

<b>AGENDA ITEM: 8.10</b>	TD Green Streets Recognition Plaque
<b>Department:</b>	Community Services
<b>Presented by:</b>	Councillor Shular
<b>Support Staff:</b>	Annette Driessen, Director of Community Services

**BACKGROUND:**

In 2010 the Town of Drayton Valley successfully applied for a TD Green Streets Grant Funding. At this time the Sustainability Coordinator approached Heather Rennison to be the Landscape Designer for the Project located on 50<sup>th</sup> Street, across from the TD Trust Bank. Heather Rennison accepted the position in a volunteer capacity.

In recognition of Heather Rennison’s extensive involvement in completing this project and for her other commitments to the community, Heather was proposed as a nominee for the Stars of Alberta Volunteer Award. Heather Rennison declined the nomination but requested that the Town place a recognition plaque at the TD Green Streets Park. Council is being requested to approve a dedication plaque be placed at the TD Green Streets Park in recognition of Heather Rennison’s hard work and dedication to the project. Heather Rennison has requested that she would like to have the following statement placed on the plaque:

“They lived for those they loved, and those they loved . . . remember”  
 Sandy & Eunice Trupp  
 Sandra (Trupp) Cameron  
 Sharon (Trupp) MacDonald

Dedicated by Heather Rennison, who volunteered her time and talent to create this Park.

**RECOMMENDATION:**

I move that Council approve the recognition plaque to be placed at the TD Green Streets Park.

<b>ITEM: 8.11</b>	<b>Violence in the Workplace Prevention Policy No. A-06-14</b>
<b>Department:</b>	<b>Administration</b>
<b>Presented by:</b>	<b>Councillor McClure</b>
<b>Support Staff:</b>	<b>Michelle Nickel</b>

**BACKGROUND:**

The Town of Drayton Valley’s current Workplace Violence Prevention Policy required updating to meet legislated requirements. A new revised Violence in the Workplace Prevention Policy No. A-06-14 has therefore been drafted and is being brought forward for consideration by Council. This Policy will apply to all Town of Drayton Valley employees and individuals and organizations that do business with the Town.

Included in this Policy is a clear definition of workplace violence, a procedure and a reporting form to guide staff and Management through the process of responding to workplace violence.

A copy of the proposed new policy has been attached for Council’s review.

**RECOMMENDATION:**

I move that Council approve the Violence in the Workplace Prevention Policy No. A-06-14.



## TOWN OF DRAYTON VALLEY

<b>Subject:</b>	Violence in the Workplace Prevention	<b>Policy:</b>	A-06-14
<b>Department:</b>	Administration		
<b>Approval Date:</b>	_____, 2014	<b>Review Date:</b>	
<b>Associated Policies:</b>	Harassment and Discrimination Prevention and Personal Harassment Prevention Policy		

### ***VIOLENCE IN THE WORKPLACE PREVENTION POLICY***

#### **Purpose**

The Town of Drayton Valley (hereinafter referred to as the “Town”) is committed to providing a respectful, supportive, healthy, safe, accessible and inclusive work environment for all employees, who are entitled to work in an environment free from workplace violence.

The Town is also committed to providing a safe and respectful environment for all those who enter its facilities and access its services. Any act of violence committed by or against any member of our staff or any member of the public is unacceptable conduct that will not be tolerated. The Town will take action in an objective manner to address reports of workplace violence without retribution to Town employees who report incidents in good faith.

This Policy applies to all activities that occur while on Town premises or while in engaging in Town business, activities or social events.

#### **General Policy**

The Town will be proactive in working with its employees to prevent violence in the workplace by establishing and implementing a comprehensive workplace violence prevention program to fulfill the requirements of relevant legislation including the:

- *Occupational Health and Safety Act*
- *Criminal Code of Canada*
- *Alberta Human Rights Code*

This Policy defines workplace violence and identifies the responsibilities of employees and management. It defines behaviours that constitute workplace violence and identifies the process for reporting and resolving incidents of violence. The Policy also outlines forms of assistance available to victims and possible methods of recourse for alleged abusers.

#### **Scope**

This Policy applies to all employees of the Town of Drayton Valley which includes but is not limited to, regular, temporary and contract employees. This Policy also applies to volunteers, students and

interns providing a service or operating under the supervision of the Town. For the purpose of this policy, collectively these classifications will be called “employees”.

Contractors, employees of contractors or other organizations providing services to the Town are expected to refrain from violence towards employees.

## Definitions

Within this Policy the following definitions shall apply:

*Domestic violence* means the exercise, attempt or threat of physical force by a person who has a personal relationship with a worker (such as a spouse or former spouse, current or former intimate partner or a family member) that may be directed towards a worker at the workplace.

*Management* means any individual responsible for directing the work of others, including but not limited to the Town Manager, Assistant Town Manager, department managers or directors, supervisors, team leaders, project managers and forepersons

*Workplace* means any land, premises, location or thing at, upon, in or near which a worker is required to carry out the duties of their job (including but not limited to buildings, sites, vehicles, open fields, parking lots, roads or parks)

*Workplace violence* means the infliction of harm or damage at, upon, in or near the land premises, location or thing at which an employee of the Town is required to be to perform their job. Instances of workplace violence may include but are not limited to any or all of the following actions:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
- an attempt to exercise physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
- a statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Examples of violent workplace behaviours may include but are not limited to the following:

- Verbally threatening to attack a worker
- Leaving threatening emails or notes referencing physical force against the worker
- Shaking a fist in a worker’s face
- Hitting or trying to hit a worker
- Throwing an object at a worker
- Sexual abuse against a worker
- Making threatening calls to a worker
- Trying to run down a worker using a vehicle or equipment
- Wielding a weapon at work

## **Principles**

The Town prohibits physical violence in the workplace, or at any work related or staff social function, or in any other work-related circumstance. Violence in the workplace is unacceptable and the Town is committed to investigating reported incidents, taking necessary action and providing support to victims.

No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds.

## **Responsibilities**

### **Town (also referred to as the “Employer”)**

The Town will make every effort to ensure an appropriate level of privacy and confidentiality in circumstances where an incident of workplace violence has occurred or when a victim comes forward requesting assistance from the Town. Private information will only be shared as required to comply with the law, or where the victim has given written permission when it is necessary to share information.

The Town shall take steps to address incidents of workplace violence, including:

1. The development of a procedure, in consultation with Joint Workplace Occupational Health and Safety Committee (JWOHSC) that includes measures and procedures to identify, eliminate or minimize risks that are likely to expose a worker to violence in the workplace. This shall include conducting regular risk assessments, implementing control measures specific to the various Town facilities, and providing instruction and information to employees on violence prevention in the workplace.
2. Ensuring that measures and procedures in workplace violence prevention programs are carried out and hold management accountable for responding to and resolving complaints of violence.
3. Ensuring that information and instruction on the content of a violence in the workplace prevention program is shared with all employees.
4. Taking every reasonable precaution for the protection of the worker if the Employer becomes aware, or ought reasonably to have become aware, that violence would likely expose a worker to physical injury in the workplace.
5. Developing a reporting process for incidents of workplace violence.
6. Investigating all incidents, complaints or reports of threats of workplace violence in a prompt, objective and sensitive way, and taking corrective action when such investigations conclude that workplace violence has occurred.
7. Creating an environment that encourages victims of violence and witnesses to report all incidents of violence.
8. Ensuring that this Policy and other associated Policies are reviewed on an annual basis in consultation with Joint Health and Safety Committees.

9. Providing information to employees, including personal information, related to risk of workplace violence from a person with a history of violent behavior, if:
  - a. the employee can be expected to encounter the person in the course of his/her work, and
  - b. the risk of workplace violence is likely to expose the employee to physical injury

### **Managers and Supervisors**

As senior representatives of the Town, Managers and Supervisors will support the above efforts of the Town by:

1. Ensuring that workplace violence is not tolerated, ignored or condoned.
2. Assessing the risk of workplace violence.
3. Providing instruction and education on violence prevention programs, including but not limited to emergency response measures to be taken by staff regarding violent incidents.
4. Ensuring measures and procedures are in place in the workplace for summoning assistance if workplace violence is occurring or likely to occur.
5. Ensuring that this Policy and associated procedures are reviewed with all staff annually and posted in the workplace in conspicuous locations.
6. Sharing information, as deemed reasonably necessary through consultation with the Personnel & Safety Coordinator, to inform staff of a violent person and potentially hazardous situations that may impact their safety.
7. Investigating reports of workplace violence in accordance with accident investigation procedures and contact Ministry of Labour and local RCMP as required.
8. Ensuring that measures are taken to correct any situation of workplace violence and implementing safeguards for employees.
9. Ensuring that no report of workplace violence or risk of violence may result in reprisal against the reporting employee.
10. Documenting reports of workplace violence, hazards and measures taken to address them.

11. Consulting the Personnel & Safety Coordinator for support concerning options to resolve incidents.
12. Disciplining those employees, in consultation with the Personnel & Safety Coordinator, found to have violated this Policy as per the attached Schedule "A" – "Town of Drayton Valley Procedures Pertaining to Workplace Violence".
13. Providing employees who have been directly or indirectly involved in violent incidents with appropriate supports,(including but not limited to First Aid, medical assistance, debriefing by a skilled professional through Employee and Family Assistance Program (EFAP).

### **Employees**

In order to maintain an environment free of violence, staff of the Town of Drayton Valley shall:

1. Participate in information updates and instruction concerning recognition and prevention of violence in the workplace.
2. Be aware of the impact of professional obligations and legislation on the right to refuse unsafe work based on workplace violence.
3. Understand and comply with all workplace violence policies and procedures.
4. Report all incidents of workplace violence to supervisors immediately or directly to the Human Resources Department.
5. Report criminal acts, or suspected criminal act, to the local RCMP and notify a representative of the Human Resources Department.
6. Refrain from threatening violence or engaging in any violent behaviour in the workplace, at any work related functions, or in any other work-related circumstances.
7. Refrain from threatening or engaging in workplace violence which has arisen out of a workplace incident or relationship while away from the workplace.
8. Refrain from any rough or boisterous conduct (horseplay).
9. Cooperate fully in any investigation of a violent incident.
10. Contribute to workplace violence risk control measures and risk assessments.
11. Participate in the review of the Workplace Violence Prevention Program.
12. Seek support through management, JWOHSC, the Union, and EFAP (Employee and Family Assistance Program) when confronted with violence or harassment issues.

