. Councillor Long

- Evening of Gratitude hosted by the Drayton Valley Community Foundation
- Yellowhead Regional Library Board Meeting
- Municipal Library Board Meeting
- Economic Development Committee Meeting
- Breakfast with the Guys
- Bio-Industrial Round Table
- Drayton Valley Health Services Foundation Gala

8.7. Mayor McLean

- Cheque presentation from Gregg Distributors at the newly named “Discovery Park”
- HW Pickup discussion on governance
- Opening of 43<sup>rd</sup> Avenue
- November 10<sup>th</sup> – Holy Trinity Academy Remembrance Day Service
- November 11<sup>th</sup> – Remembrance Day Services
- November 18<sup>th</sup> – Clean Energy Technology Centre Committee Meeting
- Christmas Santa Parade

**9.0 Information Items**

- 9.1. RCMP Stats – October 2016
- 9.2. Waste Management Committee Notes – March, June, September 2016
- 9.3. Economic Development Committee Notes – October 2016
- 9.4. Councillor Long's Conference Report – AUMA
- 9.5. Councillor Nadeau's Conference Report – AUMA
- 9.6. Councillor Fredrickson's Conference Report – Travel Alberta Industry Conference
- 9.7. Legacy Project Notes – October 2016
- 9.8. Pembina Area Physician Recruitment Committee Notes – January-October 2016 and Annual General Meeting Notes
- 9.9. Library Board Minutes – May 2016
- 9.10. Universal Child's Day Proclamation
- 9.11. Councillor Long's Conference Report – Yellowhead Regional Library Conference
- 9.12. Certificate of Appreciation from Wood Buffalo County
- 9.13. Drayton Valley Brazeau County Fire Services – October Stats

**RESOLUTION #209/16**

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

**CARRIED**

**10.0 Adjournment**

**RESOLUTION #210/16**

Councillor Long moved that Council adjourn the November 23, 2016, Regular Meeting of Council at 12:03 p.m.

**CARRIED**

\_\_\_\_\_  
MAYOR

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



---

## Meeting Minutes

---

### **THOSE PRESENT:**

Mayor McLean  
Councillor Nadeau  
Councillor Shular  
Councillor Wheeler  
Councillor Long  
Councillor Bossert  
Councillor Fredrickson  
Dwight Dibben, Chief Administrative Officer

Ron Fraser, Director of Engineering and Planning  
Kevin McMillan, Assistant Director of Corporate Services  
Chandra Dyck, Legislative Services Coordinator  
Rita Bijeau, Executive Assistant

### **ABSENT:**

#### **1.0 CALL TO ORDER**

Mayor McLean called the meeting to order at 2:40 p.m.

#### **2.0 Signing of Waiver**

Members of Council signed the waiver to hold the Special Meeting of Council.

#### **3.0 Adoption of Agenda**

##### **RESOLUTION #211/16**

Councillor Long moved to adopt the Agenda for the May 30, 2016, Special Meeting of Council as presented.

**CARRIED**

#### **4.0 Decision Items**

##### **4.1 Curbside/Roadside Collection and Disposal of Recyclables and Waste Contract**

##### **RESOLUTION #212/16**

Councillor Fredrickson move that Council approves the Administration to enter into a contract for Curbside/Roadside Collection and Disposal of Recyclables and Waste with a service provider for a term of up to five (5) years, for a total cost over the term not to exceed \$1,650,000.00, plus GST, commencing January 1, 2017.

**CARRIED**

#### **5.0 Adjournment**

##### **RESOLUTION #213/16**

Councillor Shular moved that Council adjourn the November 30, 2016, Special Meeting of Council at 2:46 p.m.

**CARRIED**

---

MAYOR

---

CHIEF ADMINISTRATIVE OFFICER

## WAIVER OF NOTICE FOR SPECIAL MEETING OF DRAYTON VALLEY TOWN COUNCIL

As per Section 194 of the M.G.A., Revised Statutes of Alberta 2000, Chapter M-26, the Drayton Valley Town Council hereby waives notice of a Special Meeting to be held on November 30, 2016, at 2:30 p.m. at the Civic Centre, 5120-52 Street, Boardroom Two for the following purpose:

Council to award the:

- a. Request for Proposals - Curbside/Roadside Collection and Disposal of Recyclables and Waste Contract

The following consent to the "Waiver of Notice" for the above purpose, signed this 30<sup>th</sup> day of November, 2016.

---

  
Mayor Glenn McLean

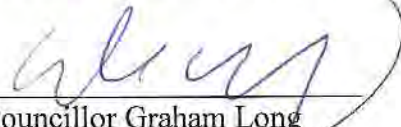
---

  
Councillor Dean Shular

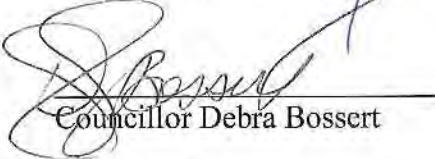
---

  
Councillor Nicole Nadeau

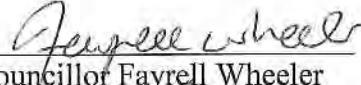
---

  
Councillor Graham Long


---

  
Councillor Debra Bossert

---

  
Councillor Fayrell Wheeler

---

  
Councillor Brandy Fredrickson

<b>AGENDA ITEM: 6.1</b>	<b>TOWN OF DRAYTON VALLEY 2017 INTERIM FEE SCHEDULE - APPROVAL</b>
<b>Department:</b>	<b>Finance</b>
<b>Presented by:</b>	<b>Councillor Long</b>
<b>Support Staff:</b>	<b>Kevin McMillan, Senior Financial Officer</b>

**BACKGROUND:**

In conjunction with the 2017 Budget considerations, Administration from each Town facility and department has reviewed its respective fees for the coming year. The 2017 Interim Fee Schedule reflects minimal adjustments to recreation and development fees to maintain affordability. Further, the Interim Fee Schedule includes those fees which are applicable through the Clean Energy Technology Centre for the variety of services offered through that facility.

Administration presents the attached 2017 Interim Fee Schedule for Council's consideration and adoption, with the intention that same shall be implemented January 1, 2017.

**TOWN OF DRAYTON VALLEY**

**2017 INTERIM FEE SCHEDULE**



1.1	<b>LICENSES / SERVICES - GST EXEMPT</b>		
	NSF Cheque Charges		50.00
1.2	<b>PAPER SERVICES - GST INCLUDED</b>		
	Photocopying	<b>Black &amp; White</b>	<b>Colour</b>
	8.5 x 11 paper	0.25	0.80
	8.5 x 14 paper	0.25	0.80
	11 x 17 paper	0.90	1.50
	Facsimile		2.00 / page
1.3	<b>PROMOTIONAL ITEMS - ADD GST</b>		
	Town Pins - less than 10		2.50 each
	Town Pins - 10 or more		2.00 each
	Town Pins - Non Profit Groups		1.00 each
	Pulling Together Picture - Small		30.00
	Pulling Together Picture - Large		40.00
	Video		10.00
1.4	<b>PROFESSIONAL SERVICES - ADD GST</b>		
	Administration Officer		150.00 / hour
	Professional Engineer		125.00 / hour
	Finance Officer		125.00 / hour
	Recreation Director		125.00 / hour
	Development Officer		100.00 / hour
	Project Engineer / Manager		75.00 / hour
	Technician/Technologist		75.00 / hour
	Administrative Support		50.00 / hour
	*FOIP fees and fee estimates are generated using the FOIP Regulation (Schedule 2)		
1.5	<b>ROOM RENTALS - ADD GST</b>		
	Conference Room # 1		40.00 / half day or 70.00 / day
	Conference Room # 2		40.00 / half day or 70.00 / day
	Projector- LCD (In-house only)		40.00 / hour or 200.00 / day
	Council Chambers		70.00 / half day or 120.00 / day
1.6	<b>TAX RECOVERY - GST EXEMPT</b>		
	Proceedings Fee		80.00
	Tax Certificate		25.00
	Tax Search		5.00
	<b>Assessment Appeal Filing</b>		
	<b>Category of Complaint</b>		
	Residential 3 or fewer dwellings & farmland		50.00
	Residential 4 or more dwellings		300.00
	Non-residential (assessed value under \$2 million)		300.00
	Non-residential (assessed value over \$2 million)		650.00
1.7	<b>ANIMAL CONTROL - DOG - GST EXEMPT</b>		
	Licence - Spayed Female and/or Neutered Male		25.00 / year
	Licence - Male or Female Animals		*75.00 / year
	Impound Fees		25.00 first day; 15.00/day thereafter
	Destruction of Animal		Amount Expended
	Veterinary Fees		Amount Expended
	Adoption Fees		50.00
	Replacement Tag		5.00
	<b>ANIMAL CONTROL - CAT</b>		
	Licence - Spayed Female and/or Neutered Male		15.00 / year
	Licence - Male or Female Animals		*45.00 / year
	Impound Fees		25.00 first day; 15.00/day thereafter
	Destruction of Animal		Amount Expended
	Veterinary Fees		Amount Expended
	Adoption Fees		50.00
	Replacement Tag		5.00
	<b>*If, during the course of the year for which a breeding animal license has been issued, proof of spay or neuter of the licensed animal, in a form acceptable (ie. Veterinarian receipt), is provided to the Town, the Town shall reimburse the owner the monetary difference of an altered animal license versus a breeding animal license.</b>		
1.8	<b>BUSINESS LICENSES - GST EXEMPT</b>		
	Transfer of ownership or change of name		25.00
	Transfer of business location		50.00
	Hawker / Peddler - Daily		150.00 / day
	Hawker / Peddler - Annual		1,500.00 / year
	Local Business		100.00 / year (50.00 after July)
	Rural resident (within 5m radius of town boundary)		150.00 / year (75.00 after July)
	Non-resident (outside of 5m radius of town boundary)		300.00 / year (150.00 after July)
	Reinstate license		25.00
	Adult business		1,000.00 / year (500.00 after July)

## 2.0 AIRPORT

2.1	<b>HANGAR LEASES - ADD GST</b>		
	Private		1.10 / sq. m.
	Commercial		1.50 / sq. m.

3.1 PERMITS - GST EXEMPT		Development	Building
<b>Residential Developments</b>			
Single family homes, duplexes, triplexes, fourplexes, including modular homes and mobile homes (not located in mobile home parks), with or without attached garage		150.00	Total square footage of all floors x \$0.60
Deck / patio / balcony - over 2 feet from the ground		30.00	60.00
Portable carports/garages		50.00	60.00
Basement development		30.00	60.00
<b>Commercial Developments</b>			
Principle Building & Secondary Use Buildings, including residential developments greater in capacity than a fourplex.		300.00, plus 500.00 per residential unit	9.00 per 1,000 construction value
<b>Accessory Buildings/Structures</b>			
Detached garage		100.00	100.00
Shed, greenhouse, storage building, etc.		25.00	(over 110 sq. ft.) 50.00
Permanent hot tub or pool		25.00	50.00 minimum
Radio / TV antenna / satellite dish (large)		25.00	50.00 if attached Free if free standing
Signs - permanent		45.00	55.00
Signs - temporary		25.00	50.00
Demolition / moving		50.00	75.00
Excavation, tree removal, top soil stripping, site preparation and/or service installation			250.00
Retaining wall 4' & over		25.00	50.00
As-built / penalty		Double the permit fees up to a maximum of \$5,000.00	
* 4% Safety Code fee is applied to all Building Permits, in addition to the permit fee. Safety Code fee is a minimum of \$4.50 and a maximum of \$560.00			
** Refund of Building Permit Fees - If the construction does not begin within 120 days from the date of the permit issued or the project is abandoned, the applicant can apply for a refund for the portion of the building permit. Non Refundable Fee: 15% of assessed permit fee or minimum of 25.00 (whichever is higher).			
*** A fee will be charged for an amendment to an application received during the Development Officer's consideration of the original Development/Building Permit Application submitted. This fee will be levied at the discretion of the Development Officer, but in no case will it exceed the original permit application fee.			
**** A fee similar to that charged for the original Permit will be levied for any amendments to a Development/Building Permit Application received <i>after</i> issuance by the Development Officer, as such amendment will be deemed a new application.			
***** For commercial developments, the Applicant shall provide the fair market "construction value" on its application. If, in the opinion of the Development Officer, the "construction value" entered on the application seems low, the Development Officer shall have the full right to amend the "construction value" of the development to its fair market value.			

3.2 FEES - GST EXEMPT			
Discretionary Use notification fee			200.00
Time Extension Application for Development Permit			100.00
Compliance Certificate - 3 working days (expedited)			200.00
Compliance Certificate - 7 working days (standard)			100.00
Re-zoning Application			500.00
ASP Adoption Application			800.00
ASP Amendment Application			600.00
Variance Application Fee		50.00 if variance is within 30% permitted by Development Authority; 200.00 if variance is greater than 30% permitted by Development Authority and requires Council approval	
Preparation of Development Agreement			1,000.00
Preparation of Easements, Caveats, Rights-of-way and other agreements			200.00 per agreement
Encroachment Agreement Fee		200.00 (town prepares & registers agreement) 50.00 (applicant's lawyer prepares & registers agreement)	
Discharges (per discharge)			35.00
Road Closure Application			500.00
Non-statutory Public Hearing or Open House			250.00
Development Appeal			300.00
Bylaw Amendment			500.00
New Business License Application			100.00
Business License		As per Business License Bylaw	
Business License - Daily Contractor			50.00 / day
Copies of Land Use Bylaw, Minimum Design Standards			40.00
File search fee			50.00
Extensive file search fee			100.00
Rush file search fee		Double the standard fee noted above	
* Miscellaneous services, such as file searches, shall be charged on a case-by-case basis, at the discretion of the Development Officer			
** All file search requests must be submitted in writing (fax, delivery and e-mail are acceptable). Turnaround time for the file search results is estimated as two-to-three business days, rush requests are one business day.			

3.3 MAPS - GST EXEMPT			
<b>Printed Map Products</b>			
Map Booklets:			
Address			15.00
Legal			15.00
Zoning			20.00
Legal/Zoning			25.00
Wall Maps			
Address			20.00
Legal			20.00
Zoning			30.00
Legal/Zoning			35.00
* Minimum 48 hours notice for printed requests, minimum 24 hours notice for digital requests			

#### 4.0 CEMETERY

		2017	
		Resident	Non-Resident
<b>4.1 LEASE OF BURIAL RIGHTS-ADD GST</b>			
Adult		350.00	441.00
Perpetual Care		173.00	216.00
Child		211.00	264.00
Perpetual Care		103.00	130.00
Infant		141.00	176.00
Perpetual Care		69.00	88.00
Cremation		211.00	264.00
Perpetual Care		103.00	132.00
Veteran		140.00	176.00
Perpetual Care		69.00	88.00
<b>4.2 OPENING AND CLOSING-ADD GST</b>		<b>Summer</b>	<b>Winter</b>
Adult		550.00	750.00
Adult - Weekends, holidays and after 4 pm		750.00	950.00
Child		300.00	375.00
Infant		200.00	275.00
Cremated remains		250.00	450.00
Cremated remains - Weekends, holidays and after 4 pm		350.00	550.00
Scattering of ashes		200.00	200.00
<b>4.3 MISCELLANEOUS - ADD GST</b>			
Concrete vault			Cost + 10%
Disinterment			370.00
Monument Permit Fee			40.00
Travelling time - Rocky Rapids			160.00
Travelling time - Easyford			240.00

#### 5.0 LIBRARY

<b>5.1 MEMBERSHIP FEES - GST EXEMPT</b>		Resident	Non Resident
Family		Free	20.00
Adult		Free	10.00
Student (Grade 1 - 12) under 18		Free	5.00
Senior Citizen		Free	5.00
<b>5.2 PAPER SERVICES - GST INCLUDED</b>		<b>Black &amp; White</b>	<b>Colour</b>
Photocopying with Paper (8.5 x 11)		0.25	0.80
Photocopying with Paper (8.5 x 14)		0.25	0.80
Laminating (8.5 x 11)		1.00	

#### 6.0 OMNIPLEX

<b>6.1 ARENA FEES - GST INCLUDED</b>			
<b>Public Skating</b>			
All ages			Free
<b>Kid Skate (Ages 5 and under)</b>			
Drop in (per child)			3.00
<b>Shinny Practice (Ages 12 and under)</b>			
Drop in (per child)			3.00
<b>Shinny Game (Ages 13 - 18)</b>			
Drop in (per child)			4.50
<b>Morning &amp; Noon Hockey (Ages 19 and up)</b>			
Drop in (per adult)			5.75
Season Pass (per adult)			93.00
<b>6.2 ICE RENTAL RATES - ADD GST/HR RATE</b>			
Youth -under 18 yrs.		<b>Jan-to-April</b>	<b>Aug-to-Dec</b>
Prime Rate (2pm-12am weekdays, and all day weekends)	per hour	88.75	91.50
Non-prime Rate (weekdays only 6am-2pm)	per hour	63.00	65.00
Adult Sports			
Prime Rate (2pm-12am weekdays, and all day weekends)	per hour	161.75	166.75
Non-prime Rate (weekdays only 6am-2pm)	per hour	113.50	117.00
Group (adult & youth)			
Prime Rate (2pm-12am weekdays, and all day weekends)	per hour	123.75	127.50
Non-prime Rate (weekdays only, 6am-2pm)	per hour	86.50	89.25
Schools			
Hourly Rate (weekdays only, 8am-3:30 pm)	per hour	55.75	57.50
Thunder - Practice			
Prime Rate (2pm-12am weekdays, and all day weekends)	per hour	103.00	106.25
Non-prime Rate (weekdays only 6am-2pm)	per hour	72.25	74.50
Thunder weekday only 3pm-4:30pm	per hour	77.25	79.50
Thunder - Games & Camps			
Games	per hour	150.50	155.00
Camps	per hour	103.00	106.25

## 6.0 OMNIPLEX CONTD.

6.3 OMNI I & II - ADD GST		Adult (19+)	Non-Profit	Youth
<b>Daily Rates</b>				
Omni I PAD with lobby		950.00	760.00	570.00
Omni II PAD with lobby		900.00	720.00	540.00
Omni I lobby		335.00	270.00	200.00
Omni II lobby		335.00	270.00	200.00
Omni I & II lobby		560.00	450.00	335.00
<b>Hourly Rates</b>				
Omni I or II PAD with lobby (4 hour max)		90.00	72.00	54.00
Omni I lobby (4 hour max)		67.00	53.50	40.00
Omni II lobby (4 hour max)		67.00	53.50	40.00
<b>Farmers Market</b>				
Omni I & II lobby, daily with no setup		180.00		
Omni I & II lobby, daily with setup and takedown		275.00		

6.4 OMNI III - PAD/LOUNGE/KITCHEN/MEETING ROOM - ADD GST		Adult (19+)	Non-Profit	Youth
<b>Daily Rates</b>				
Lounge - Kitchen not included		335.00	268.00	200.00
Lounge - Kitchen included		480.00	385.00	290.00
Kitchen - Lounge not included		195.00		118.50
Meeting Room		85.00		51.50
Omni III PAD		565.00	450.00	335.00
PAD, Kitchen and Lounge		900.00	720.00	540.00
<b>Hourly Rates</b>				
Lounge - Min 2hr, Max 4hr - Kitchen not included		55.00		35.00
Meeting Room - 4 hour rental		55.00		35.00
Omni III PAD - 4 hours max		67.00	54.00	41.25
<b>Farmers Market</b>				
Daily rate with no setup		230.00		
Daily rate with setup and takedown		325.00		

6.5 ADDITIONAL ITEMS - ADD GST			Non-Profit	Regular
Coffee service - Pot	per pot			15.00
Coffee service - Urn Set	per set			50.00
Coffee urn (urn only)	per unit		10.00	12.00
Corkage	per person			2.25
Cow wash bay	per animal			25.00
Delivery/pick-up of equipment (in-town only)	per trip			55.00
Draping - 4'	per drape			1.55
Draping - 8'	per drape			2.30
Extra cleaning	per hour			40.00
Fridge - Daily rate	daily			25.00
Horse riding	per horse			15.00
Lobby extra setup (For any additional setup over the standard 2 tables & 8 chairs for those renting the pad with lobby included. The lobby alone hourly rate has setup included)	per hour			40.00
Metal stage	per section			22.00
Overnight staff (per person/per hour)	per hour			40.00
Podium (on-site events)				Free
Portable sound system (on-site only)				Free
Power box - Daily rate	per unit			26.00
Projector and screen - Daily rate	per unit			50.00
Projector Screen 8' (on-site only)	per unit			15.00
Running your own bar (no glassware included)	daily		150.00	200.00
Sandwich boards	per unit			5.50
Table skirting	per skirt			3.60
Tables - Daily rate	per table		7.25	8.75
Ticket booths	per unit			26.00
Whiteboard easel - Daily rate	per unit			10.00

6.6 GYMNASIUM - ADD GST		Adult (19+)	Non-Profit	Youth
Boxing - Daily		155.00	128.75	103.00
Boxing - Hourly (4 hour max)		41.00	36.00	25.75
Boxing Club		25.75		
Alive 55+ Program		25.75		

6.7 ICE ADVERTISING - ADD GST				
Display case Omni I - Lobby	per month			200.00
Display case Omni I - Track area	per month			50.00
Display case Omni II - Lobby	per month			75.00
Omni II advertisement 3' x 4' - Prime	per year			525.00
Omni II advertisement 3' x 4' - Non Prime	per year			265.00
Omni II advertisement 3' x 8' - Prime	per year			950.00
Omni II advertisement 3' x 8' - Non Prime	per year			525.00

6.8 OMNIPLEX - OTHER SERVICES				
Cage Rental - Tunnel (add GST)	per month			25.00
Pro Shop - Commercial (add GST)				Contract basis
<b>Office</b>				
Photocopying - Black & White (GST included)	per page			0.25
Photocopying - Colour (GST included)	per page			0.80
Facsimile - Incoming (GST included)	per page			0.25
Facsimile - Outgoing local (GST included)	per page			0.50
Facsimile - Outgoing long distance (GST included)	per page			1.00
Whiteboard Paper Pad (GST included)	per pad			Market price

7.1 POOL FEES - GST INCLUDED				
Pool	Adult (19+)	Student	Preschool	Family
Yearly	381.25	241.00	117.00	481.00
6 Months	268.00	169.00	82.00	337.00
3 Months	171.50	108.75	53.00	216.75
Monthly	63.75	41.25	19.50	80.50
PAP Yearly (monthly pre-authorized payment, one year contract)	38.25	24.75		48.50
PAP Monthly (monthly pre-authorized payment, no contract)	54.25	35.00		68.50
10 Visit Punch Pass	56.25	38.25	27.00	135.00
Drop-in	6.25	4.25	3.00	15.00
<b>Combined Pass (Pool and Fitness Centre)</b>				
Yearly	535.00	357.00		1,145.00
6 Months	375.00	250.00		800.00
3 Months	241.00	160.00		515.00
Monthly	89.75	60.00		190.50
PAP Yearly (monthly pre-authorized payment, one year contract)	53.75	36.00		113.50
PAP Monthly (monthly pre-authorized payment, no contract)	76.00	51.25		162.00

