

Town of Drumheller COUNCIL MEETING AGENDA

Monday, July 22, 2019 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, Alberta



Page

1. **CALL TO ORDER**
2. **MAYOR'S OPENING REMARK**
- 3 2.1. Proclamation - National Drowning Prevention Week July 21 - 27, 2019
[National Drowning Prevention Week](#)
3. **ADOPTION OF AGENDA**
4. **MINUTES**
- 4.1. **ADOPTION OF REGULAR COUNCIL MEETING MINUTES**
- 4 - 15 4.1.1. Regular Council Meeting Minutes of June 24, 2019 and July 8, 2019
[DRAFT - Regular Council - 24 Jun 2019 - Minutes](#)
[DRAFT - Regular Council - 8 July 2019 - Minutes](#)
- 4.2. **MINUTES OF MEETING PRESENTED FOR INFORMATION**
- 16 - 25 4.2.1. Municipal Planning Commission Minutes of May 30, 2019 and June 13, 2019
[MPC minutes May 30](#)
[MPC minutes June 13](#)
- 4.3. **BUSINESS ARISING FROM THE MINUTES**
5. **DELEGATIONS**
6. **REQUEST FOR DECISION REPORTS**
- 6.1. **CAO**
- 6.2. **DEPUTY CAO / DIRECTOR OF CORPORATE SERVICES**
- 26 6.2.1. Request for Decision - Habitat for Humanity Land Donation
[Request for Decision - Habitat for Humanity](#)
- 27 - 30 6.2.2. Council Policy #C-02-19 Relief of Municipal Property Tax on Destroyed Improvements
[Council Policy C-02-19](#)
- 6.3. **DIRECTOR OF INFRASTRUCTURE SERVICES**
- 31 - 43 6.3.1. Request for Decision – Award for East Coulee Lift Station Request for Proposal
[Request for Decision - East Coulee Lift Station Contract Award](#)
- 6.4. **DIRECTOR OF EMERGENCY / PROTECTIVE SERVICES**
- 6.5. **MANAGER OF ECONOMIC DEVELOPMENT**
- 44 - 48 6.5.1. Request for Decision - Real Estate Brokerages for the Sale of Town Owned Properties
[Request for Decision - Real Estate Brokerages for the Sale of Town Owned Properties](#)
- 49 - 52 6.5.2. Drone Use - Council Policy #C-09-19

6.6. COMMUNICATIONS OFFICER

6.7.

REVIEW OF STRATEGIC PRIORITIES

- 6.7.1. Trail Gaps
- 6.7.2. Dog Park Site Update
- 6.7.3. Communications Officer - Dino Brand Standards
- 6.7.4. Down Town Development Strategy

7. PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

- 53 7.1. CAO Quarterly Report April 1 to June 30, 2019
[CAO Quarterly Report April to June 2019](#)
- 54 - 68 7.2. Deputy CAO / Director of Corporate Services
[Deputy CAO Director of Corporate Services Quarterly Report 2019 Q2 Operating results](#)
[Deputy CAO Director of Corporate Services 2019 Q2 Operating results \(Tax Supported\) \(2\)](#)
[Deputy CAO Director of Corporate Services 2019 Q2 Operating results \(Utilites supported\)](#)
- 69 - 70 7.3. Infrastructure Services Quarterly Report April 1 to June 30, 2019
[Director Infrasturcture Services Quarterly report](#)
- 71 - 72 7.4. Emergency and Protective Services Quarterly Report
[Emergency and Protective Services Quarterly Report](#)
- 73 - 76 7.5. Economic Development Manager Quarterly Report
[Manager of Economic Development](#)
- 77 7.6. Communication Officer
[April to June 2019 communications quarterly report](#)
- 78 - 87 7.7. Recreation Arts and Culture Quarterly Report
[Q2 - 2019 Report - Recreation Arts Culture](#)

8. PUBLIC HEARING TO COMMENCE AT 5:30 PM

9. PUBLIC HEARING DECISIONS

10. UNFINISHED BUSINESS

11. NOTICE OF MOTION

12. COUNCILLOR REPORTS

- 88 - 100 12.1. Council Quarterly Report
[Mayor Quarterly Report](#)
[Quarterly Report to Council Councillor – Tom Zariski](#)
[Quarterly Report to Council, Councillor – Kristyne DeMott](#)
[Monthly Meeting Reports - Tony Lacher](#)
[Council report quarter 1 July 15 2019 Fred Makowecki Town of Drumheller](#)
[Council quarterly report for Lisa Hansen-Zacharuk](#)

13. IN-CAMERA MATTERS

- 13.1. (FOIPP Section 25 .1.(c)(ii) Disclosure harmful to economic and other interests of a public body) - Economic Development Report - Nondisclosure Competition Issues



PROCLAMATION

National Drowning Prevention Week July 21 - 27th, 2019

WHEREAS, Drowning Prevention is the national campaign seeking to engage as many people as possible nationwide, in our water safety messages and drowning prevention work. The Lifesaving Society designates the third week in July as National Drowning Prevention Week (NDPW) to focus community and media attention on the drowning problem and drowning prevention.

Mums and dads, teachers and community workers, volunteers, kids – there’s a way for everyone to get involved. The Town of Drumheller is proud to support Drowning Prevention Week and recognizes the importance of the timing prior to the Summer rush.

WHEREAS, If you’re not within arms’ reach, you’ve gone too far. Always supervise children. Boat sober. Alcohol consumption is a factor in almost 40% of boating-related fatalities. Always wear a Lifejacket or PFD. Lifejackets don’t work if you don’t wear them. Not wearing a Lifejacket or PFD was a factor in 88% of boating deaths. One drowning is one too many.

WHEREAS, “It starts with you” is the theme for the 2019 National Drowning Prevention Week.

THEREFORE, I do proclaim the week of July 21st - 27th, 2019 as National Drowning Prevention Week and encourage our citizens to be aware in and around all bodies of water, whether at home, visiting family or friends’ homes with pools, out at the lakes and reservoirs.

Mayor, Heather Colberg

**Town of Drumheller
COUNCIL MEETING
MINUTES**

June 24, 2019, 2018 at 4:30 PM

Council Chamber, Town Hall
224 Centre Street, Drumheller, AB, T0J 0Y4



PRESENT:

MAYOR:

Heather Colberg

COUNCIL:

Kristyne DeMott

Jay Garbutt

Lisa Hansen-Zacharuk

Tony Lacher

Fred Makowecki

Tom Zariski

CHIEF ADMINISTRATIVE OFFICER:

Darryl Drohomerski

DIRECTOR OF PROTECTIVE SERVICES

Greg Peters

ECONOMIC DEVELOPMENT MANAGER

Sean Wallace

COMMUNICATIONS OFFICER

Julia Fielding

RECORDING SECRETARY:

Dori Appleton

ABSENT:

DIRECTOR OF INFRASTRUCTURE SERVICES:

Dave Brett

DEPUTY CAO/DIRECTOR OF CORPORATE SERVICES:

Barb Miller

1 CALL TO ORDER

Mayor Colberg called the meeting to order at 4.32 pm

2 MAYOR'S OPENING REMARK

Mayor Colberg – The Canada Day Parade is all about safety please keep children off the roads.

2.1 Deputy Mayor Swearing In - Councillor Jay Garbutt for July and August 2019

3 ADOPTION OF AGENDA

MO2019.120 L. Hansen-Zacharuk, F. Makowecki moved to adopt the agenda as presented.

Carried Unanimously.

4 MINUTES

4.1 ADOPTION OF REGULAR COUNCIL MEETING MINUTES

4.1.1 Regular Council Meeting Minutes of June 10, 2019

MO2019.121 T. Lacher, T. Zariski move to approve the Regular Council Meeting minutes for June 10, 2019 as presented.

Carried Unanimously.

4.2 MINUTES OF MEETING PRESENTED FOR INFORMATION

4.2.1 Municipal Planning Commission Meeting Minutes of May 16, 2019

MO2019.122 - J. Garbett, L. Hansen-Zacharuk move to approve the Municipal Planning Commission Meeting Minutes for May 16, 2019 as presented.

Carried Unanimously.

4.3 BUSINESS ARISING FROM THE MINUTES

5 DELEGATIONS

5.1 Staff Sgt. Edmond Bourque and Cpl. Gerald Sherk, Drumheller R.C.M.P

Staff Sgt. Edmond Bourque – thanked the council for the invite and the warm welcome to the Town

Eddie moved from Redwater and has been in the RCMP for 24 years. He met with different policing committees and is working closely with Greg and Heather to understand the need of our communities.

Our main goals and focus will be

- Health and wellness focus
- Crime reductions
- Responding to calls on a timely manner
- Worked closely with Greg and Heather
- Priority health and wellness for all members

Questions

T. Zariski – is there an appreciation in the K division for the unique for population growth that can double and triple in the town of Drumheller in the summer how will this work in the summer?

Staff Sgt. Edmond Bourque – from the stand point its an issue making sure the members have the resources, so they don't get burned out, we have properly trained individuals out in the public – and ensure the next constable is on call. The Detachment commander – will over see all calls in Edmonton (someone will always be available)

If there are any Major incidents – that is when KMOSS will be used

J. Garbutt – asked if a member is seconded to another municipality who picks up the cost.

Staff Sgt. Edmond Bourque – the extra expenses are covered off by the district where they are being sent.

5.2 Update on 2019 Spring Clean Up Program - Tammi Nygard

Tammi Nygard – discussion was had on the current state of the Spring Clean up. There was much discussion on the dumping or demolition material at no within the acceptable materials collected in the Spring. See attached handout.

D. Drohomerski – if yard waste is collected there is no charge, however if you take a deck/bathroom to the landfill there would be a charge to anyone, and we should be charging for demolition waste, which is the policy that everyone else at DDSWMA follows.

Suggestion was made to change from a Spring clean up to a fall clean up.

Administration will bring back a report this fall on the options for a Spring versus a Fall Cleanup.

6 REQUEST FOR DECISION REPORTS

6.1 CAO

6.1.1 Council Policy #C-02-19 Relief of Municipal Property Tax on Destroyed Improvements

D. Drohomerski – tow version of the policy, a clean version and a version with the changes. The premise is to have relief on destructive property taxes, still pay the land taxes, just not the improvement taxes.

MO2019.123 J. Garbutt motion to adopt policy #C-02-19
2nd T. Zariski

Carried Unanimously.

MO2019.124 L. Hansen-Zacharuk, F. Makowecki – motion to table as there needs to be more information with regards to legal perspective and what other Communities are doing and comments from the censors.

In Favour to table: K. Demott, T. Zariski, F. Makowecki, L. Hansen-Zacharuk, T. Lacher

One opposed J. Garbutt

Carried Unanimously.

6.1.2 Request for Decision - Wild Rose Assessment Services extend Assessment Services

To extend the assessment from March 31/2019 to March 31/2020

D. Drohomerski – Recommend that we extend contract to March 31, 2020 to allow Wild Rose to complete assessment cycle. We will release a RFP in the fall for the next contract.

MO2019.125 – T. Zariski, L. Hansen-Zacharuk move to extend the Expiry date of Wild Rose Assessment Services Inc. and that of Rod Vikse as the Town of Drumheller Municipal Assessor to that of March 31/2020.

Carried Unanimously.

6.1.3 Request for Decision - Drumheller Farmers Market Community Assistance Grant Application

D. Drohomerski advised Council, heard a presentation and the financial information was redacted but now included. Their request is for \$7200 (from original \$10,000) to provide shed, purchase of tents and BCF rental costs. Recommend Council approve their request as they make a living through

their sales and allows our community to shop local and support each other.

MO2019.126 Garbutt, Hansen-Zacharuk to approve the Drumheller Farmers Market Community Assistance Request in the amount of \$7200.

Garbutt reversal in Administration's first recommendation. The recommendation was put in a positive motion. He asked for further clarification on the recommendation from Administration. Garbutt are we looking at funding differently or not and why we should fund it now. Drohomerski stated that he agrees the recommendation is not as stated. He stated the recommendation should not have been written as support. Non-Profit Association already gets a 50% rate at the BCF. Drohomerski stated that they want the entire fee waived. Zariski stated that they are selling their products for profit and the Association is a non for profit (not the vendors) and he asked where the dollars would come from if voted in favour. Drohomerski the Town would have to find dollars from the reserves. Zariski could this be applied to next years' community assistance requests. Drohomerski stated yes. Garbutt stated that the Town needs to overhaul the policy and deadline put in place for requests. Garbutt asked if Council would entertain a smaller dollar request. Makowecki we have fragmented farmers market groups and they need to be unified or Council would have to support all three markets. Makowecki propose to them to be unified and he would like to know what is separating these groups. Lacher stated that he does not understand why the Town would grant another 50% discounted rate. He further stated that the Town should not pay for tents for the vendors – the vendors should buy the tents. He stated that the vendors are making money and the costs to run the market should be borne by the participants.

Vote on Motion:
Defeated unanimously.

6.2 DEPUTY CAO / DIRECTOR OF CORPORATE SERVICES

6.3 DIRECTOR OF INFRASTRUCTURE SERVICES

6.4 DIRECTOR OF EMERGENCY / PROTECTIVE SERVICES

6.5 MANAGER OF ECONOMIC DEVELOPMENT

6.6 COMMUNICATIONS OFFICER

6.7 REVIEW OF STRATEGIC PRIORITIES

6.7.1 D. Drohomerski - Parks & Recreation Master Plan Terms of Reference

RFP out for the master plan for parks and recs within a month or so.

6.7.2 D. Drohomerski - Toboggan Hill Lease

Spot picked out by the Green Tree Water Park, need to be able to do some grading, need signage and fencing up so private residents' property is protected.

L. Hansen-Zacharuk - fencing is for what // can we make this dual purpose like a dog park in the summer.

D. Drohomerski – yes, we can try to accommodate multiple uses.

6.7.3 Deputy CAO / Director of Corporate Services - Employee Innovation Options
No update July 8th

6.7.4 D. Brett - Downtown Plaza Phase 1.25

We are pulling people off other jobs sites to get the stage built we should have this up and running this Saturday.

6.7.5 G. Peters - Emergency Scenario Practices

Emergency practices, we will be incorporation the outlying communities to take part Oct 10th.

Changing the date will come back July 8th Council meeting with new date

7 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

8 PUBLIC HEARING TO COMMENCE AT 5:30 PM

8.1 Bylaw 09.19 - proposed LUB amendment to redesignate part of L.S. 7, S19-T28-R19-W4 from A (Agricultural) District to CR (Country Residential) District.

9 PUBLIC HEARING DECISIONS

Mayor call to order 5.35 pm

Read from the agenda item # 8.1

Bylaw was first granted, first reading May 27th

- There have been no objections or concerns by adjacent residents directed to Palliser

Regular Council Meeting Minutes
June 24, 2019

Discussion was had as to why the change, what will be done with the property, request for mapping location to be much clearer.

Mayor Colberg – called public hearing closed at 5.45 pm

10 UNFINISHED BUSINESS

11 NOTICE OF MOTION

12 COUNCILLOR REPORTS

13 IN-CAMERA MATTERS

Went in camera at 5.50 pm

- 13.1 FOIP Update Water Accounts
Legal Matter (Update Water Accounts) *FOIP Sec 23 Public Body Confidences*

M0219.127 – J. Garbett to accept the report as information

14 ADJOURNMENT OF ORGANIZATIONAL MEETING

M02109.128 - Motion – to Adjourn meeting L. Hansen-Zacharuk, T. Zariski

Carried Unanimously.

Chief Administrative Officer

Mayor

**Town of Drumheller
COUNCIL MEETING
MINUTES**

July 8, 2019, 2018 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, AB, T0J 0Y4



PRESENT:

MAYOR:

Heather Colberg

COUNCIL:

Kristyne DeMott

Jay Garbutt

Lisa Hansen-Zacharuk

Fred Makowecki

Tom Zariski

CHIEF ADMINISTRATIVE OFFICER:

Darryl Drohomerski

DEPUTY CAO/DIRECTOR OF CORPORATE SERVICES:

Barb Miller

DIRECTOR OF PROTECTIVE SERVICES

Greg Peters

ECONOMIC DEVELOPMENT MANAGER

Sean Wallace

COMMUNICATIONS OFFICER

Julia Fielding

DIRECTOR OF INFRASTRUCTURE SERVICES:

Dave Brett

RECORDING SECRETARY:

Dori Appleton

ABSENT:

Councillor Tony Lacher

1 CALL TO ORDER

Mayor Colberg called the meeting to order at 4.31 pm

2 MAYOR'S OPENING REMARK

Mayor Colberg spoke about the success of the Canada Day Parade and Community events.

3 ADOPTION OF AGENDA

M2019.127 – J. Garbutt and L. Hansen-Zacharuk move to adopt agenda as presented.

Carried Unanimously.

4 MINUTES

4.1 ADOPTION OF REGULAR COUNCIL MEETING MINUTES

4.2 MINUTES OF MEETING PRESENTED FOR INFORMATION

4.3 BUSINESS ARISING FROM THE MINUTES

5 DELEGATIONS

5.1 Jeff Laurien, Director of Planning – Palliser Regional Planning Services
Request for Subdivision Extension
Bylaw 09.19 PRMS Report – Poland time extension

M2019.128 - T. Zariski, L. Hansen-Zacharuk moved motion for time extension to extended time from March 31/2019 to March 31/2020.

Carried Unanimously.

6 REQUEST FOR DECISION REPORTS

6.1 CAO

6.1 Downtown Development – Roger Brooks Report

D. Drohomerski – Roger Brooks is a consulting firm hired to help make Drumheller more attractive to visitors. He had 98 suggestions to help improve Drumheller so its more than just a day trip.

