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## Meeting Minutes

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### **THOSE PRESENT:**

Deputy Mayor Long  
Councillor Nadeau  
Councillor Shular  
Councillor McClure  
Councillor Bossert  
Councillor Wheeler  
Nesen Naidoo, Assistant Town Manager  
Annette Driessen, Director of Community Services  
Jenn Martin, Planning & Development Officer  
Chandra Dyck, Legislative Services Coordinator  
Jill Buehler, Communications & Marketing Coordinator  
Sonya Wigglesworth, Director of Engineering  
Krystle Kotyk, Administrative Assistant  
Jason Thompson, Audio/Video  
Tom Thomson, Fire Chief  
Sgt. Chris Delisle, RCMP  
Courtney Whalen, Drayton Valley Western Review  
Reinisa MacLeod, CIBW Radio  
Members of the Public

### **ABSENT:**

Mayor McLean  
Manny Deol, Town Manager

### **CALL TO ORDER**

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

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

No items were added to the October 29, 2014 Regular Meeting of Council agenda.

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

##### **RESOLUTION #267/14**

Councillor Shular moved to adopt the agenda for the October 29, 2014 Regular Meeting of Council as presented.

**CARRIED UNANIMOUSLY**

**3.0 Corrections or Amendments:**

- 3.1. October 8, 2014 Regular Meeting of Council Minutes  
There were no corrections or amendments to the October 8, 2014 Regular Meeting of Council Minutes.
- 3.2. October 8, 2014 Organizational Meeting of Council Minutes  
There were no corrections or amendments to the October 8, 2014 Organizational Meeting of Council Minutes.
- 3.3. October 8, 2014 Public Hearing Minutes for Bylaw 2014/09/P  
There were no corrections or amendments to the October 8, 2014 Public Hearing Minutes for Bylaw 2014/09/P.
- 3.4. October 8, 2014 Public Hearing Minutes for Bylaw 2014/15/D  
There were no corrections or amendments to the October 8, 2014 Public Hearing Minutes for Bylaw 2014/15/D.
- 3.5. October 8, 2014 Public Hearing Minutes for Bylaw 2014/17/D  
There were no corrections or amendments to the October 8, 2014 Public Hearing Minutes for Bylaw 2014/17/D.
- 3.6. October 14, 2014 Special Meeting of Council Minutes  
There were no corrections or amendments to the October 14, 2014 Special Meeting of Council Minutes.

**4.0 Adoption of:**

- 4.1. October 8, 2014 Regular Meeting of Council Minutes
- 4.2. October 8, 2014 Organizational Meeting of Council Minutes
- 4.3. October 8, 2014 Public Hearing Minutes for Bylaw 2014/9/P
- 4.4. October 8, 2014 Public Hearing Minutes for Bylaw 2014/15/D
- 4.5. October 8, 2014 Public Hearing Minutes for Bylaw 2014/17/D
- 4.6. October 14, 2014 Special Meeting of Council Minutes

**RESOLUTION #268/14**

Councillor Bossert moved to adopt the Minutes of the October 8, 2014 Regular Meeting of Council, the October 8, 2014 Organizational Meeting of Council, the October 8, 2014 Public Hearing for Bylaw 2014/9/P, the October 8, 2014 Public Hearing for Bylaw 2014/15/D, the October 8, 2014 Public Hearing for Bylaw 2014/17/D, and the October 14, 2014 Special Meeting of Council as presented.

**CARRIED UNANIMOUSLY**

**5.0 Proclamations**

- 5.1. Bullying Awareness Week  
Deputy Mayor Long declared the week of November 16 to 22, 2014, as "Bullying Awareness Week" in the Town of Drayton Valley.

5.2. Seniors' Falls Prevention Month

Deputy Mayor Long declared the month of November, 2014, as "Seniors' Falls Prevention Month" in the Town of Drayton Valley.

**6.0 Community Spotlight**

6.1. Derrick Toastmasters: Marc Haine

Mr. Marc Haine explained that on October 22, 2014, Toastmasters International celebrated their 90<sup>th</sup> year and Derrick Toastmasters has been in Drayton Valley for 25 years. Toastmasters is a non-profit organization that encourages personal development by teaching leadership skills and public speaking. The Derrick Toastmasters meet every Wednesday at 7:00 p.m. at NorQuest College Drayton Valley Campus. The age to join Toastmasters is 18+.