13. Seek support through management, JWOHSC, the Union, and EFAP if experiencing domestic violence and advise of a potential risk to self or others in the workplace so reasonable precautions can be taken to protect the worker and coworkers.

### **Joint Workplace Occupational Health & Safety Committee**

In support of the efforts of the Town, its managers, supervisors and employees to prevent workplace violence, the JWOHSC will be expected to:

1. Make recommendations to the Employer regarding the development, review and implementation of the Workplace Violence Prevention Program.
2. Review the Violence in the Workplace Prevention Policy annually.
3. Monitor trends associated with incidents or injuries as a result of workplace violence and recommend appropriate controls.
4. Participate with the investigation of critical injuries as a result of violence.
5. Provide support and referrals (internal and external) to employees with situations concerning actual or potential violence so that they can receive prompt assistance and advice.

### **Personnel & Safety Coordinator**

As the Town representative responsible for consistent implementation of this Policy and its associated procedures throughout the Town operations, the Personnel & Safety Coordinator shall be tasked with:

1. Monitoring legislative requirements, leading practices and standards related to workplace violence prevention.
2. Developing assessment tools, information packages and training programs for the Town, managers and supervisors, as well as employees.
3. Assisting in, and in some instances in leading, investigations of workplace violence.
4. Assisting workplaces in developing department-specific violence prevention programs

### **RIGHT TO ASSISTANCE**

Any person who feels they have been subjected to violence, or the threat of violence, has the right to access assistance in communicating their objections and, if warranted, in pursuing the complaint formally.

The individual has the right to access any of the following resources to request assistance:

1. His or her immediate Supervisor, Manager or Human Resources.

2. His or her Department Head, the Town Manager, the Assistant Town Manager or his or her Union Representative.
3. All employees have the right to address their concerns to the Alberta Human Rights Commission.

## **COMPLIANCE**

Any employee who is found to have violated this Policy may be disciplined according to the severity of the actions, up to and including termination of employment with cause and without termination pay/severance. Such terminations will be communicated to Town Manager and Council.

Any form of retaliation against employees exercising their rights under this Policy will be considered a serious violation of this Policy and will not be tolerated. Such retaliatory actions may be subject to disciplinary action, up to and including termination of employment with cause and without termination pay/severance. Such terminations will be communicated to Town Manager and Council.

Any employee found to have lodged or otherwise supported a false accusation will be subject to appropriate disciplinary action up to and including termination of employment with cause and without termination pay/severance. Such terminations will be communicated to the Town Manager and Council.

**SCHEDULE "A" –  
TOWN OF DRAYTON VALLEY PROCEDURES PERTAINING TO WORKPLACE VIOLENCE**

**1. Prior to Formal Reporting**

When an incident(s) of violence, or threat of violence, occurs in the workplace, workers are to take the following action:

- a. Where possible, make your feelings known to the alleged offender, either verbally or in writing.
- b. Ensure you record the details of this, and any other, interactions including time, date, location, witnesses, and what was discussed/occurred and the outcome of the interaction

**2. Formal reporting**

- a. Complete an Abuse Report Form and submit the completed form to your immediate supervisor or the Human Resources Department. You may also want to keep a copy for your own records.
- b. Continue to document/report any further incidents and provide copies of those notes to the supervisor or Human Resources Department that you originally submitted the Abuse Report Form to.
- c. The Supervisor or Manager will begin an investigation with the cooperation of the Human Resources Department.

**3. Intervention and Follow-up**

All incidents of workplace violence will be documented and investigated. Remedy will be sought as soon as possible following the submission of an Abuse Report. Intervention will be timely and address the rights and responsibilities for both the victim and the alleged abuser.

- a. Debriefing:
  - I. Review of incident facts and timeline
  - II. Review of victim needs
  - III. Documentation of meeting
- b. Supervisor/Human Resources:
  - I. Provide immediate medical assistance if necessary
  - II. Remove either the victim or the alleged offender from the immediate area
  - III. Offer EFAP information
  - IV. Assist the victim with liaising with necessary services (ie. WCB)
  - V. Provide information on legislated rights, Collective Agreement provisions, or other legal options as may be relevant

- c. Investigation:
  - I. The Supervisor or a Human Resources representative will:
    - i. investigate the incident within 2 weeks immediately following the incident or submission of the Abuse Report form;
    - ii. Review complaint report
    - iii. Interview all individuals involved
    - iv. Reinforce confidentiality with any interviewees
    - v. Bear in mind the victim's ongoing safety during the investigation
  
- d. II. Following the investigation, the Supervisor or Human Resource representative will prepare a written report outlining the circumstances of the incident of workplace violence and any corrective action to be undertaken to prevent a recurrence. This report will be available to the workers affected by the incident, subject to applicable privacy laws. Corrective Action:
  - I. Offender possible options:
    - i. Written apology;
    - ii. Successful completion of training as determined by the Supervisor and Human Resources representative;
    - iii. Referral to EFAP;
    - iv. Re-assignment or relocation;
    - v. Limit access to certain areas of the organization;
    - vi. Report to a professional body (ie. Alberta Human Rights);
    - vii. Disciplinary action (ie. suspension);
    - viii. Discharge;
    - ix. Filing a complaint or criminal charges with RCMP.
  
  - II. These options shall be considered by the Supervisor in consultation with a representative of the Human Resources Department, the Department Head and Union President and should be considered based on:
    - i. Impact on victim;
    - ii. Nature of abuse;
    - iii. Degree of abuse;
    - iv. Time over which abuse occurred;
    - v. Frequency; and
    - vi. Vulnerability of victim.

**SCHEDULE "B" –  
TOWN OF DRAYTON VALLEY ABUSE REPORT FORM PERTAINING TO WORKPLACE VIOLENCE**

**Abuse Report Form**

<b>Complainant Information</b>		
_____	_____	_____
Last Name	First Name	Phone Number
Date of Incident: _____		
	MM/DD/YYYY	
Time of Day: _____	AM/PM	

<b>Alleged Abuser(s)</b>	
Name, if known: _____	
Relationship:    __ Co-worker    __ Visitor    __ Other: _____	

<b>Names of willing witnesses, and/or those providing assistance.</b> A willing witness must sign this form as consent to participate in the complaint process.  _____ _____ _____
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**Description**

Provide a thorough description of the incident including what happened, where it occurred, who was present, what led up to the incident and what action was taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Medical attention required:    Y/N

The purpose of this form is to document your claim to assist in a thorough investigation of the complaint.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness (if applicable)

**Upon completion, please submit this form to your immediate Supervisor or Human Resources representative.**

Subject:		Sign off:	
Department:			
Approval Date:		Review Date:	

<b>COUNCIL AGENDA ITEM: 8.12</b> <b>October 8, 2014</b>	<b>Appointment to Mayor's Advisory Committee</b>
<b>Department:</b>	<b>Administration</b>
<b>Presented by:</b>	<b>Councillor Wheeler</b>
<b>Support Staff:</b>	<b>Manny Deol</b>

**BACKGROUND:**

At a recent meeting of the Mayor's Advisory Committee, a Community Member-at-Large representing the Town, Danny Thompson, stepped down. Mr. Thompson's term is to expire October 31, 2015, therefore Administration has advertised for Board member applications and received one from Kathy Howe. There are also two individuals from past applications that are being carried forward; Terry Kilborn and Bruce Clemmer.

The current Bylaw for the Mayor's Advisory Committee states that it is to be made up of 11 members from the Town, County, the Ministerial Association, youth, seniors, the Mayor and the Deputy Mayor. This composition ensures that the opinions of the Committee are a balanced representation of our community.

Administration is recommending that one of the applicants to the Mayor's Advisory Committee be appointed to fill the current vacancy.

**RECOMMENDATION:**

I move that Council appoint \_\_\_\_\_ to the Mayor's Advisory Committee, effective immediately, to serve for a term ending October 31, 2015.



**DRAYTON VALLEY**

*'Pulling Together'*

**TOWN OF DRAYTON VALLEY**

**Application for Board/Committee Membership**

NAME: Kathy Howe PHONE: 780-514-6856

MAILING ADDRESS: 5515 39 Street Drayton Valley AB T7A1L6

STREET ADDRESS: as above

OCCUPATION: Nurse, Health Administration

BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: Mayor's Advisory Committee

**RELATED EXPERIENCE AND QUALIFICATIONS:**

I am a nurse with a Masters in Leadership. I am the Area Director for Alberta Health Services responsible for Acute Care, Home Care, Long Term Care and Rehabilitative Services for Brazeau County including the town of Drayton Valley.

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

I can support the Mayor and Town Council by providing insight and council on determinants of health including: income, social status, support networks, social and physical environments, health services, healthy child development etc.

**OTHER PERTINENT INFORMATION:**

I am keen to work on issues like the growing drug problem that is resulting in the presence of gangs, increased crime rates and increased health issues.

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.

SIGNATURE: [Signature]

DATE: Oct 8/13

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.

**References to support the Mayor's Advisory Council Application**

**For Kathy Howe**

**Ms. Jamie Hanel**

Area Manager

Alberta Health Services

Business: 780-621-4948

Mobile: 780-542-1961

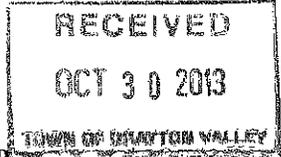
**Ms. Tammy Lambert**

Owner/Operator

Sun Kissed Spa

Business: 780-542-6669

Mobile: 780-542-7073



TOWN OF DRAYTON VALLEY  
APPLICATION FOR BOARD/COMMITTEE MEMBERSHIP

Name: TERRY RILBORN Phone: 780-544-0497  
Mailing Address: 56 PLEASANTVIEW AHD 77A MB  
Street Address: SAME or      Brazeau County (check)  
Occupation: RETIRED (if applicable)  
Board/Committee Membership Applied for: MAYORS ADVISORY

Related Experience/Qualifications: SEE ATTACHED

Reasons for Applying for the Membership: HAVE A LOT OF  
REGAYED EXPERIENCE - VERY  
INTERESTED IN NEW THINGS GO  
AT THE TOWN

Other Pertinent Information: REFERENCES - MARK HAMMON - 780-575-0001  
- GOLA STRAND - 780-574-2200

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.