Town has been supplied with a 464-page slide presentation and 2-hour YouTube video for review. Both documents will be on the Towns website to review as well as a hard copy of the presentation is available on the front

- 6.1.2 Bylaw 09.19 - proposed LUB amendment to redesignate part of L.S. 7, S19-T28-R19-W4 from A (Agricultural) District to CR (Country Residential) District.

D. Drohomerski – wasn't brought through as second and third reading, first reading was May 27rd, 2019. On the day of the public hearing June 24, 2019

M2019.129 - T. Lacher, J Garbett move for a 2nd reading on Bylaw 09.19

Carried Unanimously.

M2019.130 - L. Hansen-Zacharuk, J. Garbutt, move for a 3rd reading on Bylaw 09.19

Carried Unanimously.

6.2 DEPUTY CAO / DIRECTOR OF CORPORATE SERVICES

- 6.2.1 Council Policy #C-02-19 Relief of Municipal Property Tax on Destroyed Improvements

B. Miller – presented a revised draft for discussion along with a summary of findings indicating other communities' policy and/or practice regarding property tax relief on destroyed improvements. The majority of communication, within the exception of Red Deer and Edmonton is to follow the guidelines under the Municipal Government Act.

J. Garbutt – there is a motion already on record to adopt Policy #C-02-19 and it was tabled, so does the motion need to be remade or we just opening this up again for discussion.

L. Hansen-Zacharuk – indicated the motion to table was made to allow for additional information (legal/assessor opinion) which had not yet been presented.

Mayor Colberg – Policy #C-02-19 remains tabled until the requested information becomes available.

6.3 DIRECTOR OF INFRASTRUCTURE SERVICES

- 6.3.1 Fountain update – discussion was had on the current state of the fountain, See attached handout.

D. Brett - With the loss of water from the fountain becoming progressively worse, we are recommending operating the fountain on the two remaining summer long weekends. For comparison the outdoor pool is 491,400 L and the indoor pool is 820,000 L; the fountain water loss is equivalent to 3.25x the

outdoor pool volume or 1.9x the indoor pool volume.

The basis for this recommendation is:

1. Protect the Rotary Spray Park Infrastructure
2. Stop the saturation of the ground in the APL park due to water loss from the Fountain.
3. Environmental Stewardship.

Summary of Council – Council stated that with the amount of water loss, they close the fountain immediately. Recommend we begin work on the next water feature in that area.

6.4 DIRECTOR OF EMERGENCY / PROTECTIVE SERVICES

Request of Decision – Medical First Responders

- 6.4.1 June 10/2019, John Hine made a presentation – in talking with the fire chief the right thing for the residents of Drumheller that we have ambulances available for everyone.

M02109.130 - J. Garbutt L. Hansen-Zacharuk move that the Town of Drumheller to join Medical First Responders.

Carried Unanimously.

T. Zariski – suggested we review this one year from now, so we can review the statistics.

F. Makowecki – suggested a 6-month review and would like to see a report back from the fire department as to how this program is working.

A report will be supplied at 6 months and 1 year.

6.5 MANAGER OF ECONOMIC DEVELOPMENT

6.6 COMMUNICATIONS OFFICER

6.7 REVIEW OF STRATEGIC PRIORITIES

7 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

8 PUBLIC HEARING TO COMMENCE AT 5:30 PM

10 UNFINISHED BUSINESS

Regular Council Meeting Minutes
July 8, 2019

11 NOTICE OF MOTION

12 COUNCILLOR REPORTS

13 IN-CAMERA MATTERS

14 ADJOURNMENT OF ORGANIZATIONAL MEETING

M02109.131 - Motion – to Adjourn meeting L. Hansen-Zacharuk T. Zariski

Carried Unanimously.

Chief Administrative Officer

Mayor

DRAFT



DRUMHELLER

COMMUNITY SERVICES



**Municipal Planning Commission
MINUTES
Meeting of Thursday May 30, 2019**

Present: Tracy Breese, Development Officer
Donna Kittridge, Recording Secretary
Scott Kuntz, Member -Member
Sharon Clark, Vice Chair
Stacey Gallagher, Member
Shelley Rymal, Member
Jeff Laurien, Palliser Regional Municipal Services Representative – Director of Planning

Absent: Linda Taylor, Recording Secretary
Tom Zariski, Chair Councillor/Member – Regrets
Tony Lacher, Councillor/Member- Regrets
Andrew Luger, Member

Delegate(s): **Don Svatos**
Albert Hanson
Bill Hunter

1.0 CALL TO ORDER – 12:02 pm

S. Clark presented the Agenda for the May 30, 2019 meeting.

1.1 Agenda – Additions, Deletions or Amendments

Addition - none
Deletion - none
Amendment – none

1.2 Acceptance of Agenda

Motion: - S. Rymal - moved to accept the agenda for the May 30, 2019 agenda
Second: – S.Kuntz - Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 May 16, 2019

Motion: S. Gallagher moved to accept the minutes of May 16, 2019)
Second: S. Kuntz - Carried

2.2 Summary of Development Permits

Blue highlighted are recent permits issued by the Development Officer and advertised. Yellow highlighted are permits being brought forth at the current MPC Meeting.

S. Rymal – adopted for information only
S. Gallagher - carried



3.0 DEVELOPMENT PERMITS

3.1 T00063-19D – Retaining Wall – 211 14 Street NW

T. Breese presented Development Permit T00063-19D submitted for retaining wall with amended engineered drawings, the development permit was formerly tabled twice for more information. Located at 211 14 Street, Town of Drumheller, Plan 1561JK; Block 2; Lot 6. Zoning is MHR – Manufactured Home

T. Breese advised the applicant is applying with amended drawings in which all concerns have been addressed in regards to proposed retaining wall. The amended engineered drawings show clearer details to the fence being attached to the retaining wall with 4x4 uprights and the water proof sheet to prevent water from seeping through and allowing proper drainage.

Further, this Development Permit application was advertised in the local paper under Proposed Developments and circulated to adjacent landowners and relevant agencies, to date, one concern has been received. Feed back was also received from the Town of Drumheller’s Infrastructure Director who has no concerns or issues with the submitted design.

The Delegates presented information for both sides of the issue and were excused. Municipal Planning Commission held a motion to go in camera for discussion.

Motion: S. Kuntz

2nd: S.Rymal - carried

Municipal Planning Commission held a motion to go out of camera.

Motion: S. Kuntz

2nd: S. Rymal - carried

Motion: S. Gallagher moved to approve presented Development Permit T00063-19D as submitted for retaining wall; Plan 1561JK; /Block 2; Lot 6.

Second: S. Rymal - Carried

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Construction as per plans submitted with application.
3. Construction to be in accordance with the Alberta Building Code.
4. Any required Safety Codes permits (i.e. building, electrical, etc.) to be obtained prior to commencement of construction/installation.
5. Not all local improvements at owner’s expense including, however limited to, driveways, frontage charges, water/sewer services.
6. Exterior finished appearance of the proposed construction to be compatible with that of existing development and to the satisfaction of the Development Authority.
7. Landscaping Plan to be in accordance with Policy c04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.
8. If the holder of the permit wishes to make any changes in the proposed development from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary.
9. Must conform to any/all Federal, Provincial and/or guidelines that may apply.



10. Contactor(s) to have a valid Business License with the Town of Drumheller.
11. Contact Alberta One-Call to request that buried utilities be located and marked before you dig; secondary utilities are the property owner's responsibility. 1-800-242-3447 Alberta One Call.

3.2 T00062-19D – Application for front yard set back variance for front porch.

T. Breese presented Development Permit T00062-19D submitted by Applicant for Variance to front yard set back in order to build a front porch to complement current renovations. Adding to curb side appeal and would fit with the existing neighborhood.

T. Breese advised the applicant is applying for approval for a variance to the front yard set back allowed. This building is an older home currently non conforming and is slightly in the flood fringe.

Further, this application was advertised in the local paper under Proposed Developments and to date, no concerns have been received.

Municipal Planning Commission discussed the application. In addition, in order to make the house legal/conforming they need to apply for variance for house first and then the porch.

Motion: S. Kuntz motioned for variance for house.

2nd: S. Rymal – carried

Motion: S. Rymal to approve porch and landing variance.

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Development shall conform to the Town of Drumheller Community Standards Bylaw (06-19).
3. Construction as per plans submitted with application.
4. Construction be in accordance with the Alberta Building Code.
5. Any required Safety Codes permits (i.e. building, electrical, etc.) to be obtained prior to commencement of construction/installation.
6. All local improvements at owner's expense including, however not limited to, driveways, frontage charges, water/sewer services. (Call 823.1330 for the regulations).
7. Exterior finished appearance of the proposed construction to be compatible with that of existing development and to the satisfaction of the Development Authority.
8. Landscaping Plans to be in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.
9. If the holder of the permit wishes to make any changes in the proposed development from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary.
10. Must conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
11. Contractor(s) to have a valid Business License with the Town of Drumheller.
12. Contact Alberta One-Call to request that buried utilities be located and marked before your dig; secondary utilities are the property owner's responsibility. 1-800-242-3447 Alberta One Call.



DRUMHELLER

COMMUNITY SERVICES



Second: S. Kuntz – Carried.

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

4.1 In Camera Update

5.0 OTHER DISCUSSION ITEMS

Palliser is still looking for Goals and Objectives for the LUB review, if the CAO, the Economic Development officer and the Development Officer could make a list it would be very helpful.

5.2 New Map for Mobile Vendors was presented with two spots designated for mobile vendors at the Newcastle Beach site. A ten-meter buffer was provided to the current vendor already there. (Red River Adventures)
Motion to accept mobile vendor map for New Castle Beach.

Motion: S. Rymal
2nd: S. Gallagher – carried

6.0 NEXT MEETING DATE – June 13, 2019.

Member S. Kuntz left the meeting at 1:30 pm

7.0 Adjournment – Meeting adjourned at 1:45 pm.

Motion: S. Gallagher
Second: S. Rymal
Carried



Chairperson



Development Officer

Attachments: Agenda



**Municipal Planning Commission
MINUTES
Meeting of Thursday June 13, 2019**

Present: Tracy Breese, Development Officer
Donna Kittridge, Recording Secretary
Scott Kuntz, Member -Member
Sharon Clark, Vice Chair
Stacey Gallagher, Member
Shelley Rymal, Member
Jeff Laurien, Palliser Regional Municipal Services Representative – Director of Planning
Tony Lacher, Councillor/Member- Member
Andrew Luger - Member

Absent: Linda Taylor, Recording Secretary
Tom Zariski, Chair Councillor/Member – Regrets

Delegate(s):

1.0 CALL TO ORDER – 12:02 pm

S. Clark presented the Agenda for the June 13, 2019 meeting.

1.1 Agenda – Additions, Deletions or Amendments

Addition - none
Deletion - none
Amendment – none

1.2 Acceptance of Agenda

Motion: - S. Gallagher - moved to accept the agenda for the June 13, 2019 agenda

Second: -A. Luger - Carried

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 May 30, 2019

Motion: S. Rymal moved to accept the minutes of May 30, 2019)

Second: S. Kuntz - Carried

2.2 Summary of Development Permits

Blue highlighted are recent permits issued by the Development Officer and advertised. Yellow highlighted are permits being brought forth at the current MPC Meeting.

S. Rymal – adopted for information only

T. Lacher - carried



3.0 DEVELOPMENT PERMITS

3.1 T00068-19D – Dwelling – Multiple Unit (apartments)

T. Breese presented Development Permit T00068-19D submitted for a dwelling – Multiple Unit (apartment) with more than four dwelling units. Located at 349 Centre Street, Town of Drumheller, Plan 3099AD; Block 19; Lot 13 & 14. Zoning is C-B. Central Commercial District.

T. Breese advised the applicant is applying for a dwelling-multiple unit, which means a residential building comprising three or more dwelling units with shared entrances and other essential facilities and services. Under the C-B district this is a Discretionary Use which needs to meet the regulations governed by the R-4 District or as approved by the Municipal Planning Commission.

The site area is 6000 sq ft, which does not meet the minimum requirements of 7000sq ft for an apartment building under the Land Use Bylaw. The building does not meet the minimum front yard setback under the R-4 regulations. As per the Land Use bylaw a minimum of 6 meter’s squared of amenity space is required per unit exclusive of required front and side yards. This can be provided in the form of balconies, communal interior, roof terraces, or other such areas deemed appropriate by the Development Officer/MPC.

Parking requirements for this type of development as per Section 52 of the Land Use Bylaw requires a minimum of One (1) parking space per dwelling unit so with this proposal, five are required. As per the applicant, there is no on-site parking available.

Further, this Development Permit application was advertised in the local paper under Proposed Developments and circulated to adjacent landowners and relevant agencies, to date, concerns was raised by the Director of Infrastructure and Superior Safety Codes. The main concern was the lack of information and the type of information available.

Motion to accept: S. Kuntz
2nd: S.Rymal – Defeated unanimously
All opposed: Carried

REASON FOR REFUSAL

- The Site area does not meet the minimum requirements of 7000 sq ft for an apartment building under the Land Use Bylaw.
- The building does not meet the minimum front yard setback for an apartment building under the Land Use Bylaw.
- The building does not meet the minimum side yard setback for an apartment building under the Land Use Bylaw.
- The building does not meet the minimum rear yard setback for an apartment building under the Land Use Bylaw.
- The proposed development does not provide the minimum of amenity space required per unit exclusive of required front and side yards.
- The proposed development does not provide the minimum of one parking space per dwelling unit.



3.2 T00073-19D – Application for Mobile Vendor – Jeyam’s Ice Cream

T. Breese presented Development Permit T00073-19D submitted by Applicant for a Mobile Vendor permit with the proposed locations being: Hoodoos, Suspension Bridge, Rotary Splash Park and New Castle Beach. Applicant has supplied proof of liability insurance and Alberta Health permit.

Further, this application was advertised in the local paper under Proposed Developments and to date, no concerns have been received.

Municipal Planning Commission discussed the application.

Motion: S. Kuntz motioned to approve with the standard mobile vendor conditions with the addition of condition #10.

1. Vendor shall provide the Development Officer with a current Alberta Health Services Food Handling Permit.
2. A Mobile Vendor Permit/ Business License and all other required permits and licenses must be clearly visible at the Mobile Vending Unit at all times.
3. Vendor shall carry on daily business within the hours of 7am and 8pm, 7 days a week.
4. Vendor shall operate their business within the permitted area(s) approved by the Development Authority, as indicated on the approved Mobile Vendor Permit.
5. Vendor shall not impede traffic and/or pedestrians, endanger public safety or cause and unwelcome disturbance.
6. Vendor shall conform to Town of Drumheller Land Use Bylaw 10-08.
7. Vendor shall conform to the Town of Drumheller Community Standards Bylaw 06.19.
8. Vendor shall conform to the Town of Drumheller Mobile Vendor Bylaw 01-18.
9. Advertising or signage for a Vendor is limited to the space available on the Mobile Vending Unit at the location(s) as indicated on the approved Mobile Vendor Permit. One (1) A-Board Sign that complies with the requirements in the Town of Drumheller Land Use Bylaw 10-08 will be allowable at the discretion of the Municipal Planning Commission. Any other signage will require an additional Development permit.
- 10. Vendor may supply a maximum of 2 bistro-type tables along with chairs.**
11. Vendor shall provide garbage and recycling receptacles at the Mobile Vending Unit. Each night the garbage and receptacles are to be emptied and the site around the Unit is to be cleaned up.
12. Vendor shall not discard water from the daily activities, on the Unit site; it shall be discarded in the appropriate manner.
13. The Development Authority may suspend or revoke a permit issued under the Mobile Vendor Bylaw 01-18 should the holder of the permit, employee, agent or representative fail to comply with the provisions of the Bylaw.
14. This permit expires on December 31, 2019.

2nd: A. Luger – carried



3.3 T00075-19D - Application for an uncovered deck with side yard variance.

T. Breese presented Development Permit T00075-19D submitted by Applicant for the construction of an uncovered deck with a variance from 1.5m to 0 right side yard setback and a variance from 1.5m to 1.1m left side yard setback with conditions. Located at 1349 4 Avenue S.W.; Plan 479000; Block 9.

T. Breese noted the applicant wants to replace the existing deck with a new safer deck. The location of the deck is not changing. There is a minimum 8 ft separation between the proposed deck and the existing home to the west.

Municipal Planning Commission discussed application and approved the replacement of the existing deck along with making a motion to grant a variance to bring the original house into compliance.

Motion to grant variance on house 1.5 – 1.1: S. Kuntz
2nd: S. Gallagher – carried

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Development shall conform to the Town of Drumheller Community Standards Bylaw 06-19.
3. Construction as per plans submitted with application
4. Construction to be in accordance with the Alberta Building Code.
5. Any required Safety Codes permits (i.e. building, electrical, etc.) to be obtained prior to commencement of construction/installation.
6. All local improvements at owner's expense including, however not limited to, driveways, frontage charges, water/sewer services.
7. Exterior finished appearance of the proposed construction to be compatible with that of existing development and to the satisfaction of the Development Authority.
8. Landscaping Plan to be in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.
9. If the holder of the permit wishes to make any changes in the proposed development from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary.
10. Must conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
11. Contractor(s) to have a valid Business License with the Town of Drumheller.
12. Contact Alberta One-Call to request that buried utilities be located and marked before you dig; secondary utilities are the property owners responsibility. 1-800-242-3447 Alberta One-Call
13. No portion of the deck on the west side shall be covered.