7.2 PROGRAM FEES - GST EXEMPT				
<b>Program Fees - 10 Lessons</b>				
Starfish - Up to 12 Months				48.50
Ducks - Up to 24 Months				48.50
Seaturtle - Up to 36 Months				48.50
Seotters - 3 to 5 years				63.00
Salamander, Sunfish, Crocodile, Whale - 3 to 5 years				48.50
Levels 1 to 6 - 5 and up				48.50
Levels 7 to 10 - 5 and up				63.00
Adult Lessons				63.00
Boat Book				21.50
Boat Exam (if failed)				1.00
Boat Exam (if passed)				42.50
Private lessons (per half hour)	per 1/2 hr			36.00
School lessons (during school hours)	per child			29.50
<b>Lifeguard Club</b>				
1 day a week (September to December)		<b>Junior</b>	<b>Senior</b>	
2 days a week (September to December)		258.00	258.00	
1 day a week (September to March)		410.00	410.00	
2 days a week (September to March)		345.00	345.00	
Dolphins - 1 day a week (September to December)		690.00	690.00	
Dolphins - 2 days a week (September to December)		85.00		
		170.00		

7.3 FITNESS PROGRAMS - GST INCLUDED				
<b>Aquapump</b>				
Yearly				409.00
6 Months				286.50
3 Months				184.25
Monthly				68.25
PAP Yearly (monthly pre-authorized payment, one year contract)				46.00
PAP Monthly (monthly pre-authorized payment, no contract)				57.75
10 Visit Punch Pass				79.00
Drop-in				8.75
<b>Arthritic - Senior (65+) / Disabled</b>				
Yearly				381.25
6 Months				268.00
3 Months				171.50
Monthly				63.75
PAP Yearly (monthly pre-authorized payment, one year contract)				38.25
PAP Monthly (monthly pre-authorized payment, no contract)				54.25
10 Visit Punch Pass				55.75
Drop-in				6.25

7.4 RENTAL RATES - GST INCLUDED				
Preschool Area (includes hot tub and sitting area)	per hour			38.25
Birthday Bash (during public swim, up to 11 swimmers, includes sitting area)	two hours			61.25
Whole Pool Rental	per hour			157.25
Extra Lifeguards	per hour			36.00
<b>Swim Clubs</b>				
Whole Pool Rental	per hour			87.50
5 Lanes	per hour			54.00
4 Lanes	per hour			51.25
3 Lanes	per hour			48.25
2 Lanes	per hour			45.50
1 Lane	per hour			42.25

<b>8.1 WEST VALLEY PARK - ADD GST</b>		
Rodeo Grounds (day rate)		242.00
Parking lot area		242.00
<b>DV Annual Lions Rodeo</b>		
Midway Area (day rate)		120.00
Damage Deposit		340.00

<b>8.2 CAMPGROUNDS* - GST INCLUDED</b>		
		<b>Per day</b>
Full service		40.00
Power only		25.00
Unserviced		20.00
Group site up to 10 trailers (power only)		200.00

\*All fees listed include a 3% Destination Marketing Fee

<b>8.3 BALL DIAMONDS AND SOCCER FIELDS</b>		
<b>User Group - Practice/Game/Tournament</b>		
Youth (person / per season)		4.00
Adult (person / per season)		7.00
<b>Occasional Bookings</b>		
Weekday use (per diamond/field)		25.00
Weekend use - Friday/Saturday/Sunday (per diamond/field)		50.00
Washrooms at West Valley Park		60.00
Bleacher rental (per bleacher/per day) - West Valley Park only		60.00
Extra cuts/maintenance (per diamond/field)		25.00
Extra cleaning cost (per person/per hour)		40.00
*User groups minor ball, girls slow pitch, slow pitch & soccer		
**Cleanup deposit equal to the rental fee		

9.0 TOTAL WORKS FITNESS CENTRE

<b>9.1 FITNESS CENTRE - GST INCLUDED</b>			
<b>Fitness Centre Pass</b>	<b>Adult (19+)</b>	<b>Student</b>	<b>Family</b>
Yearly	445.00	310.00	1,040.00
6 Months	310.00	217.00	730.00
3 Months	200.00	140.00	470.00
Monthly	74.25	51.50	173.75
PAP Yearly (monthly pre-authorized payment, one year contract)	44.25	31.00	103.00
PAP Monthly (monthly pre-authorized payment, no contract)	63.00	44.00	147.50
10 Visit Punch Pass	65.00	45.50	
Drop-in	8.25	5.75	
<b>Combined Pass (Pool and Fitness Centre)</b>			
Yearly	535.00	357.00	1,145.00
6 Months	375.00	250.00	800.00
3 Months	241.00	160.00	515.00
Monthly	89.75	60.00	190.50
PAP Yearly (monthly pre-authorized payment, one year contract)	53.75	36.00	113.50
PAP Monthly (monthly pre-authorized payment, no contract)	76.00	51.25	162.00
Schools - Per hour	50.00		
Locker - Monthly	6.00		
Locker - Annually	60.00		

<b>9.2 INDOOR TRACK - GST INCLUDED</b>			
<b>Passes</b>		<b>Adult (19+)</b>	<b>Student</b>
Yearly		165.00	117.00
6 Months		115.50	82.00
Monthly		27.50	19.50
10 Visit Punch Pass		30.75	23.50
Drop In		4.50	3.50
Preschool (5 and under)			Free
55 Alive (55+)			Free
Schools - hourly rate	per hour		17.00

<b>9.3 RACQUET COURTS - GST INCLUDED</b>			
<b>Passes</b>		<b>Adult (19+)</b>	<b>Student</b>
Yearly		250.00	176.25
Monthly		42.50	29.50
10 Visit Punch Pass		37.00	22.75
Drop - In		5.50	3.25

10.0 PUBLIC WORKS

<b>10.1 PUBLIC WORKS - ADD GST</b>		
Subcontractor Invoices / Materials / Supplies		Cost + 10%
Snow Hauling Permit		58.00 / season / per truck
Equipment and service rates		*per Alberta Road Builder Rates
Rural Residential Snow Clearing		*per Alberta Road Builder Rates (min. \$25.00)

<b>10.2 VEHICLE IMPOUNDMENT - ADD GST</b>		
First 24 hours or part thereof		35.00
Charge for next 24 hrs. or part thereof		30.00
Vehicle Removal Charge		Towing + 10%

11.1 CHILDCARE SERVICES - GST INCLUDED		Jan-Sept	Sept-Dec
Registration fees		65.00	65.00
Waiting List fee		50.00	50.00
12 - 18 months (per month)		900.00	918.00
19 - 36 months (per month)		875.00	892.00
3 - 4.5 years (per month)		855.00	872.00
4.5 years and up (per month)		812.00	828.00
Drop-in Care (per day)		55.00	55.00
Mighty Learners (per month)			435.00
Additional After Kindergarten Care (non-Mighty Learner) (per month)			150.00
Professional Development (daily rate)			55.00
11.2 DAY HOME		Jan-Sept	Sept-Dec
<b>Charged to providers</b>			
Registration Fee(paid to Agency) per child		65.00	65.00
Provider Administration Fee		35.00/child/month	35.00/child/month
Provider Administration Fee(child attends 6 days or less)		15.00/child/month	15.00/child/month
Provider Administration Fee Hourly OSC		15.00/child/month	15.00/child/month
Provider Back Up Care Rate		45.00/child/day	45.00/child/day
Parent Monitoring Fee		20.00/child/month	20.00/child/month
Wellness Drop-in Care Fee		10.00/child/hour	10.00/child/hour
<b>NOTE: Children registered as full time, as defined in the Parent Handbook, will be charged for all days booked including Statutory Holidays</b>			

## 12.0 MACKENZIE CONFERENCE CENTRE

12.1 RENTAL RATES - ADD GST		Regular	Non-profit
Full Hall - weekday		550.00	440.00
Full Hall - weekend day (Fri, Sat & Sun)		800.00	640.00
Half Hall - weekday		450.00	360.00
Half Hall - weekend day (Fri, Sat & Sun)		600.00	480.00
Additional staff / bartenders (per person)	per hour	22.00	
Coffee/tea service (1 urn of each)	per set	50.00	
Corkage (unlimited fountain pop)	per person	2.25	
Flip-chart easel	per easel	10.00	
Juice	per litre	4.00	
Kitchen rental w/ external catering (included supervisor)	per hour	70.00	
Kitchen rental w/ in-house catering	per hour	40.00	
MCC provided Bar Service		Must make minimum of \$500	
Meetings (up to 50 people - Min 2 hr., Max 4 hr.)	per hour	125.00	
Portable stage	per section	22.00	
Projector screen - Included in hall rental			
Running your own bar (glassware, portable bar x2 & fridge x2 included)		250.00	
Setup day before or take down (max 4 hr.)	per hour	40.00	
Telescopic easel		5.00	
Use of additional projectors (one projector included in rental)	per day	100.00	
Video conferencing	per day	125.00	
*Damage fee is the same as the booking rate and must be paid separately.			
**Reference to internal caterer means that the user is using the Town's contracted caterer.			
***Weekday means (Monday - Thursday), Weekend means (Friday - Sunday).			

## 13.0 FIRE DEPARTMENT FEE SCHEDULE

13.1 OPERATIONS - GST INCLUDED		
Gelco 100 per kg		46.00
Gelco 200 per kg		70.00
Foam - per pail		105.00
Fireworks permits		10.00
13.2 SPECIAL OPERATIONS - APPARATUS* - GST INCLUDED		
381 Command Truck - per hour		80.00
382 Command Truck - per hour		80.00
351 Aerial Apparatus - per hour		415.00
342 Pumper - per hour		415.00
*Includes staffing		
13.3 FIRE INSPECTION REPORT - GST INCLUDED		
Lawyer or Realtor Agency request		80.00
Occupancy Load Certification		80.00
Environmental scans		80.00
13.4 FIRE REPORTS - GST INCLUDED		
Insurance company requests		80.00
13.5 FALSE ALARMS - GST INCLUDED		
First false alarm within a year		80.00
Second false alarm within a year		260.00
Third and all subsequent false alarms within a year		500.00
13.6 CAMPS		
Kids Camp Registration		80.00

## 14.0 UTILITIES

<b>14.1 WATER</b>		
Residential consumption charge per m3 - inside town boundary		1.85
Residential consumption charge per m3 - outside town boundary		1.85
Commercial consumption charge per m3 - inside town boundary		1.85
Commercial consumption charge per m3 - outside town boundary		1.85
Consumption charge unmetered - inside town boundary	per month	40.00
Consumption charge unmetered - outside town boundary	per month	40.00
Sustainability Initiative per m3		0.11
Basic fixed charge	per month	15.25
Bulk water per m3		5.95
Meter rental		115.00
Service connection fee		45.00
Penalty on outstanding balance owing		2.5%
Reconnection fee		65.00
Meter check deposit		40.00
Damaged meter + all out of pocket costs		40.00 + costs
Temporary water turn on		67.00 + 46.00/week
Emergency Water Shutoff		65.00
<b>14.2 SEWER</b>		
Residential consumption charge per m3 - inside town boundary		1.40
Residential consumption charge per m3 - outside town boundary		1.56
Commercial consumption charge per m3 - inside town boundary		1.40
Commercial consumption charge per m3 - outside town boundary		1.56
Consumption charge unmetered - inside town boundary	per month	35.00
Consumption charge unmetered - outside town boundary	per month	35.00
Basic fixed charge	per month	15.25
Sewer dumping charge		75.00
Sewer effluent per m3		4.50
<b>14.3 ASPEN WASTE MANAGEMENT AUTHORITY</b>		
Commercial	per tonne	78.00
Construction / Demolition / Debris(mixed Loads)	per tonne	67.00
Town Residential Collection or Public Works Department	per tonne	78.00
Residential Homeowners / Rental Property	per tonne	5.00/load (75.00 minimum)
Compostable(Commercial only)/Residential-No Charge	per tonne*	32.00
Recycling(mixed loads)	per tonne	75.50
Sump Waste	per tonne	64.00
Clean Concrete	per tonne	17.25
Asphalt	per tonne	17.25
Revenue Generated Cover	per tonne	19.25
Clean Fill (one time pre-approval fee of \$150 is charged)	per tonne	5.00
Scrap Metals (excluding mixed loads)	per tonne	60.00
White Goods and CFC Units	per tonne	60.00
Asbestos	**	Negotiated
Special or Event Waste	***	Negotiated
Other (Event or Contracted)	***	Negotiated
*Residential Blue Bags -No Charge		
**Asbestos loads must be pre-approved with shipping document and access code. Placement fee of \$50.00. Rate negotiated prior to		
***Waste streams that require additional handling or administration or are deemed beneficial. Rate negotiated prior to acceptance		

## 15.0 CLEAN ENERGY TECHNOLOGY CENTRE

<b>15.1 EVENT SPACE BOOKING FEES - ADD GST</b>			
<b>Meetings, Training Sessions, Lectures, Open Houses</b>		<b>Non-profit/Youth</b>	<b>Regular</b>
Weekday - Per Hour (max. 2 hours)		81.00	90.00
Weekday - Half Day (max. 6 hours)		405.00	450.00
Weekday - Full Day (8am - 2am)		585.00	650.00
Weekday - Full Day (8am - 2am, if alcohol is involved)		1,350.00	1,500.00
<b>Special Events, Weddings, Private Parties</b>			
Weekend - Full Day (8am - 2am)		1,350.00	1,500.00
*All booking fees are due when date of booking is confirmed			
<b>15.2 ROOM BOOKING FEES - ADD GST</b>			
Classroom	per day		100.00
Board Room	per day		100.00
Corridor	per day		100.00
<b>15.3 FACILITY RENTALS &amp; EXTRA SERVICES - ADD GST</b>			
Kitchen Rental - Caterer			200.00
Coffee & Tea Service			75.00 (per day/per station)
Linens	each		12.00
Setup Day Before or Take Down	hourly		40.00
Staff Charge - Extra Setup/Take Down			35.00 (per hour/per staff)
Staff Charge - Extra Cleaning/Custodial			35.00 (per hour/per staff)
Staying past 2:00am			*penalty of full day rate charged
Damage Deposit			*same as booking fee
Damage/Replacement fee chargebacks			*invoiced, based on damages
<b>15.4 SOCAN &amp; RESOUND FEES - ADD GST</b>			
SoCan Fee - With dancing			123.38
SoCan Fee - Without dancing			61.69
ReSound Fee - With dancing			55.52
ReSound Fee - Without dancing			27.76
**All prices subject to change.			
***All prices subject to GST			

<b>AGENDA ITEM: 6.2</b>	<b>TOWN OF DRAYTON VALLEY 2017 INTERIM OPERATING AND CAPITAL BUDGET APPROVAL</b>
<b>Department:</b>	<b>Finance</b>
<b>Presented by:</b>	<b>Councillor Shular</b>
<b>Support Staff:</b>	<b>Kevin McMillan, Senior Financial Officer</b>

**BACKGROUND:**

Throughout the 2017 Budget consideration process, Administration and Council have undertaken consultation with the public and explored the options which may be considered in respect to achieving a balance between financial resources and management of expenses.

The attached 2017 Interim Budget reflects the Town's consideration of the current economic climate and impacts on the broader community, with a view to maintaining longer-term sustainability and a quality of life that is vital to the wellbeing of all residents and businesses who call Drayton Valley home. As such, Administration has prepared and submits for Council's approval the 2017 Interim Operating and Capital Budgets for the Town of Drayton Valley.

**RECOMMENDATION:**

That council approves the 2017 Interim Operating & Capital Budget as presented for the Town of Drayton Valley with:

Operating revenues	15,174,958
Taxes (net of school & senior requisitions)	11,589,540
Total revenues	<u>\$26,764,498</u>
Operating expenditures	24,243,939
Debt repayment	1,038,994
Transfers to reserves	1,481,564
Total expenditures	<u>\$26,764,498</u>
Capital expenditures and financing	<u>\$14,874,161</u>

0.00% New Development 0.00% 2.00%  
 3.99% Tax Increase 3.00% 3.00%  
 3.99% 3.00% 5.00%

Town of Drayton Valley  
 OPERATIONS SUMMARY

	2017 Proposed Budget		2018 Proposed Budget	2019 Proposed Budget
			For info only	For info only
<b>GENERAL OPERATING</b>				
Total Tax Revenues	(16,066,001)		(16,547,981)	(17,375,380)
Total Other Revenues	(1,538,751)		(1,579,513)	(1,649,489)
Total Expenditures	4,476,461		4,610,755	4,841,293
<b>NET</b>	<b>(13,128,290)</b>		<b>(13,516,739)</b>	<b>(14,183,576)</b>
<b>GENERAL ADMINISTRATION</b>				
Revenues				
Corporate Services	(111,596)		(114,944)	(118,392)
Expenditures				
Legislative	525,834		546,870	559,274
Corporate Services	2,256,223		2,017,954	2,073,856
<b>NET</b>	<b>2,670,461</b>		<b>2,449,880</b>	<b>2,514,738</b>
<b>PROTECTIVE SERVICES</b>				
Revenues				
Police	(509,149)		(519,293)	(534,872)
ATE	(600,000)		(600,000)	(600,000)
Fire	(579,995)		(595,470)	(611,390)
Bylaws Enforcement	(3,014)		(3,105)	(3,198)
Expenditures				
Police	1,990,657		2,043,490	2,102,571
ATE	511,200		600,000	600,000
Fire	1,143,009		1,173,450	1,204,766
Disaster and Emergency	66,869		68,648	70,479
Bylaws Enforcement	80,997		82,617	84,277
<b>NET</b>	<b>2,100,575</b>		<b>2,250,338</b>	<b>2,312,633</b>
<b>TRANSPORTATION</b>				
Revenues				
Common and Equipment Pool	(26,523)		(27,318)	(28,138)
Roads, Streets, Walks, Lighting	(47,355)		(48,010)	(48,685)
Airport	(44,201)		(45,402)	(46,638)
Expenditures				
Common and Equipment Pool	793,320		798,686	817,923
Roads, Streets, Walks, Lighting	2,221,546		2,279,423	2,450,201
Airport	89,814		92,258	94,773
Storm Sewers and Drainage	160,204		165,010	169,754
<b>NET</b>	<b>3,146,804</b>		<b>3,214,647</b>	<b>3,409,190</b>
<b>UTILITIES</b>				
Revenues				
Water Supply & Distribution	(2,550,365)		(3,285,452)	(3,443,971)
Waste Water Treatment and Disposal	(2,061,553)		(2,358,227)	(2,511,591)
Waste Management	(1,500,485)		(1,545,500)	(1,591,865)
Expenditures				
Water Supply & Distribution	2,165,771		2,107,375	2,278,936
Waste Water Treatment and Disposal	1,037,129		1,020,978	1,040,755
Waste Management	1,456,548		1,502,871	1,545,512
<b>NET</b>	<b>(1,452,954)</b>		<b>(2,557,954)</b>	<b>(2,682,224)</b>

Town of Drayton Valley  
OPERATIONS SUMMARY

	2017 Proposed Budget	2018 Proposed Budget	2019 Proposed Budget
		For info only	For info only
<b>PUBLIC HEALTH &amp; WELFARE</b>			
Revenues			
Family and Community Support	(504,119)	(504,119)	(504,119)
ECDC	(1,315,218)	(1,176,977)	(1,199,716)
Affordable housing	(126,680)	(130,480)	(134,395)
Cemeteries and Crematoriums	(38,340)	(39,490)	(40,674)
Expenditures			
Family school liason	14,997	15,447	15,910
Family and Community Support	545,058	490,034	497,682
Community Services	266,082	273,352	280,834
ECDC	1,528,713	1,520,135	1,562,074
Affordable housing	70,041	8,467	6,825
Cemeteries and Crematoriums	38,621	39,749	40,807
<b>NET</b>	<b>479,154</b>	<b>496,118</b>	<b>525,228</b>
<b>PLANNING &amp; DEVELOPMENT</b>			
Revenues			
Land Use Planning, Zoning and Development	(203,863)	(209,979)	(216,278)
Sustainability	(121,767)	(125,420)	(129,182)
CETC	(903,573)	(930,680)	(958,601)
Expenditures			
Land Use Planning, Zoning and Development	450,346	463,696	473,161
Tourism and Community Services	82,235	82,235	82,235
Subdivision Land and Development	38,895	35,712	32,432
Economic Development	185,534	188,300	191,121
Sustainability	117,394	120,916	124,502
CETC	768,388	656,060	672,460
Town promotion	183,659	188,565	193,613
<b>NET</b>	<b>597,248</b>	<b>469,407</b>	<b>465,463</b>
<b>PARKS and RECREATION</b>			
Revenues			
Omniplex - Parks and Recreation	(1,271,501)	(1,299,892)	(1,329,038)
MacKenzie Conference Centre	(301,919)	(308,538)	(315,331)
Park Valley Pool-Parks and Recreation	(642,113)	(655,579)	(669,390)
Parks & RV - Parks and Recreation	(172,881)	(178,068)	(183,410)
Expenditures			
Omniplex - Parks and Recreation	1,940,023	1,993,499	2,048,533
MacKenzie Conference Centre	455,024	461,340	467,756
Park Valley Pool-Parks and Recreation	1,128,731	1,091,556	1,199,832
Parks & RV - Parks and Recreation	615,176	633,151	651,247
<b>NET</b>	<b>1,750,539</b>	<b>1,737,469</b>	<b>1,870,200</b>
<b>CULTURE</b>			
Total Expenditures	473,404	483,229	493,286
<b>NET</b>	<b>473,404</b>	<b>483,229</b>	<b>493,286</b>
<b>OTHER</b>			
Total Expenditures	842,500	845,875	849,351
<b>NET</b>	<b>842,500</b>	<b>845,875</b>	<b>849,351</b>
	(2,520,558)	(4,127,732)	(4,425,710)
Total Revenues	(26,764,498)	(28,218,681)	(29,402,451)
Total Expenditures	24,243,939	24,090,949	24,976,740
	(2,520,558)	(4,127,732)	(4,425,710)
Debenture Repayment (current and new)	1,038,994	1,252,957	1,841,543
Net budget after debt	(1,481,564)	(2,874,775)	(2,584,167)

**Town of Drayton Valley  
Capital Projects - 2017 Interim Budget**

Project Name		Total Cost	Previously Funded	Other Town Reserves	Operating Fund	Town Debenture 10yr	Town Debenture 25yr	Donations	Developer Funds	Brazeau Funding	Grant Funding	Year
9	Common Services Mobile Equipment	250,000									250,000	2017
347	Fire Thermal Imaging Camera	22,417			11,209					11,209		2017
1	General Overall Town Infrastructure Lifecycle Rehabilitation	2,000,000									2,000,000	2017
166	General Land acquisition	250,000			250,000							2017
339	General Development of Stage I Bio-industrial Park	10,000,000							2,000,000		8,000,000	2017
350	IT Information Technology Capital Expenditures	127,000			127,000							2017
357	Landfill Landfill Strategy Study	37,500			37,500							2017
95	Recreation Pool Fund	500,000			500,000							2017
285	Recreation General Parks	400,000	250,000		150,000							2017
299	Recreation Grant Matching Program	300,000			180,000						120,000	2017
340	Recreation Pool - Building Restoration	250,600			125,300					125,300		2017
371	Recreation Parks/Rec/Culture Facilities	386,644	60,500		132,822					193,322		2017
300	Water High Lift Pump Station - Raw Water	350,000			75,000						275,000	2017
		<b>14,874,161</b>	<b>310,500</b>	<b>0</b>	<b>1,588,831</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>329,831</b>	<b>10,645,000</b>	
<b><i>Total by area</i></b>												
Common Services		250,000									250,000	
Fire		22,417			11,209					11,209		
General		12,250,000			250,000				2,000,000		10,000,000	
IT		127,000			127,000							
Landfill		37,500			37,500							
Recreation		1,837,244	310,500		1,088,122					318,622	120,000	
Water		350,000			75,000						275,000	
		<b>14,874,161</b>	<b>310,500</b>	<b>0</b>	<b>1,588,831</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,000,000</b>	<b>329,831</b>	<b>10,645,000</b>	

ITEM: 6.4.	2017 Cost of Living Adjustment for Out-of-Scope Employees
Department:	Administration
Presented by: Support Staff:	Councillor Wheeler Dwight Dibben, CAO

**BACKGROUND:**

As part of the 2017 Budget deliberations, Council and Administration have closely reviewed all aspects of expense control and reduction with a view to achieving a balance between financial resources and management of expenses, which is reflective of the current economic climate and impacts on the broader community.