Signature: [Signature] Date: OCTOBER 29 2013

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## **Brief Resume for: Terry Kilborn**

- 1953 – 1958:** Cooks helper and apprentice
- 1958 – 1965:** Field supervisor and Restaurant manager
- 1965 - 1970:** Restaurant owner and manager
- 1970 - 1978:** Hotel owner/manager
- 1977 - 2013:** Real Estate Broker
- 2000 - 2011:** Mortgage Broker
- 1978 - 1989:** Concurrent with the above:

**Motel owner, Smittys owner, A. & W. owner**

**Drivers license from 1954 to present.**

**Education:** High School (GED)  
Real Estate licensing courses  
C101 Commercial Real Estate  
Mortgage Brokers course  
Numerous upgrading courses in Real Estate

**Member commercial division of Edmonton Real Estate Board**

**\_ retired from Real Estate August 31,2013.**

**Phone no: 780-542-0497**

**Pp2 Brief resume for Terry Kilborn**

**Partial list of volunteer positions**

**Lions club of High Level and Peace River**

**Director Alberta Restaurant Association**

**Director Motel association of Alberta**

**Director Hinton Chamber of Commerce**

**President (2 years) Hinton Chamber of Commerce**

**Director (4 years) West Central Real Estate Board**

**President West Central Real Estate Board**

**Founding director Humans Helping Humans**



DRAYTON VALLEY

'Falling Together'

TOWN OF DRAYTON VALLEY

Application for Board/Committee Membership

NAME: BRUCE CLEMMER PHONE: 542-0379

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

STREET ADDRESS: 4312-43ST Drayton Valley

OCCUPATION: SELF EMPLOYED

BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: \_\_\_\_\_  
MAYOR'S ADVISORY BOARD

RELATED EXPERIENCE AND QUALIFICATIONS:  EXEC. 21 years PEMBINA Curling Club.  
 20 years Drayton Valley Curling Club 11 as PRESIDENT  3 years TOWN OF DV RECREATION BOARD  
 2 years D.V. Chamber of Commerce  3 years School Council  
 CHAIRMAN Pembina Floor Football Assoc.  CHAIRMAN 92-93-94 WORLD CURLING TOURNAMENT  
 TOURNAMENT CLASSIC IN D.V.  CHAIRMAN 2007 PROV. Mens Curling Champion in D.V.

BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP: 2 years  ALSO PRESIDENT AJHL D.V. THUNDER  
CONCERN OF LARGE NUMBER OF NEW COUNCIL BEING ELECTED. AS A LONGTIME RESIDENT (ALMOST 50 YEARS) INPUT FROM MYSELF AND MY ASSOCIATES COULD BE HELPFUL.

OTHER PERTINENT INFORMATION:  
A PROUD RESIDENT OF D.V. AND AREA AND WISH TO CONTINUE MAKING IT A BETTER PLACE TO LIVE, WORK, AND SOON TO RETIRE.

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. MR. BRIAN WINDER  
DR. MICHAEL MURPHY

SIGNATURE: [Signature] DATE: OCT 17 / 13

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<b>AGENDA ITEM: 8.13</b>	<b>ECDC Operational Board – Community Member Appointments</b>
<b>Department:</b>	<b>Community Services</b>
<b>Presented by:</b>	<b>Councillor Bossert</b>
<b>Support Staff:</b>	<b>Annette Driessen, Director of Community Services</b>

**BACKGROUND:**

The Childcare Operational Board, established under By-Law 2008/01/C calls for three members-at-large, two of which are to serve a two-year term. Trina Wakelin and Marilyn Buchan will be completing their current two-year term on October 31, 2014.

Trina Wakelin and Marilyn Buchan have expressed an interest in serving a third two-year term. The request is therefore being brought to Town Council to re-appoint Trina Wakelin and Marilyn Buchan as members-at-large to the Childcare Operational Board.

As the three-year term position was vacant, the Town advertised for applications from the community to fill this vacant position on the Board. An application was received from Karen Linqvist. Administration is putting forth a recommendation to Council to appoint Karen Linqvist to the Childcare Operational Board.

**RECOMMENDATION:**

I move that Town Council approve the re-appointment of Trina Wakelin and Marilyn Buckan to the Childcare Operational Board for two-year terms ending November 1, 2016.

I move that Town Council approve the appointment of Karen Linqvist to the Childcare Operational Board for a three-year term ending November 1, 2017.



TOWN OF DRAYTON VALLEY  
EARLY CHILDHOOD DEVELOPMENT CENTRE



Application for Board Membership

Name: Karen Linguist Phone: 780-898-1735

Mailing Address: 4460 40th St DV T7A 1W4

Street Address: \_\_\_\_\_

Email Address: Karendberksen@hotmail.com

Related Experience:  
Diploma in ECD (Grant McLellan)  
3yrs Preschool teacher  
mom of 3+5 yr old

Briefly State your reasons for applying for membership:  
I think I would be an asset with my diploma, past work experience and knowledge I've gained from being a mother. I enjoy working with others and I think ~~that~~ age/stage is a very important one, so we need <sup>this</sup> to make it count.

Other pertinent information:  
\_\_\_\_\_  
\_\_\_\_\_

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

Are you interested in a: \_\_\_\_\_ 2 yr Term \_\_\_\_\_ 3 yr Term  
 doesn't matter

Are you willing to have a criminal record check done?  yes  no

Signature: Karen Linguist Date June 22, 2014

ITEM: 8.14	Drayton Valley Municipal Library Board Community Member Appointment
Department:	Drayton Valley Municipal Library
Presented by:	Councillor Nadeau
Support Staff:	Sandy Faunt, Library Director

**BACKGROUND:**

Drayton Valley Municipal Library Board, established under By-Law 99-15 (amended 2009/02/B) states that five, or a minimum of 3 members of the community-at-large may serve a three year term. There are currently 2 spots available for members at large.

The Board has received and reviewed an application from Colleen Anderson. This applicant uses the library regularly and we the Board, feel she would be a great asset.

The Board will continue to look for another new member of the community at large to serve on the library board.

**MOTION:**

I move that Council appoint Colleen Anderson to the Drayton Valley Municipal Library Board for a three year term to be reviewed October 2017.



DRAYTON VALLEY

'Pulling Together'

TOWN OF DRAYTON VALLEY

Application for Board/Committee Membership

NAME: COLLEEN ANDERSEN PHONE: 780-542-2787  
 MAILING ADDRESS: SITE 427 Box 1 COMPS RR #1  
 STREET ADDRESS: DRAYTON VALLEY AB T7A 2A1  
 OCCUPATION: RANCHER  
 BOARD/COMMITTEE MEMBERSHIP APPLIED FOR: LIBRARY

RELATED EXPERIENCE AND QUALIFICATIONS:

Sat on many boards over the years, DV Ag Society,  
Crossroads Regional Health Authority, DV Branch ACS,  
DV Historical Society, Evergreen PAC, Eldorado PAC, PAPA.  
Ranched all my life and raised three sons. That was an experience!!

BRIEFLY STATE YOUR REASONS FOR APPLYING FOR MEMBERSHIP:

I love libraries! As a teenager I volunteered with DV  
Municipal library. Libraries are very important in  
education and general life. Libraries must keep moving

OTHER PERTINENT INFORMATION:

Presently serving as DV Branch ACS librarian. In my  
involvement with other organizations I served on the  
executive of most.

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.

SIGNATURE: Colleen Andersen DATE: August 20, 2014

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 Branch  
Alberta Genealogical Society  
P.O. Box 115  
Rocky Rapids, Alberta  
T0E 1Z0

e-mail: [ags.dvbranch@gmail.com](mailto:ags.dvbranch@gmail.com)

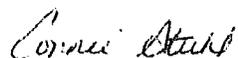
August 25, 2014

To Whom It May Concern:

Colleen Andersen is a member of the Drayton Valley Branch of the Alberta Genealogical Society since January 1994 and is one of the remaining founding members. She has been a valuable member, serving in many different capacities over the years. Her experience and input is valued and appreciated.

She will be a valuable member of any Board that she has the opportunity to serve on.

Sincerely,



Connie Stuhl  
President  
Drayton Valley Branch  
Alberta Genealogical Society

<b>COUNCIL AGENDA ITEM: 8.15</b> <b>October 8, 2014</b>	<b>Rescinding Invalid Policies</b>
<b>Department:</b>	<b>Administration</b>
<b>Presented by:</b>	<b>Councillor Long</b>
<b>Support Staff:</b>	<b>Chandra Dyck</b>

**BACKGROUND:**

In reviewing the Policies that the Town currently has in place, it has been noted that a number of old Policies are currently considered active, though they no longer serve a purpose.

Administration is recommending that Council pass a resolution to rescind five Policies to allow those documents to be deactivated and archived.

**RECOMMENDATION:**

I move that Council rescind the following Policies:

Gymnasium Space Priorities Policy RC-01-96

Facility and Gymnasium Space Priorities Policy RC-01-96

Family Amusement Centre – Supervision Policy RC 01 00

Family Amusement Centre – Suspension of User Privileges Policy RC 02 00

P.O.I.N.T.S. Program Policy A-01-08



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

### **Office of the Fire Chief**

P.O. Box 6837  
5120-52 Street  
Drayton Valley, Alberta  
T7A-1A1

Main: (780) 514-2216  
Fax: (780) 514-2244

### **July 2014 Stats**

#### **Town of Drayton Valley/ Brazeau County**

Fire Calls- 4

Rubbish and Grass Fires- 3

Motor Vehicle Collisions- 6

Rescue Calls- 1

Alarm Calls- 12

Misc Calls- 2

**Total- 28**

#### **Town of Drayton Valley**

Fire Calls- 2

Rubbish and Grass Fires- 0

Motor Vehicle Collisions- 0

Rescue Calls- 0

Alarm Calls- 11

Misc Calls- 0

**Total- 13**



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

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T7A-1A1**

**Main: (780) 514-2216  
Fax: (780)514-2244**

### **Brazeau County**

Fire Calls- 2

Rubbish and Grass Fire- 3

Motor Vehicle Collisions- 6

Rescue Calls- 1

Alarm Calls- 1

Misc Calls- 2

**Total- 15**



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

### **Office of the Fire Chief**

P.O. Box 6837  
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Drayton Valley, Alberta  
T7A-1A1

Main: (780) 514-2216  
Fax: (780) 514-2244

### **August 2014 Stats**

#### **Town of Drayton Valley/ Brazeau County**

Fire Calls- 2

Rubbish and Grass Fires- 1

Motor Vehicle Collisions- 5

Rescue Calls- 0

Alarm Calls- 13

Misc Calls- 3

**Total- 24**

#### **Town of Drayton Valley**

Fire Calls- 0

Rubbish and Grass Fires- 0

Motor Vehicle Collisions- 0

Rescue Calls- 0

Alarm Calls- 11

Misc Calls- 2

**Total- 13**



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

### **Office of the Fire Chief**

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Drayton Valley, Alberta  
T7A-1A1

Main: (780) 514-2216  
Fax: (780) 514-2244

### **Brazeau County**

Fire Calls- 2

Rubbish and Grass Fire- 1

Motor Vehicle Collisions- 5

Rescue Calls- 0

Alarm Calls- 2

Misc Calls- 1

**Total- 11**

## DRAYTON VALLEY MUNICIPAL LIBRARY BOARD MINUTES

The minutes of the Drayton Valley Municipal Library Board regular meeting held June 19, 2014 at 4:00 p.m. in conference room #1.