Motion to approve deck replacement of existing: T. Lacher
2nd: S. Gallagher – carried



3.4 T00076-19D Stevenson Homes Application to reconstruct home with attached garage.

T. Breese presented to Municipal Planning Commission an application to rebuild a home on the same site and with the same set backs as the previous home was on the property located at 1019 1 Street SW; Plan 0512635; Block 2; Lot 44. District R-1A.

The previous structure was lost to fire and the rebuild will keep in line with all other properties on the block. A variance was requested for the front to be 6.1 the same as all other properties in the block. The bylaw is currently 7.6.

Municipal Planning Commission discussed the application.

Motion: S. Gallagher

1. Development shall conform to Land Use Bylaw 10-08.
2. Placement of construction as per plans submitted with application.
3. Development subject to architectural controls to be registered against the property by the Town of Drumheller in consultation with Stevenson Homes.
4. If the holder of the permit wishes to make any changes in the proposed development from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary.
5. Proper placement of foundation walls -- as per application -- to be determined by a Registered Alberta Land Surveyor. Real Property Report to be submitted to the Town of Drumheller upon completion.
6. Confirmation of coverage under the Alberta New Home Warranty Program required prior to the issuance of building permit.
7. Any required Safety Codes permits (i.e. building, electrical, etc.) to be obtained prior to commencement of construction/installation.
8. Make provisions for proper installation of water meter as per Town of Drumheller Water/Sewer Bylaw.
9. All contractor's to be in possession of a valid Town of Drumheller business license.
10. Offsite levies and local improvement to be paid prior to the issuance of Safety Code Permits.
11. Any/all local improvements or upgrade required for development are at owner/applicants expense. All local improvements, and construction thereof, must be approved by the Town of Drumheller including, but not limited to, approaches, driveways, frontage charges, water/sewer services, etc. Please contact 403-823-1330 for approval and specifications.
12. Landscaping Plan to be in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.
13. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.

2nd: S. Rymal – Carried

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

- 4.1 LUB review:** discussion was held with regard to the restructuring of the current land use bylaw. A draft will be brought back to Municipal Planning Commission for review before it is presented to Council. We are looking to make things more open and a little less restrictive. Less restrictive potentially moving some discretionary to permitted uses.



5.0 OTHER DISCUSSION ITEMS

5.1 New Map for Mobile Vendors was presented with two spots designated for mobile vendors at the Suspension Bridge site.

Motion to accept map as presented: S. Gallagher
2nd: S. Rymal – carried

6.0 NEXT MEETING DATE – June 27, 2019.

7.0 Adjournment – Meeting adjourned at 1:03 pm.

Motion: S. Rymal
Second: S. Gallagher
Carried

Chairperson

Development Officer

Attachments: Agenda



**Town of Drumheller
REQUEST FOR DECISION**

TITLE:	Gifted Land from Habitat for Humanity
DATE:	July 15, 2019
PRESENTED BY:	Darryl Drohomerski
ATTACHMENT:	Letter from Habitat for Humanity regarding land donation.

SUMMARY

Lots 13 and 14, Block 2, Plan 4317CQ, commonly known as 102 and 104 Poplar Street, was gifted to Habitat for Humanity for the construction of duplex housing in the community. Habitat for Humanity tried for over two years to find clients in order to build the housing but was unsuccessful. Habitat for Humanity has approached the town with the offer to transfer the land to the town at no cost as they are unable to give the land back to the family that donated it in the first place. There are no stipulations on this transfer, that is we have no requirements for specific development. At some point in the future, Council may wish to discuss partnering with Drumheller Housing Authority on construction of affordable housing in this area. Council may also direct administration to actively market this property for sale to the general public.

RECOMMENDATION:

That Council accepts the transfer of Lots 13 and 14, Block 2, Plan 4317CQ from Habitat for Humanity at no cost to the town and adds these two lots into our land inventory.

DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):

FINANCIAL IMPACT:

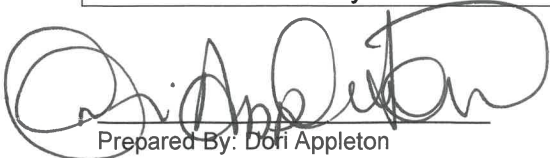
Habitat for Humanity recognizes responsibility for the 2019 Property Tax levy pro-rated to the date of transfer. Once transferred to the town, there will be a loss of municipal tax revenue until such time that the lot is sold or developed.

STRATEGIC POLICY ALIGNMENT:

COMMUNICATION PLAN:

The town will provide a response back to Habitat for Humanity informing them of Council's decision.

MOTION: That Council accepts the transfer of Lots 13 and 14, Block 2, Plan 4317CQ from Habitat for Humanity at no cost to the town and adds these two lots into our land inventory


Prepared By: Dori Appleton
Executive Assistant

Reviewed By: _____


Approved By: Darryl Drohomerski
Chief Administrative Officer



DRUMHELLER

COUNCIL POLICY



COUNCIL POLICY # C-02-19

Relief of Municipal Property Tax on Destroyed Improvements

1.0 Policy Statement

- 1.1 Improvements that have been destroyed or rendered uninhabitable or unusable as a result of extenuating circumstances may be considered for relief against municipal taxes levied in the year of destruction.

The granting of municipal property tax relief is at the sole discretion of Council.

2.0 Purpose of Policy

- 2.1 The purpose of this policy is to provide guidance for Council when exercising its discretionary power under Section 347(1) of the Municipal Government Act in response to a request for the cancellation of property taxes as a result of the destruction of improvement(s); to ensure that requests for tax cancellation, reduction or refund are dealt with in a fair and consistent manner.

3.0 Policy Guiding Principles

- 3.1 Council will take into account the following guiding taxation principles whenever consideration for cancellation of municipal property tax is being given:
- Fairness and equity to taxpayers
 - Stability and predictability of revenue
 - Transparency, simplicity and efficiency
 - Accountability

4.0 Definitions

Throughout this Policy

- 4.1 “*Act*” means the Municipal Government Act RSA200, c M-26 as amended
- 4.2 “*Council*” means the council that has been elected to represent the citizens of the Town of Drumheller
- 4.3 “*Municipal Tax Relief*” means municipal tax relief under Section 347 of the Act and can include a cancellation, deferral, reduction or refund
- 4.4 “*Requisitions*” includes but is not limited to, the Alberta School Foundation Fund (ASFF) and requisitions pursuant to ss 359, 359.1 and 359.2 of the *Act* and designated industrial property requisitions pursuant to s 359.3 of the *Act*

5.0 General

- 5.1 All requests for relief of municipal property tax must be submitted in writing to the Director of Corporate Services who will prepare and present a Request for Decision to Council.
- 5.2 All property types are eligible for municipal tax relief consideration against destructed improvements.
- 5.3 Properties under consideration for municipal tax relief remain subject to the due date as per the Notice of Assessment and Property Tax. Late penalty charges are not eligible for relief.
- 5.4 Municipal tax relief granted by motion of Council will be applied to the property roll once approval of a new development permit has been met.

6 Property Tax Levy Cancellation, Reduction, Refund or Deferral

- 6.1 Section 347(1) of the *Act* provides that
If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business, do one or more of the following, with or without conditions:
 - a) cancel or reduce tax arrears;
 - b) cancel or refund all or part of a tax;
 - c) defer the collection of tax
- 6.2 Buildings and/or improvements that become uninhabitable, unusable or destroyed as a result of extenuating circumstances such as fire may be eligible for relief by way of municipal property tax levy cancellation. When considering a request for relief under this policy, Council will
 - a) restrict any cancellation of taxes granted to the municipal tax levy only. Affected property owners will remain responsible for all requisition portions of the tax bill
 - b) apply any consideration given to the assessed value of the destroyed building/improvement(s) only. Vacant land assessment will remain fully taxable
 - c) pro-rate any consideration granted due to extenuating circumstances from the date the damage occurred to the end of the taxation year, rounded to the nearest month, to a maximum of \$2,000.

Date: June 24, 2019

Chief Administrative Officer

Mayor of Drumheller



DRUMHELLER

COUNCIL POLICY



COUNCIL POLICY # C-xx02-19

Relief of Municipal Property Tax on Destroyed Improvements

1.0 Policy Statement

- 1.1 Improvements that have been destroyed or rendered uninhabitable or unusable as a result of extenuating circumstances may be considered for relief against municipal taxes levied in the year of destruction.

The granting of municipal property tax relief is at the sole discretion of Council.

2.0 Purpose of Policy

- 2.1 The purpose of this policy is to provide guidance for Council when exercising its discretionary power under Section 347(1) of the Municipal Government Act in response to a request for the cancellation of property taxes as a result of the destruction of improvement(s); to ensure that requests for tax cancellation, reduction or refund are dealt with in a fair and consistent manner.

3.0 Policy Guiding Principles

- 3.1 Council will take into account the following guiding taxation principles whenever consideration for cancellation of municipal property tax is being given:

- Fairness and equity to taxpayers
- Stability and predictability of revenue
- Transparency, simplicity and efficiency
- Accountability

4.0 Definitions

Throughout this Policy

- 4.1 “*Act*” means the Municipal Government Act RSA200, c M-26 as amended
- 4.2 “*Council*” means the council that has been elected to represent the citizens of the Town of Drumheller
- 4.3 “*Municipal Tax Relief*” means municipal tax relief under Section 347 of the Act and can include a cancellation, deferral, reduction or refund
- 4.4 “*Requisitions*” includes but is not limited to, the Alberta School Foundation Fund (ASFF) and requisitions pursuant to ss 359, 359.1 and 359.2 of the *Act* and designated industrial property requisitions pursuant to s 359.3 of the *Act*

5.0 General

5.1 All requests for relief of municipal property tax must be submitted in writing to the Director of Corporate Services who will prepare and present a Request for Decision to Council.

5.2 All property types are eligible for municipal tax relief consideration against destructed improvements.

5.3 Properties under consideration for municipal tax relief remain subject to the due date as per the Notice of Assessment and Property Tax. Late penalty charges are not eligible for relief.

5.35.4 Municipal tax relief granted by motion of Council will be applied to the property roll once approval of a new development permit has been met.

6 Property Tax Levy Cancellation, Reduction, Refund or Deferral

6.1 Section 347(1) of the Act provides that

If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business, do one or more of the following, with or without conditions:

- a) cancel or reduce tax arrears;
- b) cancel or refund all or part of a tax;
- c) defer the collection of tax

6.2 Buildings and/or improvements that become uninhabitable, unusable or destroyed as a result of extenuating circumstances such as fire may be eligible for relief by way of municipal property tax levy cancellation. When considering a request for relief under this policy, Council will

- a) restrict any cancellation of taxes granted to the municipal tax levy only. Affected property owners will remain responsible for all requisition portions of the tax bill
- b) apply any consideration given to the assessed value of the destroyed building/improvement(s) only. Vacant land assessment will remain fully taxable
- c) pro-rate any consideration granted due to extenuating circumstances from the date the damage occurred to the end of the taxation year, rounded to the nearest month, to a maximum of \$~~x,xxx~~2,000.

Date: June ~~xx~~24, 2019

Chief Administrative Officer

Mayor of Drumheller

**Town of Drumheller
REQUEST FOR DECISION**



TITLE:	East Coulee Lift Station
DATE:	July 17, 2019
PRESENTED BY:	Dave Brett, P.Eng. PMP., Director of Infrastructure Services
ATTACHMENT:	WSP Recommendation C102 Proposed Lift Station Site Plan

SUMMARY

The East Coulee Lift Station Request for Proposal was posted on the Town website and on the Alberta Purchasing Connection. The opportunity closed on 2019 July 4 with a total of three (3) proposals received. They are summarized as follows:

COMPANY NAME	TOTAL PROPOSAL AMOUNT (EXCLUDING GST)
Knibb Development	\$1,064,024.50
Midwest Design & Construction Ltd.	\$1,118,109.30
Alpha Construction (Calgary) Inc.	\$1,644,760.00
Pre-Tender Estimate	\$1,137,848.25

The intent is for construction to commence as soon as possible once approvals are in order, with a construction completion date of 2019 November 15.

FINANCIAL IMPACT:

Awarding the project Knibb Development Ltd. in the amount of \$ 1,064,024.50 is \$ 73,823.75 lower than the pre-tender estimate.

RECOMMENDATION:

It is our recommendation that the East Coulee Lift Station Request for Proposal be awarded to Knibb Development Ltd. for the amount of \$ 1,064,024.50 excluding GST.

STRATEGIC POLICY ALIGNMENT:

Awarding the contract to Knibb Development Ltd. will allow for construction of the East Coulee Lift Station to address the infrastructure and operation issues with the current lift station.

COMMUNICATION PLAN:

A letter of award will be sent to the successful proponent, and letters of non-award sent to the unsuccessful proponents. Additionally, the proposal results to be published on the Town website and the Alberta Purchasing Connection website.

Request for Decision
Page 2

MOTION: Councillor _____

Moves that the East Coulee Lift Station Request for Proposal be awarded to Knibb Development Ltd. in the amount of \$ 1,064,024.50 excluding GST.

Secunder: _____

Prepared By: Dave Brett, P.Eng., PMP.
Director of Infrastructure Services



Approved By: Darryl Drohomerski, C.E.T.
Chief Administrative Officer

AGENDA ITEM #6.3.1.

Town of Drumheller
East Coulee Lift Station

181-02353-00
1

Cost Estimate

Project Manager: Marty Rowley

Bid Item	Description	Estimated Quantity	Unit Price	Total
SCHEDULE A: Site Services				
1	Site Services			
1.2	Mobilization/Demobilization	lump sum	1	lump sum \$ 80,000.00
1.3	Site Occupancy	each day	\$ 1,500.00	100 \$ 150,000.00
1.4	Tree Removal	each	1	\$ 2,500.00 \$ 2,500.00
1.5	Chain Line & Barbed Wire Fence Removal	lin. m.	18	\$ 100.00 \$ 1,800.00
1.6	Topsoil placing and seeding	m3	50	\$ 60.00 \$ 3,000.00
1.7	Install Bollards	each	3	\$ 2,000.00 \$ 6,000.00
1.8	Temporary Sewage Management During Construction	lump sum	1	\$ 20,000.00 \$ 20,000.00
2	Force mains			
2.1	General (all items not defined below)	lump sum	1	\$ 1,000.00 \$ 1,000.00
2.2	Remove and Dispose of existing 75mm sanitary force main pipe	m	9	\$ 100.00 \$ 900.00
2.3	Supply and Install Isolation Valve	each	1	\$ 5,000.00 \$ 5,000.00
2.4	Supply and Install 75mm fusible DR18 PVC sanitary force main c/w all fittings	m	9	\$ 1,500.00 \$ 13,500.00
2.5	Tie 75mm PVC sanitary force main into existing force main	each	1	\$ 5,000.00 \$ 5,000.00
3	Gravity Mains			
3.1	Remove and Dispose of existing 100mm PVC sanitary sewer pipe	m	6	\$ 100.00 \$ 600.00
3.2	Remove and Dispose of existing 200mm PVC sanitary sewer pipe	m	10	\$ 100.00 \$ 1,000.00
3.3	Supply and Install 100mm PVC sanitary sewer pipe	m	8	\$ 1,000.00 \$ 8,000.00
3.4	Tie 100mm sanitary sewer line into new lift station	each	1	\$ 5,000.00 \$ 5,000.00
3.5	Tie 100mm sanitary sewer line into existing main	each	1	\$ 5,000.00 \$ 5,000.00
3.6	Supply and install clean out	each	1	\$ 15,000.00 \$ 15,000.00
3.7	Supply and install 200mm PVC sanitary sewer pipe	m	12	\$ 1,500.00 \$ 18,000.00
3.8	Tie 200mm PVC sanitary sewer into existing manhole	each	1	\$ 5,000.00 \$ 5,000.00
4	Site Conditions			
4.1	Topsoil Stripping	m3	50	\$ 50.00 \$ 2,500.00
4.2	Crushed Gravel	m3	20	\$ 50.00 \$ 1,000.00
4.3	150mm Base Gravel	m2	25	\$ 30.00 \$ 750.00
4.4	Subgrade Preparation	m3	10	\$ 25.00 \$ 250.00
4.5	Install Chain Link and Barbed Wire Fence	lin. m.	51	\$ 300.00 \$ 15,300.00
TOTAL UNIT PRICE SCHEDULE A				\$ 366,100.00

AGENDA ITEM #6.3.1.