In arriving at a balanced approach, it is recognized that the area of salaries and benefit costs has and will remain a significant cost area for the Town. Council has previously indicated, and reaffirms its view, that staff layoffs are a last avenue to be considered in arriving at budgetary stability. Unfortunately, the revenue situation in 2016 was dire and is not anticipated to improve in 2017, thus impacting planned and merited increases to employees in the coming year. 2017 is the last year of the CUPE Collective Agreement which calls for a 3.5% increase for union positions. Regrettably, the broader Town situation does not allow for this increase to be considered for other, out-of-scope staff (meaning non-union and Management employees, as well as volunteer firefighters) without implementing layoffs of existing positions to compensate for increases.

In 2015 Council passed a resolution in keeping with the principles of Town Policy A-07-01, such that “the value and timing of general increases are at the discretion of Town Council.” The resolution passed by Council during the January 7, 2015, Regular Meeting regarding the current CUPE Local 2515 Collective Agreement, whereby the cost of living adjustment was applied to all employees of the Town.

Extraction from the Minutes of the January 7, 2015, Regular Meeting of Council (Item 7.4, Page 4)

## RESOLUTION #008/15

Councillor Nadeau moved that Council ratify the new 2015-2017 Collective Agreement between CUPE Local 2515 and the Town of Drayton Valley, as well as the negotiated wage increases for the Union and Non-Union Staff, volunteer firefighters, and Management of the Town of Drayton Valley.

CARRIED UNANIMOUSLY

Due to the wording of that resolution, and to forego the negotiated wage increase for “Non-Union Staff, volunteer firefighters, and Management of the Town of Drayton Valley”, Administration recommends that a new resolution be passed to state the approach in this regard for the calendar year of 2017.

**OPTIONS:**

1. That Council, notwithstanding Resolution #008/15 of January 7, 2015, withdraw the wage increases for the Non-Union Staff, volunteer firefighters, and Management of the Town of Drayton Valley for 2017.
2. That Council does not make a new resolution and allows Resolution #008/15 to stand.

**MOTION:**

That Council \_\_\_\_\_.

<b>AGENDA ITEM: 6.4</b>	<b>Proposed Retirement/Voluntary Separation Policy A-03-16</b>
<b>Department:</b>	<b>Administration</b>
<b>Presented by:</b> <b>Support Staff:</b>	<b>Councillor Bossert</b> <b>Dwight Dibben, CAO</b>

**BACKGROUND:**

Further to a Council request for review, Administration has reviewed the Town's existing Retirement Policy A-02-11 which was adopted on December 14, 2011, to determine whether it should be kept in its current form, or amended or repealed in part or in its entirety.

It is questionable as to whether the current Retirement Policy is consistent with the original intent and direction given by Council when it was first enacted. While the existing policy states the intention is to encourage thinking and planning for retirement, the impacts of the current Policy are seen to be a long-service award program rather than an effort to promote an engaged discussion for staff at a retirement point in their careers or alternately, assist in succession planning activities when a change in workforce becomes necessary.

From a fiscal sustainability perspective, a significant cash payment at the end of an employees' service with the Town and in-year uncertainty around when such a retirement decision may happen is inconsistent with prudent financial management and sound HR practices, particularly given the paid leave and continuing benefits aspects of the current Policy.

As a long-service reward program, this approach may contribute to municipal sustainability by encouraging staff to continue their employment with the Town to achieve a retirement benefit threshold.

Legal counsel has been consulted concerning potential changes and the potential for rescinding the current Retirement Policy altogether and has provided advice that a notice period of any change(s) should be given prior to these changes coming into effect. If Council wishes to adopt a replacement Policy, rather than simply eliminate the existing Policy, the proposed Retirement/Voluntary Separation Policy A-03-16 would replace the existing Retirement Policy and come into force on June 1, 2017 if adopted as presented.

Administration recommends that Council approve the attached Retirement/Voluntary Separation Policy A-03-16, as presented.

**OPTIONS:**


- A. That Council rescind Retirement Policy A-02-11 effective \_\_\_\_\_.
- B. That Council approve the Retirement/Voluntary Separation Policy A-03-16, as presented.

C. That Council approve the Retirement/Voluntary Separation Policy A-03-16 with amendments to \_\_\_\_\_ of the document as presented.

D. That Council ratify and maintain the existing Retirement Policy A-02-11.

**MOTION:**

That Council \_\_\_\_\_.

<b>Subject:</b>	Retirement/Voluntary Separation Policy	<b>Policy No.:</b>	A-03-16	
<b>Department:</b>	Administration			
<b>Approval Date:</b>	December 14, 2016	<b>Review Date:</b>		
<b>Associated Policies:</b>				

## Retirement/Voluntary Separation Policy

---

### **Purpose**

The Town of Drayton Valley (hereinafter referred to as the “Town”) recognizes the importance of succession planning and the purposeful and timely discussion with staff either nearing the conclusion of their working years or when it may be in all parties interest to cease the professional working relationship.

The Town will support employees through the process of making the decision to retire and encourages candid discussion of retirement plans and planning between employees contemplating retirement and their Supervisor. It is our joint belief that prudent retirement planning is a joint responsibility.

It is also recognized that circumstances do arise where it may be in one or both parties immediate and/or longer term interest to end their professional relationship. While these circumstances can be difficult, there is the recognition that such situations do periodically occur and should be dealt with professionally and expediently for the longer term benefit of all parties and the community broadly.

### **Scope**

This Policy applies to all permanent employees of the Town. This Policy provides guidelines to facilitate succession planning activities while supporting existing employees and their future plans which may include retirement.

<b>Subject:</b>	Retirement/Voluntary Separation Policy	<b>Page:</b>	2 of 3
<b>Department:</b>	Administration		
<b>Approval Date:</b>	December 14, 2016	<b>Review Date:</b>	

## General Policy

### 1. Raising the Retirement/Separation Option

- 1.1 Employees who are considering retirement are encouraged to discuss, without prejudice, the prospect of retirement with their supervisor. It is the duty of the Employee's supervisor to be aware of the retirement potential of employees under their supervision and to appropriately raise the issue of retirement with these employees.
- 1.2 In situations where change(s) in workforce complement are being considered, it is the responsibility of the Employer to appropriately address such a circumstance and provide a forum for the conversation to occur.

### 2. Retirement/Succession Planning

- 2.1 When the option of retirement becomes a reality for an Employee, the Town, in conjunction with that Employee, will identify potential support for the Employee to effectively evaluate their situation and appropriately plan for retirement.
- 2.2 The Town, at its discretion, may introduce the topic of retirement or voluntary departure to an Employee where corporate succession planning makes it desirable to raise the matter.
- 2.3 The Town, at its discretion, may provide direct or indirect financial support for the Employee in accessing third party resources, such as retirement seminars and counselling from retirement planners.

### 3. Retirement/Voluntary Departure Incentive

- 3.1 The Town may consider financial mechanisms, including a retirement incentive, when considering succession planning into the longer term needs of the Town, its operations and its workforce.
- 3.2 If the Town deems that an incentive is desirable, an amount equivalent of up to fifty-two (52) weeks of the Employee's regular pay, less statutory deductions, may be offered to the Employee. If offered this incentive shall be paid out as a lump sum following the Employee's retirement/departure. This lump sum may be deferred to the start of the following calendar year

<b>Subject:</b>	Retirement/Voluntary Separation Policy	<b>Page:</b>	3 of 3
<b>Department:</b>	Administration		
<b>Approval Date:</b>	December 14, 2016	<b>Review Date:</b>	

in recognition of financial and tax considerations the Employee may have resulting from their decision to retire.

This Policy, upon approval by Council, shall become effective June 1, 2017 and shall repeal and replace any and all Policies previously adopted by any Town department or facility, including but not limited to Retirement Policy A-02-11.

\_\_\_\_\_

Mayor

\_\_\_\_\_

Approval Date

<b>AGENDA ITEM: 6.5</b>	<b>Mackenzie Avenue Pavement Rehabilitation</b>
<b>Department:</b>	<b>Engineering and Development</b>
<b>Presented by:</b>	<b>Councillor Fredrickson</b>
<b>Support Staff:</b>	<b>Ron Fraser, Director of Engineering and Development</b>

**BACKGROUND:**

Following Council's decision at the November 2, 2016, Regular Meeting of Council to rescind the awarding of Part A – Mackenzie Avenue Pavement Rehabilitation Project, Administration issued a new tender for the project. The original tender was broken down into two components, whereas the new tender was split into three components, as follows:

Schedule A being the portion of Mackenzie Avenue from west of 48A St to 55A Ave;

Schedule B being 40 St from 55 A Ave to 55 Ave; and

Schedule C being 40 St from 55 Ave to Meier Ave, and Meier Ave from 40 St to 55 Ave.

Five tenders were received on November 24<sup>th</sup>, 2016, each broken down into 3 parts: The tenders received are reflected below and exclude GST.

<b>Contractor</b>	<b>Schedule A</b>	<b>Schedule B</b>	<b>Schedule C</b>	<b>Total</b>
Parkway Enterprises Ltd.	\$684,749.65	\$86,205.88	\$303,540.01	\$1,074,495.54
E Construction	\$707,703.43	\$86,441.03	\$302,002.80	\$1,096,147.26
Central City Asphalt	\$649,223.36	\$126,359.92	\$328,501.58	\$1,104,084.86
Border Paving Ltd.	\$736,369.48	\$85,623.01	\$328,104.90	\$1,150,097.39
Carmacks Enterprises Ltd.	\$895,046.63	\$103,247.38	\$375,700.60	\$1,373,994.61

The low overall tender was from Parkway Enterprises Ltd. in the amount of \$1,074,495.54, plus GST, for the total project.

The funding source for the original tender was to be the Infrastructure Lifecycle Rehabilitation account which is largely grant funding from the provincial and federal governments. The total bid for this project would exceed carry forward monies from 2016 to 2017 and Administration is cautious about proceeding on this entire project without grant funding certainty next fiscal year. Accordingly, Administration is basing its recommendation on the anticipated grant monies we will be carrying forward thereby reducing the exposure of the Town's operating account.

Therefore, Administration recommends awarding Schedules A and B of the Mackenzie Avenue Pavement Rehabilitation Project to Parkway Enterprises Ltd. in the amount of \$770,955.53, plus GST.

**OPTIONS:**

1. Award Schedule A to Parkway Enterprises Ltd. in the amount of \$684,749.65, plus GST.
2. Award Schedules A and B to Parkway Enterprises Ltd. in the amount of \$770,955.53, plus GST.
3. Award Schedules A, B, and C to Parkway Enterprises Ltd. in the amount of \$1,074,495.54, plus GST.
4. Award Schedules A [and B] [and C] to \_\_\_\_\_ in the amount of \$\_\_\_\_\_, plus GST.
5. Decline to award the tender at this time.

**MOTION:**

I move that Council \_\_\_\_\_.



November 29, 2016  
File: 116239447-10c

**Attention: Ron Fraser, P.Eng.,  
Director of Engineering and Development**

5120 – 52 Street  
Box 6837  
Drayton Valley, AB., T7N 1X7

Dear Sir,

**Reference: Recommendation of Award  
MacKenzie Avenue Pavement Rehabilitation**

Tenders for the MacKenzie Avenue Pavement Rehabilitation project were received at the Town of Drayton Valley Office at 2:00 PM on Thursday, November 24, 2016. Stantec has reviewed each of the submissions to ensure that the tender requirements have been met and to confirm the correctness of the submitted unit price schedules. No mathematical errors were found in any of the submitted unit price schedules. The title of the schedule for Parkway Enterprises Ltd. referenced a different project, but this is a minor discrepancy which we recommend be waived. The bid submitted by Border Paving Ltd. did not include a project schedule and is therefore disqualified.

The tender total results were as follows:

<b>Contractor</b>	<b>Total Bid Price (Excl. GST)</b>	<b>Modified Tender Price (Excluding Site Occ.) (Excl. GST)</b>
Parkway Enterprises Ltd.	\$1,074,495.54	\$1,024,995.54
E Construction	\$1,096,147.26	\$1,046,647.26
Central City Asphalt	\$1,104,084.86	\$1,061,184.86
Border Paving Ltd.	\$1,150,097.39	\$1,100,597.39
Carmacks Enterprises Ltd.	\$1,373,994.61	\$1,266,744.61

These prices are further broken down into Schedules A, B, and C in the table below:

<b>Contractor</b>	<b>Schedule A (Excl. GST)</b>	<b>Schedule B (Excl. GST)</b>	<b>Schedule C (Excl. GST)</b>	<b>Total Bid Price (Excl. GST)</b>
Parkway Enterprises Ltd.	\$684,749.65	\$86,205.88	\$303,540.01	\$1,074,495.54
E Construction	\$707,703.43	\$86,441.03	\$302,002.80	\$1,096,147.26
Central City Asphalt	\$649,223.36	\$126,359.92	\$328,501.58	\$1,104,084.86
Border Paving Ltd.	\$736,369.48	\$85,623.01	\$328,104.90	\$1,150,097.39
Carmacks Enterprises Ltd.	\$895,046.63	\$103,247.38	\$375,700.60	\$1,373,994.61

Design with community in mind



November 29, 2016  
Ron Fraser, P.Eng.,  
Director of Engineering and Development  
Page 2 of 3

**Reference: Recommendation of Award  
MacKenzie Avenue Pavement Rehabilitation**

Five bids were received and the two lowest bids, submitted by Parkway Enterprises Ltd. and E Construction were within 2.0% of each other, indicating a competitive bid process.

The lowest bid was submitted by Parkway Enterprises Ltd. We recommend accepting the tender submitted by Parkway Enterprises Ltd. (Parkway) and award all Schedules (A, B, and C) in the amount of \$1,074,495.54 (Excluding GST) for the MacKenzie Avenue Pavement Rehabilitation project.

Parkway identified their schedule in their tender as follows:

<b>Work</b>	<b>Start</b>	<b>Finish</b>
Mobilization	June 23, 2017	June 24, 2017
Storm Sewer	June 26, 2017	July 6, 2016
Removals	June 27, 2017	June 30, 2017
Replace	June 28, 2017	July 8, 2017
Milling	July 10, 2017	July 13, 2017
Paving	July 14, 2017	July 25, 2017
Painting	July 24, 2017	July 26, 2017
Landscaping	July 24, 2017	July 27, 2017
Demobilization	July 31, 2017	August 2, 2017

Parkway included 20 site occupancy days in their bid for Schedule A, 3 site occupancy days for Schedule B, and 7 site occupancy days for Schedule C.

Should the Town enter into a contract agreement with Parkway Enterprises Ltd., the Town should instruct its officers to enter into and execute the necessary contract documents subject to the submittal of the appropriate Performance Bonding as well as the Labour and Material Payment Bonding (Specification T-8.1) from Parkway Enterprises Ltd.

Upon receipt of notification of award, we will prepare the necessary contract documents for execution by the Town and the Parkway Enterprises Ltd., including appropriate insurance, Performance Bonding, and Labour and Material Payment Bonding from Parkway Enterprises Ltd.



November 29, 2016  
Ron Fraser, P.Eng.,  
Director of Engineering and Development  
Page 3 of 3

**Reference: Recommendation of Award  
MacKenzie Avenue Pavement Rehabilitation**

Should you have any questions please do not hesitate to contact me.

Thank you,

**STANTEC CONSULTING LTD.**

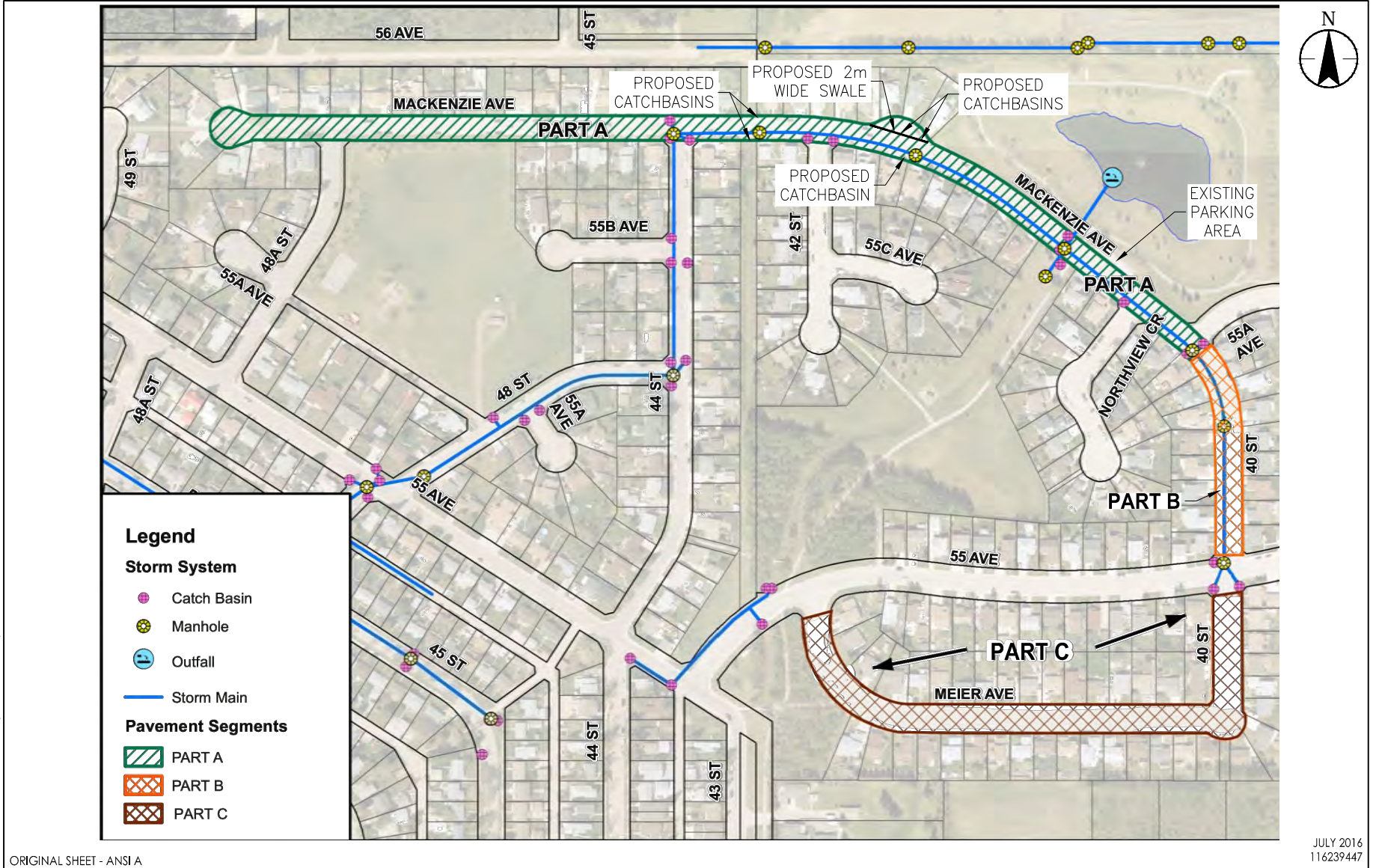


Nick Spyksma, P.Eng.  
Project Engineer  
Phone: 403-356-3268  
nick.spyksma@stantec.com

Attachment: Tender Comparison

sn v:\1162\active\116239447\10\_tender\surface\10c\_review\_award\recommendation letter\let\_20161128\_recommendation\_letter.docx

V:\1162\active\116239447\05b\_dwgs\_prelim\_dsgn\civil\39447cu-201-ufj.awg  
 11/3/2016 11:12 AM By: Reurn, Aftyn



1100 - 4900 50th Street  
 Red Deer AB Canada T4N 1X7  
 www.stantec.com

Client/Project  
 TOWN OF DRAYTON VALLEY  
 MACKENZIE AVENUE PAVEMENT  
 REHABILITATION

Figure No.  
 2.0

Title  
 MACKENZIE AVENUE  
 SITE MAP  
 Page 37 of 124

<b>AGENDA ITEM: 6.6</b>	<b>Joint Venture Agreement between NorQuest College and the Town of Drayton Valley for the Clean Energy Technology Centre</b>
<b>Department:</b>	<b>Administration for the Clean Energy Technology Centre</b>
<b>Presented by:</b>	<b>Councillor Nadeau</b>
<b>Support Staff:</b>	<b>Dwight Dibben, CAO</b>

**BACKGROUND:**

The Clean Energy Technology Centre (CETC) and NorQuest College have been working together under the Joint Venture Agreement that was approved by Council in May 2015. The Joint Venture Agreement expired in June 2016, and both NorQuest and Town Administration have been working together to prepare the Agreement for renewal. NorQuest College is ready for the Agreement to be approved and the CETC Committee has reviewed the draft Agreement.

The Joint Venture Agreement outlines how the Joint Venture structure will operate and the services that will be provided under this relationship. NorQuest College provides credit programming separately and also has a separate Agreement to lease space at the CETC to deliver credit programs.

The Agreement requires the approval of Council and is here today for review and consideration by Council.

**OPTIONS:**

1. That Council approve the Joint Venture Agreement between NorQuest College and the Town of Drayton Valley, as presented.
2. That Council approve the Joint Venture Agreement between NorQuest College and the Town of Drayton Valley with changes to \_\_\_\_\_ of the document presented.
3. That Council table the Joint Venture Agreement between NorQuest College and the Town of Drayton Valley (and direct Administration to continue negotiations with NorQuest College regarding \_\_\_\_\_.)

**RECOMMENDATION:**

That Council \_\_\_\_\_.