**PRESENT** Anthony Heinrich Graham Long Carrie Ottewell Gayle Sacuta (recording secretary)

**ABSENT** Rose Mayan Lyndara Cowper-Smith

**CALL TO ORDER** Carrie Ottewell called the meeting to order at 4:45 p.m.

**AGENDA** Councillor Anthony Heinrich moved to approve the agenda as presented.  
**MOTION CARRIED.**

### **ADOPTION OF MINUTES**

Councillor Graham Long moved to adopt the minutes of the May 13, 2014 meeting as presented. **MOTION CARRIED.**

### **BUSINESS ARISING**

**Renovations - update** Gayle presented a renovations update (see director's report attached). There was discussion about wood vs artopex for the desk. Gayle indicated it could cost more for the wood desk. Board discussed the importance of not going over the total amount budgeted for renovations. Minor adjustments are fine as long as the results of the big picture are compatible with the proposed outcomes.

Councillor Anthony Heinrich moved to add 12 square feet of vinyl for directors office when the flooring at the front of the library is done. If there is no surplus from capital budget we will look for the extra 1000 from any potential 2014 operating surplus.

**MOTION CARRIED.**

### **FINANCIAL**

#### **Monthly Financial Report – May 2014**

Councillor Anthony Heinrich moved to accept the May 2014 Financial Report as information. **MOTION CARRIED.**

#### **Equipment purchases 2014**

Councillor Graham Long moved to approve \$6000 worth of technology and computer equipment with the YRL one time grant as outlined in Directors report. Receipts will be submitted to YRL. **MOTION CARRIED.**

Gayle discussed the grant application to Telus and suggested coding it to programs if successful.

Councillor Anthony Heinrich moved to make program equipment purchases subject to successful Telus grant application.  
**MOTION CARRIED.**

### **REPORTS**

**Councillors** Graham Long reported that council has some concerns about the wording of Article 2.1 (d) in the agreement with Brazeau County Library Board. Council has passed the agreement on to a town lawyer for review. Graham will report back when he has heard anything. Anthony requested the news be brought back in writing if necessary.

Councillor Anthony Heinrich noted that Brazeau County Council is happy that the agreement has been settled. Brazeau County Library Board met with the Breton Library Board last night to discuss their plan of service.

Director See attached.

Councillor Anthony Heinrich moves to accept the three reports as information.  
**MOTION CARRIED.**

**NEW BUSINESS**  
Capital Budget 2015

Councillor Graham Long moves to proceed with the development of the capital budget 2015 as outlined in the director's report in time for August and fall presentations to Town and County Councils. Gayle will email presentation to board over the summer for feedback.  
**MOTION CARRIED.**

Policy Review Displays 4.1.7.4 Disposal of Surplus Equipment 4.1.7.5, Records retention and disposal 4.1.7.6  
The Board will review these policies and provide any feedback for next meeting.

**CORRESPONDENCE**

Agreement sent to Council and PLSB  
Grant application sent to PLSB  
Telus Grant application submitted  
Sent policies to PLSB  
Community Organization proposes Overnight at the library program  
Library Association of Alberta letter to Minister of Municipal Affairs regarding development cost levies to include library fees

Councillor Anthony Heinrich moved to accept correspondence for information.  
**MOTION CARRIED.**

**NEXT MEETING DATE:** Next meeting date: **September 9, 2014 at 4:15 pm** in Conference room 1.

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

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

Adopted on the 9 day of Sept, 2014.

  
\_\_\_\_\_  
Chairman

*June 18*

**Annual Review of plan of Service: July 19, 2014**  
**Town of Drayton Drayton Valley Board Room #1**  
**Notes taken by Gayle Sacuta**

On the evening of July 19, 2014, Brazeau County Library board and Drayton Valley Municipal Board members met to review the DVML plan of service dated 2010-2015

Donna Gawalko, Francine Fairfield, Rita Moyer, Carrie Ottewell, Graham Long, Anthony Heinrich, Lyndara Cowper-Smith and Gayle Sacuta were present.

The plan of service document was read out loud and there was discussion after each section.

Comments noted:

- Population figures of 13,000 are not accurate. We serve about 15,000 if County of Parkland is included.
- "Me library" benefits will soon be available to patrons.
- We need to add a "vision statement."
- We now have access to expanded downloadable e-resources including downloadable books and licenced databases, music, documentaries and movies.
- Wow Van is not reflected in plan of service.
- We now have a full time director.
- With charitable status we could apply for a casino.

Documents for planning a plan of service were circulated.

The evening concluded with a supper of lamb curry.

### Capital Budget for 2015

In the event we do not meet until September, request to create documentation to support a capital budget request in 2015 of 55,000 to finish the library flooring and purchase seating. Budget document will be submitted to town and county councils starting in August. Both of these items are close to being a safety concern, if not so already.

#### Flooring for main library

Carpet:	5000 square feet	40,000.00
<b>Tables and Seating</b>	<b>for Main and Rotary Library</b>	<b>15000.00</b>

**Budget estimate:      55,000.00**

#### Main

Tables	2800
Chairs (28 reading and stacking)	6300
Booths for front of library	3500
2 comfy chairs	2400

#### Rotary seating:

Children's carpet and foam blocks	1500
2 comfy chairs	2400

Total	12,663
15% shipping and gst	1900.00
	14562.45

We considered tile for whole library. We discussed this with Canada Floors, who said they thought that rug would improve air quality by trapping the dust, which could be vacuumed. Also, the rug would absorb sound. And rug is cheaper.

**Programs:**

Summer Reading Club brochure and schedule is finished. We are having a WOW van kick off on July 7 at Rocky Rapids at 10:30. Please come out! The FCSS board will be stopping by for a tour, as they always do.

**Renovations update:**

**Office:** Waiting for carpenter to put up back wall and install window.

Waiting for electrician to install power along back wall

Waiting for communication installer to do internet lines

**Self check:** Sandy and Gayle are working to get a data feed set up for the self-check in main library. Met with Jeff Narver from 3M today to set location. Must arrange for data line and power.

**Circ. Desk:** Request to go with wood instead of plastic. Will go better with the theme of library, which has wood accents. It is about the same price. Installation and shipping will cost more.

**Floors:** We are looking at tile samples to do the front 752 square feet of the library. Director's office was not included in initial flooring quote. Request to add director's office to front library floor work in vinyl for 2014. Approx. 120 square feet.

**Equipment purchases 2014:**

**YRL grant:**

We plan to spend more than budgeted on equipment this year due to an unexpected technology grant from YRL for 6045.00. I created a technology replacement /renewal schedule and have ordered 5 new computers: circ for Main, Circ for Rotary, 2 staff computers and one public access for Rotary. For the most part we are replacing equipment purchased in 2009 and prior. Please expect equipment purchase budget to increase from 10,000 to 16,000.

**Telus Grant**

Submitted Telus grant request . I applied for technology items directly related to programs. If successful, the 5000 worth of expenses will be coded to programs, increasing the likelihood that the line coded to "programs" will be over budget at the end of the year.



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## Minutes

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### **THOSE PRESENT:**

Trina Wakelin, Committee Chair  
Marilyn Buchan, Committee Member  
Councilor Fayrell Wheeler  
Councilor Nicole Nadeau  
Annette Driessen, Director of Community Services  
Bernice Taylor, ECDC Program Manager  
Jenn Paterson, Family Day Home Coordinator  
Cora Appleby, Administrative Assistant

1. Call to Order

The meeting was called to order at 9:35 a.m. by Chair Wakelin.

2. Agenda

2.1 Additions or Deletions

None at this time

2.2 Approval of Agenda

**Motion by Marilyn Buchan to approve the agenda as amended.**

**CARRIED**

3. Minutes of the November 25, 2013 Meeting

3.1 Approval of Minutes

**Motion by Trina Wakelin to approve the Minutes of the November 25<sup>th</sup>, 2013 meeting as presented.**

**CARRIED**

4. Business Arising

4.1 Update Registration Status – ECDC and Day Home

Bernice Taylor reported that the Childcare rooms are currently full according to ratio. In September with five day Kindergarten taking place, it is difficult to meet capacity numbers in age categories as most of these children now go to five day kindergarten vs two day. Staff are making up for this by blending ratios which results in less children in the room.

The families on the waitlist for the Centre consist mostly of toddlers age 12 to 18 months.

Jenn Paterson reported the total number of providers is 6 at this time excluding the provider that is on maternity leave. All of the Dayhomes are currently full at this time.

#### 4.2 Eco Park Clean Up

Bernice Taylor reported that she would like to host the Eco Park spring cleanup May 15<sup>th</sup>. Advertising will go out to the public asking for any green thumbs in the Community to come and help.

#### 4.3 Lil Raskals Garage Sale

Bernice Taylor reported that the Lil' Raskals Garage Sale will be taking place on May 24<sup>th</sup> at the Royal Canadian Legion Hall. Warming Hearts will be running the Concession. Volunteers for the setup on May 23<sup>rd</sup> will be needed.

#### 4.4 Family Day Homes Funding from Brazeau

##### - Promotion of Day Homes

Annette Driessen reported that the funding for 2014 from Brazeau County will remain the same at \$45,000. This funding is used for the promotion of Family Day Homes and Coach Position.

**~ ACTION ITEM ~ Bernice Taylor will bring stats to the next meeting of the progress that the Early Childhood Coach Position has made.**

#### 4.5 Subsidy

Bernice Taylor reported that there are some concerns with the efficiencies of the subsidy claim system at the government level. They are offering subsidy to individuals and then adjusting payments up to four months after the child has exited the child care program. When they adjusted the subsidy, they do not contact and collect from the individual, but reduce the payments made to the Childcare Centre which then has to contact the individual to collect the funds from them.

**MOTION by Marilyn Buchan to request that Town Council draft a letter outlining the problems and subsidy concerns with Child and Youth Services. Once Council has drafted the letter it will be sent to the Board for approval, and then it will be mailed out with a cc: to Diana McQueen.**

**CARRIED**

Administration will prepare the letter for Council and Board approval.