**7.0 Delegations**

7.1. Sgt. Delisle – RCMP Report for September 2014

Sgt. Delisle explained that September was quiet for the Town as most calls received were from the County. The RCMP Policing statistics for September included 544 calls for service. There was a decrease in person crime and property crime from last month and a slight increase from last year. The number of charges laid for drug possession was higher. Sgt. Delisle advised that this is not because there are more drugs in the area but instead a higher percentage of people in possession are being arrested. He added that Drayton Valley is in the North West Region and the Town statistics are within the norm for the rest of the region.

November 4, 2014, will be the second part of the RCMP Public Information Sessions at 6:30 p.m. at the MacKenzie Conference Centre. In attendance will be Christine Palmer, Crown Prosecutor.

Sgt. Delisle advised that the new Staff Sergeant, Malcolm Callihoo, will start on November 7, 2014. He added that he, himself, will not be leaving the Drayton Valley Detachment, only resuming his position as Sergeant.

**8.0 Public Time**

Deputy Mayor Long called for comments from the floor.

Mr. Frank Newberry advised that he is a resident of Drayton Valley and a veteran of the Canadian Military. During the afternoon of Monday, September 22, 2014, between 3:00 p.m. and 4:00 p.m., he conducted his own traffic count. He provided Council with a letter outlining the statistics he collected and explained that his concern is safety. Administration advised that they will take this information and the Town will conduct a traffic count. Councillor Nadeau explained that it is part of the budget discussions this year and it is on the priority list. Mr. Newberry also expressed concern over adequate security for Remembrance Day events and Councillor McClure advised that his concern is an RCMP matter.

## 9.0 Decision Items

### 9.1. Subdivision Application DV/14/08 4729-47 Ave

Councillor Nadeau explained that Administration has received the following report from West Central Planning Agency regarding an application for a residential subdivision for the lands at 4729-47 Avenue; to allow for the development of a duplex to be built on the two respected lots. One concern that was noted in the site analysis was the provision for parking space.

The draft approval letter contains standard conditions to include front street access for additional parking and to ensure the developer consults with utility companies to ensure regulations are followed during and prior to the construction phase. The conditions read:

1. The Developer is to engage an Alberta Land Surveyor to prepare a plan of subdivision for registration at Land Titles Office subject to the attached subdivision drawing dated August 6th, 2014.
  - a. Please instruct your surveyor to use the Town's block numbering system.
  - b. If the property is to be sold or mortgaged in the near future, it might be advisable to have the surveyor do a Real Property Report when he visits the site to deal with the subdivision. However, that is not a condition of subdivision approval.
2. The landowners shall register "Party Wall Agreements" concurrently with the subdivision.
3. If necessary the developer is to build all necessary roads, drainage ways, water and sewer lines, and other utilities to serve the proposed lots, and is to enter into a development agreement with the municipality under section 655 of the Municipal Government Act which the Town of Drayton Valley will specify the standards of these improvements.
4. The Developer is to provide front street access off of 47A Avenue to accommodate additional parking as parking in the rear of the property does not meet the parking requirements of the Town of Drayton Valley's Land Use Bylaw. The front street access is to meet the Town of Drayton Valley's Engineering Standards.
5. The Developer is to pay any off-site levies required by the Town of Drayton Valley's bylaw.
6. The Developer is to contact the utilities (Fortis, Evergreen Gas Co-Op, ATCO Gas, etc.) to determine whether any new utility services and/or easements are required, and provide written confirmation from the utilities that any necessary arrangements have been made.
7. The Developer is to pay any outstanding taxes owing on the property to the Town.

8. The Developer is exempted from the 200 dollar endorsement fee due to overpaying during the initial application process.
9. No reserves are due pursuant to Section 663 (c) of the MGA. Land that is subject for subdivision and is 0.8 hectares (2 acres) or less does require reserves dedication.