JOINT VENTURE AGREEMENT

BETWEEN:

BOARD OF GOVERNORS OF NORQUEST  
COLLEGE  
(hereinafter referred to as "NorQuest")

-and-

TOWN OF DRAYTON  
VALLEY  
(hereinafter referred to as the  
"Town")

WHEREAS the Town of Drayton Valley is a Municipality incorporated pursuant to the terms of the *Municipal Government Act*, R.S.A. 2000, c-M-26, as amended;

AND WHEREAS NorQuest College is a public vocational college established pursuant to the *Post Secondary Learning Act*, S.A. 2003, c-P.19.5, as amended;

AND WHEREAS the Town wishes to make provision for educational services within the Town that will benefit the Town and its residents, and the region as a whole;

AND WHEREAS NorQuest provides educational and training services and operates a campus within the Town;

AND WHEREAS the Town and NorQuest wish to enter into this Joint Venture Agreement for the purposes of promoting and providing educational, training, applied research and other services within the Town, as further detailed in this Agreement;

NOW THEREFORE this Agreement witnesses that in consideration of the mutual obligations and presents contained herein, the Parties agree as follows:

**1. DEFINITION**

- 1.01 **"Agreement"** means this agreement;
- 1.02 **"Effective Date"** means July 1, 2016;
- 1.03 **"Parties"** means NorQuest College and the Town of Drayton Valley, and a "Party" means either one of them;
- 1.04 **"Clean Energy and Technology Centre (CETC)"** means the 28,500 square foot facility that has been constructed by the Town on a 50 acre parcel of land within the Town of Drayton Valley and which will operate as a central hub for the promotion and development of clean energy and technology initiatives including non-credit educational services, corporate training, research activities,

business incubation, business development, conference services, and other initiatives and activities agreed upon by the Parties;

- 1.05 **"Executive Committee"** means the Joint Venture Committee established pursuant to Paragraph 3.01 hereof;
- 1.06 **"Joint Venture"** means the joint venture established by the parties pursuant to this Agreement for the purpose of development and delivery of Services related to sustainable operation of the CETC.
- 1.07 **"Services"** means all programs, initiatives, and activities developed and delivered in support of, or as a component of, the sustainable operation of the CETC, excluding delivery of credit programming, which may include but not limited to business incubation, ancillary services, business development, conference services, corporate training, fundraising, non-credit educational services, research activities, and other programs, initiatives and activities agreed upon by the Parties;
- 1.08 **"Credit Programming"** means any course of study or training that receives official recognition awarded to students by a post-secondary institution and is recognized as a credit program by the Government of Alberta;
- 1.09 **"Joint Venture Costs"** means any and all losses, costs and damages incurred in the operation of the Joint Venture, excluding capital costs associated with the construction, maintenance, renovation, or repair of the CETC, unless otherwise agreed upon in writing by the Parties;
- 1.10 **"Joint Venture Revenues"** means the revenues generated from the Services provided by the Joint Venture, excluding tuition and related fees received by NorQuest from credit programming.

## **2. CONFIRMATION OF JOINT VENTURE**

- 2.01 **Participation of Parties.** The Parties hereby confirm that effective on the Effective Date, they will carry on the Joint Venture.
- 2.02 **Term.** This Joint Venture shall come into effect upon the Effective Date, and will automatically expire on June 30, 2017, or upon earlier termination in accordance with Paragraph 10.01 hereof.
- 2.03 **Purpose.** The purpose of the Joint Venture is to provide Services within or from the CETC, or as a component of the sustainable operation of the Clean Energy and Technology Centre, excluding the delivery of credit programming. The Joint Venture will not conduct any activities for any other purposes unless the Parties agree to amend this Agreement in writing.

- 2.04 **Name.** The name of the Joint Venture shall be the Clean Energy and Technology Centre (CETC) Joint Venture and the activities of the Joint Venture shall be carried on under that name and under no other name.
- 2.05 **Property.** The Joint Venture shall not own any property, but may utilize property owned by, and made available to the Joint Venture, by either NorQuest or the Town.
- 2.06 **Location.** The Joint Venture shall operate from the CETC, which is owned by the Town, and through the Parties, NorQuest and the Town will enter into a commercial lease agreement in regards thereto.

3. **GOVERNANCE AND DECISION MAKING**

- 3.01 **Executive Committee.** NorQuest and the Town will form a Joint Venture Executive Committee comprised of one representative of each of the Parties. Unless the respective Parties appoint a different representative, the representative for the Town shall be the Town's Chief Operations Officer, or his designate, and the representative for NorQuest will be the Chief Executive Officer of NorQuest or her designate. Each of the Parties hereby appoints the following representatives to the Executive Committee, and to act for it in regard to all matters related to the Joint Venture with full and complete authority to act on its behalf in relation to any and all matters and things in connection with, arising out of, or in relation to the Joint Venture:

Town of Drayton Valley

Manny Deol

Position: Chief Operations Officer

Telephone: 780-514-2200

Fax: 780-542-5753

Email: [mdeol@draytonvalley.ca](mailto:mdeol@draytonvalley.ca)

NorQuest College

Marian Gayed

Position: Vice President, Business Development (CEO Designate)

Telephone: 780-644-6456

Email: [marian.gayed@norquest.ca](mailto:marian.gayed@norquest.ca)

Either Party may at any time and from time to time change its appointed representative by filing with the other Party a written notice to that effect.

- 3.02 The representatives of the Parties as set out above, or as may be changed from time to time, shall constitute the Executive Committee, which shall meet from time to time as the Parties may require or as requested by any member of the Executive Committee subject to seven (7) days' notice, or such lesser period as each of the members of the Executive Committee may agree. Such meetings may be in person, by telephone, or by video conferencing. A resolution in writing, signed by all of the members of the Executive Committee shall be as valid as if it had been passed at a meeting of the Executive Committee.
- 3.03 Decisions of the Executive Committee shall be taken by resolution with each of the representatives of each Party having a single, equal vote. All matters requiring decisions of the Executive Committee need unanimity in order to pass.
- 3.04 Quorum for a meeting of the Executive Committee shall be two (2) being one representative from each Party to this Agreement. However, the representatives of the Parties may designate an alternative member, generally, or for any particular meeting.

#### **4. MANAGING PARTY**

- 4.01 The Town of Drayton Valley is hereby designated as the Managing Party of the Joint Venture, for the period commencing on the Effective Date and expiring on June 30, 2017.
- 4.02 The Managing Party shall be responsible for the administration of the Joint Venture's activities and shall take direction from the Executive Committee. Without restricting the generality of the foregoing, unless the Executive Committee directs otherwise, the Managing Party will be responsible for all book-keeping and accounting functions regarding the Joint Venture's revenues and expenditures and all such administrative activities and support as the Executive Committee may direct. Without restricting the generality of the foregoing, the Executive Committee shall determine generally or specifically, what types of revenues and expenses will be charged or credited to the Joint Venture, or develop general policies in regard to the same.

#### **5. USE OF PROPERTY**

- 5.01 The Parties acknowledge and agree that they are separate legal entities, and each carries on activities separate and apart from the Joint Venture. Nothing

contained in this Agreement shall be interpreted to restrict the separate activities of either Party.

- 5.02 The Parties may allow the Joint Venture to utilize certain property (real or personal) owned or controlled by the respective Parties, on such terms and conditions as the Parties may agree in writing by the appropriate signatories and authorities whether named or not in this agreement.

6. **WORKING CAPITAL**

- 6.01 Each of the Parties agree that it will, on or about the Effective Date, advance to the Joint Venture One Hundred Thousand (\$100,000.00) Dollars each. The Executive Committee shall manage the working capital, make decisions in regard to expenditures from the working capital, and put in place accounting procedures related to the working capital and expenditures therefrom. From time to time, the Executive Committee may make recommendations to the Parties related to any further advances of working capital that may be required.

7. **REVENUE, EXPENSES AND LIABILITIES**

- 7.01 **Responsibility for Liabilities.** The Parties shall be responsible for all Joint Venture Costs in equal shares excluding capital costs associated with the construction, maintenance, renovation, or repair of the Clean Energy and Technology Centre, which capital costs shall be borne entirely by the Town, save that any liability or obligation incurred by one Party without the written consent of the other shall be the sole liability or indemnity by the other Party.
- 7.02 **Payment of Expenses.** Joint Venture Costs payable, paid or incurred by the Joint Venture shall be:
- a) first, paid from receipts of the Joint Venture Revenue;
  - b) second, paid from the working capital of the Joint Venture;
  - c) third, in the event that receipts of the Joint Venture Revenue and working capital are insufficient, paid by each Party in equal shares.
- 7.03 **Invoice Submission.** Either Party, upon submission of an invoice in relation to this agreement shall provide the following:
- a) Submitted on official letterhead;
  - b) Dates when expenses or costs were incurred;
  - b) Actual costs incurred in the performance of the Services;

- c) Supporting documentation that will provide sufficient detail of the costs incurred;
- d) Signed by an officer of the Party, as detailed in Appendix A.

7.04 **Indemnity for Liabilities.** If either one of the Parties, with the prior written consent of the other Party, becomes liable, indebted or a guarantor for moneys borrowed or other obligations incurred by the Joint Venture, the other Party shall indemnify the first Party for one (1/2) half of the said sum.

7.05 **Surplus Funds.** When Joint Venture Revenues exceed Joint Venture Costs in any given year of the Term, and they are not required for the normal operation of the Joint Venture, they shall be applied in the following order:

- a) first, to pay any Joint Venture Costs due;
- b) secondly, to repay any working capital advances made to the Joint Venture by the Parties; and
- c) thirdly, to distribute any balance remaining between the Parties as follows:

NorQuest College	50%
Town of Drayton Valley	50%

7.06 In the event that there is any such distribution of surplus funds to the Parties to this Agreement, they will utilize such funds to defray any internal costs related to the Joint Venture which they may have incurred. The Parties hereto acknowledge and agree that the Joint Venture is not intended to make a profit.

7.07 **Other Financial Arrangements.** The banking arrangements, collection of funds, execution of documents and accounting advisors for the Joint Venture shall be subject to the mutual agreement of the Parties from time to time. The Managing Party shall maintain a separate bank account for the purposes of Joint Venture Revenues and Joint Venture Costs, which account will be segregated from the bank accounts of the Parties.

7.08 **Severall Liability.** Nothing contained in this Agreement shall be deemed to constitute either Party as the partner, agent or legal representative of the other Party, nor any other relationship whereby one Party could be held liable for any act or omission of the other, or to create any fiduciary relationship between them for any purpose whatsoever. Neither Party shall have any authority to act for or to assume any obligation or responsibility for the other. The rights and obligations of the Parties in respect to the Joint Venture shall be in every case several and not joint or joint and several.

## 8. **AUDIT**

8.01 Both Parties shall, on a quarterly basis, or as agreed upon in writing by both Parties, submit to the other Party and complete financial statement detailing the previous quarters' activities in relation to the Joint Venture.

8.02 Notwithstanding 8.01, either Party, upon written request may audit all financial and related records associated with this Agreement including, but not limited to timesheets, expenses, materials, goods, and equipment claimed by the Party. Such request shall not be unreasonably be denied.

8.03 Both Parties shall at all times during the term of the agreement and for a period of five (5) years after the end of the agreement, keep and maintain records of the Services and all related activities pursuant to this Agreement.

## 9. **TAXES**

9.01 Each Party shall be solely responsible for any taxes, fees or other charges imposed by any taxing authority directly on it in respect of its share of any gross or net income, as the case may be, of the Joint Venture

9.02 The Parties shall not elect under section 273 of the *Excise Tax Act*, and each Party shall be solely responsible for its obligations (if any) under the *Excise Tax Act*, including, but not limited to, the filing of GST returns and the remittance of GST collected by that Party.

## 10. **TRANSFER OF INTERESTS**

10.01 **General Restriction on Transfers and Encumbrances.** The Parties mutually covenant and agree not to sell, assign, pledge or in any other manner transfer title or rights to, or otherwise encumber, their respective interests in the Joint Venture without first obtaining the written consent of the other Party (which consent may be withheld in such other Party's sole and absolute discretion).

## 11. **DEFAULT AND TERMINATION**

11.01 **Termination of the Agreement.** This Agreement may be terminated:

- a) Forthwith upon the written approval of the Parties;
- b) Upon 30 days written notice in the event of a breach or default of this Agreement to the defaulting party, and providing that party with the opportunity to cure the default within that period of time or, if the breach is one that cannot be cured, the Agreement would be terminated on 10 or 15 days written notice.

## 12. **CONFIDENTIALITY**

12.01 In connection with the performance of this Agreement, each Party may wish to disclose certain confidential and/or proprietary data or information, whether or not specifically identified as such (hereinafter "Information"), to the other

Party or to the Joint Venture on a confidential basis. The disclosing Party may consider such Information proprietary under this Agreement either because it has received the Information subject to a continuing obligation to maintain the confidentiality of the Information, or the Information derives economic value, actual or potential, from not being generally known by or disclosed to the public or to persons who can obtain economic value from disclosure or use of the Information.

12.02 With respect to Information disclosed under this Agreement, the Party to whom the Information is disclosed, shall:

- a) hold the Information in confidence, exercising a degree of care not less than the care used by the receiving Party to protect its own proprietary or confidential information, which in no event shall be less than reasonable care;
- b) restrict disclosure of the Information solely to those officers, employees, professional advisors, agents and consultants with a need to know, and not disclose it to any other person, it being further understood that if Information is disclosed to agents or consultants the receiving Party shall, prior to disclosure, obtain written consent from the other Party and obtain from the agent or consultant a written agreement regarding confidentiality of the Information, the terms of which shall be substantially the same as those contained herein;
- c) advise those persons to whom the Information was disclosed of their obligations with respect to the Information; and
- d) use the Information only in connection with the performance of this Agreement, except as may otherwise mutually be agreed upon in writing.

12.03 The Information shall be the property of the disclosing Party and, upon request,

or upon the termination of this Agreement, the receiving Party will return all Information received in tangible form to the disclosing Party or will destroy all such Information at the disclosing Party's direction. If the receiving Party loses or makes an unauthorized disclosure of the other Party's Information, it shall notify the disclosing Party immediately and use commercially reasonable efforts to retrieve the lost or wrongfully disclosed Information.

12.04 The receiving Party shall have no obligation to preserve the confidential nature of any Information which:

- a) was previously known to the receiving party free of any obligation to keep it confidential;

- b) is or becomes generally available to the public by other than unauthorized disclosure;
- c) is developed by or on behalf of such receiving Party independent of any information furnished under this Agreement;
- d) is received from a third party whose disclosure does not violate any confidentiality obligation;
- e) is required to be disclosed publicly by law (including the Freedom of Information and Protection of Privacy Act (Alberta)) or by any governmental agency having jurisdiction pursuant to an order to produce or in the course of a legal proceeding pursuant to a lawful request for discovery, provided, however, that if a Party is so required to disclose the Information such Party shall promptly notify the other Party of the order or request in discovery and cooperate with such other Party in any reasonable manner requested in the event the other Party elects (at its expense) to intervene in the proceeding in which the order was entered or the request for discovery made for the purposes of limiting or avoiding such disclosure by any lawful means including, but not limited to, in camera review and protective order.

12.05 The Parties acknowledge that in the event of an unauthorized disclosure, the damage incurred by the disclosing Party may be difficult if not impossible to ascertain, and that such disclosing party may seek injunctive relief as well as monetary damages against the receiving Party for breaching the obligations set out in this Section 11 Confidentiality.

**13. GOVERNING LAW**

13.01 This Agreement shall, in all respects, be governed by and construed and interpreted in accordance with the laws and the courts of the Province of Alberta, and the Parties agree to submit to the jurisdiction of the said courts.

**14. NOTICE**

14.01 Any demand, notice or other communication to be given in connection with this Agreement shall be given in writing by personal delivery, registered mail, electronic delivery or facsimile addressed to the recipient as follows:

**To NorQuest College**

10215 – 108 Street NW  
Edmonton, AB T5J 1L6  
**Attention: VP, Business Development**  
Phone: 780-644-6456  
Facsimile: 780-644-5909

**To the Town of Drayton Valley**

P.O. Box 6837  
5120- 52 Street  
Drayton Valley, AB T7A 1A1  
**Attention: COO**  
Phone: 780-514-2200  
Facsimile: 780-542-5753

**15. DISPUTE RESOLUTION**

15.01 In the event that a disagreement or dispute arises between the Parties in regard to this Agreement or the interpretation, meaning or implementation of this Agreement (a "Dispute") the Executive Committee shall discuss the Dispute in order to determine whether the Dispute can be resolved without further assistance. In the event that the Dispute cannot be resolved without further assistance, the Executive Committee will consider other ways and means of resolving the Dispute, including involving other representatives of the Parties, a facilitator or a mediator. If the Executive Committee can agree upon such a process, the Executive Committee will implement that process and each Party shall bear their own costs and share any third party costs equally.

15.02 In the event that the Executive Committee cannot agree on a process to resolve the Dispute pursuant to Paragraph 14.01 above, or in the event that such a process fails to resolve the Dispute, either Party may issue to the other a written request that the Dispute be arbitrated. In that event the following process and procedures shall apply:

- a) The Parties shall, within ten (10) days of a written request to arbitrate being delivered to either Party, agree upon a single arbitrator to hear and determine the Dispute. In the event that the Parties fail to agree upon an arbitrator, either Party may apply to the Court of Queen's Bench of Alberta to have a single arbitrator appointed;
- b) The arbitration of the Dispute will commence within thirty (30) days of the arbitrator's appointment. Thereafter the arbitrator shall endeavor to conclude the arbitration as soon as reasonably possible having regard to the nature of the Dispute, the evidence to be presented, and the requirements of fairness to each of the Parties, it being the intention of the Parties that the arbitration be concluded and determined within sixty (60) days of the arbitrator being appointed;
- c) *The Arbitration Act* (Alberta), RSA 2000, c.A-43 as amended, shall apply to any arbitration pursuant to this Agreement, and the decision of the arbitrator shall be binding upon the Parties;
- d) The costs of any arbitration shall be in the discretion of the

arbitrator, having regard however to the nature of this Agreement and the relationship of the Parties; and,

- e) The Parties may mutually agree in writing to extend any time period or deadline provided for in this Article 15.

**16. INTERPRETATION**

16.01 The captions and headings used herein are for convenience and reference only and shall not limit or expand, or be referenced to in interpreting or construing the provisions hereof.

16.02 Wherever the singular, masculine or neuter is used in this Agreement, the same shall be construed as meaning the plural or feminine or body politic or corporation and vice versa where the context so requires.

**17. FURTHER ASSURANCES**

17.01 Each of the Parties shall from time to time execute and deliver all such further documents and instruments and do all acts and things as the other Party may reasonably require to effectively carry out or better evidence or perfect the full intent and meaning of this Agreement.

**18. SEVERABILITY**

18.01 If any covenant, obligation or provision contained herein is invalid or unenforceable, then such covenant, obligation or provision shall be deemed severed herefrom and the remainder of this Agreement shall remain in full force and effect and each covenant, obligation or provision in this Agreement shall be separately valid and enforceable to the fullest extent permitted by law.

**19. ENTIRE AGREEMENT**

19.01 This Agreement constitutes the entire Agreement in relation to the subject matter hereof, subject to no other oral or written proposals, agreements or understandings whatsoever and may only be subsequently supplemented or amended by a written agreement subscribed to by the Parties.

**IN WITNESS WHEREOF** the Parties, through their duly authorized officers, executed the Agreement the \_\_\_\_ day of \_\_\_\_\_, 201\_\_.

BOARD OF GOVERNORS OF  
NORQUEST COLLEGE

Per: \_\_\_\_\_

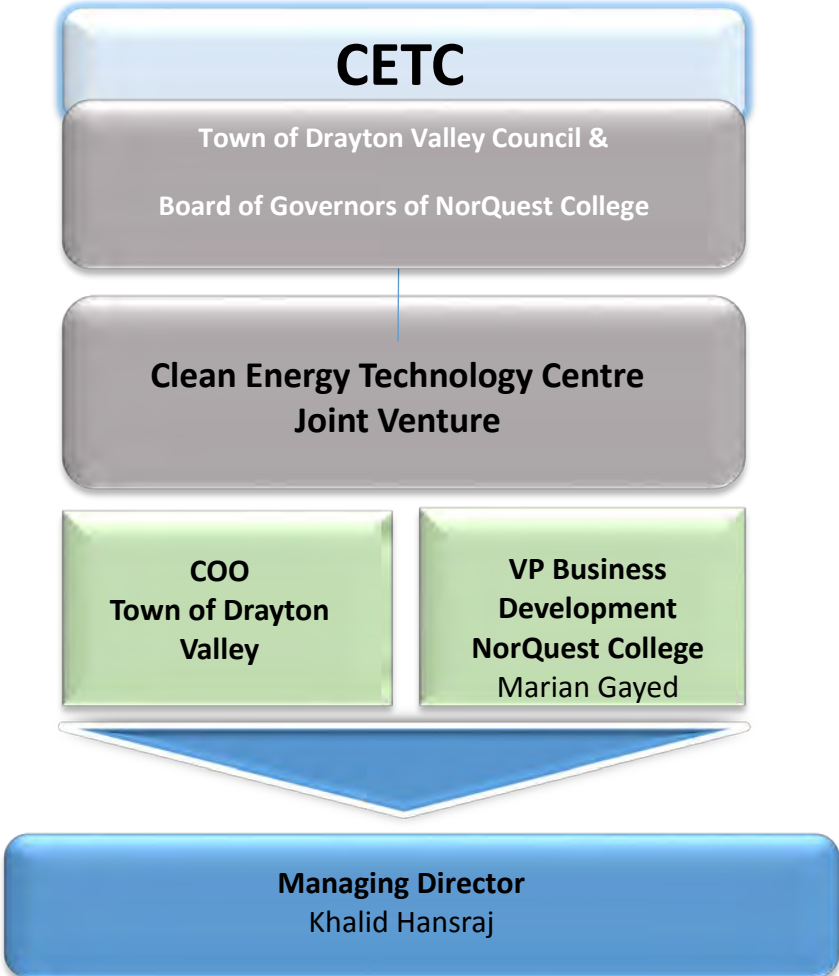
Per: \_\_\_\_\_

TOWN OF DRAYTON VALLEY

Per: \_\_\_\_\_

Per: \_\_\_\_\_

APPENDIX A – PROPOSED JOINT VENTURE ORGANIZATION STRUCTURE



<b>AGENDA ITEM: 6.7</b>	Appointments to the Mayor's Advisory Committee
<b>Department:</b>	Administration
<b>Presented by:</b>	Councillor Long
<b>Support Staff:</b>	Dwight Dibben, CAO

**BACKGROUND:**

Bylaw 2011/18/B of the Town of Drayton Valley establishes the Mayor's Advisory Committee. The Mayor's Advisory Committee consists of eleven (11) members, who shall be appointed by resolution of Town Council for either a two (2) or three (3) year term. The Committee consists of members from the following categories: the Town of Drayton Valley, Brazeau County, the Ministerial Association, youth, seniors, the Mayor, and the Deputy Mayor.

The appointments of Randy Rye, Kathy Howe, Jay Harris, and Bernie Schell have expired as of October 2016, resulting in four (4) vacancies in the representative categories of the Town, Brazeau County, the Ministerial Association, and seniors. The vacancies have been advertised and six (6) applications have been received from the following individuals:

- Christina Galavan;
- Randy Rye, representative of the Ministerial Association;
- Bernie Schell;
- Jay Harris;
- Norma Block; and
- Ashraful Alam.

**OPTIONS:**

1. That Council appoint Randy Rye to the Mayor's Advisory Committee as the representative for the Ministerial Association for a two year period ending October 31, 2018.

That Council appoint Bernie Schell to the Mayor's Advisory Committee as the representative for the senior demographic for a two year period ending October 31, 2018.

That Council appoint Ashraful Alam and [either Jay Harris, Norma Block, or Christina Galavan] to the Mayor's Advisory Committee as representatives for the Town of Drayton Valley and Brazeau County, respectively, for a two year period ending October 31, 2018.

2. That Council appoint Randy Rye to the Mayor's Advisory Committee as the representative for the Ministerial Association for a two year period ending October 31, 2018.