#### 4.6 Living Fence ~ Vermilion Energy

Bernice Taylor reported that Vermilion Energy has asked to sponsor a living fence. They will put up a boxwood fence in front of the play area at the Eco Park. Vermilion Energy has already come and taken the measurements and purchased the plants.

#### 4.7 Community Investment Plan

Annette Driessen reported that the 2<sup>nd</sup> Community Investment Plan Reception will taking place on April 29<sup>th</sup>. These five community groups, Early Childhood Development Centre,

Eleanor Pickup Arts Centre, Agri-Recreation Project, Aquatic Committee, Breton Community Centre and Skatepark, will be showcasing their projects at the event.

#### 4.8 Norquest College

Bernice Taylor reported that the registration for the Early Childhood Education Program was low and the course couldn't be offered. Norquest is currently working with Bow Valley to organize another course hopefully starting in September.

#### 4.9 Board Membership Status

The Committee discussed different ideas to help recruit a new board member.

The Committee discussed ideas for programming and volunteer recruitment to help with the ages and stages testing being done at the Centre.

#### 4.10 2013 Final Financial Statement

Annette Driessen presented the 2013 Final Financial Statement.

### 5. Other Business

#### 5.1 Proposed Fee Schedule

Bernice Taylor presented the Approved Fee Schedule and Fees for Service Policy. The change that was made to the policy was that if the client is in arrears on the 15<sup>th</sup> of the month, they must pay the outstanding amount within the following 2 weeks or service will be terminated.

#### 5.2 Policies

##### - Social Media Policy

Bernice Taylor presented the Social Media Policy and discussed that the policy is a working document that will be constantly changing. It is an education tool for Staff, they will need to sign off on it.

The Committee decided that the working document needs to be separate from the Policy. This matter will be brought back to the Board.

##### - Fees for Service

Bernice Taylor presented the Fees for Service Policy.

**Motion by Marilyn Buchan to approve the policy as presented.**

**CARRIED**

##### - Pet/Animal Policy FDHA

Jenn Paterson presented the Pet/Animal Policy. The change that was made to the policy was that if a provider is an owner of a reptile, the animal needs to be in a locked cage/aquarium, but no longer needs to be in a locked room. Aggressive Animals were added to the policy and an appendix will be attached for providers to write down any past or present aggressive behavior that the animal may have.

The Board recommended that the policy be brought back to the Board once the disclosure form has been developed.

### 5.3 General Correspondence

Bernice Taylor reported on the following upcoming programs and events:

- May 8, Operation Clean Sweep
- May 9, Mother's Day Tea for children ages 3 and up
  - looking for donations to put into baskets for the children to give to their mothers
- May 9, Magic Show at 4:00 pm for all families at the Scout Hall
- May 15, Eco Park Clean Up
  - looking for green thumb volunteers to come and help
- May 16, River Valley Players will be putting on a show at 10:00 am at the Scouts Hall
- May 23, Lil Raskals Garage Sale SET UP ONLY at the Royal Canadian Legion
  - looking for volunteers to help with set up from 4:00 to 7:00 pm.
- May 24, Lil Raskals Garage Sale at the Royal Canadian Legion
  - looking for volunteers to help throughout the day and with take down from 12:30 to 1:30 pm.
- May 26, Caterpillars are arriving at the Centre for the children to study the butterfly life cycle
- June 11, RCMP Open House - the children will be walking over to attend
- June 13, Father's Day Pancake Breakfast with Vermilion Energy
- TBA, Otis the Owl and Fancy Nancy Tea Party

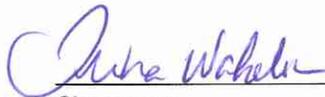
### 6. Next Meeting Date

The next meeting date will be Monday, May 26<sup>th</sup>, 2014 at 9:30 am.

### 7. Adjournment

**Chair Wakelin adjourned the meeting.**

Time 11:23 a.m.



Signature  
Committee Chair



Signature  
Town of Drayton Valley



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## Minutes

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### THOSE PRESENT:

Trina Wakelin, Committee Chair  
Marilyn Buchan, Committee Member  
Councilor Fayrell Wheeler  
Councilor Nancy McClure  
Bernice Taylor, ECDC Program Manager  
Jenn Paterson, Family Day Home Coordinator  
Cora Appleby, Administrative Assistant

#### 1. Call to Order

The meeting was called to order at 9:55 a.m. by Co-Chair Marilyn Buchan.

#### 2. Agenda

##### 2.1 Additions or Deletions

4.5 Vermilion Energy

##### 2.2 Approval of Agenda

**Motion by Nancy McClure to approve the agenda as amended.**

**CARRIED**

#### 3. Minutes of the April 28, 2014 Meeting

##### 3.1 Approval of Minutes

**Motion by Marilyn Buchan to approve the Minutes of the April 28<sup>th</sup>, 2014 meeting as presented.**

**CARRIED**

#### 4. Business Arising

##### 4.1 Update Registration Status – ECDC and Day Home

Bernice Taylor reported that the Childcare rooms are currently full according to ratio. The current waitlist is large in number of children ages 12 – 18 mos. Advertising will go out to increase number of children in 3yr and up categories.

The centre has been using blended ratios as a method to keep rooms full. This has been a solution to the concerns that 5 day kindergarten created with lack of registrants in the 4.5 yr up category. The result of this is not having the centre at the full licensed capacity of 83 children. Currently the centre daily has 70 children.

The Board needs to review the Breakfast Club Program as enrollment is low with an enrollment of four children this year and four verbal enrollments for September.

Jenn Paterson reported the total number of providers is 6 at this time excluding the provider that is on maternity leave and returning the end of August. One new potential provider is being interviewed. All of the Dayhomes are currently full at this time.

#### 4.2 Lil' Raskals Garage Sale

Bernice Taylor reported that with the cost of the hall rental and staff wages, the Lil' Raskals Garage Sale had no profit this year. With the Legion being a smaller venue, the amount of available tables was much lower.

**~ ACTION ITEM ~ Bernice Taylor will look for an organization to partner with for the next Lil' Raskals Garage Sale.**

**~ ACTION ITEM ~ Bernice Taylor will contact Sonya Wrigglesworth to ask that ECDC be sent information on the Re-Use It Fair to have available for all the parents.**

#### 4.3 Family Day Homes Funding from Brazeau

##### - Promotion of Day Homes

Jenn Paterson reported that she is currently looking for promotional material for Family Day Homes.

#### 4.4 Subsidy

Bernice Taylor explained to the Board her concerns with the subsidy process at the government level and problems that have affected the Childcare Centre financially.

Bernice presented a draft letter being sent to Diana McQueen from the Mayor asking for support in the discussion with Alberta Subsidy regarding subsidy process.

MOTION by Marilyn Buchan that the Childcare Operational Board submit the subsidy letter to Town Council for approval.

CARRIED

#### 4.5 Vermilion Energy

Bernice Taylor reported that Vermilion Energy has built the living fence at the Eco-Park beside ECDC. Vermilion Energy recently replaced the dishwasher within the Centre and will be Volunteering at the Father's Day Pancake Breakfast taking place on June 13<sup>th</sup> at the Centre. Sponsorship of the Coach position will be discussed as enrolment for the Breakfast Club is low.

### 5. Other Business

#### 5.1 Policies

- Social Media Policy
- Pet/Animal Policy ECDC & FDHA

Bernice Taylor presented the Social Media and both Pet/Animal Policies for the Centre and Family Day Home.

MOTION by Marilyn Buchan to approve the Social Media, Pet/Animal Policies for the Centre and Family Day Home as presented.

CARRIED

5.2 General Correspondence

Trina Wakelin informed the Committee that when her term ends in October, she will not be reapplying for Board membership.

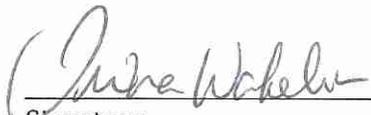
6. Next Meeting Date

The next meeting date will be Monday, September 15<sup>th</sup>, 2014 at 9:30 am.

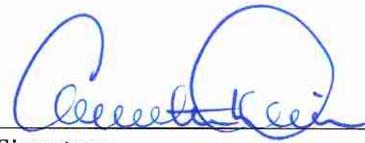
7. Adjournment

**Chair Wakelin adjourned the meeting.**

Time 11:07 a.m.



Signature  
Committee Chair



Signature  
Town of Drayton Valley

**Aquatic Facility Fund Development Strategy Committee  
Meeting held Thursday, May 22<sup>nd</sup>, 2014  
at 6:30 pm. at the Town Civic Centre  
Boardroom #1**

**MINUTES**

- Present:** Brandy Fredrickson, Community Member  
Brad Belke, Community Member  
Fayrell Wheeler, Town of Drayton Valley Councilor  
Dean Shular, Town of Drayton Valley Councilor  
Rick Ennis, Director of Community Services, Brazeau County  
Marc Gressler, Brazeau County Councilor  
Shirley Mahan, Brazeau County Councilor  
Annette Driessen, Director of Community Services, Town of Drayton Valley
- Apologies:** Nicole Nadeau, Town of Drayton Valley Councilor  
Kara Westerlund, Brazeau County Councilor

**1.0 Call to Order**

The meeting was called to order at 7:12 pm. by Chair Fredrickson

**2.0 Introductions**

Brad Belke was welcomed to the Committee as the new representative from the local community group.

**3.0 Agenda**

**3.1 Additions and Deletions**

There were no additions or deletions to the agenda.

**3.2 Approval**

**Motion by Dean Shular to approve the agenda as presented.**

**CARRIED**

**4.0 Minutes of the March 3<sup>rd</sup>, 2014 Meeting**

**3.1 Approval**

**Motion by Fayrell Wheeler to accept the March 3<sup>rd</sup>, 2014 minutes as presented.**

**CARRIED**

**5.0 Old Business**

**5.1 Community Investment Plan Reception - Report**

Annette Driessen reported that 24 companies were present at the CIP Reception and were deeply engaged in the projects showcased that evening.

## 5.2 Sponsorships to Date

- Lightstream Resources

The Committee was presented with the contribution agreement between the Town and Lightstream for the \$300,000 contribution commitment for the aquatic facility. The document can be used similarly by Brazeau County for companies who choose to forward their contribution to Brazeau County.

- ATCO Gas

The Committee reviewed the proposal from ATCO Gas and determined that it would be beneficial for the Committee to meet with the President of the company to present the project in detail. There is value in discussing the Combined Heat and Power initiative with ATCO Gas.