Councillor Shular stated he has concern with condition #4. He explained that the area has a lot of on-street parking and this development may not be favourable to on-street parking. He also expressed concern over there being no condition to replant trees that may be removed during the building process. Ms. Martin clarified that front-street parking is a parking space on the lot at the front of the property.

#### **RESOLUTION #269/14**

Councillor Nadeau moved that Council approve subdivision application DV/14/08 with the conditions as attached.

**CARRIED**

**OPPOSED: Councillor Shular**

9.2. Development Permit DV14-158 3757-49 Ave, Chimney Variance

Councillor Shular explained that on September 8, 2014, a Compliance Certificate had been issued for Lot 24, Block 214, Plan 862 1192, and municipally described as 3757-49 Avenue. In reviewing the Real Property Report, it had been noted that the chimney on the principal dwelling was not meeting the required setbacks of the Land Use Bylaw. In order for the subject property to be brought into compliance, a variance application must be applied for to allow the structure to remain.

If Development Permit DV14-158 is approved the following conditions are recommended:

1. A variance of 40% of the side yard setback is granted to 0.89 metres.
2. All those standard development conditions as outlined in the Town of Drayton Valley Development Permit that are applicable (attached).
3. Subject to a fourteen (14) day advertising and appeal period from the Date of Issue. Any activity within this fourteen (14) day appeal period is at the discretion of the Developer.
4. Subject to any/all Federal, Provincial or Municipal Permits as required. These may be, but are not limited to, building and/or safety codes permits as required by the Alberta Building Code.
5. The principal building is shown to be a minimum of 0.89 metres from the west side property line. Council has approved the 0.89 metre setback with Permit Number DV14-158 at the October 29, 2014 Regular Meeting of Council. Pursuant to Bylaw 2007/24/D, these setbacks do not meet the requirements of the Bylaw and is therefore considered legal non-conforming. A non-conforming building may continue to be used, but the building may not be enlarged, added to, rebuilt or structurally altered, except to make it a conforming building or for routine maintenance of the building.

**RESOLUTION #270/14**

Councillor Shular moved that Council approve Development Permit DV14-158 for variance of the west side yard setback of the principal dwelling with the conditions as noted.

**CARRIED UNANIMOUSLY**

9.3. Rezoning Bylaw 2014/10/D 4503-49 St, 3<sup>rd</sup> Reading

Councillor McClure explained that Administration has received an application to rezone a parcel of land legally described as Lot 7, Block 66, Plan 084 0074 and municipally described as 4503-49 Street. The proposed rezoning would change the land use from the current R2 – General Residential District to C1 – Central Commercial District. The Developer is proposing to develop a gas bar with convenience store, two bay car wash, drive thru restaurant, and a liquor store, all of which are discretionary uses under the C1 zoning and are considered non pedestrian oriented uses. Those uses which are included as “discretionary” under the C1 zoning would require the approval of Council in order to receive Development Permit approval.

Ms. Dyck explained that the refusal motion may cause misunderstanding. Therefore, she recommended that the current motion be withdrawn and a new motion be brought forward to approve rezoning. It was advised that doing this would not inhibit Council’s ability to vote to oppose the rezoning; it would just assist in clarification.

Councillor Shular read a statement that he prepared and stated that he is opposed to this rezoning but is in favour of the Developer operating in this community.

Councillor Bossert expressed that she would like to see more housing in this community and it is her hope is that the Developer move forward with accessible housing, as they had discussed.

Councillor Nadeau noted that she is proud of the residents of Drayton Valley for speaking up and letting it be known how they really feel.

**Deputy Mayor Long was unable to vote on item 9.3. Rezoning Bylaw 2014/10/D 4503-49 St 3rd Reading as he was not in attendance for the September 10, 2014 Public Hearing.**

**RESOLUTION #252/14 (as tabled at the October 8, 2014 Regular Meeting of Council)**

Councillor McClure moved that Council refuse to give third reading to Bylaw 2014/10/D for amendment of the Land Use Bylaw based on the lack of information provided as well as the feedback received from adjacent landowners.

**RESOLUTION #271/14**

Councillor Bossert moved to withdraw the current motion to refuse to give third reading to Bylaw 2014/10/D.