That Council appoint \_\_\_\_\_ to the Mayor's Advisory Committee as the representative for the senior demographic for a two year period ending October 31, 2018.

That Council appoint \_\_\_\_\_ and \_\_\_\_\_ to the Mayor's Advisory Committee as representatives for the Town of Drayton Valley and/or Brazeau County for a two year period ending October 31, 2018.

3. That Council direct Administration to reissue a call for Committee members and bring forward a list of applicants.

**MOTION:**

That Council \_\_\_\_\_.



TOWN OF DRAYTON VALLEY  
APPLICATION FOR BOARD/COMMITTEE MEMBERSHIP

RECEIVED  
R Oct 4/16 RTB

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

Name: Christina Galaran

Phone

Mailing Address: FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4), AB T7E

Street Address: or  Brazeau County (check)

Occupation: Residential Appraiser (CRA) / Small business owner (if applicable)

Board/Committee Membership Applied for: Mayor's Advisory Committee

Related Experience/Qualifications: Small business owner in Town of DV for 27 years. Residential Appraiser (CRA) in DV and County of Brazeau for 10 years. Educated in taxation/assessment and zoning/bylaws.

Reasons for Applying for the Membership: I am very interested in the future of the Town of Drayton Valley and the County of Brazeau and the future of its citizens. My education and work experience would be an asset on this committee.

Other Pertinent Information: I have an indepth knowledge of the local economy and property value trends. I have worked with the public for 30 years and am well known in the community.

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

Yes  No

Please provide a letter of reference from Kevin Thebeau attached or names and contact information of 2 references.

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

Signature:

Date: Sept 30, 2016

FOIPP: The personal information requested on this form is being collected for the purpose of assessing suitability for appointment to a Board formed by the Town of Drayton Valley. It is collected under the authority of Section 32 C) of the Freedom of Information and Protection of Privacy Act and is used exclusively and expressly for the purpose mentioned above. If you have any questions or disclosure of the use of information, please contact the FOIPP Co-ordinator at (780) 514-2200.



5211 Industrial Road  
P.O. Box 6969,  
Drayton Valley, Alberta  
T7A 1S3

September 30, 2016

Mayor Glenn McLean  
Town of Drayton Valley

Dear Glenn:

I have known Christina Galavan for more than 20 years. In this time Christina has continuously displayed a commitment to the town of Drayton Valley and the Brazeau County. Christina is a local business owner and entrepreneur that raised her family in the Drayton community. Christina is very knowledgeable in the needs, challenges and opportunities that Drayton Valley faces. Her roles as a Parent, mother, professional appraiser, small business owner and promotions manager make her a natural choice to be a part of the Mayors Advisory Council. From a personal standpoint I would highly recommend Christina for this position as her and her family has supported me and my family in all that families face over the years. From a professional standpoint Christina is a self-made professional business woman that would offer well thought out valuable input to the future of Drayton Valley. Christina has my unconditional recommendation both personally and professionally.

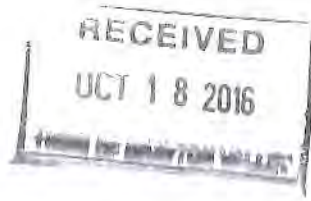
Sincerely,  
FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

Kevin Thebeau  
General Manager Drayton Valley and Northern Region  
Keyera Energy

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



DRAYTON VALLEY  
*'Putting Together'*



TOWN OF DRAYTON VALLEY

Application for Board/Committee Membership

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

NAME: Randy Rye PHONE: \_\_\_\_\_

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

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

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

OCCUPATION: PASTOR

BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: MAYOR ADVISORY

RELATED EXPERIENCE AND QUALIFICATIONS:

- BEEN ON THE COMMITTEE FOR NUMEROUS YEARS.
- VERY INVOLVED IN OUR COMMUNITY

BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:

TO HELP BE A PART OF A TEAM THAT CONTRIBUTES TO OUR COMMUNITY IN A POSITIVE

OTHER PERTINENT INFORMATION:

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

YES NO

PLEASE PROVIDE A LETTER OF REFERENCE OR THE NAMES AND CONTACT INFORMATION OF 2 REFERENCES.

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

SIGNATURE: \_\_\_\_\_

DATE: OCT 13/16

FOIPP: The personal information requested on this form is being collected for the purpose of assessing suitability for appointment to a Board constituted or formed by the Town of Drayton Valley. It is collected under the authority of Section 32(C) of the Freedom of Information and Protection of Privacy Act 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 Co-ordinator at (780) 514-2200.



DRAYTON VALLEY  
'Pulling Together'

RECEIVED  
Sept. 13/16 RB

TOWN OF DRAYTON VALLEY

Application for Board/Committee Membership

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

NAME: Bernie Schall PHONE: \_\_\_\_\_

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

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

OCCUPATION: Retired

BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: \_\_\_\_\_

RELATED EXPERIENCE AND QUALIFICATIONS:

Have been here for about 10 yrs

BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:

I like to be able to help with  
budgeting thoughts to the table  
in what the Peoples.

OTHER PERTINENT INFORMATION:

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

YES

NO Never have missed a meeting

PLEASE PROVIDE A LETTER OF REFERENCE OR THE NAMES AND CONTACT INFORMATION OF 2 REFERENCES.

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

SIGNATURE: \_\_\_\_\_

DATE: Sept 13-2016

FOIPP: The personal information requested on this form is being collected for the purpose of assessing suitability for appointment to a Board constituted or formed by the Town of Drayton Valley. It is collected under the authority of Section 32(C) of the Freedom of Information and Protection of Privacy Act 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 Co-ordinator at (780) 514-2200.



# TOWN OF DRAYTON VALLEY

## Application for Board/Committee Membership

---

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

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

ADDRESS \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

---

**BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)**

*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.*

---

**RELATED EXPERIENCE AND QUALIFICATIONS:**

---

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

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.

**OTHER PERTINENT INFORMATION:**

meeting times of this board; it appears from previous minutes that the meeting dates are not set 1-2 months in advance. With my schedule, this may not work well. I will often need 1-2 months notice to book into my schedule.

---

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

YES
NO  
FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

**PLEASE  
INFORM**

**NAME OR THE NAMES AND CONTACT**

**SIGNATURE**

**TELEPHONE:** \_\_\_\_\_

Please return to:

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

November 9, 2016

RE: Mayor's Advisory Board References for Norma Block

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

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



## TOWN OF DRAYTON VALLEY

### Application for Board/Committee Membership

---

**NAME:** Jay Harri FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)  
**PHONE:** \_\_\_\_\_

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

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

**E-MAIL ADDRESS:** \_\_\_\_\_

**OCCUPATION:** Personal Financial Advisor

---

**BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: (Please Choose)**

Other: Please State

Mayor Advisory Committee

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.

---

**RELATED EXPERIENCE AND QUALIFICATIONS:**

I have held a few terms on this committee since stepping down as Drayton Valley Town Councilor. I love Drayton Valley hence wanting to take a stand for the people in our beautiful town. It is unfortunate that I had to step down from Council but moving out of town boundaries for love was where I needed to be. Being a part of the Mayor Advisory kept me active in the politics of Drayton Valley and allowed me to still have my voice and be able to bring concerns & compliments of the constituents forward when need be

---

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

Same as above

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.

**OTHER PERTINENT INFORMATION:**

---

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

YES       NO

---

**PLEASE PROVIDE A LETTER OF REFERENCE OR THE NAMES AND CONTACT INFORMATION OF TWO (2) REFERENCES.**

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

**SI:** \_\_\_\_\_

**DATE:** October 21 2016

---

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

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.



TOWN OF DRAYTON VALLEY  
APPLICATION FOR BOARD/COMMITTEE MEMBERSHIP

RECEIVED  
NOV 10 2016

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

Name: ASTHRAFUL ALAM Phone: \_\_\_\_\_

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

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

Street Address: As Above or \_\_\_\_\_ Brazeau County (check)

Occupation: Operations Manager Brazeau Seniors Foundation (if applicable)

Board/Committee Membership Applied for: \_\_\_\_\_  
Mayor's Advisory Committee

Related Experience/Qualifications: President - Rotary House Society Board  
Member - Eleanor Pickup Arts Centre Society Board  
Member - Communities in Bloom Committee.

Reasons for Applying for the Membership: \_\_\_\_\_  
To give back to my Community and neighbors.  
To accomplish things around Community together.  
To maintain quality of life we expect in our Community

Other Pertinent Information: \_\_\_\_\_  
I have a BBA & MBA degree.

Will you be able to attend all regular meetings and tend to matters which may require allocation of personal time?  
 Yes  No

Please provide a letter of reference or names and contact information of 2 references.  
FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)

Signature: \_\_\_\_\_ Date: Nov 10th 2016

FOIPP: The personal information requested on this form is being collected for the purpose of assessing suitability for appointment to a Board formed by the Town of Drayton Valley. It is collected under the authority of Section 32 C) of the Freedom of Information and Protection of Privacy Act and is used exclusively and expressly for the purpose mentioned above. If you have any questions or disclosure of the use of information, please contact the FOIPP Co-ordinator at (780) 514-2200.

# References

1. **Moe Hamdon**

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

2. **Francis Julien**

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

<b>AGENDA ITEM: 6.8.</b>	<b>Governance Options Review and Report</b>
<b>Department:</b>	<b>Administration</b>
<b>Presented by:</b>	<b>Councillor Shular</b>
<b>Support Staff:</b>	<b>Dwight Dibben, CAO</b>

**BACKGROUND:**

On December 6, 2016, the Alberta Government passed amendments to the *Municipal Government Act*. In advance of the passing of the *Modernized Municipal Government Act* (MMGA), the Town of Drayton Valley initiated, and will continue, conversations with Brazeau County regarding existing and potential intermunicipal agreements, such as the Intermunicipal Cooperation Agreement, the Intermunicipal Development Plan and various Cost Sharing Agreements.

Although the Intermunicipal Collaboration Framework (ICF) is a mandatory regional planning mechanism established within the MMGA, it does not address many of the issues foremost for many urban communities nor does it provide enhancements to regional cooperation as indicated early in the review process. A regulation will be generated to set out how each ICF must establish:

- minimum requirements regarding intermunicipal land-use planning;
- minimum list of services to be considered on a regional basis;
- a dispute resolution process for when partnering municipalities cannot agree;
- timelines for completion;
- authority to exempt municipalities in certain cases; and
- other matters as required.

With a two-year timeframe mandated by the Province for the compulsory implementation of ICFs, urban municipalities such as Drayton Valley will continue to rely on the good graces of neighbouring municipalities and other levels of government to provide needed services to our regional population. Given an extended period of uncertainty will continue, rather than allow the uncertainties of external support to dictate Drayton Valley's opportunities it is recommended our municipality take a proactive approach in preparing for future economic and environmental variabilities, and the potential impacts for taxpayers. Efforts with respect to regional collaboration must consider that the long-term viability of Drayton Valley is of paramount importance, including such things as our future growth prospects, the economic impact for our taxpayers and our strength as a community.

Administration recommends that Council direct a deliberate and purposeful analysis of all options available to the municipality in keeping with ensuring the long-term sustainability and viability of the Town of Drayton Valley.

**OPTIONS:**

- A. That Council directs Administration to review and report on service and governance options for the future benefit of residents and businesses of the Town of Drayton Valley and the broader community. Included in this report will be any options that may be identified during the course of the review. Administration is asked to report to Town Council as soon as practicable.

B. That Council table the review and report on service and governance options for the future benefit of residents and businesses of the Town of Drayton Valley and broader community.

**MOTION:**

That Council \_\_\_\_\_.

<b>AGENDA ITEM: 6.9</b>	<b>Alberta Community Partnership (ACP) Grant</b>
<b>Department:</b>	<b>Engineering and Development</b>
<b>Presented by:</b>	<b>Councillor Wheeler</b>
<b>Support Staff:</b>	<b>Ron Fraser, Director of Engineering and Development</b>

**BACKGROUND:**

The Alberta Community Partnership (ACP) Grant is designed to support municipalities in attaining new or enhanced regional municipal services; improve municipal capacity to respond to municipal and regional priorities; and achieve effective inter-municipal relations through joint collaborative activities. With Council's support, Administration would agree to jointly submit an application for the Intermunicipal Development Plan (IDP) Review Project with Brazeau County to receive funding through the ACP Grant Program; Brazeau County being the Managing Partner. To meet the required renewal schedule for the IDP, and to align with new legislation and updated planning policies in both the Town of Drayton Valley and Brazeau County, Administration recommends the update of the IDP, which under the renewal schedule, is due in 2017. The IDP Review Project will result in collaboration between the Town of Drayton Valley and Brazeau County to reassess future land use areas in the fringe area in consultation with the public, establish updated dispute resolution processes, and provide a concise planning framework for both municipalities.

The maximum funding for this program is \$200,000 and the IDP Review Project would be asking for a grant of up to \$100,000. ACP Grant applications must be submitted by December 16, 2016. No late applications will be accepted. Applications must be accompanied by a resolution of Council supporting the IDP Review project. Brazeau County Council has already approved a similar motion. Funding from the ACP Grant Program would allow for an IDP review without putting an extra financial burden on either municipality.

As per section 631(1) of the *Municipal Government Act* (MGA) "Two or more councils may, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an inter-municipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary."

The MGA also requires, as per section 636(1), that the municipality inform any person who may be affected to allow for input including the public, school boards, and adjacent municipalities.

The current Intermunicipal Development Plan (IDP) was created in May, 2011. The IDP states Brazeau County and the Town of Drayton Valley shall jointly undertake a review and update of the IDP within five (5) years of the date of adoption, which under the renewal schedule is due in 2017. A review of the IDP will allow the Town of Drayton Valley and Brazeau County to ensure that the IDP is meeting their needs now and in the future. Accordingly, Administration is recommending that Council supports the Intermunicipal Development Plan (IDP) Review Project and the application for funding through the Alberta Community Partnership (ACP) Grant Program.

**OPTIONS:**

- A. Council supports the Intermunicipal Development Plan (IDP) Review Project and the application for funding through the Alberta Community Partnership (ACP) Grant Program.
- B. Council rejects the request as submitted.
- C. Council requires more information.

**MOTION:**

I move that \_\_\_\_\_

**CALL TO ORDER**

Reeve B. Guyon called the meeting to order at 1:02 p.m.

**PRESENT**

B. Guyon, Reeve  
S. Mahan, Councillor  
R. Moir, Councillor  
M. Thompson, Councillor  
M. Gressler, Councillor  
A. Heinrich, Councillor  
K. Westerlund, Councillor  
M. Schoeninger, Chief Administrative Officer  
T. Kwirant, Executive Assistant  
C. Whalen, Administrative Assistant  
K. MacInnis, Communications Co-ordinator

**PLANNING & DEVELOPMENT**

**16D-132 Waiver of Offsite-Levy Fee**

M. Verhaeghe presented a request for refund of the offsite-levy for development permit 16D-132.

**1682/16** Moved by K. Westerlund to approve option 'a': that council refund the offsite levy of \$937.50 to the applicant for development permit 16D-132 and that Council repay the offsite levy from an alternate account.

**IN FAVOUR**

B. Guyon  
M. Gressler  
K. Westerlund

**OPPOSED**

S. Mahan  
M. Thompson  
R. Moir  
A. Heinrich

**DEFEATED**

**Alberta Community Partnership (ACP) Grant**

M. Verhaeghe presented an application for funding through the Alberta Community Partnership (ACP) Grant Program.

**1683/16** Moved by A. Heinrich to approved option 'a': to support the Intermunicipal Development Plan review project and the application for funding through the Alberta Community Grant Program.

**CARRIED UNANIMOUSLY**

## Information Items

9.0 Information Items

Pages 70-124

9.1. Sustainability Committee Notes – October 2016	71-73
9.2. Waste Management Committee Notes – October 2016	74-75
9.3. Brazeau Seniors Foundation Board Minutes – September 2016	76-80
9.4. Drayton Valley Municipal Library Board Minutes – September and October 2016	81-88
9.5. Yellowhead Regional Library Board Minutes – June 2016	89-92
9.6. STAR Catholic Board Highlights – November 2016	93
9.7. Roger Coles Memorial Youth Sports Grant – Recipient Thank you	94
9.8. Canada Communities in Bloom Certificate of Congratulations from MP Jim Eglinski	95
9.9. Drayton Valley RCMP Stats – November 2016	96-99
9.10. Pembina Physician Recruitment and Retention Committee – November 2016	100-104
9.11. Asbestos Management Code of Practice	105-124

**MOTION:**

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

*Sustainability Committee Meeting*  
*Friday, October 21, 2016, 9:00 a.m.*  
*Town of Drayton Valley Conference Room #1*

---

## Meeting Notes

---

**Present:** Councillor Fayrell Wheeler, Councillor Brandy Fredrickson, Dwight Dibben, Sonya Wigglesworth, Danette Moulé, Sabine Larcher

**Absent:** Mayor Glenn McLean (Ex Officio), Councillor Dean Shular, Ron Fraser

### 1.0 Call to Order

Councillor Wheeler called the meeting to order at 9:03 a.m.

### 2.0 Additions or Deletions to Agenda

There were no additions or deletions to the agenda.

### 3.0 Adoption of Agenda

The agenda was adopted as presented.

### 4.0 Approval of Committee Meeting Notes

#### 4.1 August 12, 2016, Committee Meeting Notes

#### 4.2 September 23, 2016 Committee Meeting Notes

The August 12, 2016, Committee Meeting Notes and the September 23, 2016, Committee Meeting Notes were approved as presented.

### 5.0 Discussion Items

#### 5.1 Landscape Management Plan Review

Councillor Wheeler asked for feedback from Administration regarding the Plan. The Committee agreed that it is partly more an operation plan than a guiding document, and discussed the appropriate review cycle of the Landscape Management Plan. Councillor Wheeler asked that Administration bring recommendations to the Committee regarding changes to the document and review cycle.

#### 5.2 Updates

##### 5.2.1 Community Sustainability Plan Review

Councillor Wheeler updated the Committee on the process of collecting information.

### **5.2.2 FCM GHG Project**

The Committee discussed the FCM GHG project, next steps, and energy reduction/charges. Mr. Dibben recommended waiting until the provincial plan for energy reduction has been released before finalizing a Town plan. He advised that energy planning for the municipality can begin without community engagement. Councillor Fredrickson added that energy plans can be explored outside the FCM plans. Ms. Moulé mentioned that energy reduction initiatives are ongoing at the Town facilities.

*Mr. Dibben left the meeting at 9:57 am.*

### **5.2.3 Youth Advisory Council**

Ms. Moulé reviewed options following the Governance and Priorities discussed. The options being that Council visit the schools or having the Youth Advisory Council. Councillor Wheeler suggested bringing this back to a Governance & Priorities for discussion.

### **5.2.4 Women in Leadership program**

Ms. Moulé advised that the program will start in January 2017 and run throughout the whole year. Ms. Moulé is working with the schools to get support in attracting participants.

### **5.2.5 Sustainability Conversation**

Councillor Wheeler informed the Committee of a discussion with Mr. Lars Hallström of Augustana University regarding the Community Sustainability Plan. He advised of a focused and prioritized approach to goals and strategies to have a maximum effect through the utilization of an overarching tool applied to all policies and management plans, thereby simplifying the implementation of sustainability aspects. The suggestion will be reviewed administratively.

*Councillor Wheeler left the meeting at 10:05 am.*

*Councillor Fredrickson left the meeting at 10:13 am.*

*Councillor Wheeler returned to the meeting at 10:14 am.*

## **6.0 Other Business**

There was no other business discussed.

## **7.0 Information items**

There were no information items discussed.

## **8.0 Items for Next Meeting**

- Youth Advisory Council
- Sustainability Conversation
- Community Sustainability Plan Review
- GHG Project: Energy Plan (Johnson Control Report)
- Plastic Bag Ban

*October 21, 2016*

---

**9.0 Next Meeting Date**

November 25, 2016, 9:00-11:00 am, Boardroom 1

**10.0 Adjournment**

The meeting was adjourned at 11:00 a.m.

Carried

APPROVED

*Waste Management Committee Meeting*  
*Thursday, October 27, 2016, 1:30 p.m.*  
*Conference Room #2*

---

## Meeting Notes

---

**Present:** Councillor Brandy Fredrickson, Councillor Deb Bossert, Dwight Dibben, Sonya Wrigglesworth, Danette Moulé, Sabine Larcher

**Absent:** Mayor Glenn McLean (Ex officio), Ron Fraser

### 1.0 Call to Order

Councillor Fredrickson called the meeting to order at 1:35 p.m.

### 2.0 Additions or Deletions to Agenda

Following item was added to the agenda:

5.4. RCA Conference

*Mrs. Wrigglesworth entered the meeting at 1:37 pm.*

### 3.0 Adoption of Agenda

Councillor Bossert moved to adopt the agenda as presented.

Carried

### 4.0 Approval of Committee Meeting Notes

**4.1 March 18, 2016, Committee Meeting Notes**

**4.2 June 14, 2016, Committee Meeting Notes**

**4.3 September 15, 2016, Committee Meeting Notes**

The March 18, 2016, Committee Meeting Notes, the June 14, 2016, Committee Meeting Notes, and the September 15, 2016 Committee Meeting Notes were approved as presented.

### 5.0 Discussion Items

#### 5.1 Update: Waste Collection RFP

Mr. Dibben provided an update on the Waste Collection RFP that has been issued and explained the review process. The deadline for submissions is November 10, 2016.

October 27, 2016

---

**5.2 Waste Management Policy & Bylaw Review**

Administration advised that the proposed document suggests changes to the existing Bylaw. The revised document would reduce the specifics in favour for broader and innovative approaches. The advantage of reviewing the Bylaw at the same time as the RFP is that changes and ideas may be accommodated in the revision.

Further, the Committee discussed recycling and education strategy for residents as well as bylaw enforcement. Councillor Fredrickson asked to add "Education Strategy" as an item to the next meeting agenda.

**5.3 Councillor Wheeler's Recycling Conference Report**

Feedback on the Waste Management Training and Leachate, mentioned in Councillor Wheeler's Conference Report, was provided.

**5.4 RCA Conference**

Ms. Moulé provided the Committee with a summary of the sessions she had attended at the Conference.

**6.0 Other Business**

The Committee briefly discussed options for Spring Cleanup 2017.