Town of Drumheller
East Coulee Lift Station

181-02353-00

2

Bid Item	Description	Estimated Quantity	Unit Price	Total
----------	-------------	--------------------	------------	-------

SCHEDULE B: Lift Station

5	Concrete				
5.1	Division 3 (all items not defined below)	lump sum	1	\$ 1,000.00	\$ 1,000.00
5.2	Lift Station Wet Well (Precast)	lump sum	1	\$ 85,000.00	\$ 85,000.00
6	Metals				
6.1	Division 05	lump sum	1	\$ 2,500.00	\$ 2,500.00
7	Woods and Plastics				
7.1	Division 06	lump sum	1	\$ 2,500.00	\$ 2,500.00
8	Thermal and Moisture Protection				
8.1	Division 07	lump sum	1	\$ 10,000.00	\$ 10,000.00
9	Openings				
9.1	Division 08	lump sum	1	\$ 10,000.00	\$ 10,000.00
10	Process Equipment				
10.1	Division 11	lump sum	1	\$ 75,000.00	\$ 75,000.00
10.2	Package Lift Station	lump sum	1	\$ 75,000.00	\$ 75,000.00
10.3	Decommission Existing Lift Station	lump sum	1	\$ 20,000.00	\$ 20,000.00
11	Instrumentation				
11.1	Division 13	lump sum	1	\$ 20,000.00	\$ 20,000.00
12	Electrical and Controls				
12.1	Division 16	lump sum	1	\$ 18,000.00	\$ 18,000.00
TOTAL UNIT PRICE SCHEDULE B					\$ 319,000.00

SCHEDULE C: Sludge Tank

13	Concrete				
13.1	Division 3	lump sum	1	\$ 35,000.00	\$ 35,000.00
13.2	Supply and Install 50mm Sch 80 PVC	lin. m.	22	\$ 250.00	\$ 5,500.00
13.3	Tie to Existing	each	1	\$ 5,000.00	\$ 5,000.00
13.4	Remove Unsuitable Material	m3	20	\$ 80.00	\$ 1,600.00
13.5	Bedding Sand	m3	15	\$ 70.00	\$ 1,050.00
13.6	Insulation	lin. m.	20	\$ 70.00	\$ 1,400.00
13.7	Supply and Install Gate	each	2	\$ 2,000.00	\$ 4,000.00
13.8	Tie to New Sludge Tank	each	1	\$ 5,000.00	\$ 5,000.00
14	Metals				
14.1	Division 05	lump sum	1	\$ 15,000.00	\$ 15,000.00
15	Woods and Plastics				
15.1	Division 06	lump sum	1	\$ 3,000.00	\$ 3,000.00
16	Thermal and Moisture Protection				
16.1	Division 07	lump sum	1	\$ 5,000.00	\$ 5,000.00
17	Openings				
17.1	Division 08	lump sum	1	\$ 10,000.00	\$ 10,000.00
18	Process Equipment				
18.1	Division 11 (all items not defined below)	lump sum	1	\$ 10,000.00	\$ 10,000.00
18.2	Sludge Tank Supply and Install	lump sum	1	\$ 40,000.00	\$ 40,000.00
TOTAL UNIT PRICE SCHEDULE C					\$ 141,550.00

AGENDA ITEM #6.3.1.

Town of Drumheller
East Coulee Lift Station

181-02353-00
3

Bid Item	Description	Estimated Quantity	Unit Price	Total
----------	-------------	--------------------	------------	-------

SCHEDULE D: New Generator

19	Electrical and Controls				
19.1	Division 16	lump sum	1	\$ 10,000.00	\$ 10,000.00
19.2	Gen-set	lump sum	1	\$ 70,000.00	\$ 70,000.00
19.3	Remove Existing Electrical Equipment	lump sum	1	\$ 15,000.00	\$ 15,000.00
19.4	Decommission Existing Generator	lump sum	1	\$ 5,000.00	\$ 5,000.00
19.5	Power Pole - relocate and re-wire	lump sum	1	\$ 20,000.00	\$ 20,000.00
TOTAL UNIT PRICE SCHEDULE D					\$ 120,000.00

SCHEDULE E: General

20	Project Closure				
20.1	Start Up and Commissioning	lump sum	1	\$ 5,000.00	\$ 5,000.00
20.2	Maintenance and Procedure Manuals	lump sum	1	\$ 3,500.00	\$ 3,500.00
20.3	As-Built Drawings	lump sum	1	\$ 1,500.00	\$ 1,500.00
20.4	Training and Demonstration	lump sum	1	\$ 3,500.00	\$ 3,500.00
21	Cash Allowance				
20.1	Programming (By Others)	lump sum	1	\$ 10,000.00	\$ 10,000.00
20.2	Supply Power & Communication	lump sum	1	\$ 15,000.00	\$ 15,000.00
TOTAL UNIT PRICE SCHEDULE E					\$ 38,500.00

TOTAL UNIT PRICE SCHEDULE (A)	\$	366,100.00
TOTAL UNIT PRICE SCHEDULE (B)	\$	319,000.00
TOTAL UNIT PRICE SCHEDULE (C)	\$	141,550.00
TOTAL UNIT PRICE SCHEDULE (D)	\$	120,000.00
TOTAL UNIT PRICE SCHEDULE (E)	\$	38,500.00
Sub Total	\$	985,150.00
Contingency (10%)	\$	98,515.00
TOTAL	\$	1,083,665.00
GST (5%)	\$	54,183.25
Grand Total	\$	1,137,848.25

NOTE: Unit Prices used for the estimate were increased to account for dealing with the flood level, dewatering, shoring, etc.



July 9, 2019

WSP File: 181-02353-00

Town of Drumheller
Infrastructure Services
224 Centre Street
Drumheller, AB T0J 0Y4

ATTENTION: Mr. Darryl Drohomerski, C.E.T., Chief Administrative Officer

**RE: Town of Drumheller
East Coulee Lift Station
Contract No. 181-02353-00**

Tenders were received for the above-noted project on July 4, 2019 from a total of three (3) bidders. The low bidder was **Knibb Development Ltd.** with a total tender value of **\$1,117,225.73.** (with GST) We have reviewed the bid submitted by Knibb Development Ltd. and have found they met the required contractual obligations at the bid stage. If awarded to the low bidder, the anticipated funding required for this project is as follows:

	Totals
Construction Costs (less site occupancy)	\$ 832,295.00
Site Occupancy (90 days)	\$ 135,000.00
Total	\$ 967,295.00
Contingency (10%)	\$ 96,729.50
Total	\$ 1,064,024.50
GST (5%)	\$ 53,201.23
TOTALS	\$ 1,117,225.73

Your council's decision regarding the awarding of this contract to **Knibb Development Ltd** is hereby requested. The complete listing of the tender results and the complete tender summary are attached for your information.

Sincerely,

Marty Rowley, C.E.T., Senior Project Manager

Attachments

/s/

- c: Libby Vant, Senior Administrative Assistant, Town of Drumheller
- Kamal Jamaluddin E.I.T., Designer, WSP
- Mike Minshall, CET, PMP, Manager, Municipal Infrastructure – Red Deer

AGENDA ITEM #6.3.1.

Town of Drumheller
East Coulee Lift Station

181-02353-00
1

		Contractors:		Knob Developments Ltd.		Midwest Design & Construction Ltd.		Alpha Construction (Calgary) Inc.	
Bld Item	Description	Estimated Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	
SCHEDULE A: Site Services									
1.2	Mobilization/Demobilization	lump sum	1	lump sum	\$ 50,000.00	lump sum	\$ -	lump sum	\$ 165,000.00
1.3	Site Occupancy	each day	\$1,500.00	90	\$ 135,000.00	90	\$ 135,000.00	120	\$ 180,000.00
1.4	Tree Removal	each	1	\$ 2,500.00	\$ 2,500.00	\$ 2,000.00	\$ 2,000.00		\$ 13,000.00
1.5	Chain Line & Barbed Wire Fence Removal	limb.	18	\$ 30.00	\$ 540.00	\$ 207.00	\$ 3,726.00		\$ 4,000.00
1.6	Topsoil placing and seeding	m3	50	\$ 50.00	\$ 2,500.00	\$ 70.00	\$ 3,500.00		\$ 12,000.00
1.7	Install Bollards	each	3	\$ 1,500.00	\$ 4,500.00	\$ 900.00	\$ 2,700.00		\$ 3,000.00
1.8	Temporary Sewage Management During Construction	lump sum	1	\$ 18,000.00	\$ 18,000.00	\$ 20,000.00	\$ 20,000.00		\$ 22,000.00
2	Force mains								
2.1	General (all items not defined below)	lump sum	1	\$ 5,000.00	\$ 5,000.00	\$ 50,000.00	\$ 50,000.00		\$ 550,000.00
2.2	Remove and Dispose of existing 75mm sanitary force main pipe	m	9	\$ 50.00	\$ 450.00	\$ 3,200.00	\$ 28,800.00		\$ 6,000.00
2.3	Supply and Install Isolation Valve	each	1	\$ 5,500.00	\$ 5,500.00	\$ 3,200.00	\$ 3,200.00		\$ 12,000.00
2.4	Supply and Install 75mm fusible DR18 PVC sanitary force main c/w all fittings	m	9	\$ 1,200.00	\$ 10,800.00	\$ 3,888.89	\$ 35,000.01		\$ 10,000.00
2.5	Tie 75mm PVC sanitary force main into existing force main	each	1	\$ 5,000.00	\$ 5,000.00	\$ 3,200.00	\$ 3,200.00		\$ 4,000.00
3	Gravity Mains						\$ -		
3.1	Remove and Dispose of existing 10mm PVC sanitary sewer pipe	m	6	\$ 50.00	\$ 300.00	\$ 3,200.00	\$ 19,200.00		\$ 5,000.00
3.2	Remove and Dispose of existing 200mm PVC sanitary sewer pipe	m	10	\$ 75.00	\$ 750.00	\$ 3,200.00	\$ 32,000.00		\$ 4,000.00

AGENDA ITEM #6.3.1.

Town of Drumheller
East Coulee Lift Station

181-02353-00
2

		Contractors:		Knob Developments Ltd.		Midwest Design & Construction Ltd.		Alpha Construction (Calgary) Inc.		
Bld Item	Description	Estimated Quantity		Unit Price	Total	Unit Price	Total	Unit Price	Total	
3.3	Supply and Install 100mm PVC sanitary sewer pipe	m	8	\$ 1,000.00	\$ 8,000.00	\$ 3,200.00	\$ 25,600.00		\$ 9,000.00	
3.4	Tie 100mm sanitary sewer line into new lift station	each	1	\$ 5,000.00	\$ 5,000.00	\$ 3,200.00	\$ 3,200.00		\$ 6,000.00	
3.5	Tie 100mm sanitary sewer line into existing main	each	1	\$ 5,000.00	\$ 5,000.00	\$ 3,200.00	\$ 3,200.00		\$ 6,000.00	
3.6	Supply and Install clean out	each	1	\$ 15,000.00	\$ 15,000.00	\$ 6,400.00	\$ 6,400.00		\$ 24,000.00	
3.7	Supply and install 200mm PVC sanitary sewer pipe	m	12	\$ 1,800.00	\$ 21,600.00	\$ 3,200.00	\$ 38,400.00		\$ 16,000.00	
3.8	Tie 200mm PVC sanitary sewer into existing manhole	each	1	\$ 5,000.00	\$ 5,000.00	\$ 3,200.00	\$ 3,200.00		\$ 60,000.00	
4	Site Conditions									
4.1	Topsoil Stripping	m3	50	\$ 50.00	\$ 2,500.00	\$ 50.00	\$ 2,500.00		\$ 4,000.00	
4.2	Crushed Gravel	m3	20	\$ 50.00	\$ 1,000.00	\$ 55.00	\$ 1,100.00		\$ 2,000.00	
4.3	150mm Base Gravel	m2	25	\$ 25.00	\$ 625.00	\$ 110.00	\$ 2,750.00		\$ 2,000.00	
4.4	Subgrade Preparation	m3	10	\$ 20.00	\$ 200.00	\$ 150.00	\$ 1,500.00		\$ 1,000.00	
4.5	Install Chain Link and Barbed Wire Fence	llmb.	51	\$ 280.00	\$ 14,280.00	\$ 277.00	\$ 14,127.00		\$ 12,000.00	
TOTAL UNIT PRICE SCHEDULE A						\$ 319,045.00		\$ 440,303.01		\$ 1,132,000.00

SCHEDULE B: Lift Station

5	Concrete								
5.1	Division 3 (all items not defined below)	lump sum	1	\$ 5,000.00	\$ 5,000.00	\$ 21,000.00	\$ 21,000.00		\$ 16,000.00
5.2	Lift Station Wet Well (Precast)	lump sum	1	\$ 85,000.00	\$ 85,000.00	\$ 21,724.00	\$ 21,724.00		\$ 81,000.00
6	Metals								
6.1	Division 05	lump sum	1	\$ 2,500.00	\$ 2,500.00	\$ 10,000.00	\$ 10,000.00		\$ 4,000.00
7	Woods and Plastics								
7.1	Division 06	lump sum	1	\$ 2,500.00	\$ 2,500.00	\$ 12,000.00	\$ 12,000.00		\$ -
8	Thermal and Moisture Protection								
8.1	Division 07	lump sum	1	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00		\$ -

AGENDA ITEM #6.3.1.

Town of Drumheller
East Coulee Lift Station

181-02353-00
3

		Contractors:		Knob Developments Ltd.		Midwest Design & Construction Ltd.		Alpha Construction (Calgary) Inc.	
Bid Item	Description	Estimated Quantity		Unit Price	Total	Unit Price	Total	Unit Price	Total
9	Openings								
9.1	Division 08	lump sum	1	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00		
10	Process Equipment								
10.1	Division 11	lump sum	1	\$ 75,000.00	\$ 75,000.00	\$ 50,000.00	\$ 50,000.00		\$ 24,000.00
10.2	Package Lift Station	lump sum	1	\$ 75,000.00	\$ 75,000.00	\$ 93,684.00	\$ 93,684.00		\$ 141,000.00
10.3	Decommission Existing Lift Station	lump sum	1	\$ 20,000.00	\$ 20,000.00	\$ 25,000.00	\$ 25,000.00		\$ 72,000.00
11	Instrumentation								
11.1	Division 13	lump sum	1	\$ 20,000.00	\$ 20,000.00	\$ 20,224.00	\$ 20,224.00		\$ 35,000.00
12	Electrical and Controls								
12.1	Division 16	lump sum	1	\$ 18,000.00	\$ 18,000.00	\$ 15,003.00	\$ 15,003.00		\$ 61,000.00
TOTAL UNIT PRICE SCHEDULE B					\$ 323,000.00		\$ 288,635.00		\$ 414,000.00

SCHEDULE C: Sludge Tank

13	Concrete								
13.1	Division 3	lump sum	1	\$ 30,000.00	\$ 30,000.00	\$ 28,236.00	\$ 28,236.00		\$ 36,000.00
13.2	Supply and Install 50mm Sch 80 PVC	limb.	22	\$ 500.00	\$ 11,000.00	\$ 400.00	\$ 8,800.00		\$ 16,000.00
13.3	Tie to Existing	each	1	\$ 5,000.00	\$ 5,000.00	\$ 4,500.00	\$ 4,500.00		\$ 4,000.00
13.4	Remove Unsuitable Material	m3	20	\$ 50.00	\$ 1,000.00	\$ 110.00	\$ 2,200.00		\$ 3,000.00
13.5	Bedding Sand	m3	15	\$ 50.00	\$ 750.00	\$ 100.00	\$ 1,500.00		\$ 1,000.00
13.6	Insulation	limb.	20	\$ 50.00	\$ 1,000.00	\$ 75.00	\$ 1,500.00		\$ 1,000.00
13.7	Supply and Install Gate	each	2	\$ 2,500.00	\$ 5,000.00	\$ 4,200.00	\$ 8,400.00		\$ 3,000.00
13.8	Tie to New Sludge Tank	each	1	\$ 5,000.00	\$ 5,000.00	\$ 6,500.00	\$ 6,500.00		\$ 4,000.00
14	Metals								
14.1	Division 05	lump sum	1	\$ 10,000.00	\$ 10,000.00	\$ 7,500.00	\$ 7,500.00		\$ 1,000.00
15	Woods and Plastics								
15.1	Division 06	lump sum	1	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00		\$ -

AGENDA ITEM #6.3.1.

Town of Drumheller
East Coulee Lift Station

181-02353-00
4

		Contractors:		Knob Developments Ltd.		Midwest Design & Construction Ltd.		Alpha Construction (Calgary) Inc.	
Bid Item	Description	Estimated Quantity		Unit Price	Total	Unit Price	Total	Unit Price	Total
16	Thermal and Moisture Protection								
16.1	Division 07	lump sum	1	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00		\$ -
17	Openings								
17.1	Division 08	lump sum	1	\$ 7,500.00	\$ 7,500.00	\$ 5,000.00	\$ 5,000.00		\$ -
18	Process Equipment								
18.1	Division 11 (all items not defined below)	lump sum	1	\$ 20,000.00	\$ 20,000.00	\$ 20,663.00	\$ 20,663.00		\$ 18,000.00
18.2	Sludge Tank Supply and Install	lump sum	1	\$ 50,000.00	\$ 50,000.00	\$ 46,094.00	\$ 46,094.00		\$ 85,000.00
TOTAL UNIT PRICE SCHEDULE C						\$ 153,750.00		\$ 155,893.00	\$ 172,000.00

SCHEDULE D: New Generator

19	Electrical and Controls								
19.1	Division 16	lump sum	1	\$ 10,000.00	\$ 10,000.00	\$ 9,898.00	\$ 9,898.00		\$ 7,000.00
19.2	Gen-set	lump sum	1	\$ 75,000.00	\$ 75,000.00	\$ 73,364.00	\$ 73,364.00		\$ 120,000.00
19.3	Remove Existing Electrical Equipment	lump sum	1	\$ 15,000.00	\$ 15,000.00	\$ 13,643.00	\$ 13,643.00		\$ 5,000.00
19.4	Decommission Existing Generator	lump sum	1	\$ 5,000.00	\$ 5,000.00	\$ 2,748.00	\$ 2,748.00		\$ 7,000.00
19.5	Power Pole - relocate and re-wire	lump sum	1	\$ 28,000.00	\$ 28,000.00	\$ 14,679.00	\$ 14,679.00		\$ 64,000.00

AGENDA ITEM #6.3.1.