**DEFEATED**

**IN FAVOUR: Councillors McClure, Wheeler, Bossert, and Nadeau  
OPPOSED: Councillor Shular**

**RESOLUTION #252/14 (as tabled at the October 8, 2014 Regular Meeting of Council)**  
**DEFEATED** **IN FAVOUR: Councillors Shular and McClure**  
**OPPOSED: Councillors Wheeler, Bossert, and Nadeau**

**RESOLUTION #272/14**

Councillor McClure moved that Council gives third and final reading to Bylaw 2014/10/D for the amendment of the Land Use Bylaw and subsequent rezoning to allow development to proceed.

**CARRIED** **IN FAVOUR: Councillors Wheeler, Bossert, and Nadeau**  
**OPPOSED: Councillors Shular and McClure**

**Deputy Mayor Long called a break at 10:09 a.m.**

**Deputy Mayor Long returned to the chair and reconvened the meeting at 10:27 a.m.**

**Agenda item 9.4. Development Permit DV14-164 4503-49 St, Discretionary Use was deferred to allow Administration time to seek legal counsel.**

9.5. Snow Removal Policy No. T-01-99

Councillor Bossert explained that the Town of Drayton Valley Snow Removal Policy has undergone a review in 2014 to include a section dedicated to Communications. This communications section instructs the Public Works Department in how to communicate with residents during snow removal activities. The section also directs the Town to continuously review alternative methods to communicate with the residents.

Councillor Wheeler made a friendly amendment that 1. (a) X. of the Policy state "43<sup>rd</sup> St – from 55<sup>th</sup> Ave to 43<sup>rd</sup> Ave".

**RESOLUTION #273/14**

Councillor Bossert moved that Council approve Snow Removal Policy No. T-01-99.

**CARRIED UNANIMOUSLY**

9.6. FCSS Board Member Appointments

Councillor Nadeau explained Bylaw 98-14 of the Town of Drayton Valley prescribes that the Drayton Valley and District Family and Community Support Services Board shall consist of seven (7) members, who shall be appointed by resolution of Town Council for a two or three year term.

The membership for Marilyn Buchan, Community-at-large County Representative on the FCSS Board has expired as of October 2014. The position was advertised and two applications were received, that of Marilyn Buchan, who has agreed to let her name stand for membership on the Board for another two year term and Votham Anastasiadis, who has served as the Youth Representative on the Board for the past two years. Additionally, Carrie Ottewell has resigned from the FCSS Board leaving the Community-at-large Town Representative position vacant. The position was advertised and one application was received, that of Terry Kilborn.

**RESOLUTION #274/14**

Councillor Nadeau moved that Council appoint Marilyn Buchan for the Community-at-large County Representative position on the FCSS Board for a term of 2 years ending October of 2016.

**CARRIED UNANIMOUSLY**

**RESOLUTION #275/14**

Councillor Nadeau moved that Council appoint Terry Kilborn for the Community-at-large Town Representative position on the FCSS Board for a term of 2 years ending October of 2016.

**CARRIED UNANIMOUSLY**

9.7. Amending Local Improvement Bylaw 2014/19/F

Councillor Shular explained that following the passing of Bylaw 2013/15/F, at the June 4, 2014 Regular Meeting of Council, it was noted that the body of the Bylaw contained a clerical error. Accordingly, in order to have the Local Improvement Bylaw approved, we will require the passing of a new Bylaw to amend the contents of the original Bylaw.

Ms. Dyck explained that, as stated in the attached Amending Bylaw, the words that outlined the figure were incorrect. The wording will be amended to match the numbers that are in numerical format.

**RESOLUTION #276/14**

Councillor Shular moved that Council give first reading to Bylaw 2014/19/F.

**CARRIED UNANIMOUSLY**

9.8. Fire Department Sublease

Councillor McClure explained that in planning the Fire Services Training Centre to be built on the lands north of the airport, the Province has requested that the Fire Department enter into a Sublease Agreement with the Town. The Agreement has been reviewed by legal counsel and is being presented today for Council's approval.