**7.0 Information Items**

**8.0 Items for Next Meeting**

- Spring Cleanup
- Education Strategy
- Waste Collection RFP
- Bylaw Update

**9.0 Next Meeting Date**

November 22, 2016, 3:00 pm, Conference Room 1

**10.0 Adjournment**

Councillor Bossert moved to adjourn the meeting at 2:43 p.m.  
Carried



*Brazeau*  
Seniors Foundation

5208 – 47 Ave Drayton Valley, AB T7A 1N7  
Phone: (780) 542 – 2712  
Fax: (780) 542 – 2765  
E-mail: [bsf@telusplanet.net](mailto:bsf@telusplanet.net)

---

MEETING OF THE BOARD OF DIRECTORS  
Lakeview Inn, Drayton Valley  
September 29, 2016  
10:00 am

**ATTENDANCE:**

**Directors Present:**

Jeannette Vatter, Chairperson  
Janet Young, Vice-Chairperson  
Brandy Fredrickson,  
Shirley Mahan  
Donna Gawalko

Member at Large – Drayton Valley  
Village of Breton  
Town of Drayton Valley  
Brazeau County  
Member at Large – Brazeau County

**Directors Absent:**

**Administration Present:**

Stella Keller  
Cindy Trudgian

Chief Administrative Officer  
Executive Assistant

---

**1.0 CALL TO ORDER**

J. Vatter called the meeting to order at 10:00am

**2.0 AGENDA**

**2.1 ADDITIONS TO THE AGENDA**

3.1.1 Special Meeting Minutes

6.1.1.3 New Menu

6.1.4 Policy - Governance

7.1 FOIP Fee Schedule

**2.2 APPROVAL OF AGENDA**

**Resolution #16-09-01: Moved by J. Young to approve the agenda with additions.**

**Motion ...Carried Unanimously**

### **3.0 APPROVAL OF MINUTES**

#### **3.1 MINUTES FROM THE JULY 15, 2016 REGULAR BOARD MEETING**

**Resolution #16-09-02: Moved by S. Mahan to approve the minutes of the July 15, 2016 Regular Board Meeting.**

**Motion ...Carried Unanimously**

#### **3.1.1 MINUTES FROM THE AUGUST 4 AND 22, 2016 SPECIAL BOARD MEETING**

**Resolution #16-09-03: Moved by D. Gawalko to approve the minutes of the August 4 and 22, 2016 Special Board Meeting.**

**Motion ...Carried Unanimously**

#### **3.2 BUSINESS ARISING OUT OF THE MINUTES**

*None at this time*

### **4.0 FINANCIAL**

#### **4.1 FINANCIAL REPORTS - Foundation**

##### **4.1.1 Foundation Payable Disbursements for July and August 2016**

**Resolution #16-09-04: Moved by B. Fredrickson to accept the Payable Disbursements as information.**

**Motion ...Carried Unanimously**

##### **4.1.1.1 Visa Payable for June and July 2016**

**Resolution #16-09-05: Moved by D. Gawalko to accept the Visa Payable as information.**

**Motion ...Carried Unanimously**

##### **4.1.2 Foundation Balance Sheet as of August 31, 2016**

**Resolution #16-09-06: Moved by S. Mahan to accept the Balance Sheet as information.**

**Motion ...Carried Unanimously**

##### **4.1.3 Foundation Financial Statements to August 31, 2016**

###### **4.1.3.1 Central Services/Lodge**



**Resolution #16-09-07: Moved by D. Gawalko to accept the Central Services Lodge Financial Statements as information.**

**Motion ...Carried Unanimously**

#### **4.1.3.2 Provincial Housing Units**

**Resolution #16-09-08: Moved by J. Young to accept the Provincial Housing Units Financial Statements as information.**

**Motion ...Carried Unanimously**

#### **4.2 FINANCIAL REPORTS – Urban Housing**

**4.2.1 Urban Housing Payable Disbursements for July and August 2016.**

**4.2.2 Urban Housing Balance Sheet as of August 31, 2016**

**4.2.3 Urban Housing Financial Statements to August 31, 2016**

**Resolution #16-09-09: Moved by S. Mahan to accept the Urban Housing Payable Disbursements, Balance Sheets and Financial Statements as information.**

**Motion ...Carried Unanimously**

#### **4.3 BUDGET 2017**

**4.3.1 Urban Housing Budget 2017**

**Resolution #16-09-10: Moved by D. Gawalko to approve the Urban Housing Budget as presented.**

**Motion ...Carried Unanimously**

#### **4.4 BOARD MEMBER EXPENSE**

**4.4.1 Board Member Expenses for July and August 2016**

**Resolution #16-09-11: Moved by S. Mahan to approve the Board Member Expenses for July and August 2016, in the amount of 2493.46**

**Motion ...Carried Unanimously**

#### **5.0 OLD BUSINESS**

*None at this time*

#### **6.0 REPORTS**

##### **6.1 OPERATIONS REPORT**

### **6.1.1 Operation's Report**

Operations Report was verbally reviewed by S. Keller.

#### **6.1.1.1 ASCHA Central Regional Meeting – September 23, 2016**

Congratulations to B. Fredrickson who was elected to the ASCHA Executive for the Central Region.

#### **6.1.1.2 Bad Debts**

**Resolution #16-09-12: Moved by S. Mahan** to write off the bad debts as presented, with the exception of one Shangri-La Lodge debt which will not be written off as opportunity to collect exists.

**Motion ...Carried Unanimously**

#### **6.1.1.3 New Menu for Shangri-La Lodge**

Board reviewed the new approved menu for the Shangri-La Lodge.

### **6.1.2 Vacancy Report**

**Resolution #16-09-13: Moved by S. Mahan** to accept the Vacancy Report as information.

**Motion ...Carried Unanimously**

### **6.1.3 In-Private Session**

**Resolution #16-09-14: Moved by B. Fredrickson** to go in-private to discuss personnel matters at 12:32pm.

**Motion ...Carried Unanimously**

**Resolution #16-09-15: Moved by J. Young** to come out of private at 1:25pm.

**Motion ...Carried Unanimously**

### **6.1.4 Policy - Governance**

Board reviewed the first draft of additions to the Governance policy and related items were discussed. CAO will continue to work on the additions and will review with the board once it meets its preliminary goal of continuation of operations and solutions for temporary absences of the CAO.

**Resolution #16-09-16: Moved by S. Mahan** to receive the draft Governance Policy as information.

**Motion ...Carried Unanimously**

**7.0 NEW BUSINESS**

**7.1 FOIP Fee Schedule**

**Resolution #16-09-17: Moved by D. Gawalko to approve the FOIP Fee Schedule as presented.**

**Motion ...Carried Unanimously**

**8.0 CORRESPONDENCE**

**8.1 From: Alberta Seniors and Housing – Memo and Template concerning Reimbursement Process for costs related to housing displaced clients during the wildfires.(September 26, 2016) email**

**8.2 From: Dean Lussier, Alberta Seniors and Housing – Management Body Operation and Administration Regulation, Process for Business Plans: 2017-2021 .(September 26, 2016) email**

**Resolution #16-09-18: Moved by J. Young to accept the correspondence as information.**

**Motion ...Carried Unanimously**

**9.0 FUTURE MEETING DATES**

**9.1 NEXT BSF REGULAR BOARD MEETING – Friday, October 28, 2016 at the Lakeview Inn @ 10:00am. (MLA Mark Smith visiting)**


**10.0 ADJOURNMENT**


**Resolution #16-09-19: Moved by S. Mahan to adjourn the meeting at 1:42pm.**

**Motion ...Carried Unanimously**

---

APPROVED AT THE November 4, 2016 MEETING OF THE BOARD

  
\_\_\_\_\_  
Chief Administrative Officer

  
\_\_\_\_\_  
Board Chair

## DRAYTON VALLEY MUNICIPAL LIBRARY BOARD MINUTES

The minutes of the Drayton Valley Municipal Library Board regular meeting held September 13, 2016 at 4:15pm in conference room #1.

**PRESENT** Lyndara Cowper-Smith Rose Mayan Pat Adamson Colleen Andersen  
Brenda Cartwright Graham Long Kara Westerlund Sandy Faunt (Director)  
Marge Eliuk (Recording Secretary)

**CALL TO ORDER** Lyndara Cowper-Smith called the meeting to order at 4:15pm.

**AGENDA** Addition to Agenda: 7.3 3-D Printer  
7.4 Rotary Children's Library Classroom Rental

Graham Long moved to accept the agenda as amended.

**MOTION CARRIED.**

### **ADOPTION OF MINUTES**

Rose Mayan moved to adopt the minutes of the June 29, 2016 meeting as presented.

**MOTION CARRIED.**

### **BUSINESS ARISING**

#### Renovations

Workroom renovations: The Contractor will start late October or early November.

#### Electrical

The town did not charge the library for the electrical box installation. All the electrical work in the library is now completed except for the workroom. Sandy will purchase the monitor for the circulation area. The estimate for the electrical outlets was \$4675.00.

### **FINANCIAL**

Monthly Financial Report- June, July, August 2016:

Sandy will make a list of expenditures which will explain why the budget appears overspent in some areas.

Rose Mayan made a motion to accept the June, July, August Financial Reports as presented.

**MOTION CARRIED**

### **REPORTS**

#### Councillors

Councillor Kara Westerlund had no new information to report. She did tell Sandy that Lee Chambers will be contacting her after their meeting next Wednesday.

Councillor Graham Long reported that the Tour of Alberta was well done. The DV100 bike race was held September 10, 2016. Graham also mentioned that there is a place on the town website for public to say where they would like budget money going. On September 9, 2016 Graham attended the YRL conference.

Director

YRL Conference. Staff: Sandy, Dana, and Marge attended. Board: Lyndara, Brenda and Graham attended. This year's conference offered a number of very good sessions. After taking the outreach session we were happy to note we are in line with most libraries in programming and providing services. Lyndara attended the session on Student Driver training and has volunteered to teach the class. Brenda came away with some questions: Is the Plan of Service reviewed annually, do we have adequate insurance, could we have a Tech help day for patrons, and should we think about having a patron appreciation day.

Summer Reading Program. Registration was 132. We had 43 sessions including 7 entertainers for our Wild Thursdays, which FCSS sponsored. The children read in the community at Cause for Critters, Senior Lodges, etc. for a total of 47 hours. We had a grand total of 2,128 hours read this summer!

Leah had an accident when she was backing out of the fire hall parking lot. The repairs have been done. No one was hurt.

The Drayton Valley Community Learning has a program for Moms and children and they will be using the Children's area of the library. Their ELL program will also be held at the library, and Christmas gift wrapping will be available the last two weeks before Christmas.

The Library will be having Author talks, art and artifact displays for Alberta Culture Days.

60<sup>th</sup> Anniversary

Nothing new to report. The committee would like someone from administration to be on the committee. The 60<sup>th</sup> anniversary group will meet again before the next meeting.

Councillor Kara Westerlund moved to receive the reports as presented.

**MOTION CARRIED.**

## **NEW BUSINESS**

Safety

An incident occurred when our Library Page, Phillipa was leaving work after her shift. She was verbally accosted by some youth that had been in the library. She reported the incident and filled out an incident report. Our Code of Conduct Policy stated that it had to go to the Library Board, the Town of Drayton Valley policy stated a 3 day suspension. It was felt that was not a significant amount of time. The Library Board decided to amend their Code of Conduct Policy to state that the Director or designate could deny privileges.

Councillor Graham Long made a motion to change the Code of Conduct Policy 4.1.7.8 as amended.

**MOTION CARRIED**

Budget

Sandy presented a partial first Draft of the 2017 Budget. The Agreement with the Brazeau County ends this year. The current agreement is what we will work with for the 2017 budget. The Town of Drayton Valley has a cost of living increase of 3.5% scheduled for 2017. We need to take a look at the amount we have in reserve and what we should keep as reserve. The financial course Sandy took suggested that at least 3 months of salaries should be held in the reserve. The surplus could be used for COL.

3-D Printer Brenda Cartwright was approached by a group regarding getting a 3-D printer for the Library. The hope is that it might attract patrons from the junior and youth age groups. The costs of operating this printer are unknown so we will need information regarding fees to charge – if any, space availability, etc. Sandy will call Spruce Grove for any pitfalls they may have incurred, what sort of controls do they have, costs, etc. Brenda will get in touch with the group that approached her and have them make a presentation to the Board regarding a proposal for the 3-D printer.

Classroom We've had a request for the occasional use of the Rotary Library classroom on a Saturday. The board discussed the possibility and decided that if a staff member is willing to work that shift that we would charge a group \$50/hour to cover all costs.

**CORRESPONDENCE:** Govt of AB – Operating Grant for \$39,122  
ALC accepting proposals  
County of Parkland balance paid  
AUMA – 2017 Insurance renewal  
YRL memo - YRL Executive Meeting  
Bashaw Oil Corp – Letter asking to keep binders at Library  
Brazeau County final 2016 payment of \$122,414.50

**NEXT MEETING DATE:** Next meeting date: October 11, 2016 at 4:15 pm in Conference room #1.

**ADJOURNMENT:** Councillor Graham Long moved to adjourn the meeting at 5:30pm.  
**MOTION CARRIED.**

  
\_\_\_\_\_  
Recording Secretary

Adopted on the 11 day of OCT, 2016.

  
\_\_\_\_\_  
Chair

Page 84 of 124

## DRAYTON VALLEY MUNICIPAL LIBRARY BOARD MINUTES

The minutes of the Drayton Valley Municipal Library Board regular meeting held October 11, 2016 at 4:15pm in conference room #1.

**PRESENT** Lyndara Cowper-Smith Rose Mayan Colleen Andersen Brenda Cartwright  
Graham Long Kara Westerlund Sandy Faunt (Director) Marge Eliuk  
(Recording Secretary)

**ABSENT** Pat Adamson

**CALL TO ORDER** Lyndara Cowper-Smith called the meeting to order at 4:15pm.

**AGENDA** Brenda Cartwright moved to accept the agenda as presented.  
**MOTION CARRIED.**

### **ADOPTION OF MINUTES**

Rose Mayan moved to adopt the minutes of the September 13, 2016 meeting as amended.  
**MOTION CARRIED.**

### **BUSINESS ARISING**

**Renovations** The TV monitor is at the circulation desk. Leah will program it to advertise events and materials. Back room renovations should start soon – end of October to start of November.

**Draft Budget** Presented as information. Waiting for figures from Brazeau County for funding and whether or not the non-union Town employees will get Cost of Living and how much. Kara will give copy to Lee Chambers at the County Office.

**3D Printer** Sandy handed out information on 3D printers. Brenda talked with the group interested in the printer and they will attend the next meeting and make a presentation.

### **FINANCIAL**

Monthly Financial Report- September 2016

Discussion. Items to be moved: FCSS 1800 from Donations to Grants; Brazeau County monies to their own line; Flying Book 1750 to Board Expenses.

Brenda Cartwright made a motion to accept the September Financial Report as presented.

**MOTION CARRIED**

### **REPORTS**

**Councillors** Councillor Kara Westerlund reported they are working on their budget. She wasn't sure if she would be returning as County rep. They have a MDP survey on their website.

Councillor Graham Long reported that the Town is working on their budget as well. There is a space on the Town website for community input. There has only been Lyndara's application for Board appointment so far. Graham was hoping to return to the library board as Town rep. Graham mentioned the Legacy Project and Colleen said the film for the library has gone in and part of the paper has been sent for digitization. Once it all comes back in DVD and microfilm it will be stored in the Library.

Director

On October 3<sup>rd</sup> Marge and Sandy attended a FCSS workshop on grant writing. Chandra Dyck worked on the scrapbooks at the Easyford Scrapbook retreat and got an amazing amount done. Sandy will attend the PLC meeting in Spruce Grove on Friday. The kids that were bullying our Library Page have not been back in the library. Sandy is waiting for information from the auditor regarding the amortization to change the policy. Programs have been doing well at the main library. Some of the attendees need a reminder, phone call or email perhaps. The group requesting use of the ADVR classroom found a different venue.

60<sup>th</sup> Anniversary

Brenda Cartwright reported that they are working on developing a time line for organizing. Some of the items discussed:

- Using Legion instead of tent
- T shirts for staff and board
- Ordering bookmarks
- Letter from Board Chair to schools after Christmas –re plans and participation.
- Prize draws (exclude staff & board)
- Advertise in January- website, Facebook, paper, radio station, electronic sign etc.
- Marge to sit on the committee from administration.

Councillor Kara Westerlund moved to receive the reports as presented.

**MOTION CARRIED.**

## **NEW BUSINESS**

Policies

Reviewed policies 4.1.7.3.1, 4.1.7.3.2, 4.1.7.3.3, and 4.1.7.3.4. Sandy will find out what other libraries policies are for operational and capital reserves. Waiting for response from auditor regarding suggested changes of amortization.

Councillor Graham Long moved to accept Policies 4.1.7.3.1 and 4.1.7.3.2 as amended.

**MOTION CARRIED.**

**CORRESPONDENCE:** Lyndara thanked everyone for the flowers

YRL Board Executive Committee Highlights  
Alberta Municipal Affairs  
YRL 2017 Budget Highlights  
YRL Trustee Appointment Information

**NEXT MEETING DATE:**

Next meeting date: November 08, 2016 at 4:15 pm at the Rotary Children's Library.

**ADJOURNMENT:**

Rose Mayan moved to adjourn the meeting at 5:30pm.

**MOTION CARRIED.**

  
\_\_\_\_\_  
Recording Secretary

Adopted on the 15 day of November, 2016.

  
\_\_\_\_\_  
Chair

10

(

(

(



# Yellowhead Regional Library

## Board Meeting

Harvey Treleaven Boardroom

433 King Street, Spruce Grove

June 13, 2016

### Present

Chair Derril Butler, Lac Ste. Anne County  
Vice Chair Dan Pritchard, Woodlands County  
Ann Morrison, Summer Village of Sunset Point  
Anne Power, Village of Breton  
Bill Kesanko, City of Spruce Grove  
Bonnie Flesher, Village of Spring Lake  
Brenda Shewaga, Summer Village of Yellowstone  
Bud Massey, Westlock County  
Carla Frybort, City of Leduc  
Carol Webster, Town of Swan Hills  
Corinne Feth, Town of Onoway  
David Truckey, Town of Westlock  
Doug Peel, Town of Millet  
Gael Lehman, Summer Village of Val Quentin  
Graham Long, Town of Drayton Valley  
Hank Smit, Town of Hinton  
Jackie McCuaig, Parkland County  
Larry McKeever, County of Wetaskiwin No. 10  
Len Spink, Town of Beaumont  
Leslie Penny, Town of Barrhead  
Lloyd Jardine, Village of Thorsby  
Nat Dvernichuk, Village of Clyde  
Patricia Ashley, Town of Calmar  
Rick MacPhee, Summer Village of Seba Beach  
Ron Kleinfeldt, County of Barrhead No. 11  
Russ Graff, Town of Stony Plain  
Sandi Benford, Summer Village of South View  
Sandra Cherniawsky, Yellowhead County  
Sandy Morton, Town of Mayerthorpe  
Shirley Mahan, Brazeau County  
Tara Elwood, Village of Alberta Beach  
Terry Slemko, Northern Gateway Public Schools  
Tessa Hutchings, Leduc County  
Vonna Arsenault, Municipality of Jasper

### Guest

Tammy Svenningsen, YRL Public Libraries' Council

### YRL Staff

Kevin Dodds, Director  
Wendy Sears Ilnicki, Assistant Director and  
Bibliographic Services Manager  
Stephanie Thero, Client Services Manager  
David Gould, Accounting and Site Services  
Laurie Haak, Administrative Associate and Recorder  
Nick Conrad, Communications Coordinator

### Absent

Annette Stad, Town of Grande Cache  
Bill Elliot, City of Wetaskiwin  
Cathy Chaney, Village of Warburg  
Cornelia Helland, Summer Village of Castle Island  
Darlene Chartrand, Town of Whitecourt  
Dave Gursky, Wetaskiwin Regional Public Schools  
Debra McDaniel, Summer Village of Poplar Bay  
Gean Chouinard, Town of Edson  
Glen Usselman, Summer Village of Sunrise Beach  
John Slater, Summer Village of Ma-Me-O Beach  
Judy Lefebvre, Pembina Hills Regional Div. No. 7  
Kevin Pratt, Summer Village of Crystal Springs  
Kristi Pasko, Village of Wabamun  
Maureen Mazerolle, Summer Village of Silver Sands  
Stacey May, Town of Devon  
Tanya Pollard, Alberta Library Trustees' Association

### Representative Not Appointed

Summer Village of Birch Cove  
Summer Village of Grandview  
Summer Village of Kapasiwin  
Summer Village of Lakeview  
Summer Village of Nakamun Park  
Summer Village of Norris Beach  
Summer Village of Ross Haven  
Summer Village of Silver Beach  
Summer Village of West Cove

### CALL TO ORDER

D. Butler called the meeting to order at 10:05 a.m. B. Kesanko requested a moment of silence to reflect on the previous day's events in Orlando, Florida.

**1. Approval of Agenda**

T. Slemko added *Fort McMurray* as Item 3.

MOVED by J. McCuaig that the agenda be approved as amended. SECONDED by L. McKeever.	CARRIED	3802
---	---------	------

**2. Approval of Minutes**

MOVED by S. Benford that the minutes of the March 7, 2016 YRL Board meeting be approved as presented. SECONDED by T. Elwood.	CARRIED	3803
---	---------	------

**INFORMATION ITEMS**

**3. Fort McMurray**

T. Slemko asked for an update on the Fort McMurray library. K. Dodds responded that the building was not damaged in the fire and the servers were removed during the evacuation. He added that staff will be returning on June 21 to determine if the assets sustained any smoke or water damage.

MOVED by T. Slemko that the YRL Director send a letter to the Wood Buffalo Regional Library administration offering assistance if and when it is needed. SECONDED by B. Shewaga.	CARRIED	3804
---	---------	------

**4. 2017 Budget Direction**

K. Dodds explained the Executive Committee recommended that the local appropriations remain unchanged for 2017. He added that Administration will formulate a draft budget to present to the Executive Committee in September with a recommendation for approval going to the Board in November.

**5. Extending Services to First Nations**

K. Dodds stated that the province will be providing project grant funds to YRL to expand service to on-reserve/-settlement populations for the Alexis Nakota Sioux Nation, Ermineskin Cree Nation and Paul First Nation. He added that the per capita grant is based on the 2015 population figure of 5,795. He noted that these funds are to expand services to First Nations residents and municipal libraries will provide them with local resident access to all services.

K. Dodds explained that at the YRL Public Libraries’ Council meeting on June 17, library managers will be asked to volunteer for a committee that will work with YRL staff to determine how the project will proceed. He added that several ideas will need to be considered including cultural sensitivity training for library staff, collection development of First Nations material and community connections with the three First Nations areas YRL will be serving.

**6. Policy Manual Revision**

K. Dodds noted that the reference to the Canadian Library Association (CLA) conference in the Trustee section was removed due to CLA disbanding.

**7. Human Resources/Health and Safety Manual Revisions**

K. Dodds reviewed the accumulation of vacation and incident reporting requirement revisions.

**8. Trustee Orientation Evaluation Summary**

K. Dodds noted that the evaluation summary from the Trustee Orientation of May 11 was in the meeting package and that the seven trustees and two alternates were very satisfied with the session. He encouraged all trustees to attend including those that may have attended one previously.

**9. YRL In-Service**

K. Dodds reported that 33 municipal library board trustees/managers attended the May 14 in-service and that the evaluations received to date have been very positive.

**10. Mailing of Christmas Cards**

K. Dodds stated that after a spirited discussion at the April 11 Executive Committee meeting, it was decided that Administration should continue to mail Christmas cards to all stakeholders.

*BREAK: 11:05 to 11:15*

**11. Regional Library and System Sustainability Working Group Update**

K. Dodds reviewed the email update from Diana Davidson, Public Library Services Branch Director.

**12. Resolution for AAMDC and AUMA**

K. Dodds explained that a municipality in the Marigold Library System will bring a resolution to AAMDC and AUMA asking for their support to request that the relevant provincial departments develop the necessary legislation, policy and procedures to enable Alberta's library systems to acquire capital funding to repair, expand or replace their headquarters facilities.