Town of Drumheller
East Coulee Lift Station

181-02353-00
5

		Contractors:		Knob Developments Ltd.		Midwest Design & Construction Ltd.		Alpha Construction (Calgary) Inc.	
Bid Item	Description	Estimated Quantity	Unit Price	Total	Unit Price	Total	Unit Price	Total	
TOTAL UNIT PRICE SCHEDULE D					\$ 133,000.00		\$ 114,332.00		\$ 203,000.00

SCHEDULE E: General

20	Project Closure								
20.1	Start Up and Commissioning	lump sum	1	\$ 5,000.00	\$ 5,000.00	\$ 7,500.00	\$ 7,500.00		\$ 5,000.00
20.2	Maintenance and Procedure Manuals	lump sum	1	\$ 3,500.00	\$ 3,500.00	\$ 3,900.00	\$ 3,900.00		\$ 8,000.00
20.3	As-Built Drawings	lump sum	1	\$ 1,500.00	\$ 1,500.00	\$ 2,750.00	\$ 2,750.00		\$ 1,000.00
20.4	Training and Demonstration	lump sum	1	\$ 3,500.00	\$ 3,500.00	\$ 2,250.00	\$ 2,250.00		\$ 10,000.00
21	Cash Allowance								
20.1	Programming (By Others)	lump sum	1	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00		\$ 10,000.00
20.2	Supply Power & Communication	lump sum	1	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00		\$ 15,000.00
TOTAL UNIT PRICE SCHEDULE E					\$ 38,500.00		\$ 41,400.00		\$ 49,000.00

TOTAL UNIT PRICE SCHEDULE (A)	\$ 319,045.00	\$ 440,303.01	\$ 1,132,000.00
TOTAL UNIT PRICE SCHEDULE (B)	\$ 323,000.00	\$ 288,635.00	\$ 414,000.00
TOTAL UNIT PRICE SCHEDULE (C)	\$ 183,750.00	\$ 155,893.00	\$ 172,000.00
TOTAL UNIT PRICE SCHEDULE (D)	\$ 133,000.00	\$ 114,332.00	\$ 203,000.00
TOTAL UNIT PRICE SCHEDULE (E)	\$ 38,500.00	\$ 41,400.00	\$ 49,000.00
Sub Total	\$ 967,295.00	\$ 1,040,563.01	\$ 1,970,000.00
Contingency (10%)	\$ 96,729.50	\$ 104,056.30	\$ 197,000.00
TOTAL	\$ 1,064,024.50	\$ 1,144,619.31	\$ 2,167,000.00
GST (5%)	\$ 53,201.23	\$ 57,230.97	\$ (511,240.00)
Grand Total	\$ 1,117,225.73	\$ 1,201,850.28	\$ 1,655,760.00

Deduction
Total
GST (5%) \$ 82,788.00
\$ 1,738,548.00



**Town of Drumheller
REQUEST FOR DECISION**

TITLE:	Real Estate Brokerages for the Sale of Town Owned Properties
DATE:	July 22, 2019
PRESENTED BY:	Sean Wallace
ATTACHMENT:	None

SUMMARY:

The purpose of this RFD is to obtain authority for the use of real estate brokerages for the sale of properties valued at less than \$250,000.00 in respect of which the Chief Administrative Officer or his designate has determined that the focused market expertise of brokerages with local experience in the Drumheller Municipal District is important.

The use of Brokerages to list and market properties allows staff to manage the sale of a large portfolio of properties simultaneously. The primary advantage of listing with Brokerages is access to the Canadian Real Estate Associations Multiple Listing Service ("MLS"). When dealing with properties, familiarity with the local market is particularly important. The Town is divided into 20 MLS districts and it is appropriate, in this case to take advantage of the efficiencies and economies that this selection process makes possible.

Approval of this RFD will give the Town the ability to expedite land sales in situations where "Time is of the Essence" making us more competitive and with less "Red Tape." This process is the standard among larger urban centres.

FINANCIAL IMPACT:

There is no financial impact resulting from the adoption of the recommendations contained within the report. The Chief Administrative Officer and Manager of Economic Development have reviewed this report and agree with the financial impact information.

RECOMMENDATION:

1. Authorize the Chief Administrative Officer or his designate to select qualified Brokerages to list and market Properties valued at \$250,000 or less. And negotiates a commission fee reflective of market rates and to enter into listing agreements with the selected Brokerages in accordance with the process and criteria listed in Appendix "A" & "B" of this RFD.
2. Authorize the Chief Administrative Officer or his designate to execute the listing agreements with the selected Brokerage.

STRATEGIC POLICY ALIGNMENT:

Brokerage services are NOT specifically mentioned in the last strategic plan document but it is mentioned as a priority in recommendations put forth by the Economic Development Advisory Committee, to let the private sector participate in processes where they have expertise and the tools to be more effective and efficient.


COMMUNICATIONS STRATEGY:

Local Real Estate Brokerages have the expertise and a number of Real Estate Marketing tools that can provide a more effective means to marketing and selling Town owned properties which will stimulate development.

MOTION: Councillor _____

That Council Authorize the Chief Administrative Officer or his designate to select qualified Brokerages to list and market Properties valued at \$250,000 or less. And negotiate a commission fee reflective of market rates and to enter into listing agreements with the selected Brokerages in accordance with the process and criteria listed in Appendix "A" & "B" of this RFD.

Seconded: _____



Prepared By: Sean Wallace
Manager of Economic Development



Approved By: Darryl E. Drohomerski
Chief Administrative Officer

APPENDIX "A"

Selection Process and Criteria for the Selection of Real Estate Brokerages for the Sale of Town Owned Properties

The process and criteria for the selection of real estate brokerages ("Brokerages") for the sale of Town owned properties valued at less than \$250,000.00 in respect of which the Chief Administrative Officer or his designate has determined that the focused market expertise of Brokerages with local experience is important ("Town Owned Properties") is as follows:

1. Administration review the Realtors Association of South Central Alberta and the Calgary Real Estate Board listing of Brokerages to identify Brokerages with offices in the Multiple Listing Services ("MLS") districts, in which the property to be listed for sale is located. If there are no eligible Brokerages within the relevant MLS district (based on the criteria below in item 2), Brokerages in adjacent MLS districts are considered.
2. Administration confirms that all of the Brokerages on the preliminary list are registered under the Real Estate Act of Alberta, 2008 ("RECA"). For properties located in the Town of Drumheller, the Brokerage must be a member in good standing of the Realtors Association of South Central Alberta and/or the Calgary Real Estate Board. In addition, all Brokerages must have access to MLS and their offices must be readily accessible to the general public and salespersons from other Brokerages. Administration must be satisfied that the Brokerages have sufficient staff to provide full service.
3. On the basis of the criteria listed above, a short list of qualified local Brokerages from which a selection will be made is established.
4. In order to ensure a fair distribution of listing and marketing assignments in the relevant MLS district, the final selection of the successful Brokerage is made on a random lottery basis from the short list of qualified Brokerages.
5. Once a Brokerage has been selected, a listing agreement, including a commission fee reflective of market rates, will be negotiated.
6. If negotiations with the selected Brokerage do not result in a signed listing agreement, the selection process will be repeated.
7. Once a Brokerage has listed a property in an MLS district, the selected Brokerage may not be considered for another listing in that MLS district for a period of six months. If all Brokerages within an MLS district have listed a property within a six month period, Brokerages in adjacent MLS districts may be considered at the discretion of the Chief Administrative Officer or his designate.

APPENDIX "B" PROCESS FOR THE MARKETING AND SALE OF TOWN OWNED PROPERTY

1. Industrial, commercial, institutional and substantial residential properties are listed with one of the Brokers selected from the Administration approved Roster.
2. While the marketing of Town-owned properties is predominantly conducted utilizing Brokers, in order to achieve certain Town objectives in connection with the disposal of any particular Town asset, certain alternative marketing options are used from time to time, e.g. Request for Proposals or a sale to an existing tenant, abutting owner, etc.
3. The Town's Broker is instructed to co-operate with all Brokers and that no "exclusive listings" will be permitted. The Broker markets the Town's property using various methods, including the use of the Multiple Listing Service.
4. Brokers are required to provide a Letter of Opinion of Value prior to execution of the Listing Agreement.
5. Brokers retained by the Town of Drumheller are required to execute a Listing Agreement which incorporates by reference a set of "Instructions to Listing Broker" to be followed when acting in the capacity as the Town's agent. In addition, the Listing Agreement requires the Broker to provide to each potential purchaser the standardized "Instructions to Prospective Purchasers" document to be drafted by administration.
6. The list price may be based on an appraisal report prepared by or commissioned by administration together with the Broker's Opinion of Value. From time to time, a property is listed for sale without a list price.
7. Brokerage commission fees are negotiated on the basis that the approved fee reflects the estimated selling price for the subject property as well as the services anticipated to be provided by a Broker. The payment of brokerage fees based on a percentage of the selling price provides brokers with an incentive to secure in the first instance, the highest offers available.
8. Brokers are required to inform purchasers that any Offers are required to be prepared on the Town's standard form unless specifically directed otherwise by administration.
9. Brokers are instructed to keep a written record of all showings and inspections and to provide administration with a monthly report or another frequency of reporting as determined by administration. Brokers are instructed not to reveal information as to the number of offers submitted or expected to be submitted.
10. Except in specific circumstances as may be determined by administration, a deposit of 10% by certified cheque or bank draft is required.
11. Unconditional offers are encouraged since, once Administration approval is secured, it is more probable that unconditional offers will close and the revenue from the sale will actually be realized.

AGENDA ITEM #6.5.1.

12. A specified deadline time and date to receive offers is set by administration and the Broker is required to provide this information to potential purchasers. The time and date of each submission is recorded. A sequential list of offers received is compiled by the Broker and provided to administration.
13. Offers are opened in the presence of at least two administration staff members. Unless it is felt that the Broker's advice will add value to the review process, the Broker is not privy to this process. No information as to the offer price(s) or the terms and conditions of any submitted offer(s) is provided to the Broker, any offeror or third party prior to publication of sale.
14. Where offer(s) are received, and in administration's opinion, the highest or only offer meets all the stipulated terms and conditions, is reasonably representative of market value and is materially higher than the next best offer, a report recommending acceptance of such offer may be submitted to Council.
15. Where offer(s) received are, in administration's opinion, reasonably representative of market value but contain conditions which administration is not prepared to recommend for acceptance or where offer(s) received (whether with or without conditions) are, in administration's opinion, within a narrow range of values, then administration may provide all offeror(s) with a further opportunity to submit their highest and best replacement offer by a newly stipulated deadline.
16. If either no offer(s) are received or, where offer(s) are received but administration is not prepared to recommend any for acceptance because administration's opinion is that the offer(s) either are materially less than market value or contain onerous conditions, administration's report for action on Selection of Real Estate Brokerages then administration may return offers received, if any, and either suspend the sale process or re-list the property with a new deadline time and date and the Broker will re-run the listing with the new stipulated information. If so, all prospective purchasers who had previously received the "Instructions to Prospective Purchasers" package will be so advised.
17. If a late offer is submitted, it is returned unopened, except where no return address has been stipulated or it has been sent by fax or email.
18. The Town has no obligation or duty to accept the highest, "best" or any offer, and may in its sole and absolute discretion, accept or reject any or all offer(s).
19. The purpose of such procedures is to ensure an open and transparent process for the sale of Town property. If and when necessary, administrations exercises discretion to accept or otherwise deal with minor technical variations from this process where, in the opinion of the Town Chief Administrative Officer, the result does not diminish the openness or transparency of the process.
20. Whereby if in the opinion of the Chief Administrative Officer specific political direction on any particular transaction should be sought at any stage of the process otherwise provided for herein (including, but not limited to, substantially varying the procedures outlined herein or granting exceptions thereto), the appropriate report will be submitted by administration.



DRUMHELLER

COUNCIL POLICY



DRONE USE

COUNCIL POLICY #C-07-19

THE PURPOSE OF THIS POLICY IS TO:

The purpose of this policy is to ensure public safety and privacy of Drumheller residents and to mitigate financial risks by installing additional regulations requiring adequate levels of insurance for commercial drone use, to protect people, and property, both private and public, from potential damage caused by commercial drone use.

POLICY STATEMENT

1. No commercial drone use will occur until a “Drone Use Application” is completed, signed by the applicant and submitted with all of the required information to the Chief Administrative Officer or their designate;
2. Drones must have a valid registration with Transport Canada;
3. Drone operators must have a valid “Advanced Operators License” from Transport Canada;
4. Approvals must be provided from any Government entities holding Restricted Airspace;
5. Drone operators must maintain visual line of sight at ALL times;
6. Take off and landing sites must be in a secured 200 ft radius area;
7. Drone operators must not fly within 100 ft of people, vehicles or buildings;
8. A site map and flight plan must be submitted with the “Drone Use Application” before any flight operations are approved;
9. Drone operators must not fly near Emergency Operations or advertised events such as concerts, parades, etc.;
10. Drone operators must not fly above the altitude of the Drumheller Municipal Airport runway which is approximately 122 metres (400 ft) above the elevation of the Red Deer River.
11. Drone operators must not fly anywhere near airplanes, helicopters or other drones;
12. Applicants must provide a certificate of Insurance naming the Town of Drumheller as an additional insured in the amount of \$2,000,000.00 dollars;

AGENDA ITEM #6.5.2.

13. Any fees for site rentals or other applicable fees must be paid by the applicant;
14. The Town of Drumheller does not charge an application fee;
15. The Applicant and drone operator are responsible for complying with all Federal, Provincial and Municipal Regulations concerning the Commercial use of drones;
16. If filming for an event, the applicant must have an emailed confirmation from the Event Organizer;
17. Recreational drone use is not permitted within the Municipality of Drumheller.

Date: _____

Chief Administrative Officer

Mayor of Drumheller



Drone Application

Permit: _____

A drone application is required for any drone usage on Town public property such as parks, facilities, roadways and sidewalks. Only commercial operators will be approved – Recreational use is not permitted on public property.

CONTACT INFORMATION

Business Name: _____ Drone Operator: _____

Address: _____ Town/Province: _____ Postal Code: _____

Email: _____ Phone: _____

DRONE DETAILS

Event Name and/or Purpose: _____

Number of Drones: _____ Weight of Drones: _____

Date of Drone Usage: _____ Location Take Off/Landing: _____

REQUIREMENTS

All documentation must be submitted before a permit can be issued:

- Minimum \$2 Million liability insurance naming Town of Drumheller as an additional insured;
- Copy of Advanced Operators license from Transport Canada;
- Copy of Drone registration from Transport Canada;
- If filming for an event, email confirmation from event organizer;
- Event site map detailing flight plan and secured take off and landing site;
- Fees for site rentals and other applicable fees (use of barriers, onsite Town safety officer, etc.)
- Any additional compliance requirements as identified by Town of Drumheller Administration.

By signing this application, the Indemnifying Party agrees to indemnify and save the Indemnified Party harmless from and against any and all claims, liability, loss, expenses, suits, damages, judgments, demands, and costs (including reasonable legal fees and expenses) arising out of (i) the acts or omissions of Indemnifying Party in connection with **Drone Use**, as described; or (ii) any accident, injury or death to persons, or loss of or damage to property, or fines and penalties which may result, in whole or in part except to the extent that such damage is due solely and directly to the negligence of the Indemnified Party. The Indemnifying Party shall defend and settle at its sole expense all suits or proceedings arising out of the foregoing.

Authorized Applicant Signature: _____

Print Name: _____

For office use only:

- Copies of required documents received
- Conformance of Transport Canada Regulations
- Circulate application, site survey & flight plan to the Drumheller Aerodrome, Drumheller Institute and Emergency & Protective Services and attach acknowledgments (if applicable)
- Fees received (if applicable)

Approved by: _____ Date: _____



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER



QUARTERLY REPORT FOR CAO

Name:	Darryl Drohomerski	Month:	April to June, 2019
--------------	---------------------------	---------------	----------------------------

FLOOD MITIGATION (TOWN ROLE) – Dyke Improvements - ongoing

Drumheller was approved under the Disaster Mitigation and Adaptation Fund Grant (DMAF) for dyke improvements with the project costs totalling \$55M. A interim project manager has been hired and we are preparing request for proposals for various activities in the project, as per Federal and Provincial procurement requirements. Funding from the Province has been delayed until the fall because of the election and new government reviewing all funding commitments.

FILL VACANCIES - completed

The Town has hired two senior positions: Dave Brett - Director of Infrastructure Services commenced employment on March 15th and Sean Wallace - Manager of Economic Development commenced employment on April 1st.

TOBOGGAN HILL- completed

The site by the Greentree water tower was selected and site preparation will start after Labour Day.

OFFSITE LEVY - outstanding

CAO recommended that the Town move forward with a new bylaw so that the Town is in compliance with the new MGA however not imposing new rates at this time. Existing rates are set at \$0.50 per sq. ft on total gross floor area based on exterior of building (for all floor levels) or land \$2000 per acre. Bylaw will come to Council in September for first reading.

ICF’s Meetings - outstanding

Meetings with neighbouring municipalities are being set up for September.

Collective Bargaining – in progress

An agreement was reached with Local 135 and ratified on May 13. Bargaining with Local 4604 is ongoing.

Issues in progress for the Next Quarter:

Civic Solar – negotiations are continuing with community solar project.

Parks and Recreation Master Plan – RFP will need to be included with Flood Mitigation work otherwise conflicts will arise with two projects.

CAO:

Office of the Chief Administrative Officer

Telephone: (403) 823-1339

	Created by DBott	Page 1
--	------------------	--------



DRUMHELLER

CORPORATE SERVICES



2nd Quarterly Report April 1 to June 30th, 2019

Q2 typically finds Corporate Services staff focused largely on catching up on work load following the demands placed on resources throughout the audit period. Additionally, a great deal of effort is put into the calculation, preparation and distribution of annual property and assessment notices as well as the recruitment of a large number of seasonal/temporary staff that is required to fulfill operational requirements over the summer.