**RESOLUTION #277/14**

Councillor McClure moved that Council approve the attached Sublease Agreement.

**CARRIED UNANIMOUSLY**

9.9. Drinking Water Safety Plan

Councillor Wheeler explained that the Drinking Water Safety Plan (DWSP) is a living document required by the Alberta Environment and Sustainable Resource Development. A drinking water safety plan is a proactive method of assessing risk to drinking water quality, which better protects public health. Plans are based on an assessment of risk factors that could potentially adversely affect drinking water quality. Assessments consider such things as the source of the water, how drinking water is treated, and how treated water is stored and distributed. The DWSP has been completed, utilizing internal knowledge of the system as well as review by outside consultants.



**RESOLUTION #278/14**

Councillor Wheeler moved that Council approve and adopt the Alberta Environment and Sustainable Resource Development Drinking Water Safety Plan.

**CARRIED UNANIMOUSLY**

9.10. Contract Extension – Brougham Drive

Councillor Bossert explained that the contract for the Beckett Brougham Drive Watermain Extension and Roadway Construction was awarded to Border Paving on July 16, 2014. The Contractor has requested an extension to complete the construction by June 30, 2015, at the same rates. Construction completion has been delayed due to weather and availability of quality inventory.

**RESOLUTION #279/14**

Councillor Bossert moved that Council approve the request to extend the contract deadline until June 30, 2015, for the Beckett Brougham Drive Watermain Extension and Roadway Construction.

**Ms. Dyck suggested a friendly amendment be made to remove “Beckett” from the motion.**

Councillor Bossert moved that Council approve the request to extend the contract deadline until June 30, 2015, for the Brougham Drive Watermain Extension and Roadway Construction.

**CARRIED UNANIMOUSLY**

9.11. Contract Extension – Beckett Road

Councillor Nadeau explained that the contract for the Beckett Road Extension was awarded to Parkway Enterprises On April 23, 2014. The contractor has requested an extension to complete the job by June 30, 2015, at the same rates. Construction completion has been delayed due to weather and back order of inventory.

**RESOLUTION #280/14**

Councillor Nadeau moved that Council approve the request to extend the contract deadline until June 30, 2015, for the Beckett Road Extension.

**CARRIED UNANIMOUSLY**

9.12. Contract Extension – 50<sup>th</sup> Street Overlay

Councillor Shular explained that the contract for the 50th Street South Road Improvements was awarded to Border Paving on July 16, 2014. The contractor has requested an extension to complete the construction by June 30, 2015, at the same rates. Construction completion has been delayed due to weather and availability of quality inventory.

**RESOLUTION #281/14**

Councillor Shular moved that Council approve the request to extend the contract deadline until June 30, 2015, for the 50th Street South Road Improvements.

**CARRIED UNANIMOUSLY**

**Ms. Dyck advised that item 9.4. was deferred to the end of the decision items to allow Administration time to seek legal counsel. She explained that once a motion is defeated, typically, the Town’s practice is that no further discussions regarding the item can continue that day and must come back, if necessary, to a future Regular**

**Meeting of Council. She stated that in this case, legal counsel has indicated that since there were options to bring another motion forward, they are comfortable with the Town proceeding.**

9.4. Development Permit DV14-164 4503-49 St, Discretionary Use

Councillor Wheeler explained that pursuant to the decision made by Council this morning regarding the rezoning of 4503-49 Street, Administration recommends that the Development Permit for Discretionary Uses be consistent with the rezoning decision. Administration has received an application for the development of a liquor store, gas bar with convenience store, carwash and drive thru business to be located at 4503-49 Street, legally described as Lot 7, Block 66, Plan 084 0074. The applicant has applied to rezone the lands from R2-Genral Residential District to C1-Central Commercial District. As the proposed developments are discretionary uses within the C1 district, Council approval is required.

**RESOLUTION #282/14**

Councillor Wheeler moved that Council table Development Permit DV14-164 until a future Council Meeting date.

**CARRIED UNANIMOUSLY**

**10.0 Information Items**

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10.1 RCMP Policing Report – September 2014

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10.2 Drayton Valley Health Services Foundation –  
2013-2014 Annual Report & Financial Statements

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10.3 STAR Catholic Board Highlights – October 2014

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**RESOLUTION #283/14**

Councillor Nadeau moved that Council accept the above item as information.