- Interest from Secure Energy

The Committee will follow up on the interest expressed by this company.

## 5.3 Community Aquatic Committee

- report on current activities

The Committee discussed the role of the local group and the benefits of having the two groups merge into one committee. It was agreed that until such time as the two municipalities have resolved to move forward on the project, the two committees will remain separate. It was noted and understood that the local committee is largely limited to promotional work rather than actual fundraising as the project is still in its conceptual phase.

- discussion on sponsorship levels

The local group has been reviewing sponsorship packages from different communities and has determined that until such time as the final project is defined, the recognition for current contributions is limited to social media and newsletters. It was suggested that it may be possible to establish a sponsorship package based on a percentage of the capital cost, rather than determining those amounts at this point.

## 6.0 New Business

### 6.1 Trust account for raised funds

Both municipalities have established the means to accept and hold funds for the aquatic facility.

### 6.2 Agreement between Municipal Committee and Community Committee

Administration introduced a draft agreement to recognize the role of the joint municipalities with respect to the project. The Committee reviewed the document, recommended revisions, and requested that the revised document be forwarded to each Council. Joint administration will forward the document to legal counsel for review before presenting to Councils.

### 6.3 Discussion on next steps

- municipal status
- fund-raising options (eg. Green Municipal Fund)

- project timeline and required information
- other

Following a discussion on the ability of the Committee to continue forward movement on the project, it was recommended that the following process be followed:

- June 9<sup>th</sup> Joint Council Meeting  
Committee representatives will discuss the need to have Councils make a decision on the project and to identify what information is required in order for Councils to make a decision.
- June 9<sup>th</sup> to August 15<sup>th</sup>  
Joint Administration will prepare the information being requested from Joint Councils
- September Joint Council Meeting  
Joint Councils to review and discuss the information and endeavor to decide on the project (options of proceed, deny, or delay decision)

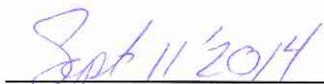
**7.0 Adjournment and Next Meeting Date**

The next meeting date is August 21<sup>st</sup> at 6:30 pm at the Town Civic Centre

**Motion by Fayrell Wheeler to adjourn.**

**Time 8:15pm**

  
\_\_\_\_\_  
Committee Chair

  
\_\_\_\_\_  
Date



**NORTH SASKATCHEWAN RIVER HEADWATERS  
REGIONAL WATERSHED PARTNERSHIP  
MEETING MINUTES**

**July 25, 2014 10:00 am – 2:00 pm (lunch provided)  
Brazeau County office, Town of Drayton Valley**

**Members Present:** Reeve Pat Alexander, Clearwater County, NSWA Chair  
Councillor Jim Duncan, Clearwater County  
Councillor Fayrell Wheeler, Town of Drayton Valley  
Bob Kitching, Brazeau County, NSWA Treasurer  
Councillor Anthony Heinrich, Brazeau County  
Mayor Fred Nash, Town of Rocky Mountain House  
Councillor Tanya Hugh, Town of Devon  
Councillor Lyle Seely, Wetaskiwin County  
Councillor Tanni Doblanko, Leduc County  
Councillor John McNab, Parkland County  
Matt Martinson, Clearwater County staff  
David Trew, NSWA Executive Director  
Mary Ellen Shain, NSWA Watershed Planning Coordinator

- 1. Greetings and a round of introductions of those present**
- 2. Roundtable discussion: feedback from municipal councils regarding participation**
  - a. **Pat Alexander:** The committee must look at the Integrated Watershed Management Plan (IWMP) and must find a way to implement the recommendations for municipalities. At the June 11 meeting, councillors were asked to go back to their councils to gain feedback regarding participation.
  - b. **Lyle Seely:** The Council of Wetaskiwin has arranged to have a presentation by David Trew in September to better understand the purpose. We understand that it is important to get involved early on with the decision making regarding water, so that we can inform the regulations that are going to become stricter.
  - c. **Bob Kitching:** I'm proud of the willingness of everyone at this table in standing up for watershed issues.
  - d. **Tanya Hugh:** The Council for the Town of Leduc is new to this topic, so we require a presentation to our council. We realize that what we do does not just affect us but everyone in the watershed.

- e. **Matt Martinson:** Clearwater County is at the top of the headwaters. Currently, we are aware of the land use changes happening and we are focused on establishing best management practices (BMP), particularly for agriculture and private land owners. It is easy for us to educate and make partnerships as we have done with oil and gas companies.
- f. **Tanni Doblanko:** In the shadow of Edmonton, it is difficult to get the message out in smaller regions. Through this partnership, we will also have a louder voice for delivering our message. This regional-type board has the advantage of allowing us to share our initiatives and cumulative actions. It's important that we utilize the media.
- g. **David Trew:** I was impressed at the last meeting with everyone's interest in sharing their responsibility for the river. As a collective, we need to find a way to share our initiatives with each other and other organizations, for example the river valley alliance.
- h. **Fred Nash:** Water from the river is critical for the town. With the glaciers melting, I am thankful for dams that collect the water we need. There is a difference between water use and water consumption (especially with oil companies) and we need to find out how water is really being used in the headwaters and educate the public. We need to work for future generations.
- i. **Jim Duncan:** Clearwater has many programs (e.g. Land Care) to address the issue of water. We'd like to share those successes. Land Care is a branding program that gets agricultural information out to the various user groups. Everyone lives in a watershed no matter where we are.
- j. **Anthony Hayes:** We need to get our positive messages out—not just the negative ones—regarding individuals who use the water instead of abuse it. We need to encourage water recycling instead of using more freshwater. We can't close our eyes to the fact that we're selling off one commodity (water) for another (oil). We need to value these things properly.
- k. **John McNab:** Parkland Council is in favour of participating in this NSWA council and we see that it will benefit us. What everyone is saying, we agree with.
- l. **Fayrell Wheeler:** Drayton Valley Council also agrees with the creation of this council. We would like to bring the Eagle Point-Blue Rapids into this council somehow at the beginning stages.
- m. **Bob Kitching:** One of the goals of these initial meetings is to decide who will be sitting at the table.

### 3. Presentation by Dave Trew on the state of information known about the headwaters.

#### Questions:

- a. **Fresh Nash:** With the recent flooding down south, there may be areas chosen in the NSR to be strategically flooded. How is this decided?
- b. **David Trew:** Flood mapping has not yet happened in a consolidated way regarding flood risk management and sediment loading. The province has hired Stantec to research this.

- c. **Jim Duncan:** How will the work, produced by this council, be funded?
- d. **David Trew:** A Regional Collaboration Grant would be our first approach. Also be province may be interested in funding some of the work.
- e. **John McNab:** The plan for Parkland County may cost 500K and our Regional Collaboration Grant has covered 225K so far. The process took about 1 year to apply and receive the grant.
- f. **Pat Alexander:** The most important issue that we're going to be dealing with in the headwaters is water quality. EPCOR is looking to the headwaters to control our effluent. The most expensive part of this process will not be the planning, but the water treatment.
- g. **Bob Kitching:** In Brazeau County, there is only 1 of 6 water treatment units that meet the GOA standards.
- h. **Fred Nash:** We should put this all into perspective and focus on our strengths. We have good water quality and will in the future. We need to make those strengths known (positive messaging). Should we have a budget for educating the public?
- i. **Pat Alexander:** The NSWA board is made up of a multi-stakeholder group; it is the role of each sector to contribute correct knowledge. As a council made up of municipalities, it is our job to contribute correct knowledge of municipal actions and responsibilities.
- j. **Bob Kitching:** We have good water up here but the eastern municipalities have phosphorus levels that sometimes surpass drinking water limits, and they're looking to us for getting it back into shape. How do we do this? We start with a State of the Watershed (SOW) plan.
- k. **Tanni Doblanko:** We have the foresight to plan for a sustainable future. However the information in the 2005 SOW is now out of date. We need to ask for help to update that information. This will create a strong basis to inform the creation of our Municipal Development Plans that look forward 20 years down the road.
- l. **David Trew:** By setting up a technical advisory committee (TAC) with representatives from each municipality we can fill in the data gaps and create a document for the headwaters like we have for the other two NSR sub committees.
- m. **Tanni Doblanko:** How is the NSWA connected to other stewardship initiatives and originations? How about the Regional Advisory Committee (RAC)?
- n. **David Trew:** We have not been actively engaged with other groups. The RAC operates with experts, not with representatives from organizations. However, there are 5 members from the NSWA board, who are sitting on the 27-member RAC including Pat Alexander.
- o. **Pat Alexander:** The RAC has a lot of area to cover, and will not look at topics as specific as the ones that we will look at.

#### 4. Discussion on the Committee Structures

- a. **Tanni Doblanko:** I suggest a separate group with representatives from the steering committee to mix in. This way the representatives can act as a liaison between both

groups: educating the steering committee and providing direction to the TAC. These committees need to make decisions via consensus.

- b. **Bob Kitching:** The downside to a completely mixed group is that there is time spent educating, especially given the turn-over rate. The comparison between the Sturgeon and Vermillion committees is the availability of staff expertise. Are the municipalities here willing to contribute staff?
- c. **Jim Duncan:** I vote to have two separate committees, because we cover a large area and there is a large time commitment on the part of the councillors. I would leave it up to Dave to decide when a presentation needs to be given.
- d. **Anthony Heinrich:** Dave and his staff would also be doing much of the work, or else hiring a consultant to provide expertise.
- e. **John McNab:** I would like to sit on the TAC board. I think a hybrid council would work well if a small number of representatives from the Steering Committee are on the TAC. A hybrid would mean that less information is lost.
- f. **Fayrell Wheeler:** A hybrid council is OK but I would not volunteer to be a representative on the TAC.
- g. **Lyle Seely:** I would prefer to sit on the governance board and ask that the TAC present information when they feel it necessary.
- h. **Tanya Hugh:** I like the hybrid committee idea. This way, technical information is done efficiently but there is discussion that bridges the groups. The technical committee can meet more frequently.
- i. **Fred Nash:** I'm impressed with everyone's opinion. Let's make sure that we can get this done quickly and efficiently. We are designing these committees for success.
- j. **Group:** agreed to bring in other stakeholders (i.e. AESRD, First Nations) on this board at the TAC level with the elected leaders at the governance Steering Committee level.
- k. **Mathew Martinson:** Having a strong TOR for the TAC will be important, for the members to understand what is expected of them.