2018 Audit & Financial Statements

Presented by Leon Pfeiffer, CPA, Partner RSM Canada, and adopted on April 29th

2018 was the final year of engagement under the past contract award. An RFP for Audited Services has recently been posted on Alberta Purchasing Connection and the Towns website. Following analysis on closing, it is anticipated that an RFD to be brought before council in September for award.

2019 Capital & Operating Budgets

Final drafts were presented and adopted in April.

Work has begun on the 2020-2024 operating budgets, both tax and utility supported.

Property Taxes

30 property owners (2018-39, 2017-34, 2016-24) were informed by way of letter that a tax recovery notification was placed on title, initiating the tax recovery process. These property owners will have until January 2021 to fully satisfy the arrears else enter into a Tax Arrear Payment Agreement with the Town. Failing to do so will result in the property being included in the 2021 tax arrears auction.

Approximately 4,900, 2019 Property Assessment and Taxation notices were mailed the week of May 12th as per the timelines stated with the MGA. Final date of complaint is July 24th. As of July 19th, there has been no formal assessment complaints filed.

Human Resources

Numerous bargaining sessions were held throughout Q2, with a 4 year agreement between the Town and CUPE 135 being ratified by both parties in early May.

Discussions continue with Local 4604 at this time.

Q2 is by far the busiest time for HR, engaging a number of additional staff to support the operational requirements of summer. All seasonal staff was engaged and onboard mid June with a couple of exceptions.

Town of Drumheller
224 Centre Street
Drumheller, AB T0J 0Y4



Telephone: (403) 823-1311
Fax: (403) 823-7739
E-mail: bmiller@dinosaurvalley.com
www.dinosaurvalley.com

Engagement of an HR Specialist has been initiated with a target start date being on or before September 1.

Recruitment of a Utility Manager has been unsuccessful prompting an RFP for the provision of recruitment services to be issued. Contract to be awarded by July 24th.

Recruitment efforts for Infrastructure Master Plan TCA Project Account to be reinitiated in Q3.

Homewood Health, our Employee Assistance Program benefit provider was invited to make a presentation on the various services readily available to our staff. Sessions were held at PW and BCF to allow an opportunity for all employees to attend. The Town provides this benefit to all employees regardless of employment status, and analysis has found that the services have been underused. It is hopeful that usage will increase with more awareness of the range of services in addition to counselling that are available.

Bylaw(s)

The following Bylaws were presented and adopted in Q2

- ✓ *05.19 Supplementary Tax*
- ✓ *07.19 Penalty on Unpaid Taxes*
- ✓ *10.19 Taxation Bylaw*

Staff Training

- ✓ 2 team members successfully completed the Scribe course (AEMA)
- ✓ 1 team member successfully completed ICS200
- ✓ Successfully completed the ICS300 as required in my role as DDEM

Utilities

- ✓ 11,964 utility invoices issued in Q2

Cemetery

- ✓ 5 burials

Primary Work In Progress

- ✓ Flood mitigation project – continued involvement with contract discussions, and providing necessary support for establishment of project offices (IT, supplies etc).
- ✓ 2020-2024 operating budgets
- ✓ Process/policy development to ensure future compliance regarding the Taxable Benefit of Vehicles noted as a finding in the 2018 CRA payroll audit.
- ✓ Draft RFP for the provision of Assessment Services to be posted in September
- ✓ Recruitment of HR Manager & Utilities Manager
- ✓ Fitting of the EOC

2019 Q2 Operating Statements

Following is the Q2 Draft Operating Statements both tax and utility supported. As we enter into prime maintenance and expenditure season, most functions are operating on or slightly under budget as anticipated due to seasonal work cycles.

Global expenses

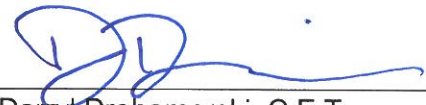
- Utilities, Gas is at 68% of budget – seasonal, will level off over summer
- Utilities, Electricity is at 33% of budget – timing differences, billing & settlements
- Utilities, Water & WW is at 19% of budget – largely seasonal exp (irrigation, fountain, pool)
- Salary & Benefits are at 42% & 44%
- Telephone is at 44% of budget
- Insurance is at 45% of budget
- Fuel is at 34% of budget

YTD Amortization expense is at 58% of budget

- Tax and utility supported functions have been recorded at 100% based on 2018 actual expense vs. budget values.

Prepared by:

Approved



Barbara Miller, CPA, CGA, CLGM
Deputy CAO/Director, Corporate Services

Darryl Drohomerski, C.E.T.
CAO

DRAFT

Tax Supported - As of June 30, 2019

	2019 Budgets		June 2019 YTD Actuals	Budget Difference	Budget Percentage Used	Mentionable Variance Explanations
	Final Budget	Budget				
Total 0001 General Municipal Revenues	-11,663,210		-5,819,203	-5,844,007	50%	Penalty revenue under budget \$25k - first major penalty levied on Sept 1 Licence revenue under budget \$4,300 Interest on Investments revenue over budget \$44k Franchise fees - under budget \$27k - timing, June fees not yet recorded or accrued
Total 1101 Legislative	348,020		155,054	192,966	45%	Salaries, benefits (global exp) under budget - \$19k - per diems for FCM issued in July - policy amendment not yet finalized Projects over budget \$1,300 - will level off over remaining 6 months, Volunteer Appreciation costs fully expended
Total 1201 General Administration	1,029,828		546,531	483,297	53%	MSI grant revenue under budget \$32,500 - notice of 2019-20 allocation not yet received Other income over budget \$4,500 - ATM machines, WCB rebate Salaries, Benefits under budget - \$20,522 - global exp Conventions/Registration & Travel exp under budget \$4,700 - to be expended in the fall Meeting exp under budget - \$2,300 Legal exp under budget \$10k - largely due to change in exp allocation from 1201 to the individual functions (Bylaw, Water etc) Insurance under budget - \$40k - global expense (allocation to be corrected) Other General Services exp under budget \$4,300 - largely provision for Christmas event Rebates over budget \$10,560 - tax cancellation re: fires plus Sandstone full year cancellation

<p>Total 1202 Town Hall</p>	<p>149,635</p>	<p>58,559</p>	<p>91,076</p>	<p>39%</p>	<p>Janitorial exp under budget - \$3,500 - provision for xtra/deep cleaning Repairs exp under budget - \$9,300 Utilities Electricity under budget - \$5k - global expense Utilities Gas over budget - \$2,500 <i>Global Leverage</i> Internet exp under budget - \$5,200 - a result of moving to point to point Software & Upgraded under budget - \$5k Education exp under budget - \$3,750 - software training planned for fall Repairs exp over budget - \$2,300 Software/Support under budget - \$5k - provision for additional/enhanced services, not yet expended Other General Supplies over budget - \$3k - provision largely for PC evergreen program- should level off over balance of year</p>
<p>Total 1203 Computer Services</p>	<p>232,900</p>	<p>100,293</p>	<p>132,607</p>	<p>43%</p>	
<p>Total 1204 Communications/Public Relations</p>	<p>142,230</p>	<p>54,507</p>	<p>87,723</p>	<p>38%</p>	<p>Salaries, benefits exp under budget - \$4k - global expense Advertising & Promo exp under budget - \$4,200 Project exp under budget - \$2k - provision for public participation Sale of Information revenue over budget \$2,500 - criminal records Fine revenue under budget - \$11k Salaries, benefits exp under budget - \$4,3k - global expense - bargaining not yet complete Policing exp over budget - \$60k - fees are accrued and reconciled at Fed year end - part seasonal (OT costs) - overbudget should level out over the balance of the year - includes provision for anticipated wage settlement costs Safety Materials, Clothes under budget \$2,100 Other General Supplies under budget - \$3,400 - provision for truck cap and radios not yet expended</p>
<p>Total 2101 Police Services</p>	<p>1,165,718</p>	<p>617,485</p>	<p>548,233</p>	<p>53%</p>	

<p>Total 2301 Fire Protection</p>	<p>432,300</p>	<p>184,532</p>	<p>247,768</p>	<p>43%</p> <p>Revenue (Other municipalities) down - \$4k <i>- billed annually in December</i> Revenue Other - over budget - \$4,400 <i>- TCP vehicle donation</i> Salaries, benefits under budget - \$9,300 <i>- global expense</i> Communication exp under budget - \$2,500 <i>- provision for AFRRACS radios</i> Repairs exp under budget - \$4,400 Insurance exp under budget \$6,300 <i>- global expense</i> Safety Materials exp under budget \$5,200 <i>- provision for turnout gear not yet expended</i> Other General Supplies exp over budget - \$4,300 <i>- recorded TCP vehicle (offset by revenue)</i> Fuel exp under budget \$2,200 <i>- global expense</i> Utilities - Electricity exp under budget \$2,000 <i>- global expense</i> Amort exp under budget - \$4k</p>
<p>Total 2401 Disaster Services - Risk Management</p>	<p>113,180</p>	<p>40,067</p>	<p>73,113</p>	<p>35%</p> <p>Salaries, Benefits exp under budget \$24,200 <i>- global expense</i> Project exp over budget \$16,400 <i>- Wayne flood restoration costs to be offset through DRP claim</i> Other General Supplies over budget \$3,800 <i>- provision for annual safety meeting & awards cost</i> Interest exp under budget - \$8,700 <i>- flood mitigation debenture not yet drawn</i></p>
<p>Total 2601 Safety Codes - Drumheller</p>	<p>14,185</p>	<p>3,265</p>	<p>10,920</p>	<p>23%</p> <p>Revenue Permit sales under budget - \$3,500 Salaries, benefits exp under budget \$2,900 <i>- global expense</i> Other Professional exp under budget - \$2,400 <i>- cost of servicing permits sold</i></p>
<p>Total 2602 Safety Codes - Palliser</p>	<p>10,475</p>	<p>-276</p>	<p>10,751</p>	<p>(3%) Salaries, benefits exp under budget \$4,500 <i>- global expense</i></p>
<p>Total 2603 Development Permits</p>	<p>67,890</p>	<p>20,406</p>	<p>47,484</p>	<p>30%</p> <p>Revenue Permit sales over budget - \$7,800 Salaries, Benefits under budget - \$7,500 <i>- global expense</i></p>
<p>Total 2610 Animal Control</p>	<p>15,800</p>	<p>2,345</p>	<p>13,455</p>	<p>15%</p> <p>Revenue, License fees - over budget \$4k</p>

<p>Total 2611 Weed Control</p>	<p>32,270</p>	<p>5,795</p>	<p>26,475</p>	<p>18%</p>	<p>Seasonal expenditure Revenue Custom work under budget \$5k Other General Services exp under budget - \$115,500 - provision for contract spraying - provision for contract spraying</p>
<p>Total 2612 Mosquito Control</p>	<p>57,570</p>	<p>634</p>	<p>56,936</p>	<p>1%</p>	<p>Seasonal expenditure Salaries, benefits exp under budget \$2k - global expense Contracted spraying exp under budget - \$12,500 Chemicals exp under budget - \$12,500</p>
<p>Total 3101 Engineering Administration</p>	<p>604,040</p>	<p>263,451</p>	<p>340,589</p>	<p>44%</p>	<p>Salaries, Benefits exp under budget - \$26k - global expense Communication exp under budget - \$4,400 - largely due to allocation of radio license fees Other Professional exp under budget \$2k</p>
<p>Total 3102 Workshop and Yards</p>	<p>337,080</p>	<p>200,979</p>	<p>136,101</p>	<p>60%</p>	<p>Salaries, Benefits exp over budget - \$11,400 - global expense Janitorial exp over budget \$2,200 Repairs exp over budget \$5,600 Insurance exp under budget \$3k - global expense Other General Services exp under budget \$3k Safety Materials exp under budget \$2,400 Other General Supplies exp over budget \$5k Utilities Electricity exp over budget \$4,700 Utilities Gas exp over budget \$13,800 - global expenses, gas should level off over summer</p>

<p>Total 3202 Roads and Streets</p>	<p>1,097,315</p>	<p>845,113</p>	<p>252,202</p>	<p>77%</p>	<p>Revenue - Custom Work under budget \$3k Salaries, Benefits over budget - \$18,900 - <i>global expense</i> Repairs under budget- \$16,800 - <i>seasonal provisions (bridge inspections, ditch cleaning, swales)</i> Insurance exp under budget \$7k - <i>global expense</i> Other General Services exp over budget \$5,200 - <i>unbudgeted Hydrovac</i> Other General Supplies under budget \$2,500 Fuel exp under budget \$8k - <i>global expense</i> Chemical exp under budget \$7,500 - <i>provision largely calcium chloride (dust control)</i> Sand, Gravel under budget - \$19k - <i>entry recorded at year end inventory count</i> Amortization exp over budget - \$332k ** the budget does not reflect 100% of amortization exp in this function however monthly exp is recorded at a rate equivalent to the 2016 actual expense</p>
<p>Total 3203 Street Lighting</p>	<p>519,650</p>	<p>142,863</p>	<p>376,787</p>	<p>27%</p>	<p>Revenue Other Income under budget - \$5k - <i>provision for conversion from non-invested to invested</i> Salaries, benefits under budget \$3,650 - <i>global expense</i> Repairs exp under budget \$4,900 Utilities exp under budget - \$112,450 - <i>timing, settlement billing yet to be received</i> - <i>global expense</i></p>
<p>Total 3204 Traffic Services</p>	<p>49,560</p>	<p>27,659</p>	<p>21,901</p>	<p>56%</p>	<p>Other general services exp over budget - \$6,750</p>

Total 3301 Airport	132,660	38,642	94,018	29%	Revenue(Av fuel) & COGS under budget - \$15k Salaries, benefits under budget \$3600 - <i>global expense</i> Contract exp under budget \$2,500 - provision for line painting not yet expended Repairs exp under budget - \$9,900 - <i>(seasonal work) provisions for painting garage and crackfilling</i> Insurance under budget \$2,175 - <i>global expense</i> Other General Services under budget \$3,500
Total 4301 Garbage Collection	300,500	152,435	148,065	51%	Salaries, Benefits over budget - \$11,200 - will level off <i>provision was largely for spring clean up</i> - <i>global expense</i> Contracted Services under budget \$8,800 Repairs exp under budget \$2,200
Total 5101 FCSS Administration	-72,855	24,055	-96,910	(33%)	As per funding agreements with FCSS, operating results of all 51xx function accounts equate to 20% of expenses
Total 5103 Seniors Services	76,540	39,328	37,212	51%	Funding agreement = 80% FCSS, 20% Town
Total 5105 Seasonal FCSS Programs	27,325	2,913	24,412	11%	
Total 5121 Indirect Programs	55,000	12,500	42,500	23%	
Total 5301 Seniors Foundation	0	174	-174	0%	
Total 5302 Non-FCSS Programs - CBI	12,825	4,254	8,571	33%	Funding agreement CBI
Total 5601 Cemetery	18,410	8,190	10,220	44%	Revenue - Land under budget \$7k Other General Services under budget - \$3,500 Other General Supplies exp under budget \$2,300 Fuel exp under budget \$1,500 - <i>global expense</i>
Total 6101 Municipal Planning	111,725	55,861	55,864	50%	
Total 6201 Economic Development	189,190	65,519	123,671	35%	New Manager Ec Dev engaged - most line items under budget as Sean becomes familiarized

Total 6202 Valley Bus Society	81,490	38,758	42,732	48%	Revenue - Custom Work under budget \$2,450
Total 6204 Tourism	127,585	5,955	121,630	5%	Revenue - Other under budget \$2,500 Salaries, benefits exp under budget \$22,180 - global expense Advertising exp under budget \$3,575 Contract exp under budget \$28,750 - provision for Chamber not yet expended Grant exp under budget \$5k <i>provision for Travel Development not yet awarded</i>
Total 6601 Subdivisions and Developments	12,700	5,591	7,109	44%	Revenue (land sales) under budget - \$125,600 - land sales YTD COGS exp under budget - \$112,900 Trsf to Reserve exp under budget - \$11k
Total 6602 Land Rentals	-3,700	-1,875	-1,825	51%	
Total 6701 Public Housing	92,669	40,601	52,068	44%	Revenue (Other income) over budget - \$30k - surplus operating funds returned Drum Housing Contract expense under budget - \$5,500 - provision for 10% operating deficit recorded at ye Trsf to Reserve exp over budget - \$30k - surplus funds received trsf to Housing reserve
Total 6902 Tourist Info / DRCDT	1,600	900	700	56%	
Total 6904 Old Cells	4,827	2,061	2,766	43%	
Total 6905 RCMP Building	37,668	17,321	20,347	46%	Repair exp over budget - \$2,900 Other General Services under budget \$3,275
Total 7201 Recreation Administration	742,335	357,837	384,498	48%	Salaries, benefits exp under budget 413,630 - global expense Amortization exp over budget - \$4,375
Total 7202 Aquaplex	676,370	271,804	404,566	40%	Revenue under budget \$10,675 Salaries, Benefits under budget - \$43,850 - global expense, seasonally impacted Repairs exp under budget - \$7k - will level off over summer Other General Supplies exp under budget \$2,875 Chemical exp over budget - \$4k Utilities exp under budget - \$15,375 - global expense

AGENDA ITEM #7.2.