*J. McCuaig left the meeting.*

<p>MOVED by L. Penny that the updates on the 2017 budget direction, extending services to First Nations, Policy Manual revision, Human Resources/Health and Safety Manual revisions, Trustee Orientation evaluation summary, YRL In-Service, mailing of Christmas cards, regional library and system sustainability working group and the resolution for AAMDC and AUMA be accepted as presented for information.</p> <p>SECONDED by L. Spink.</p>	<p>CARRIED 3805</p>
--	---------------------

**13. Minutes and Reports**

**a. YRL Board Executive Committee Minutes – April 11, 2016**

D. Butler noted that the minutes were included in the package.

**b. Chair’s Report – Derril Butler**

D. Butler did not have a report.

**c. Director’s Report – Kevin Dodds**

K. Dodds noted that his report and a Public Library Network update with an attachment were included in the package.

**d. Assistant Director’s Report – Wendy Sears Ilnicki**

W. Sears Ilnicki noted that her Bibliographic Services report was included in the package.

**e. Client Services Manager's Report – Stephanie Thero**

S. Thero noted that her report was included in the package.

**f. Communications Coordinator's Report – Nick Conrad**

N. Conrad noted that his report was included in the package and added that the September 9 conference website is [poweroflibraries.com](http://poweroflibraries.com).

**g. YRL Public Libraries' Council (PLC) Chair's Report – Tammy Svenningsen**

T. Svenningsen noted that the PLC and PLC Executive Committee highlights from March 18, 2016 and May 6, 2016 respectively were included in the package.

**h. Alberta Library Trustees' Association (ALTA) Report – Tanya Pollard**

D. Butler noted that T. Pollard had not submitted a report.

MOVED by S. Benford that the YRL Board Executive Committee minutes and the Chair, Director, Assistant Director, Client Services Manager, Communications Coordinator, YRL Public Libraries' Council and Alberta Library Trustees' Association reports be accepted as presented for information.		
SECONDED by B. Kesanko.	CARRIED	3806

**14. Correspondence**

D. Butler noted that there was a thank you card from ALTA in the package. K. Dodds added that the card was sent thanking YRL for their support and for the use of YRL's videoconferencing facilities.

MOVED by R. Graff that the correspondence be accepted as presented for information.		
SECONDED by B. Shewaga.	CARRIED	3807

**ADJOURNMENT**

MOVED by P. Ashley that the meeting be adjourned at 11:40 a.m.		
SECONDED by L. Jardine.	CARRIED	3808

**NEXT MEETING**

The next YRL Board meeting is at 10:00 a.m. on Monday, November 7, 2016.

\_\_\_\_\_  
Derril Butler, Chair

\_\_\_\_\_  
Kevin Dodds, Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# Board Meeting Highlights

November  
2016



## Designated STAR Catholic High Schools

The Board designated Christ the King Jr/Sr High School in Leduc as the Grade 10 to 12 high school for students residing in the Sacred Heart School and École Mother d'Youville School attendance boundaries in Wetaskiwin and Beaumont respectively. Meanwhile, the Board designated St. Augustine School in Ponoka as the Grade 10 to 12 high school for students residing in the Father Lacombe Catholic School attendance boundary in Lacombe.

## Sacred Heart School Travel Request

The Board approved Sacred Heart School's travel request to Victoria, BC from May 18 to 21, 2017.

## ACSTA Annual General Meeting

The Board reviewed and discussed pending resolutions set for the upcoming Alberta Catholic Schools Trustees' Association Annual General Meeting November 18 to 20 in Edmonton.

## ASBA Policies

The Board reviewed and discussed pending Alberta School Board Association policy positions set for the upcoming ASBA Fall General Meeting November 21 in Edmonton.

## Construction updates

The Board was updated on the construction of École Mother d'Youville School in Beaumont and Father Leduc Catholic School in Leduc.

## Father Leduc Catholic School Grand Opening

The Board received a report on the tentative plans for a grand opening celebration for Father Leduc Catholic School, scheduled for February 3, 2017.

## DATES TO REMEMBER

### Next Board Meeting

Wednesday, December 21

10:30 a.m.

STAR Central Office

4906 50 Ave., Leduc, AB

*The public is welcome at all*

*Board meetings.*

## Board of Trustees

**Thalia Hibbs**, Chair

Lacombe

**John Tomkinson**, Vice Chair

Wetaskiwin

**Dan Chalifoux**

Beaumont

**Sandra Bannard**

Drayton Valley

**Susan Kathol**

Drayton Valley

**Karen Richert**

Leduc

**Michelle Lamer**

Leduc

**Dan Svitch**

Ponoka

**Henry Effen**

Wetaskiwin

**From:** Toni Wiseman FOIP Act; RSA 2000; Chapter F-25; section 17(1) & (4)  
**Sent:** Saturday, November 26, 2016 3:57 PM  
**To:** Cora Appleby  
**Subject:** Re: Roger Coles Sport Grant

Dear Teresa Dunlop,

Thank you to the Town of Drayton Valley for the support through the Roger Coles Memorial Youth Sport Grant. I am very grateful for the consideration and approval, I will be applying this grant to offset the expenses for the meet.

I had a very successful meet, and look forward to continue to represent the town of Drayton Valley at many more national and hopeful international meets.

Thank you,  
Avery Wiseman

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



# Congratulations & Best Wishes

to the



# Town of Drayton Valley



on receiving a 5 Blooms Rating  
and a Special Mention for

# Raised Bed Edible Garden Project

from

# Canada Communities in Bloom

October 29, 2016

Jim Eglinski, M.P.

Member of Parliament for Yellowhead



## Drayton Valley Municipal Detachment Statistical Comparison January to November: 2012 - 2016

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

December-05-16

CATEGORY	Trend	2012	2013	2014	2015	2016
Homicides & Offences Related to Death		0	0	0	0	0
Robbery		2	2	8	6	3
Sexual Assaults		12	3	8	7	11
Other Sexual Offences		2	2	5	3	6
Assault		168	135	139	104	77
Kidnapping/Hostage/Abduction		9	2	2	1	1
Extortion		0	0	1	0	1
Criminal Harassment		30	17	21	22	13
Uttering Threats		53	44	39	43	25
Other Persons		0	0	0	0	0
<b>TOTAL PERSONS</b>		<b>276</b>	<b>205</b>	<b>223</b>	<b>186</b>	<b>137</b>
Break & Enter		98	62	70	69	86
Theft of Motor Vehicle		98	76	90	63	64
Theft Over \$5,000		18	8	11	11	8
Theft Under \$5,000		264	339	315	247	247
Possn Stn Goods		48	31	50	25	25
Fraud		36	43	49	49	46
Arson		2	1	1	2	0
Mischief To Property		279	275	323	256	167
<b>TOTAL PROPERTY</b>		<b>843</b>	<b>835</b>	<b>909</b>	<b>722</b>	<b>643</b>
Offensive Weapons		14	12	25	19	14
Public Order		1	1	0	0	0
Disturbing the peace		147	142	88	71	36
<b>OTHER CRIMINAL CODE</b>		<b>182</b>	<b>196</b>	<b>228</b>	<b>207</b>	<b>151</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>344</b>	<b>351</b>	<b>341</b>	<b>297</b>	<b>201</b>
<b>TOTAL CRIMINAL CODE</b>		<b>1,463</b>	<b>1,391</b>	<b>1,473</b>	<b>1,205</b>	<b>981</b>

## Drayton Valley Municipal Detachment Statistical Comparison January to November: 2012 - 2016

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

CATEGORY	Trend	2012	2013	2014	2015	2016
Drug Enforcement - Production		2	0	0	0	0
Drug Enforcement - Possession		52	42	69	41	28
Drug Enforcement - Trafficking		10	22	19	27	10
Drug Enforcement - Other		1	0	1	0	4
<b>Total Drugs</b>		<b>65</b>	<b>64</b>	<b>89</b>	<b>68</b>	<b>42</b>
Federal - General		14	10	6	8	7
<b>TOTAL FEDERAL</b>		<b>79</b>	<b>74</b>	<b>95</b>	<b>76</b>	<b>49</b>
Liquor Act		55	28	14	12	14
Other Provincial Stats		79	91	86	92	81
<b>Total Provincial Stats</b>		<b>134</b>	<b>119</b>	<b>100</b>	<b>104</b>	<b>95</b>
Municipal By-laws Traffic		5	7	9	8	4
Municipal By-laws		153	110	75	95	87
<b>Total Municipal</b>		<b>158</b>	<b>117</b>	<b>84</b>	<b>103</b>	<b>91</b>
Fatals		2	3	0	1	0
Injury MVC		6	8	6	8	12
Property Damage MVC (Reportable)		350	268	332	242	180
Property Damage MVC (Non Reportable)		47	35	35	36	25
<b>TOTAL MVC</b>		<b>405</b>	<b>314</b>	<b>373</b>	<b>287</b>	<b>217</b>
<b>Provincial Traffic</b>		<b>685</b>	<b>489</b>	<b>486</b>	<b>389</b>	<b>400</b>
<b>Other Traffic</b>		<b>18</b>	<b>11</b>	<b>3</b>	<b>10</b>	<b>16</b>
<b>Criminal Code Traffic</b>		<b>153</b>	<b>122</b>	<b>89</b>	<b>72</b>	<b>61</b>
<b>Common Police Activities</b>						
False Alarms		293	236	288	299	242
False/Abandoned 911 Call and 911 Act		71	95	96	112	95
Suspicious Person/Vehicle/Property		233	127	39	90	63
Persons Reported Missing		2	12	13	8	30
Spousal Abuse - Survey Code		161	130	133	151	120

## Drayton Valley Municipal Detachment Statistical Comparison November: 2012 - 2016

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

December-05-16

CATEGORY	Trend	2012	2013	2014	2015	2016
Homicides & Offences Related to Death		0	0	0	0	0
Robbery		1	0	0	0	0
Sexual Assaults		0	0	0	0	1
Other Sexual Offences		0	0	0	0	0
Assault		9	7	19	8	9
Kidnapping/Hostage/Abduction		0	0	0	0	0
Extortion		0	0	0	0	0
Criminal Harassment		3	0	3	5	2
Uttering Threats		4	5	3	4	0
Other Persons		0	0	0	0	0
<b>TOTAL PERSONS</b>		<b>17</b>	<b>12</b>	<b>25</b>	<b>17</b>	<b>12</b>
Break & Enter		4	8	3	10	5
Theft of Motor Vehicle		9	7	6	6	5
Theft Over \$5,000		1	1	0	1	0
Theft Under \$5,000		33	33	20	28	12
Possn Stn Goods		5	4	2	3	1
Fraud		2	1	3	9	7
Arson		0	0	0	0	0
Mischief To Property		26	25	19	37	11
<b>TOTAL PROPERTY</b>		<b>80</b>	<b>79</b>	<b>53</b>	<b>94</b>	<b>41</b>
Offensive Weapons		1	0	1	2	5
Public Order		0	0	0	0	0
Disturbing the peace		0	7	9	2	2
<b>OTHER CRIMINAL CODE</b>		<b>32</b>	<b>16</b>	<b>21</b>	<b>18</b>	<b>11</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>33</b>	<b>23</b>	<b>31</b>	<b>22</b>	<b>18</b>
<b>TOTAL CRIMINAL CODE</b>		<b>130</b>	<b>114</b>	<b>109</b>	<b>133</b>	<b>71</b>

## Drayton Valley Municipal Detachment Statistical Comparison November: 2012 - 2016

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

CATEGORY	Trend	2012	2013	2014	2015	2016
Drug Enforcement - Production		0	0	0	0	0
Drug Enforcement - Possession		3	4	2	6	1
Drug Enforcement - Trafficking		1	8	3	1	2
Drug Enforcement - Other		0	0	0	0	0
<b>Total Drugs</b>		<b>4</b>	<b>12</b>	<b>5</b>	<b>7</b>	<b>3</b>
Federal - General		0	0	1	0	0
<b>TOTAL FEDERAL</b>		<b>4</b>	<b>12</b>	<b>6</b>	<b>7</b>	<b>3</b>
Liquor Act		6	0	0	2	2
Other Provincial Stats		5	8	9	6	4
<b>Total Provincial Stats</b>		<b>11</b>	<b>8</b>	<b>9</b>	<b>8</b>	<b>6</b>
Municipal By-laws Traffic		0	0	2	0	0
Municipal By-laws		10	4	7	10	3
<b>Total Municipal</b>		<b>10</b>	<b>4</b>	<b>9</b>	<b>10</b>	<b>3</b>
Fatals		0	0	0	0	0
Injury MVC		1	0	1	2	0
Property Damage MVC (Reportable)		44	31	47	30	14
Property Damage MVC (Non Reportable)		7	4	7	3	2
<b>TOTAL MVC</b>		<b>52</b>	<b>35</b>	<b>55</b>	<b>35</b>	<b>16</b>
<b>Provincial Traffic</b>		<b>48</b>	<b>38</b>	<b>46</b>	<b>38</b>	<b>27</b>
<b>Other Traffic</b>		<b>1</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>2</b>
<b>Criminal Code Traffic</b>		<b>19</b>	<b>14</b>	<b>9</b>	<b>8</b>	<b>8</b>
<b>Common Police Activities</b>						
False Alarms		21	24	24	18	29
False/Abandoned 911 Call and 911 Act		10	5	15	11	10
Suspicious Person/Vehicle/Property		0	2	3	1	3
Persons Reported Missing		0	0	1	3	3
Spousal Abuse - Survey Code		12	7	15	14	4

**Pembina Physician Recruitment and Retention Committee**  
**Pembina Room, Drayton Valley Hospital**  
**November 28, 2016 @ 7:00 pm**  
**Board Meeting Minutes**

		Attended	Regrets
Keith Warren	President	x	
Marti Pickett	Vice-President, PCN Rep		x
Patricia Jeffery	Secretary	x	
Raquel Lara	Treasurer		x
Dr. David Belcher	Director		x
Deb Bossert	Director, Town of DV Rep	x	
Donna Fausak	Director		x
Marc Gressler	Director, Brazeau County Rep	x	
Vern Harrison	Director		x
Dr. Michael Peyton	Director, Physician Rep		x
Bernie Schell	Director	x	
Jeannette Vatter	Director	x	
Fayrell Wheeler	Director,	x	
Jacalyn Zeljeznak	Director	x	
Heather Barrett	Malone Clinic		x
Lara Harries	AHS		x
Kim MacKinnon	RPAP		x
Sheela Sommer	AHS		x

AGENDA ITEM	MOTIONS / ACTIONS
<b>Call the Meeting to Order</b>	November 28, 2016 meeting was called to order at 7:10 pm by Keith Warren, President..
<b>Approval of the Agenda</b>  ITEM NOTES  Agenda addition:  2.2 Future plans - Bernie	Jacalyn moved that the agenda be accepted as amended.  Bernie seconded.  Carried.
<b>Approval of the Minutes</b> of regular monthly meeting held on October 24, 2016.  ITEM NOTES  No errors or omissions.	Jeannette moved that the minutes be accepted as presented.  Marc seconded.  Carried.
<b>Old Business</b>	
<b>1.0. Medical services that are required? (i.e. dentists, clinical psychologists, nurse practitioners, midwives, ....</b>  <b>Process for engaging with our funders and community</b>  ITEM NOTES <ul style="list-style-type: none"> <li>● PPRRC terms of reference need to be reviewed</li> <li>● Research needs to be done to explore where the gaps in our community are. Health care disciplines will need to be surveyed. A set of key questions will need to be developed.</li> <li>● There will be a need to ensure support of PPRRC's current funders.</li> <li>● Care must be taken not to overload current PPRRC directors.</li> </ul>	Jeannette moved that Keith draft a letter to be brought back for approval by our committee. The letter addressed to health care disciplines will inquire about needs for support services in our community.  Deb seconded.  Carried.

AGENDA ITEM	MOTIONS / ACTIONS
<p><b>1.1 Christmas cards for delivery to clinics</b></p> <p>ITEM NOTES:</p> <ul style="list-style-type: none"> <li>• Jeannette purchased Christmas cards and brought them to this meeting for signatures.</li> </ul>	<p>Jacalyn will deliver these cards to the clinics.</p> <p>Jacalyn will also compile a list of whom the cards have been delivered to for future reference.</p>
<p><b>1.2 How could PPRRC support locum placements in the Pembina region?</b></p> <p>ITEM NOTES</p> <ul style="list-style-type: none"> <li>• The possibility of locum placements in our community for rural physicians graduating from the University of Alberta was raised by the resident doctors in attendance at the PPRRC G presentation made in Grande Prairie in September, 2016.</li> <li>• Our role would be to have a conversation with the senior physicians at each local medical clinic re: the possibility of locum placements for graduating physicians with the understanding that these individuals may possibly consider full time rural practice in the future.</li> <li>• Another point to consider in the future is how PPRRC could support the local clinics in the process if these clinics are interested.</li> </ul>	<p>Fayrell moved that Marc speak to senior physicians at the two local clinics about their feelings re: future locum opportunities in our community for graduating physicians who are considering opportunities to practice rural family medicine in communities such as ours.</p> <p>Jacalyn seconded.</p> <p>Carried.</p>

AGENDA ITEM	MOTIONS / ACTIONS
<b>New Business</b>	
<p><b>2.0 Planning for annual retention supper</b></p> <p>ITEM NOTES</p> <ul style="list-style-type: none"> <li>The venue (55 + Club) this past year was very successful.</li> </ul>	<p>2017 Committee Members</p> <ul style="list-style-type: none"> <li>Jeannette</li> <li>Pat</li> <li>Jacalyn</li> <li></li> </ul> <p>Date of February 22, 2017 was suggested.</p> <p>Keith will check on the availability of the 55+ Club on February 22, 2017.</p> <p>Pat, Jacalyn and Jeannette will meet on January 17, 2017 to start the planning process.</p>
<p><b>2.1 Next meeting date</b></p>	<p>January 25, 2016 at 7 pm.</p>
<p><b>2.2 Future Plans - Bernie</b></p> <p>ITEM NOTES</p> <p>Bernie notified us of his upcoming surgery and his future membership being affected by tentative attendance difficulties.</p>	
<p><b>Treasurer's Report</b></p> <p>ITEM NOTES</p> <p>Keith informed us that Raquel has resigned her position as Director and treasurer of PPRRC. She has expressed her idea to continue to serve as a volunteer in the future.</p>	<p>Report Not Available</p> <p>Fayrell moved to reimburse Keith and Jeannette for current expense claims. Marc seconded. Carried.</p> <p>Marc moved that Fayrell serve as interim treasurer until our next Annual General Meeting. Deb seconded. Carried.</p>

<b>AGENDA ITEM</b>	<b>MOTIONS / ACTIONS</b>
<b>RPAP Report</b>	Not Available
<b>AHS Report</b>	Not Available
<b>PCN Report</b>	Not Available
<b>Adjournment</b>	Marc moved that our meeting be adjourned. Jacalyn seconded. Carried.

---

Keith Warren, President

---

Patricia Jeffery, Secretary

# **ASBESTOS MANAGEMENT Code of Practice**





## Table of Contents

PURPOSE .....	4
POLICY AND SCOPE .....	4
REGULATORY REQUIREMENTS.....	4
LIST OF REVISIONS .....	5
REFERENCES .....	5
DEFINITIONS.....	6
ACM ASSET INVENTORY .....	8
General ACM Asset Inventory .....	8
Detailed ACM Asset Inventory .....	10
RESPONSABILITIES.....	11
Workplace Safety Coordinator.....	11
Town Facilities Manager .....	11
Building Manager .....	11
Department Director.....	11
MANAGEMENT STRATEGY .....	12
ACM Asset Inventory .....	12
Inspections .....	12
Training .....	12
ACM Identification .....	13
Repairs and Maintenance .....	13
Abatement .....	13
Asbestos Waste.....	14
Communications .....	15
Emergency Response .....	15
Record Keeping .....	16
APPENDIX A: CONTRACTOR NOTIFICATION.....	17
APPENDIX B: ALBERTA ASBESTOS RATING SCHEME .....	19

## PURPOSE

Working in and around buildings containing asbestos is an unfortunate reality facing all employees in the Town of Drayton Valley. This document has been developed to ensure the safety of personnel required to enter and conduct work around asbestos. The code of practice contained herein describes reasonable and necessary procedures for facilities, departments, and individuals who may come in contact with asbestos. This code of practice and all parts of the *Alberta Occupational Health and Safety Act, Regulation and Code* must apply anytime personnel may come in contact with Asbestos Containing Material (ACM).

## POLICY AND SCOPE

Asbestos is a mineral fibre that is considered to be a toxic substance that affects human health. With prolonged exposure, it can destroy lung tissue and has been linked to some types of cancer. Until the late 1970s, ACM was commonly used for insulation and fire protection. Loose fill Vermiculite insulation, if installed prior to 1990 may contain asbestos. A variety of ACM products may be present in some buildings and facilities maintained or operated by the Town of Drayton Valley.

In 2016, an unplanned release of asbestos containing material made it mandatory as per the *Occupation Health and Safety Act, Regulation and Code* to create an Asbestos Management Code of Practice to mitigate any future occurrence. The intent of this Code is to manage ACM in place until such time as removal becomes practical or necessary. A detailed inventory of ACM is to be developed for each asset and maintained through periodic inspection reports.

The following Code of Practice was developed to ensure that assets where the Town is directly responsible to maintain or operate, any ACM is adequately maintained, controlled, and handled. Establishing the Code will serve to protect workers and building occupants and to ensure compliance with regulatory and policy requirements. This Code was created for and is applicable to all Town maintained assets. Other than new construction, assets which the Town of Drayton Valley may acquire through program transfer or other acquisition will be subject to the requirements of this code of practice prior to being accepted for maintenance by the Town. There is no intent to apply the Code to assets maintained by other agencies including those which the Town of Drayton Valley serves under a Memorandum of Understanding (MOU).

## REGULATORY REQUIREMENTS

There are several sections of Part 4 of the OHS Code, Chemical Hazards, Biological Hazards and Harmful Substances, dealing asbestos and abatement. Part 4 specifically sets limits for exposure to chemicals, including asbestos. While others areas of the OHS Code identify the general duties of employers, requirements for health assessments, training, and project notification. OHS Code also provides guidance on the abatement process; which is dependent on the work procedures and specific work site hazards.

The OH&S Act, Regulation and Code Schedule 1 Table 1 contain a list of substances and processes that require a code of practice, including asbestos. Schedule 1 Table 2 outlines the occupation exposure limits for chemical substances). The Occupation Health and Safety Act, Regulation and Code sets an 8 hour Occupational Exposure Limit of 0.1 Fibre/cc.

## LIST OF REVISIONS

Revision	Date	Revision Notes
Rev. 1.0	December 2, 2016	Creation of the Asbestos Management Code of Practice
Rev. 1.1	December 5, 2016	Spelling corrections and change to Director Responsibilities

## REFERENCES

- Consolidation of General Safety Regulations R.R.N.W.T. 1990.c.S-1
- Consolidation of Asbestos Safety Regulations R-016-92
- Environmental Protection Act (EPA) of the NWT, and the Department of Environment and Natural Resources, Environmental Guideline for Waste Asbestos
- Transportation of Dangerous Goods Act and Regulations
- Alberta Department of Labour Asbestos Abatement Manual

## DEFINITIONS

Abatement — procedures to encapsulate, enclose, or remove asbestos-containing material.

ACM — any product or material that may contain a percentage of asbestos.

Aggressive Sampling — air sampling that takes place while air is physically circulated to produce a “worst case” situation. This type of sampling takes place after final clean-up.