**5. Pat Alexander: Are the municipalities able to commit staff to the task?**

- a. **Lyle Seely:** I cannot answer this question until September after the presentation by Dave. We would like to know what kind of successes have been achieved by the NSWA.
- b. **Dave Trew and Pat Alexander:** For example, we were able to set water quality objectives in the capital region that were adopted by the province. We also have everyone sitting on our board talking about water with each other; that is a success.
- c. **Tanya Hugh:** At this point we are blind about whether we can commit staff. A presentation would be helpful for the Town of Devon as well.
- d. **Tanni Doblanko:** The County is interested.
- e. **Mathew Martinson:** I cannot make a decision about staff allocation, but I can say that as a staff member, I have always been in support of collaboration for gaining efficiency.

- f. **Fayrell Wheeler:** We are in support of providing a staff member. We need to discuss issues at the next meeting.
  
- 6. Roundtable discussion summarizing the take-away messages of the day.** All agreed that the committee formation is positive and are pleased with the progress made by the group.
  
- 7. Next meeting set for September 12 at 10am- to 2pm at the office of the Town of Drayton Valley**
  
- 8. Adjournment**
  
- 9. Action Items for next meeting:**
  - a. NSWA to provide a summary on the state of the watershed
  - b. NSWA to provide draft TOR, via email for the Steering Committee and Technical Advisory Committee
  - c. Board asked to provide email feedback for the TORs
  - d. Board to continue identifying issues
  - e. Board to consider a name for the partnership
  - f. A decision from Devon and Wetaskiwin regarding staff capacity (Dave Trew to present to both boards)
  - g. Consideration from the group regarding who will be invited to participate

# Board Meeting Highlights

September  
2014



## Board Annual Self-Evaluation

The Board participated in a full-day self-evaluation process with an external facilitator on September 11<sup>th</sup>, 2014 to review direction and priorities for their 2014/2015 Positive Path Forward. The Board chair will monitor the priorities going forward.

## Académie Saint-André Academy Events

The grand opening of the shared STAR Catholic, Black Gold Regional Schools and Town office facility was held in Beaumont on September 23<sup>rd</sup>, for school communities and partners. A Saint-André school celebration event and liturgy with Archbishop Richard Smith is currently planned for October 27<sup>th</sup>, 2014.

## Father Lacombe School Tour

STAR Catholic recently hosted Government of Alberta officials for a school tour of Father Lacombe Catholic School. The purpose of the tour and related meeting was to draw attention to the facility needs in Lacombe and to consult on possible next steps.

## Father Leduc Catholic School Update

Final sign-off is expected on the school design schematics for Father Leduc Catholic School in the near future. Representatives from Alberta Education, Alberta Infrastructure and STAR Catholic Schools have been hard at work putting final design plans together for a functional and inspiring school that will serve students well into the future.

## Leduc Research Project

STAR Catholic have engaged the services of an external consulting firm to assess the demand for, and feasibility of, dual-track or French immersion programming in the City of Leduc. The firm will be surveying current families whose children are enrolled in STAR Catholic schools in Leduc to gather their input.

## Manager of Communications

The Board thanks STAR Catholic Manager of Communications Kent Dixon for his service to the Division, and wishes him well as he moves on to a new role with the Alberta Public Affairs Bureau.

## DATES TO REMEMBER

### Next Board Meeting

**Thursday, October 16  
1:00 p.m.**

STAR Central Office

4906 50 Ave., Leduc, AB

*The public is welcome at all  
Board meetings.*

## Board of Trustees

**John Tomkinson**, Chair

Wetaskiwin

**Thalia Hibbs**, Vice Chair

Lacombe

**Dan Chalifoux**

Beaumont

**Sandra Bannard**

Drayton Valley

**Susan Kathol**

Drayton Valley

**Karen Richert**

Leduc

**Michelle Lamer**

Leduc

**Dan Svitich**

Ponoka

**Henry Effen**

Wetaskiwin



**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)

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September 19, 2014

Manny Deol, Town Manager  
Town of Drayton Valley  
Box 6837  
Drayton Valley, AB T7A 1A1

Dear Mr. Deol:

RE: Board of Director Meeting Minutes

Please find enclosed a copy of the July 29, 2014 approved Meeting Minutes of the Brazeau Seniors Foundation Board of Directors.

Sincerely,  
BRAZEAU SENIORS FOUNDATION

Cindy Trudgian,  
Administrative Assistant

encls



MEETING OF THE BOARD OF DIRECTORS  
Shangri-La Lodge, Drayton Valley  
July 29, 2014  
9:00 am

**ATTENDANCE:**

**Directors Present:**

Jeannette Vatter, Chairperson  
Dean Shular, Vice-Chairperson  
Janet Young  
Francine Fairfield  
Marc Gressler

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

**Directors Absent:**

**Administration Present:**

Stella Keller  
Cindy Trudgian

Chief Administrative Officer  
Administrative Assistant

**Guest:**

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**1.0 CALL TO ORDER**

J. Vatter called the meeting to order at 9:05 am.

**2.0 AGENDA**

**2.1 ADDITIONS TO THE AGENDA**

Low Notice of Assessment 6.1.1.5

**2.2 APPROVAL OF AGENDA**

**Resolution #14-07-01: Moved by M. Gressler to approve the agenda with additions.**

**Motion ...Carried Unanimously**

**3.0 APPROVAL OF MINUTES**

**3.1 MINUTES FROM THE MAY 26, 2014 REGULAR BOARD MEETING**

**Resolution #14-07-02:** Moved by J. Young to approve the minutes of the May 26, 2014 Regular 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 May and June 2014.**

**Resolution #14-07-03:** Moved by D. Shular to accept the Payable Disbursements as information.

**Motion ...Carried Unanimously**

**4.1.1.1 Visa Payable for May and June 2014**

**Resolution #14-07-04:** Moved by J. Young to accept the Visa Payable as information.

**Motion ...Carried Unanimously**

**4.1.2 Foundation Balance Sheet as of June 30, 2014**

**Resolution #14-07-05:** Moved by D. Shular to accept the Balance Sheet as information.

**Motion ...Carried Unanimously**

**4.1.3 Foundation Statements to June 30, 2014**

**4.1.3.1 Central Services/Lodge**

**Resolution #14-07-06:** Moved by D. Shular to accept the Central Services/Lodge Statements as information.

**Motion ...Carried Unanimously**

**4.1.3.2 Provincial Housing Units**

**Resolution #14-07-07:** Moved by J. Young to accept the Provincial Housing Units Statements as information.

**Motion ...Carried Unanimously**

**4.2 FINANCIAL REPORTS – Urban Housing**

**4.2.1 Urban Housing Payable Disbursements for May and June 2014.**

**4.2.2 Urban Housing Balance Sheet as of June 30, 2014**

**4.2.3 Urban Housing Financial Statements to June 30, 2014**

*Defer to next meeting*

**4.3 BOARD MEMBER EXPENSE**

**4.3.1 Board Member Expense for May and June 2014.**

**Resolution #14-07-08: Moved by J. Young to approve the Board Member Expenses for May in the amount of \$995.36, and for June in the amount of \$200.00.**

**Motion ...Carried Unanimously**

**5.0 OLD BUSINESS**

*None at this Time*

**6.0 REPORTS**

**6.1 OPERATIONS REPORT**

**6.1.1 Operations Report**

Operations Report was verbally reviewed by S. Keller.

**6.1.5 In-Private Session (Personnel)**

**Resolution #14-07-09: Moved by J. Young to go in private to discuss personnel matters at 10:10am.**

**Motion ...Carried Unanimously**

**Resolution #14-07-10: Moved by D. Shular to come out of private at 10:52am**

**Motion ...Carried Unanimously**

**CENTRAL SERVICES**

- Finance Update – Due to the extended medical leave required, it became apparent that we require additional help to maintain the Finances. In discussion with J. Vatter and D. Shular I have contacted an account executive to work on a contractual basis, to assist with the Finances.
- Maintenance Update – Our maintenance III employee was off work for an extended period of time, due to a medical emergency. That left the Foundation in dire straits. We hired a summer student to assist with yard care. I am proposing we hire a third Maintenance III person. This would

enable us to complete more work – painting, carpet cleaning and long overdue non-urgent maintenance items. The position would also spread out the on-call time, alleviate the need to call Contractors as often and relieve some pressure when an individual is away.

- The Shangri-La Lodge has been experiencing an increase in seniors applying at the Lodge. This is good news; we may possibly see the Lodge full by the Fall.

#### **Housing Programs**

- We have some vacancies in our housing projects and expect they will fill in the Fall.

#### **Urban Housing Program**

- No issues to report

**Resolution #14-07-11: Moved by D. Shular** to continue with “controller to go” and plan to proceed with finances as discussed.

**Motion ...Carried Unanimously**

#### **6.1.1.1 Appliance Fee**

**Resolution #14-07-12: Moved by F. Fairfield** to administer an annual fee of \$35.00 for air conditioners at the Shangri-La Lodge.

**Motion ...Carried Unanimously**

#### **6.1.1.2 Server**

**Resolution #14-07-13: Moved by J. Young** to approve new server as per quote approximately \$8500.00.

**Motion ...Carried Unanimously**

#### **6.1.1.3 Drayton Valley Community Foundation**

A donation has been received from The Drayton Valley Community Foundation. One idea was to pour a concrete pad and put a park bench on the pad, for the Shangri-La Lodge residents to enjoy.

#### **6.1.1.4 Additional Maintenance Personnel**

**Resolution #14-07-14: Moved by F. Fairfield** to proceed with the hire of a third Maintenance III position.

**Motion ...Carried Unanimously**

**6.1.1.5 Low Notice of Assessment**

There has been an increase to the Seniors Lodge Program guaranteed disposable monthly income of \$50.00 per month for a total of \$315.00 each month.

For information – A senior questioned the above when her income tax fell well below normal levels. The senior was found to have ‘interests’ in a farm which had significant losses the previous year... Her ‘real’ income fell within the above guidelines and no further action was taken.

**6.1.2 Vacancy Report**

As of May 1, 2014 the Shangri-La Lodge has 72 rooms’ occupied and 10 vacancies (5 of these are under renovations). The Wishing Well has 4 vacancies and Lezure Lea has 1. The Urban Housing program has 2 vacancies, Spruce View Court, and Rocky Rapids are full.

**6.1.3 Housing Monthly Profile for June 2014**

*Not discussed at this time*

**6.1.4 Brazeau County Donation(s)**

An ad will be placed in the Western Review thanking the County for the donation of 2 vehicles.