<p>Total 7203 Arena</p>	<p>588,725</p>	<p>196,925</p>	<p>391,800</p>	<p>33%</p>	<p>Revenue under budget - \$6,250 Salaries, Benefits under budget - \$58k - <i>global expense, largely seasonal</i> Repairs exp under budget \$28,750 Insurance exp under budget - \$9,250 - <i>global expense</i> Other General Services exp under budget - \$7,600 Other General Supplies over budget - \$7,600 Chemical exp under budget \$2,800 Utilities exp over budget - \$2,500 - <i>global exp, timing, settlement billing to come, seasonal</i> Utilities (Water) exp under budget - \$5,800 - <i>seasonal usage</i></p>
<p>Total 7204 Parks and Playgrounds</p>	<p>538,045</p>	<p>168,305</p>	<p>369,740</p>	<p>31%</p>	<p>Revenue under budget \$12,500 - <i>rentals, other, grants</i> Revenue - Donation over budget \$10k - Rotary Salaries, benefits exp under budget \$44,50 - <i>global expense, seasonal</i> Repairs exp under budget \$8,500 Other General Services under budget 416,750 Contracted Services under budget \$3,300 Fuel exp under budget \$3,775 Chemical exp under budget \$7,300 Utilities exp under budget \$3,900 <i>global expense</i> Salaries, Benefits exp under budget - \$50k - <i>global expense, seasonally impacted</i> Repairs exp under budget - \$11,600 Fuel exp under budget - \$5,300 - <i>global expense, seasonally impacted</i> Utilities Water exp under budget - \$31k - <i>timing, irrigation billed at end of season</i></p>
<p>Total 7205 Seasonal Recreation Programs</p>	<p>8,460</p>	<p>2,688</p>	<p>5,772</p>	<p>32%</p>	<p>Seasonal expense - Summer Fun program runs July & August</p>
<p>Total 7206 Curling Club</p>	<p>15,520</p>	<p>4,108</p>	<p>11,412</p>	<p>26%</p>	<p>Insurance exp under budget \$4,000 - <i>global expense</i></p>
<p>Total 7402 Library</p>	<p>323,240</p>	<p>157,224</p>	<p>166,016</p>	<p>49%</p>	<p>Grant exp under budget \$4,400 - <i>Marigold provision not fully expended as of yet</i></p>

Total 7404 Community Facility	970,100	327,127	642,973	34%	Revenue under budget - \$37,250 Salaries, Benefits exp under budget - \$6,400 - <i>global expense</i> Advertising exp under budget \$2,650 Repairs exp under budget - \$13,925 Software exp under budget - \$2,900 Education exp under budget \$3,650 Janitorial exp under budget \$6,100 - <i>provision for deep cleaning not yet expended</i> Insurance exp under budget \$4,600 - global expense Other General Services exp over budget \$4,425 Project exp over budget - \$3,625 Other General Supplies exp under budget - \$10,525 Utilities exp under budget - \$19k - <i>timing, settlement billing to come</i> Grant to exp under budget - \$4k Penalties exp under budget - \$3,450
Total 7411 Community Events	174,610	19,347	155,263	11%	Seasonal Revenue - Grant under budget \$2,450 Salaries, benefits exp under budget \$33,375 - <i>global expense</i> Projects exp under budget \$35k - Canada Day, Plaza, Community Events
Total 9702 EDUCATION REQUISITION	0	623	-623	0%	
Total Tax Supported	0	-530,770	530,770	0%	

Utilities Supported - As of June 30, 2019						
	2019 Budgets		June	Budget	Budget	
	Final Budget		2019 YTD Actuals	Difference	Percentage Used	
Total 4101 Water Administration	-1,732,840		-735,074	-997,766	42%	<p>Revenue under budget - \$146k - <i>consumption is seasonal</i> Revenue (Penalties) under budget - \$2,500 - <i>water servicing agreements not recorded until YE</i> Salaries, benefits exp under budget - \$10,800 - <i>global expense</i> Other General Services exp under budget - \$2,950 Amortization exp under budget - \$2,425 - <i>global expense</i></p>
Total 4102 River Intake Pump Station	71,035		24,857	46,178	35%	<p>Salaries, Benefits exp under budget - \$2,500 - <i>global expense</i> Other General Services exp under budget - \$3,450 Chemicals exp under budget - \$4,800 Utilities exp over budget - \$3,250 - <i>global expense</i> - <i>global expense</i> Repairs exp under budget - \$2,150 Chemical exp under budget - \$4,630 Utilities exp over budget - \$7,200 - <i>global expense</i></p>
Total 4103 Low Lift Pump Station	25,915		2,772	23,143	11%	<p>Salaries, benefits exp under budget - \$2k - <i>global expense</i> Repairs exp under budget - \$4,350 Other General Services exp under budget - \$3,800</p>
Total 4104 Raw Water Reservoir	18,870		2,818	16,052	15%	<p>Other General Services exp under budget - \$4,450</p>

DRAFT

	2019 Budgets		June 2019 YTD Actuals	Budget Difference	Budget Percentage Used	Mentionable Variance Explanations
	Final Budget					
Total 4105 Purification and Treatment	1,030,235	313,899	30%	716,336	30%	Salaries, Benefits exp under budget - \$41,500 - <i>global expense</i> Other Professional exp under budget - \$5,000 - <i>provision for QC consultant</i> Repairs exp under budget - \$53,000 - <i>provisions for paving lower lot and UV parts not yet expended</i> Insurance exp under budget - \$4,000 - <i>global expense</i> Other General Services exp under budget - \$15,800 - <i>provision for air compressor dryer mtce (contractor)</i> Chemicals exp under budget - \$65k Utilities exp under budget - \$15k - <i>global expense</i> - <i>timing, settlement costs to follow</i>
Total 4106 Transmission and Distribution	587,685	174,900	30%	412,785	30%	Salaries, Benefits under budget - \$58k - <i>global expense</i> Repairs exp under budget - \$29,500 Insurance exp under budget - \$17k - <i>global expense</i> Fuel exp under budget - \$3,900 - <i>global expense</i> Utilities exp under budget - \$4,950 - <i>global expense</i> - <i>timing difference</i>
Total 4201 Sewage Administration - Drumheller	-827,900	-355,046	43%	-472,854	43%	Revenue (utilities) under budget - \$71k - <i>seasonal</i> Revenue (other income) under budget - \$3k Salaries, Benefits under budget - \$10,575 - <i>global expense</i>
Total 4203 Sewage Administration - East Coulee	-60,000	-30,104	50%	-29,896	50%	

	2019 Budgets		June 2019 YTD Actuals	Budget Difference	Budget Percentage Used	Mentionable Variance Explanations
	Final Budget	Used				
Total 4211 Sewage Collection - Drumheller	446,510	139,652	306,858	31%	Revenue (other) over budget - \$3,400 - <i>WCB rebate</i> Salaries, benefits exp under budget - \$19,500 - <i>global expense</i> Repairs exp under budget - \$19,275 Insurance exp under budget - \$2,700 - <i>global expense</i> Other General Services exp under budget - \$21k Chemical exp under budget - \$3k Utilities exp under budget - \$10,900 - <i>global expense</i> - <i>timing difference</i>	
Total 4213 Sewage Collection - East Coulee	31,520	8,078	23,442	26%	Interest exp under budget - \$7,300 - budget allocation correction required (see 4223)	
Total 4221 Sewage Treatment - Drumheller	591,645	248,549	343,096	42%	Salaries, Benefits over budget - \$8,650 - <i>global expense</i> Other Professional exp under budget - \$5k - <i>provision for QC consultant</i> Repairs exp under budget - \$12k Chemicals exp under budget - \$4,650 Utilities exp under budget - \$12k - <i>global expense</i> - <i>timing difference</i>	
Total 4223 Sewage Treatment - East Coulee	80,825	45,506	35,319	56%	Salaries, Benefits over budget - \$2,750 - <i>global expense</i> Interest exp over budget - \$6,750 - <i>budget allocation correction required (see 4213)</i>	
Total Utility Rate Supported	263,500	-159,193	422,693	(60%)		



DRUMHELLER

INFRASTRUCTURE SERVICES



Infrastructure Services Report on Corporate / Operational Priorities Second Quarter April 1 – June 30, 2019

HEALTH AND SAFETY

	Total	Q1	Q2	Q3	Q4
Incident	1	0	1		
Accident	3	0	3		
First Aid/Injury	3	0	3		
Near Miss	3	1	2		
Work Refusal	0	0	0		
Number of Incident Reports	10	1	9		

2018 STRATEGIC BUSINESS PLAN

Adopted by Council on January 8, 2018

CORPORATE PRIORITIES

Ball Diamond Upgrades

- Work on Newcastle #3 completed week 2019 May 6.

Aquaplex Update

- Outdoor pool repairs will be awarded to contractor to expedite repairs.

Arena

- Brine Header Trench – awarded to Berg Chilling, work started 2019 July 16.

Street Improvement Program

- Request for Proposal was posted end of April; project was awarded 2019 June 11 to T.J. Paving in the amount of \$ 885,104.27. Total project cost including engineering fees will not exceed budget amount of \$ 1,000,000. Due to a gap between the bid amount and budget amount, additional sites will be added to the work list.

- Work is scheduled to begin week of 2019 Aug 6 with substantial completion by 2019 Oct 1.

Dog Park Fence

- Dog Park was completed 2019 July 3 and the opening was scheduled for July 5 but cancelled due to heavy rain.

- A grand opening is scheduled for 10:00 am on 2019 July 26.

Plaza 1.5

- Outdoor plaza and stage were brought up to useable condition, with stage scheduled for completion week of 2019 July 22.

- Event activities commenced in plaza on 2019 June 29.

2019 Spring Cleanup

AGENDA ITEM #7.3.

- 2019 Spring Clean up took place during the period of 2019 April 27 to May 9.
- 2019 Spring Clean up report provided to Council on 2019 June 24.

OPERATIONAL PRIORITIES

Work Order (VADIM)

Period	Total	Q1	Q2	Q3	Q4
Created	154	154	173		
Completed	141	141	157		
Outstanding	13	13	16		

Ratio	Target	Total	Q1	Q2	Q3	Q4
Completed	85.0%	91.6%	91.6%	90.8%		

Water and Wastewater Treatment

		Total (YTD)	Q1	Q2	Q3	Q4
Water Treatment Plant Treated Flows	Cubic Metres	694,557	319,271	375,286		
Wastewater Treatment Plant Treated Flows	Cubic Metres	395,864	199,958	195,906		

Fountain Update

- APL Water Fountain has been shut down following the 2019 July 8 Council Meeting.

East Coulee Lift Station

- The Request for Proposal closed on July 4; RFD presented to Council for approval on 2019 July 22.

Beautification / Town Entrances (ongoing project)

- Trees supplied to various business on the Tourism Corridor.

WWTP/WTP HVAC (ongoing project)

- Awarded to Vital Engineering on 2019 May 22
- Investigation underway.

Report Writer:	Dave Brett, P. Eng, PMP 	CAO:	Darryl E. Drohomerski, C.E.T.
Position:	Director of Infrastructure Services		



PROTECTIVE SERVICES REPORT ON CORPORATE / OPERATIONAL PRIORITIES April 1, 2019 – June 30, 2019

COMMUNITY STANDARDS BYLAW

The Community Standards Bylaw #06-19 received final reading and was passed on April 29, 2019. An Open House was held for the community to attend and discuss the new bylaw on April 17 at the Badlands Community facility.

FENCED DOG PARK

Tender closed on March 21, 2019. A contractor was selected and construction of the dog park was completed in June. A ceremony to open the new park was scheduled for early July but was cancelled because of wet conditions.

ELKS DEMOLITION-NEW PLAZA

The demolition of the Elks Building was completed March 29, 2019. It was clear the contractor was extremely careful in this project and public works commenced plaza construction shortly after it was taken down.

HOODOO PARKING PILOT PROJECT

Council's pilot project for charging a parking fee at the Hoodoos for visitors began at the end of June. It shall continue for July and August and terminate in early September. The fee is \$2.00 and the collection is conducted by temporary staff who will be on site in a clearly marked station with a protective tent in a delineated area. We have tried different sites as the collection point and it appears the most advantageous and safe position is on the access road to the site approximately halfway down. We have signage indicating the fee collection site and welcoming visitors. The persons hired have been reported on well by citizens and visitors and are conducting themselves as parking attendants but also advise tourists on points of interest in the valley, accommodations and restaurants. The director has been advised by the attendants that many visitors when advised of the reason for the parking fee often offer more money than they are initially asked to pay. Some pay the \$2 then visit the site and give more money on the way out citing that in their opinion they agree work is needed for improvements. If they are asked staff on site advise citizens that town council is seeking to raise funds to improve the visitors' experience and the cost of the parking area upgrade.

CAT & DOG LICENSING

Petcentive program ran from January 1st to February 15th, 2019. We had a \$400 budget for the campaign and utilized the funds to buy break free nylon collars as an incentive to license cats. The incentive was pushed on our social media platforms and Town website. In 2018 we licensed a total of 58 cats; in only the first 6 weeks of 2019 we licensed 81 cats. As of the end of June we have licensed 93 cats and the slowing down of registration appears to have occurred when our campaign drive also ended. The campaign was successful and staff are seeking ways to run other programs and campaigns to generate more interest in the public voluntarily licensing their pets as some only register their animal when it may surface during a bylaw investigation.

Town of Drumheller
224 Centre Street
Drumheller, AB T0J 0Y3

Protective Services
www.dinosaurvalley.com

Telephone: (403) 823-1363
Telephone: (403)823-1323
Fax: (403) 823-7739

E-mail: gpeters@dinosaurvalley.com
E-mail: fchief@dinosaurvalley.com

MUNICIPAL EMERGENCY PLAN

Work continues being done to rewrite the plan. Municipal Emergency Management Agency Meeting was held March 21, 2019. Monitoring of the Alberta Rivers website is constant done by the director to get current flow rates and to anticipate how the Town could be affected at any time. The police and other Town staff assist when requested in the visual monitoring and assessment of the river and waterways. To date this year's snow melt occurred with causing little hazard to the community. We monitor weather forecasts, rainfall amounts in the river basin and collecting waterways districts. The director converses regularly now with Darwin Durnie the Chief Resiliency and Flood Mitigation Officer about a variety of issues pertaining to flood mitigation and emergency response and how we shall work united through the myriad of issues that will arise as we progress implementing the changes coming to further protect our community. On May 13 staff attended a provincial emergency stockpile and readiness workshop in Aldersyde. Demonstrations were closely observed on the deployment and use of several flood mitigation items some already in use and some proposed. A very good demo on the placement and inflation of portable dyking resources such as dam bags and tiger dams was very valuable. The tiger dams the Town was loaned by the province have been returned. The province does have a large inventory at Aldersyde of various equipment that we can access if the need arises.

EMERGENCY SCENARIO TABLE TOP EXERCISE

This exercise shall be completed in conjunction with Aema field officers, regional partners, town staff and other government agencies. It has been rescheduled to October 23. The list of participants shall be compiled as the work develops. We have received a provincial grant and shall be using a contractor to assist us plan and execute the exercise. The Chief Resiliency and Flood Mitigation Officer Darwin Durnie has also been consulted and together he and the director look forward to this taking place.

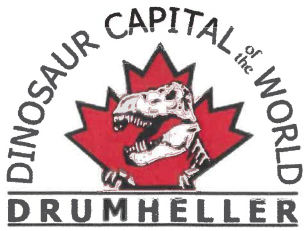
DERELICT VEHICLE INITIATIVE

We are continuing this initiative to ostensibly remove unused/derelict vehicles from properties. Enforcement officials have encountered a wide variety of reasons citizens wish to keep derelict vehicles. Our efforts shall continue.

DESTRUCTIVE ANIMAL CONTROL WORK

With the assistance of a contracted registered trapper work continues to control the numbers of beavers in waterways throughout the community. This work shall carry on indefinitely and intermittently.

Greg Peters
Director of Protective Services



AGENDA ITEM #7.5.

Manager of Economic Development Report

Quarterly Report April 1st to June 30th, 2019

Non-FOIP

1. Research & Statistics -

Our demographic and economic indicators service is currently compiling data from a number of Government databases. This should be completed before Sept. 15th. The new database by Townfolio allows us a great deal of flexibility in terms of using our own statistics as well as a customizable approach to developing profiles specific to the target audience (specific industries/sectors, professions and demographic segmentation). A savings of \$12,000.00 over three years will be realized by using Townfolio.

2. Investment -

Seniors Housing Complex

We have been working with a private seniors' healthcare provider called Statesman for the last 2 months to develop a 160 room state of the art seniors' living facility. The investment is worth approximately \$20 to \$30 million dollars and could employ 250 to 300 individuals. Statesman asked us to disseminate a short survey to the Community to evaluate feasibility which was release on July 16, 2019.

3. Administrative -

Sales Funnel

Economic Development is utilizing "Customer Relations Management (CRM)" software to log and track leads through the sales process. Although this is a private sector tool; it has been adapted to our Municipal Investment attraction processes.

Since beginning April 1st a total of \$67,800,000.00 in lead generation has been inputted into the sales pipeline with an average probability rate of 45% or \$31, 510,000.00 in forecasted development over the next 2 - 4 years.



AGENDA ITEM #7.5. **Manager of Economic Development Report**

Quarterly Report April 1st to June 30th, 2019

Non-FOIP

Seminars

Two seminars are planned for the fall of this year. The first is a Succession Planning seminar where we've partnered with the Chamber of Commerce and Community Futures and the second is a Land Use Bylaw public consultation. A "Development Process" seminar was held in June with only 5 in attendance even though it was well publicized.

Land Use Bylaw Review

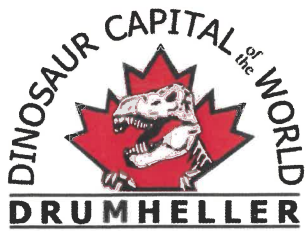
Development Staff and Palliser have started the Land Use Bylaw review. The reason for the review is to update to current standards but also make it more development friendly. I have advised development staff, as well as Palliser, that EDAC will be a part of this process providing input from an economic development perspective.