**CARRIED UNANIMOUSLY**

**11.0 Department Reports**

11.4. Planning & Development

Ms. Martin had no report at this moment.

11.5. Engineering & Transportation

Ms. Wigglesworth explained that there will be a parking limit time change on 50<sup>th</sup> Avenue in front of the Clarion Building to a maximum of half an hour. Residents and business owners were contacted and there was no opposition for the time change. Brougham Drive has been graded and gravel should be laid this week. The Beckett Road roll tests are projected to be complete soon so that early next year paving can commence. The boulevards, sidewalks, and grass areas around Frank Maddock High School have been cleaned up. The Engineering Department has been evaluating and repairing trip hazards on sidewalks around town. Line painting and touchups have been completed. The Arc Resources Ltd. well site at Rotary Park will be closed and the land will be reclaimed, this process will start on November 10, 2014, and Arc Recourses will be in contact will all residents in the

immediate area. The new Water Treatment Plant remains on target for completion. As of October 29, the lights at 50<sup>th</sup> Street South and Hwy 22 started working.

11.6. Community Services, FCSS & Sustainability

Ms. Driessen explained that the Community Sustainability Plan is going through its review. The community consultation process was held on October 16 with a moderate number of people in attendance. The Social Development Plan Review will be held on November 5 from 6:30 pm to 9:00 pm at the MacKenzie Conference Centre. Ms. Driessen advised that she attended the Alberta Parks & Recreation Association Conference and found that the pre-conference sessions dealt a lot with building community resiliency.

11.7. Information & Protective Services

Mr. Naidoo explained that the Contractor for the repairs of the Curling Rick advised that the roof will be complete in one week then interior work will commence.

Mr. Naidoo provided a report for Administration as Mr. Deol was not in attendance. There will be contracts coming forward for Council approval. The recent focus has been on the Resiliency Grant, plans for Economic Development, and a proposal for the Bio-Mile. A meeting will be held next week with the County to discuss the School Liaison Officer position. Mr. Naidoo explained that the Town is still waiting on approval from the Solicitor General's Office for a CPO to have the ability to supervise traffic enforcement. After that is approved, three signs will be installed and then a one month warning period will take place before automated traffic enforcement can commence.

11.8. Administration

Mr. Deol was not in attendance to provide a report.

**12.0 Council Reports**

12.4. Councillor Long

October 9 – Mayor's & Reeve's Multi-Faith Prayer Breakfast  
October 10 – Old Water Treatment Plant Tour  
October 14 – Library Board Meeting  
October 15 – TELUS Innovation Mixer  
October 16 – Mayor's Advisory Committee Meeting  
October 20 – Foster Family Week Flag Raising  
October 22 to 24 – BCN Conference  
October 25 – Children's Wish Foundation Walk

12.5. Councillor Shular

October 24 – Brazeau Seniors Foundation Committee Meeting

12.6. Councillor McClure

October 16 – Sustainability Review  
October 24 – Poppy Presentation  
October 25 – Haunted House/Resource Fair for Budget Discussions

- 12.7. Councillor Wheeler  
October 16 - Sustainability Plan Review  
October 23 to 25 – Alberta Parks & Recreation Association Conference
- 12.8. Councillor Bossert  
October 8 – Rotary Club Open House  
October 27 – Pembina Physicians Recruitment & Retention Committee Meeting
- 12.9. Councillor Nadeau  
October 15 – TELUS Innovation Mixer  
October 23 – Eleanor Pickup Arts Centre Committee Meeting
- 12.10. Mayor McLean  
Mayor McLean was not in attendance to provide a report.

**13.0 Adjournment**

**RESOLUTION #284/14**

Councillor Shular moved that Council adjourn the October 29, 2014 Regular Meeting of Council at 11:24 a.m.

**CARRIED UNANIMOUSLY**

  
\_\_\_\_\_  
Deputy MAYOR

  
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CHIEF ADMINISTRATIVE OFFICER