Air Monitoring — the process of measuring airborne fibre levels in a specified area over a period of time.

Air Purifying Respirator — a respirator that filters air inhaled by the respirator wearer. Air is exhaled through a valve in the bottom of the respirator.

Amended Water — water that is used during asbestos removal to reduce airborne fibre generation. This water has a non-ionic surfactant added to it which allows for more thorough wetting of asbestos fibres by reducing the water’s surface tension.

Asbestos — a generic name given to a number of naturally occurring hydrated mineral silicates. These silicates are incombustible, separate into fibres, and have a unique crystalline structure.

Asbestosis — a fatal lung disease caused by the inhalation of high concentrations of asbestos fibres, leading to a build-up of scar tissue around the fibres. It is a chronic lung disease with symptoms that include coughing, weight loss and difficulty in breathing.

Asbestos Waste — discarded materials from which there is a reasonable chance that asbestos might be released and become airborne, and includes disposable protective clothing that has been used in a restricted area.

Bulk Sample — a representative sample taken of any material that is suspected of containing asbestos.

Contaminated Item — any object that has been exposed to airborne asbestos fibres without being sealed off, isolated or cleaned.

Encapsulation — the process of coating asbestos-containing materials to control the release of asbestos fibres into the ambient air. A sealant is applied that hardens the material (penetrant sealant) and/or provides a protective cover (bridging sealant).

Enclosure — procedures taken or a structure built to completely seal asbestos-containing materials behind airtight, impermeable, permanent barriers.

Equipment and Waste Transfer Section — allows for the removal of asbestos waste material and contaminated equipment. May include a dirty room, a holding room, and a transfer room and may be part of the decontamination facility.

Exposed Worker — an employee worker who may reasonably be expected to work in a restricted area during at least 30 work days in a 12-month period.

**Friable Material** — material that can be crumbled by hand. The more friable the material, the greater the potential hazard due to fibre release.

**Glove Bag** — a clear polyethylene plastic bag with attached long-sleeve gloves. It is designed to permit the removal of insulation on pipes and pipe fittings.

**HEPA Filter** — a High Efficiency Particulate Air Filter. HEPA filters are used in both respirators and air handling equipment. The filters have a minimum particulate removal efficiency of 99.97 per cent for thermally generated mono-dispersed DOP aerosol particles with a diameter of 0.3 micrometers and a maximum pressure drop of 1.0 inch water gauge when clean and operating at their rated airflow capacity.

**Negative Air Pressure System** — reduced air pressure within the work area compared to the ambient air pressure, produced through the use of negative air units. Reduced pressure in the work area prevents leakage of contaminated air out of the work area. Airborne fibres will tend to be trapped by the HEPA filter equipped system instead.

**Negative and Positive Pressure Fit Check** — a method of testing a respirator's facepiece-to-face seal by covering the inhalation or exhalation valves and either breathing in or out to determine the presence and location of leaks.

**NIOSH** — the National Institute for Occupational Safety and Health. It is the United States-based approval agency for respiratory protective equipment and methods of analyzing air samples.

**Plural Mesothelioma** — a disease mainly associated with asbestos. It is an inoperable and fatal form of cancer of the lining of the lungs.

**Qualitative Fit Test** — a method of testing a respirator's facepiece-to-face seal by injecting an agent such as isoamyl acetate, saccharin or Bitrex™ inside a test chamber (enclosure head), or irritant smoke around the facepiece and subjectively determining whether the wearer detects the agent.

**Quantitative Fit Test** — a method of testing a respirator's facepiece-to-face seal using instrumentation that quantifies the actual protection factor provided by the respirator.

**Respirator** — personal protective equipment that protects a worker against the inhalation of airborne contaminants providing it is the correct type of respirator and is worn properly.

**Restricted Area** — an area of a work site where there is a reasonable chance of the concentration of airborne asbestos exceeding the eight-hour Occupational Exposure Limit.

**SCBA (Self Contained Breathing Apparatus)** — respirator that provides breathing air from a compressed cylinder, usually located on the wearer's back.

## ACM ASSET INVENTORY

### General ACM Asset Inventory

A general asset inventory listing will be maintained in Table 1 and will be kept up to date containing all buildings identifying those in which asbestos is confirmed or unknown. This inventory will include:

- Client department (Unit)
- Building name or description
- Year of construction (investigation for ACM focused pre-1980 construction as use of most asbestos was restricted in the late 1970s)
  - Vermiculite loose fill insulation, often referred to as Zonolite, installed prior to 1990 may have ACM.
- A column to identify if ACM is present (Yes, No or Unkn- Unknown)
- A column to record the date of the last known inspection for asbestos
- A notes section

**Table 1 Inventory of All Town Buildings**

Unit	Municipal Building	Year Built	ACM	Insp.	Notes
Admin	Civic Centre Complex	1966	Unkn		Main administration, fire hall and town library
Admin	Seacan - Records Management	N/A	No		West Yard
Admin	RV Park Shower House				
Admin	26 Affordable Housing Units				
Admin	Eleanor Pickup Arts Centre		Unkn		During upgrade asbestos remediated. Unknown if more asbestos remains.
Admin	New Park Maintenance Shed	2016	No		Located in the Discovery Park
Admin	Airport Terminal Building				
Admin	Airport Storage Shed				
Admin	Landfill Scale House				Landfill site
Admin	Landfill Recycle building				Landfill site
Admin	Landfill Recycle Tent				Landfill site
ECDC	Main Structure	2008	No		
ECDC	Storage Shed				Located beside food bank
PVP	Park Valley Pool Main Building	1984	Yes		Engineering report states that vermiculite is used as fill in the outside cinder block walls. Currently being checked for traces of asbestos.
PVP	Splash Park Pump Room				Same building as food bank
PVP	Chemical Storage Shed		No		Located behind main pool structure

PVP	Rotary Park Washroom/ Storage		Unkn		Located beside the splash park
PVP	Food Bank Structure		Unkn		Located behind Park Valley Pool and ECDC
CETC	CETC Main campus	2016	No	2016	New facility
OMNI	Omni 1 / Arena - Fitness Centre	1989			
OMNI	Omni 2 / Arena	1988			
OMNI	Omni 3 / Curling Rink / Boxing Gym	1991			
OMNI	MCC Centre				
OMNI	Olympia Storage Shed		No		Located behind Omniplex. Had asbestos. All asbestos removed and confirmed clean.
OMNI	Tool / Gas Storage shed				Located behind the Omniplex
OMNI	Zamboni Shed		No		Located at the outdoor rink at discovery Park
OMNI	Seacan	N/A			Located behind MacKenzie Conference Centre
PW	Public Works Shop				
PW	Public Works West Yard				
PW	PW Bicycle Storage Shed				
PW	West Yard Seacan	N/A	No		West Yard
UTIL	Water Treatment Plant	2016	No		
UTIL	UV Building				
UTIL	Raw Water Pump House	1989			Old WTP down by the river
UTIL	Reservoir Building				Behind hospital
UTIL	Old Effluent Building				
UTIL	Brick Shed at old reservoir		Unkn		Downtown
UTIL	WTP Old chlorine building				
EMERG	Cold Storage Shed	2016	No		Located outside the main bay doors
EMERG	Training House		Unkn		At the fire training grounds
EMERG	Training Seacan	N/A	No	2016	At the fire training grounds
EMERG	Children's Smoke House	2006	No	2016	Mobile structure on trailer
EMERG	Animal Control Building		Unkn		Old Associated Ambulance Building. Renovations have been performed to determine

## Detailed ACM Asset Inventory

An detailed inventory (by asset) of all known or suspected asbestos-containing materials and their locations in the asset will be maintained by the Safety Coordinator, and a copy will be available at the facility through the building maintainer. The inventory will include the following:

- **Location** – where in the building is this material located. This should be indicated by description such as room number/name, spatial description e.g., above ceiling corridor B, and by indication on a floor plan as described below.
- **A Floor Plan** indicating the location of all confirmed ACM. Enough detail should be included so the exact location is readily determined. Floor plans should be a minimum of 8.5" x 11" with separate pages for each floor.
- **Condition of Material** – an indication of how easily fibres can cause contamination by being released into the surrounding area.
- **Water Damage** – water (and other Liquids) can dislodge, delaminate, and disturb friable asbestos materials that are otherwise in good condition.
- **Exposed Surface Area** – an estimate of surface area of friable material.
- **Accessibility** – if the ACM can be reached, it is accessible and subject to contact and damage.
- **Activity and Movement** – the level of activity in the building area with ACM. Higher levels of activity and movement increase the chance of contact and the potential for future exposure.
- **Air Plenum or Direct Air Stream** – ACM should not be located in supply or return air plenums (including ceiling spaces). Immediate action is required if ACM is found in these areas.
- **Friability** – the more friable the material, the greater the potential for asbestos fibre release.
- **Asbestos Content** – a total of the percentage of all types of asbestos in a sample of the material involved.

## RESPONSABILITIES

### Workplace Safety Coordinator

The Workplace and Safety Coordinator's responsibilities shall include:

- The overall coordination of the Town's Asbestos Management Code of Practice.
- Serve as primary contact with regulatory authorities on asbestos related issues.
- Provide reports to the Authority Having Jurisdiction (AHJ) as required.
- Provide information and technical support to workers and management as required.
- Determines the effectiveness of this code of practice.
- Ensure compliance with legislation and policies.
- Determine training requirements.
- Maintenance of all records and their availability.
- Reviews and modifies Asbestos Management Code of Practice document annually as required.
- Reviews plans for asbestos work and reports

### Town Facilities Manager

The Town Facilities Manager's responsibilities shall include:

- Surveying of all assets for ACM.
- Reports asbestos disturbance to Workplace Safety Coordinator.
- Ensures that asbestos abatement is undertaken as necessary.
- Monitors implementation of the Asbestos Management Code of Practice.
- Ensures Building Manager and staff are informed of any ACM and its potential for disturbance.
- Ensures persons working with ACM are trained competent as per OH&S and this Code of Practice to do so.
- Ensures through direct and/or indirect observation that work performed on any asbestos containing facility is done according to this Code of Practice's guidelines.
- With the assistance of the Workplace Safety Coordinator, develops Detailed ACM Asset Inventory for each asset with confirmed ACM.
- Ensures that records are prepared and maintained.

### Building Manager

- Monitors compliance with the Asbestos Management Code of Practice.
- Ensures occupants and workers are adequately informed of all ACM.
- Maintains and updates an on-site copy of the Detailed ACM Asset Inventory.
- Informs maintenance and repair workers of ACM prior to work.
- Monitors condition of ACM and reports to Town Facilities Manager.
- Requests timely maintenance and minor repair work orders to mitigate ACM release.
- Directs initial response to asbestos incidents.

### Department Director

- Ensures that asbestos inventories and assessments are undertaken.
- Ensures projects affecting ACM are coordinated, prioritized, and completed.
- Ensures senior management is aware of the status and possible risks of ACM.
- Makes the Chief Administrative Officer and through them, Town Council, aware of any potential asbestos risks within their business unit and therefore in the organization.

## MANAGEMENT STRATEGY

### ACM Asset Inventory

The Alberta Department of Labour - Asbestos Rating Scheme will be used for classifying Accessibility, Condition, and Friability, See Appendix B. The Asset ACM Inventory will be annotated and updated at least annually to identify changes in the condition or volume of ACM. Review must include comments regarding changes affecting:

- Condition of the ACM;
- Updating of the asbestos inventory;
- Action required for compliance with legislation and policies;
- Need for general repairs or maintenance of ACM or abatement/removals; and/or
- Identification and labeling of ACM material or areas

### Inspections

The Town Facilities Manager and/or a trained designated person will inspect each asset to determine whether ACM is present or not. Any material that is suspected of containing asbestos will be handled as asbestos until its status is confirmed through laboratory analysis.

A regular inspection of the building areas with confirmed ACM must be carried out at least once each year, more frequently if the potential for damage to ACM containment is high. The period of inspections can be done in unison with formal workplace inspections and should be performed as per Table 2. Periodic surveillance of all ACM in the asset will ensure that any damage or deterioration of the material is detected and corrective action taken before any material can pose a potential exposure issue. Staff shall be directed to report immediately upon becoming aware of any damage or failure of any ACM control measures.

Table 2: Inspection Intervals

Level Of Risk as per Alberta Asbestos Rating Scheme (See Appendix B)	Inspection Requirements
Immediate Control	Minimum monthly inspections are required to be carried out.
Control Required	Quarterly inspections are required to be carried out
No Control	Bi-annual inspections are required to be carried out

### Training

All personnel (staff, contractors, or any other individual) that may be working in areas where asbestos is contained, or that are involved in managing projects, property, staff, or contractors that work in these buildings are required to take "Occupational Health and Safety for the Asbestos Worker" training and show proof of certification if requested prior to starting work.

This course is an overview and introduction to the hazards presented by asbestos in the workplace as well as a hands-on practical workshop. The practical session will include a hands-on use of respirator fit testing, equipment use, glove bag and moderate risk demonstrations, and work exercises. Such a course is available through Pinchin West "Asbestos Worker Training Course (Certification) - 2 Day" at <http://www.pinchinwest.com/course-listing.php>

## ACM Identification

ACM materials in building public areas will not be directly labeled unless there is potential for its damage and the release of friable asbestos. Material in public areas should be encapsulated in a manner that prevents damage. Labels should be placed on the material prior to encapsulation in a manner that makes the ACM obvious should the encapsulation be removed. Service areas where friable ACM is present will be labeled at or inside their entrance and warning labels will be placed on the ACM at appropriate intervals. These labels should be highly visible and permanent.

Any Work Order created that requires work in a service area that has ACM or the probability of coming in contact with an asset which includes ACM must have a “HAZARDOUS MATERIAL” warning appear on every Work Order generated.

## Repairs and Maintenance

Maintenance of ACM is essential to avoid exposure and contamination. The Town Facilities Manager will ensure that regular inspection of the condition of all accessible ACM is completed. Maintenance or repairs will be undertaken as soon as the deterioration or damage is identified.

Any material that is suspected of containing asbestos must be handled as asbestos until its composition is confirmed through laboratory analysis. Laboratory analysis reports shall be filed by the Workplace Safety Coordinator as well as the facility for which the analysis was performed on for later reference.

Air sampling is to be carried out prior to starting any planned asbestos related work, during the work (including clean up), and after the work is completed. The affected spaces must be sampled for residual asbestos following completion of removal work

Operational staff, that is appropriately trained, competent, and provided with personal protective equipment, may perform minor repairs and maintenance involving small areas of ACM. If asbestos is likely to be affected by maintenance, repairs, modification or demolition of the facility, applicable safety procedures - which include but is not limited to the use of the codes of practice, hazard assessments and control, as well as compliant to the OH&S legislation - must be implemented to protect the safety of all persons occupying or working in the affected area and to prevent contamination.

## Abatement

ACM in service must be replaced with other more appropriate materials, on an opportunistic basis, such as when those materials become redundant due to renovations or alterations of affected systems. ACM must be removed as part of and prior to major renovations or demolitions.

Other than minor repairs or maintenance (covering sample points, repairing minor contact damage, facilitating piping repair, etc.), a contracted asbestos abatement company that is approved by the Town of Drayton Valley must undertake all asbestos work. The proposed procedures must be sent to Occupational Health & Safety Alberta 72 hours prior to starting any work. Contact OHS Contact Centre for more information 1-866-415-8690 (toll-free) or 780-415-8690 (Edmonton). Air sampling must be done before, during, and after any abatement procedure.

Records of the work undertaken and the sampling results must be filed and provided to the Workplace Safety Coordinator in the form of a completion report. The report shall state the specifics of the work that was done, methods used, disposal information, and laboratory results from air and bulk sampling.

## Asbestos Waste

Any asbestos waste generated at the facility must be handled as hazardous waste. Requirements for handling and disposal of asbestos waste generated from contracted asbestos abatement projects are to be defined in the contract document.

Friable asbestos waste is to be disposed of using double-bagged or double wrapped polyethylene containers, while non-friable waste is disposed of using a single layer polyethylene container. Both types of containers must be labeled as asbestos waste. The polyethylene bags must be placed inside a stiff-walled carton or suitable rigid container to prevent any sharp or hard pieces of asbestos waste from piercing the bags and providing a possible route for asbestos exposure. The Project Manager or Town Facilities Manager is responsible for identifying and providing a secure storage area until such time as the waste can be transported off site and ensure the collection and disposal of the waste at an approved landfill site willing to accept this material.

The disposal of hazardous wastes is under the mandate of Alberta Environment which has published "Guidelines for the Disposal of Asbestos Waste". In the guidelines, asbestos waste is defined as "a waste containing more than one per cent asbestos by weight." Although asbestos waste does not require a manifest, a shipping document must accompany the waste to the landfill. This document must include the following information:

- a) a document identification number that is legible and indelibly printed;
- b) the date;
- c) the name and address of the shipper;
- d) the shipper's signature;
- e) the name and address of the receiver (landfill);
- f) the name of the initial carrier (transporter of the waste); and
- g) a description of the dangerous goods in the following order:
  - i. the proper shipping name of the product (asbestos: white for chrysotile, brown for amosite, blue for crocidolite);
  - ii. the dangerous goods class (9.4);
  - iii. the Product Identification Number (PIN) [UN 2590 for chrysotile, UN 2212 for all others];
  - iv. the packing group (III);
  - v. the number of packages, where applicable, and the total weight or volume of each type of dangerous good;
  - vi. any special handling instructions;
  - vii. a 24-hour emergency telephone number where information concerning damaged or defective packages may be obtained; and
  - viii. an indication of the types and number of placards required.

For more information:

<http://aep.alberta.ca/waste/waste-management/documents/DisposalAsbestosWaste-Feb2012.pdf>

*NOTE: Not all designated landfills are willing to accept Asbestos material.*

## Communications

Facility supervisors such as Principals, the Nurse in Charge, Warden, or Program Manager must be aware of the provisions of the Asbestos Management Code of Practice for their facility, including being provided with a copy of the plan.

All persons normally occupying the facility or occasionally working at the facility in areas where ACM is present must have the ACM (known or suspected) in their work areas identified to them by the Building Manager and/or Town Facilities Manager. Safety precautions in conjunction with regular workplace inspections must be undertaken to mitigate exposure risks as well as procedures to follow if ACM is disturbed or likely to be disturbed.

Prior to workers (maintenance, repair, construction) undertaking work in spaces containing ACM, they must be instructed on the presence of ACM and in the avoidance of damage to the ACM and procedures to follow if ACM is disturbed or likely to be disturbed. Any contracted service must sign off the "CONTRACTOR NOTIFICATION AND ACKNOWLEDGEMENT OF HAZARDOUS MATERIAL" (See Appendix A) Form indicating they are aware of the risk and will take all necessary precautions to mitigate the risk. Formal notification and acknowledgement must be obtained from any contractor consistent with the Contractor Notification and Acknowledgement. Prohibition of disturbance of any friable or non-friable ACM by workers in the facility must be strictly enforced. The Facility Manager/ Maintenance Coordinator or Project Officer must ensure that such information is provided and must monitor the work being undertaken to ensure that ACM is not disturbed.

When work requiring the disturbance of ACM is planned as determined by the Town Facilities Manager, the Workplace Safety Coordinator must be notified prior to arranging for or undertaking removal or major repair of ACM. The Coordinator may be required to review documentation and/or make recommendations concerning the asbestos maintenance work. Upon completion of any work involving ACM, the Workplace Safety Coordinator must be provided with a completion report.

## Emergency Response

The following procedures will be used to protect responders and prevent staff, facility occupants, and the public from being exposed to asbestos when emergencies involving ACM arise.

Should an event occur that will cause an uncontrolled/unplanned release of ACM the following steps will be taken.

- 1) Evacuation and lockdown of the immediate affected area with an isolation zone of not less than 25 meters (75 feet) in all directions shall be created.
- 2) Town Facility Manager or Building Manager shall notify the employees at the facility and the Workplace Safety Coordinator y or any other company/organization involved in emergency response where there is a threat of asbestos exposure.
- 3) Should the facility be on fire, first responders shall setup an isolation zone of 800 meters (1/2 mile) as per Emergency Response Guide - Guide 171 for UN2212 (asbestos)
- 4) Signs specifying asbestos present in the isolation are to be conspicuously posted.
- 5) Fencing as required shall be erected to ensure no individuals enters the isolation area.
- 6) The Town Workplace Safety Coordinator shall be notified 780-898-8050.
- 7) Incident report documentation shall be filled out by individuals involved.
- 8) An investigation of the incident shall be undertaken.

## Record Keeping

A file shall be created and maintained by the Workplace Safety Coordinator with a copy at the local facility confirmed to contain ACM. Complete and comprehensive records must be maintained for all inspections, re-assessments, evaluations, inventory, and other work related to asbestos-containing materials. The minimum information to keep on record for each asset is:

- **Location** – where in the building is this material located. This should be indicated by description such as room number/name, spatial description i.e., above ceiling corridor B, and by indication on a floor plan as described below.
- **Floor Plan** – indicating the location of all confirmed ACM. Enough detail should be included so the exact location is readily determined. Floor plans should be a minimum of 8.5" x 11" with separate pages for each floor.
- Type of ACM
- Percentage of asbestos in the material
- Abatement status
- Evidence of physical or water damage
- Evidence of Delamination or other deterioration
- Degree of accessibility to the material
- Degree of activity near the material
- Location of the air plume, air shaft or air stream

Other information that should be maintained in the file includes:

- Copies of initial and all subsequent inspection reports
- Procedures to be followed should an emergency in the asset involve ACM
- Asbestos training record of staff involved with the facility
- Completion reports of asbestos abatement work
- Manifests of waste asbestos shipping

## **APPENDIX A: CONTRACTOR NOTIFICATION**

## CONTRACTOR NOTIFICATION AND ACKNOWLEDGEMENT OF HAZARDOUS MATERIAL

I hereby acknowledge that I have been notified of and am aware that the Town of Drayton Valley buildings listed below contain Hazardous Material, specifically:

---

---

---

---

and that proper procedures must be followed while working with this material or in these buildings. Specialized safety equipment and training of workers may be required depending on the scope of work identified.

Date: \_\_\_\_\_ Contractor Name \_\_\_\_\_

Contractor Signature \_\_\_\_\_ Title \_\_\_\_\_

Town Representative Signature \_\_\_\_\_ Title \_\_\_\_\_

## **APPENDIX B: ALBERTA ASBESTOS RATING SCHEME**

The Alberta asbestos rating scheme can be used for evaluation of accessibility, condition, and friability of Asbestos Containing Material.

Risk Rating Table

Factor	Rating	Description
Accessibility	High (H)	Accessible in high activity areas
	Medium (M)	Accessible in low activity areas or beyond the reach of area occupants
	Low (L)	Enclosed
Condition	High (H)	Severe damage
	Medium (M)	Mild – moderate damage
	Low (L)	Good Condition
Friability	High (H)	Easily breaks apart
	Medium (M)	Mild – moderate friability
	Low (L)	Non-friable, firmly bound

Decision Table

	Not in Return Air Plenum		Asbestos Present in Return Air Plenum
	Less than 20% Asbestos	Greater than 20% Asbestos	
Immediate Control	2 H's or 3 M's	1 H or 2 M's	Control required unless 3 L's and less than 20% Asbestos
Control Required	1 H or 2 M's	1 M	
No Control	1 M or 3 L's	3 L's	