**6.1.5 In-Private Session (Personnel)**

*Moved to 6.1.1*

**7.0 NEW BUSINESS**

**7.1 Lodge Resident Disposable Income (increased to \$315.00)**

*Discussed under 6.1.1.5*

**8.0 CORRESPONDENCE**

**8.1 From: Municipal Affairs – Freedom of Information and Protection of Privacy Act Request (May 29, 2014)**

**8.2 To: Town of Drayton Valley, Annette Driessen – Re: Future Housing for Drayton Valley / Brazeau County Area (June 12, 2014)**

**8.3 From: Alberta Health – New Alberta Heat Alert Response System and Resources available (July 17, 2014)**

**Resolution #14-07-15: Moved by J. Young to accept the correspondence as information presented.**

**Motion ...Carried Unanimously**

**9.0 FUTURE MEETING DATES**

**9.1 NEXT BSF REGULAR BOARD MEETING - Thursday, September 4, 2014 at the Shangri-La Lodge @ 2:00pm.**

**10.0 ADJOURNMENT**

**Resolution #14-07-16: Moved by D. Shular to adjourn the meeting at 11:30am.**

**Motion ...Carried Unanimously**

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APPROVED AT THE September 11, 2014 MEETING OF THE BOARD

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

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



Town of Drayton Valley  
COUNCILLOR REPORT  
COUNCIL MEETING - (October 8, 2014)  
Councillor: Fayrell Wheeler

<b>Date:</b> September 18 <sup>th</sup> , 2014
<b>Event:</b> Smart Cities Symposium
<b>Session Title:</b> How Smart is your Municipality
<p><b>Comments &amp; Value:</b> Does your municipality compare the water and power usage month to month for the municipality? Is there a digital read out in the lobby? How would that change the atmosphere?</p> <p>Creating a resilient municipality starts with the organization. What if the digital read out showed logged volunteer hours for staff? What if the entire Town boards logged their volunteer hours and we presented it at the Mayors Gala. That's showing the community spirit and pulling together to get it done. There are easy ways to create culture and conversation, that's where it starts.</p>
<b>Recommended Action:</b> Recommend these ideas to the sustainability committee.

<b>Date:</b> September 18 <sup>th</sup> , 2014
<b>Event:</b> Smart Cities Symposium
<b>Session Title:</b> Economic Development- Partner with Business and Academia
<p><b>Comments &amp; Value:</b> Incubate ideas, Drive the change. This topic is resonating globally and we are shortening timelines between incubation and implementation. In Alberta we are an innovative culture vs. a risk-based culture. It creates economic and social values when moving forward.</p> <p>We need to diversify at the beginning and then as you build the unique sets you find the niche and focus.</p> <p>We need to be asking; How does technology improve citizen's lives? Think of aging citizens in their homes. The social take is the toughest, would you buy a smart furnace right now? Maybe, but most people would say if it works, don't change it... Once it's broken they would switch. We need to present the</p>

business case/develop a plan to get all citizens informed of the benefits.  
We need to bring local context to it, what is a smart city in Alberta? What are the sustainable advantages to living right here?  
To be sustainable you have to be innovative and re-think it.

Are municipalities going to be aloud to grow up? They represent a positive contribution and have the ability to connect better. Being on a smaller scale they say Mayors of municipalities in the future will have more say than Federal MP's. Due to their ability to connect.

Scan globally and implement locally. How are municipalities aloud to make mistakes?

**Building blocks of a smart city=** innovative city, think about diversity across the board specialize in area of strength, and leverage post secondary.

**Recommended Action: Focus on the CETC connections between business and academia. We need to be looking at multiple options, not just one. Fayrell has a contact for NAIT and UofA for the CETC committee.**

**Date: September 18<sup>th</sup>, 2014**

**Event: Smart Cities Symposium**

**Session Title: Technology Effects**

**Comments & Value:** They say we have created more information in the last 2 years than we have from the don of time.  
We must remember its not about the technology, its about what we do with it. Local industries, like cows getting microchips to monitor health, heart beat, milking production ect... That effects local!

We need Town infrastructure to use M2M- Optimize the service i.e.: garbage cans that monitor when they are full so we're not wasting time and gas driving around checking. Sensors for soil dampness use for watering trees more efficiently.

The community is ready, we just need the to engage the people.

Smart cities is not an end state, it's an enabler. It's a layer being added in the tool kit. As we see the younger generation raised with these capabilities, collaboration and sharing is a norm with them, there will be an acceleration in information. Do we create a culture of innovation? Will they accelerate here?

To create new industry= (5 Keys) *visionary leadership, open standards* (ie: different power 110v Vs 220v doesn't help) *smart regulations*, (we need to be able to adjust the environment we use) *partnerships, new ecosystems* (build complimentary services through collaboration)

A municipal challenge= Its really hard to get new technology to become main stream. With all the visibility from the internet it effect how we do stuff. People are scared to make mistakes. **What are the new collaborations that can do something creative, fast, powerful, and together? What can we really do about it?**

**Recommended Action:** Create a Smart City Master Plan. Look into M2M technologies available and start planning them into the development of the Town.

**Date:** September 18<sup>th</sup>, 2014

**Event:** Smart Cities Symposium

**Session Title:** Smart Foundations

**Comments & Value:** We need to look at the region, not just the city. It takes a collection of cities to become smart. We are all interconnected and work together as a building block. Open data, open government, and open source. Why wouldn't we share this, to make it a better place? Can you hide it?

Until it impacts people directly, they don't care. Can we link tax dollar savings to get people interested? We need to change the behavioral patterns to get people more engaged in smart technology.

Find community pain points- social something. Fix it and make it a big deal, people will get engaged and then want more.

How do we manage our growth? =Technology/talent/operation/how we grow, we need a growth plan.

People want full and rich lives, if we could enable the city to provide that by connecting people to work in another town but live here. Would we do it? Why

would they live here? What's our draw to live in DV?

Smart development can save funds. It costs Edmonton \$1.35 for every dollar of development that happens outside the ring road (Anthony Hendy). We need to grow up, not out.

We need to change the model of engagement, immediate and aggressive is what creates change. If you don't have a municipal document on how we use twitter and Facebook, how can you move to the next step?

We need to Create a demand in the citizens, by sharing best practices and showing people what can be done. Let them decide, by "keeping up with the Jones's" We need to see what citizens want to pull, not us push. Spread the word through friends. Sharing is exponential!

We need to create mainstream adoption and create the jealous demand.

**Recommended Action: I would like to see us do more networking with other municipalities. Having a day session and invite others to come. Pick a common topic and let the creative juices and ideas be shared. From a lot of the sessions I have been to people always say the networking is the best part, then we should be focusing on facilitating that.**

**Date: September 18<sup>th</sup>, 2014**

**Event: Smart Cities Symposium**

**Session Title: Driving Innovation**

**Comments & Value:**

Smart water metering? Do we have it?

Partner with the uni's to do projects; they are a great driving force.

Are we using technology to connect seniors, disabled?

Give free wifi at the community halls in the county- (parkland does)

Developers are starting to be required to put conduit in, not fiber, but the option for it in the future. Make sure new homes in DV after Telus fiber build have the option to get connected?

The public servants roll is changing, we have to respond and use it to our advantage. We need to be actively seeking input.

Households where all are under 35- over 60% use cell phones only. That is up from 25% 5 years ago... Only 56% of people have landlines and 91% have cell phones.

We need to respond and capitalize on the availability of people- cell app  
 Edmonton had an ECI plan that creates choices; they want people to CHOOSE to opt in. **Look up Open City Edmonton.** It's a Data Source!! *"For Edmonton, it simply means using technology to increase access to information. In doing so, we believe that residents can make more informed decisions about their government and community."* Its 100% convenient. It knows what type of phone you have so no app needed. Keeping citizen engaged in the whole loop, show them where info went, into a report, review it. Discuss the outcome from it, so they don't feel like giving feedback is a waste of time.  
 TITLES: Town Hall Meeting on *this* issue in a few weeks.  
 Do you want to speak in front of council? [Click here.](#)  
 What did you do with my feedback? - See reports [Click here.](#)

**Recommended Action:**Public Engagement professional should be looked into when we develop the Town app, to make sure we are covering this angle. Edmonton uses the Edmonton Insight Community (as their app, compare options)  
 Could we ask Telus about connecting WIFI to the County Halls?

**Date: September 18<sup>th</sup>, 2014**

**Event: Smart Cities Symposium**

**Session Title: Economic Development**

**Comments & Value:** Labor shortage is holding back ED all over Alberta, Does our city foster a high degree of quality of life? That's what will win them over. Need space where there is innovators working together and a place where there is an ecosystem to take up the technology. Create a space to do pilots and markets wanting to try it. Why would I buy something that might not work? We need to create a sand box for people to try it, not buy it. Sandboxes are not everywhere; they need to be provided (CETC). Be known as a community where we're not afraid to try things.

- Accessing capital is a big impediment for med/small businesses. Can we help connect larger businesses to small to capacity build?
- Create space for innovators to get together. (CETC)
- Invite the local chamber to do pecha kucha (dragons den) or kids.

- Clusters attract other people that are the same. Can we cluster technology to make it more sellable as a pkg.?
- Incubation strategy working with chamber of commerce to create a market.
- See engagement with business in the curriculum, we want this mentality to be created in students. Connect business to the school.

**Common Detriments:**

Attainable housing as people now a days don't get into dual incomes till closer to 30's, seniors are a untapped wisdom. Our by-laws are based on segregated land use. We now have mixed use, create a strategy to address and change the land use by laws.

**Recommended Action: Look up St.Albert's Gen-Y CEO program and implement one here. Look at our land use bylaws and see how we can encourage mixed development.**

**Date: September 18<sup>th</sup>, 2014**

**Event: Smart Cities Symposium**

**Session Title: Smart Applications**

**Comments & Value:**

Do a traffic planning study.

There is a need for educating in the institutions, and faster changes in educating the new work force. We as communities need to be involved in the future of our citizens and properly prep them for the work world.

Traffic- Is there an ability to adapt for more changes? You need data first.

What's the reason for congestion? Can we resolve with a simple change?

Are we asking the beneficiary if they want it?

Need to think Long Term!

**Recommended Action: Are we doing a traffic study for all of DV?**

**Date: September 18<sup>th</sup>, 2014**

**Event: Smart Cities Symposium**

**Session Title: Automated Cars**

**Comments & Value:** Automated Vehicles- will be here, readily available for public

sale in 10 years.

How can we make plans for it? Cities volunteer to do pilot projects [cavcoe.ca](http://cavcoe.ca)

**Recommended Action: Look into being a pilot for automated cars.**