Drone Use Policy

Drone use in Canada has increased significantly in the last 10 years and as a result, municipalities are instituting policies and permitting for public safety and privacy protection. Council will receive a draft policy and application for approval.

Downtown Revitalization RFP

The Request for Proposal for the Downtown Area Revitalization Plan was released on July 15, 2019, with an August 22, 2019, close date and a September 21, 2019, project start date. The final plan will be submitted on September 22, 2020.



AGENDA ITEM #7.5.

Manager of Economic Development Report

Quarterly Report April 1st to June 30th, 2019

Non-FOIP

Sale of Town Owned Property

A Request for Decision (RFD), Real Estate Brokerage Selection Criteria and Process for Marketing and Sale of Town Owned Property has been developed as a way to expedite the sale of Town owned property and cut "Red Tape". The process also allows for a high level of accountability and transparency. The RFD proposal was developed based on the best practices of a number of major urban centres that use the same process for engaging private sector Real Estate Brokerages to sell land.

Economic Development Reserve

Council accepted a proposal to establish an Economic Development Reserve Fund last May.

Business Licenses

This Quarter the Town of Drumheller processed:

Non Resident	14 Business Licenses
Resident	7 Business Licenses
Home Occ.	1 Business License

Development Office (Report Attached)

This Year the Town of Drumheller Processed:

Compliance Letters	26
Zoning Letters	2
Development Apps.	92
Environmental Rev.	3



DRUMHELLER

COMMUNICATIONS



COMMUNICATIONS CORPORATE / OPERATIONAL PRIORITIES

April 1 to June 30 2019

DINO BRANDING IMAGE ENHANCEMENT

There have been three meetings of the branding committee where discussions included what makes a good brand and what along with dinosaurs what brand are associated with Drumheller.

The group met with Roger Brooks at the end of June to discuss our brand.

The group drafted an online survey which will be going out to residents and we would like to hold some focus groups with young people and other key audiences to get their thoughts on what the brand should be. The survey will go out the week of July 29 and be out for 2 weeks. There will be a prize draw to encourage people to take part. Once the results are in these will be collated and then we will look at hiring a design/brand firm to create the logo and brand design.

Roger Brooks suggested the creation of a Destination Drumheller group and some members of the branding group will join that group to start implementing some of his recommendations.

COMMUNICATIONS PLAN

This plan has been completed.

FLOOD MITIGATION

The communications plan will be updated we are now in a different phase. Other communication options such as education programs will be investigated. We are up to 350 people signed up for the newsletter. The information booth at the Chamber of Commerce Expo was well received. There was also a flood preparedness float in the Canada Day parade.

TOWN APP

An RFP has been drafted to go out for the production of a Town App. This will include the suggestions from Council.

WEBSITE

Editing and updating content on the website is ongoing in order to be up to date before the RFP is sent out for website redesign.

Julia Fielding

Communications Officer



**RECREATION, ARTS, CULTURE REPORT ON
CORPORATE / OPERATIONAL PRIORITIES and UPDATES
2nd QUARTER 2019
(April – May – June)**

UPDATE INFORMATION

Aquaplex

Total Attendance:	11 647 people
Scheduled Swims	6883
Drop-in	2504
Members	3132
Aquafit	1188
Other (tickets, preschool, etc)	1547
Lessons & courses	497
Other user groups	4272
(School lessons, Edutours, Canadian Badlands Aquatic Club, private rentals)	

- Edutours and school bookings were steady right until the end of June. The last 3 days of June saw almost 650 kids!
- Swim Club wrapped up at the end of April and Long Course wraps up at the beginning of July. They have 2 swimmers going to Championships and 1 going to Nationals. Good luck to them!
- Outdoor pool preparations started with the hopes of opening at the end of June. Some unexpected leaks were detected that have delayed the opening.
- We continue to offer Aquatic Certification course in the hopes that we are training future employees.

Badlands Community Facility

Number of permits occurred at the BCF: 213

Summary of Events in this quarter:

(14) Administrative/Internal	(0) Anniversary	(9) Banquet	(7) Birthday parties
(2) Concert/Performances	(2) Conferences	(22) Drop-in Programs	(2) Fundraiser
(3) Maintenance	(29) Meetings	(1) Memorials	(24) Non-for-Profit
(46) Registered Programs	(2) School groups	(29) Sport/Competition	(8) Tradeshow
(6) Training	(7) Weddings		

- Successfully hosted the Royal Canadian Legion Convention (approx. 450 attendees) as well as the Canadian Angus Association National Convention and Trade Show (approx. 350 attendees) as our major events this quarter.
- 3 different filming crews have used the BCF Banquet Halls and Parking Lot for their crews and extras this quarter.
- Completed the ParticipACTION Community Better Challenge and although we did not win the big prize, we did get a \$500 grant to put it on. We will build on this for the future.
- Hours of operation were adjusted to be closed on Statutory Holidays and starting in July the facility hours will be reduced by one hour. We have seen a reduction in passes, memberships sales and uses this quarter. Unsure if this is relative to changes but we will need to keep an eye on it.

AGENDA ITEM #7.7.

- Winter programming came to an end with strong participation numbers in some specific programs.
- The Drumheller Community Guide (Summer/Fall) was made available to the public and online in June. It offers a variety of opportunities! This is a new timeline and registrations are now open.
- Fitness on Demand has been discontinued at the facility.
- Camp BCF is ready to go for the summer with some fantastic weeks planned!
- Working our way through the tender process to install new basketball nets.
- Canada Day Celebrations were a huge success again and a big thank you to staff from all departments that help in so many ways.
- Continue to partner with Early Childhood Coalition, Parent Link, Family Fun Coalition and Alberta Health Services with a variety of programs and events.
- Social Media Statistics (Likes and followers) continue to increase each quarter.
- 9 people have taken advantage of the Recreation Fee Assistance Program with memberships this quarter; 5 at the Aquaplex and 4 at the BCF. Aquaplex has seen a jump in RFAP Admissions with 65 drop in purchases.

Heritage, Arts and Culture

- The Committee is working on activities for Alberta Culture Days which will be September 28.

Darren Goldthorpe
Manager of Recreation, Arts and Culture



Darryl Drohomerski
CAO

**STATISTICS
MEMBERSHIP SALES**

Membership total sales (By package) in Q2 (April to June)

	2019	2018	2017	2016	2015	2014	2013	*2012	TOTAL	5 year average
Multi-Facility										
10 Pass - Adult	12	24	14	9	19	24	27	62	191	16
10 Pass - Family	0	0	1	1	0	2		1	5	0
10 Pass - Senior	10	6	11	10	9	6	11	11	74	9
10 Pass - Youth	5	3	4	2	6	2	17	19	58	4
Annual - Multi Adult	12	17	7	19	16	24	19	37	151	14
Annual - Multi Family	12	26	23	26	28	34	20	42	211	23
Annual - Multi Senior	4	4	1	6	8	10	2	8	43	5
Annual - Multi Youth	0	1	1	0	1	0	1	4	8	1
One Month - Multi Adult	23	33	8	32	8	15	42	76	237	21
One Month - Multi Family	3	3	0	3	5	0	3	6	23	3
One Month - Multi Senior	7	3	1	4	2	3	4	9	33	3
One Month - Multi Youth	0	7	1	1	1	3	10	19	42	2
Six Month - Multi Adult	0	1	2	7	3	3	2	3	21	3
Six Month - Multi Family	0	0	2	0	1	0	0	3	6	1
Six Month - Multi Senior	1	1	0	1	3	1	3	6	16	1
Six Month - Multi Youth	0	1	0	0	0	2	1	1	5	0
Three Month - Multi Adult	6	9	6	10	11	4	11	7	64	8
Three Month - Multi Family	1	0	0	0	2	0	4	4	11	1
Three Month - Multi Senior	5	6	3	2	1	0	0	3	20	3
Three Month - Multi Youth	0	1	1	0	1	1	0	2	6	1
Total:	101	113	56	111	91	100	122	230	1225	94
Aquaplex										
Annual - AQP Adult	1	1	2	2	1	2	2	11	22	1
Annual - AQP Family	0	0	0	0	0	0	0	8	8	0
Annual - AQP Senior	4	0	7	0	0	1	3	8	23	2
Annual - AQP Youth	0	0	0	0	0	0	0	1	1	0
One Month - AQP Adult	13	3	0	8	18	14	18	22	96	8
One Month - AQP Family	3	3	0	1	0	4	0	2	13	1
One Month - AQP Senior	13	1	5	4	7	7	6	7	50	6
One Month - AQP Youth	1	1	0	1	3	0	5	0	11	1
Six Month - AQP Adult	3	2	1	3	2	2	4	2	19	2
Six Month - AQP Family	0	0	0	0	0	0	0	5	5	0
Six Month - AQP Senior	3	2	1	4	1	4	6	4	25	2
Six Month - AQP Youth	0	0	0	2	0	0	1	0	3	0
Three Month - AQP Adult	2	5	8	4	5	7	7	7	45	5
Three Month - AQP Family	0	0	0	0	1	2	1	3	7	0
Three Month - AQP Senior	5	5	1	6	6	4	7	7	41	5
Three Month - AQP Youth	4	2	0	1	2	1	1	2	13	2
10 Pass Adult AQP	6	0	6	1	2	7	7	4	33	3
10 Pass Senior AQP	9	10	12	20	7	0	0	2	60	12
10 Pass Youth AQP	2	1	1	0	0	0	0	0	4	1
Grand Total:	69	36	44	57	55	55	68	95	479	52

AGENDA ITEM #7.7.

BCF	2019	2018	2017	2016	2015	2014	2013	*2012	TOTAL	5 year average
Annual - BCF Adult	5	8	5	12	8	11	8	10	67	8
Annual - BCF Family	1	3	1	3	4	2	5	7	26	2
Annual - BCF Senior	12	8	3	12	6	10	10	6	67	8
Annual - BCF Youth	0	0	1	1	1	2	1	4	10	1
One Month - BCF Adult	133	127	148	115	124	162	229	335	1373	129
One Month - BCF Family	1	6	1	0	4	2	1	5	20	2
One Month - BCF Senior	22	29	23	17	11	17	18	29	166	20
One Month - BCF Youth	20	32	16	13	31	11	25	42	190	22
Six Month - BCF Adult	9	5	7	8	15	8	9	5	66	9
Six Month - BCF Family	2	0	1	0	0	0	0	3	6	1
Six Month - BCF Senior	2	4	4	3	2	3	4	3	25	3
Six Month - BCF Youth	0	1	2	2	1	0	0	2	8	1
Three Month - BCF Senior	10	10	5	9	6	4	5	2	51	8
Three Month - BCF Adult	40	49	40	45	34	46	41	38	333	42
Three Month - BCF Family	2	2	1	1	1		2	1	10	1
Three Month - BCF Youth	4	12	7	10	10	6	4	4	57	9
Toonie Walk - Seniors Pass*	4	2							6	1
Volunteer membership			0	1	0	0	0	0	1	0
Grand Total:	267	298	265	252	258	284	362	496	2482	268

*Added June 2018

Youth 4-4-3 Pass Promo 9

STATISTICS
Usage and Membership (Aquaplex and BCF)

Usage (By package) in Q2 (April to June)

Aquaplex Entry Point	2019	2018	2017	2016	2015	2014	2013	*2012	TOTAL	5 Year Average
Annual - AQP Adult	174	130	76	156	147	153	113	195	1144	137
Annual - Multi Adult	230	342	328	379	294	327	407	259	2566	315
Annual - AQP Family	0	0	0	1	17	17	0	229	264	4
Annual - Multi Family	585	780	404	838	1054	793	986	522	5962	732
Annual - AQP Senior	351	126	168	316	215	163	128	179	1646	235
Annual - Multi Senior	430	507	304	828	422	361	548	182	3582	498
Annual - AQP Youth	0	7	0	23	0	0	0	0	30	6
Annual - Multi Youth	0	4	0	3	11	11	23	4	56	4
One Month - AQP Adult	130	90	69	131	131	92	159	149	951	110
One Month - Multi Adult	140	117	27	123	54	119	228	122	930	92
One Month - AQP Family	39	0	0	41	3	83	0	6	172	17
One Month - Multi Family	6	26	2	2	109	34	13	4	196	29
One Month - AQP Senior	142	96	87	48	53	59	29	49	563	85
One Month - Multi Senior	40	17	4	63	12	46	36	50	268	27
One Month - AQP Youth	0	16	0	3	5	0	45	0	69	5
One Month - Multi Youth	0	12	3	0	2	0	12	7	36	3
Six Month - AQP Adult	73	63	0	27	83	46	65	81	438	49
Six Month - Multi Adult	11	16	27	77	42	69	44	27	313	35
Six Month - AQP Family	2	0	0	0	24	2	70	16	114	5
Six Month - Multi Family	0	0	4	4	93	6	55	47	209	20
Six Month - AQP Senior	163	125	35	99	34	77	74	25	632	91
Six Month - Multi Senior	0	69	54	39	49	71	88	34	404	42
Six Month - AQP Youth	0	0	9	14	0	2	8	0	33	5
Six Month - Multi Youth	0	13	0	0	0	1	1	5	20	3
Three Month - AQP Adult	72	159	132	128	83	196	160	108	1038	115
Three Month - Multi Adult	53	99	43	94	52	103	144	95	683	68
Three Month - AQP Family	0	0	0	7	1	4	1	35	48	2
Three Month - Multi Family	3	19	2	27	41	7	75	41	215	18
Three Month - AQP Senior	140	120	53	38	122	90	174	113	850	95
Three Month - Multi Senior	78	69	8	8	39	8	41	0	251	40
Three Month - AQP Youth	0	2	0	5	4	18	33	0	62	2
Three Month - Multi Youth	0	1	3	0	4	1	7	30	46	2
10 Pass Adult AQP	92	62	34	23	12	121	97	25	466	45
10 Pass - Adult	30	43	4	22	34	71	74	55	333	27
10 Pass Senior AQP	86	102	116	179	74	46	17	25	645	111
10 Pass - Senior	14	3	14	19	84	15	59	4	212	27
10 Pass Youth AQP	16	5	1	4	0	0	0	0	26	5
10 Pass - Youth	30	11	4	1	10	3	58	10	127	11
10 Pass Family AQP	0	0	0	0	0	0	0	0	0	0
10 Pass - Family	2	2	0	5	0	5	0	9	23	2
Total	3132	3253	2015	3775	3414	3220	4072	2742	25623	3118

AGENDA ITEM #7.7.

BCF Entry Point	2019	2018	2017	2016	2015	2014	2013	2012	TOTAL	5 Year Average
Annual - BCF Adult	532	656	630	814	510	386	451	375	4354	628
Annual - BCF Family	353	267	209	344	190	510	307	602	2782	273
Annual - BCF Senior	984	883	870	821	780	828	733	101	6000	868
Annual - BCF Youth	152	215	26	28	185	64	32	58	760	121
Annual - Multi Adult	1111	1442	1491	1320	1163	1014	1069	523	9133	1305
Annual - Multi Family	2409	3577	2804	2590	2176	2135	2032	1482	19205	2711
Annual - Multi Senior	324	391	7	258	215	241	295	98	1829	239
Annual - Multi Youth	7	127	5	37	77	29	62	39	383	51
One Month - BCF Adult	1413	1504	1632	1275	1244	1488	1919	2406	12881	1414
One Month - BCF Family	10	198	31	0	38	14	3	76	370	55
One Month - BCF Senior	294	364	279	209	180	245	167	244	1982	265
One Month - BCF Youth	1	348	165	142	266	80	151	261	1414	184
One Month - Multi Adult	171	346	61	152	43	99	261	551	1684	155
One Month - Multi Family	17	89	6	21	61	0	10	84	288	39
One Month - Multi Senior	28	47	7	53	29	20	50	91	325	33
One Month - Multi Youth	0	11	10	3	0	0	18	60	102	5
Six Month - BCF Adult	617	413	717	595	583	581	528	210	4244	585
Six Month - BCF Family	165	20	102	34	22	140	0	74	557	69
Six Month - BCF Senior	235	326	248	117	125	164	92	74	1381	210
Six Month - BCF Youth	52	192	77	95	20	100	0	16	552	87
Six Month - Multi Adult	53	413	65	147	44	123	46	71	962	144
Six Month - Multi Family	0	20	11	3	44	7	0	35	120	16
Six Month - Multi Senior	104	326	84	29	69	87	92	45	836	122
Six Month - Multi Youth	0	192	2	7	0	49	0	3	253	40
Three Month - BCF Senior	246	274	184	287	134	128	103	105	1461	225
Three Month - BCF Adult	909	1276	1192	1195	816	857	737	497	7479	1078
Three Month - BCF Family	99	46	69	41	15	2	167	16	455	54
Three Month - BCF Youth	58	148	220	177	116	101	110	24	954	144
Three Month - Multi Adult	156	248	29	151	105	94	170	124	1077	138
Three Month - Multi Family	0	14	40	14	15	53	130	130	396	17
Three Month - Multi Senior	55	99	14	4	32	1	32	16	253	41
Three Month - Multi Youth	0	3	11	0	3	0	6	12	35	3
Drumheller Dragons	11	0	0	0	0	0	0	0	11	2
10 Pass - Adult	99	111	88	114	168	194	271	259	1304	116
10 Pass - Family	0	2	8	1	0	0	0	0	11	2
10 Pass - Senior	58	90	100	102	59	104	84	32	629	82
10 Pass - Youth	25	25	20	40	41	29	45	41	266	30
Toonie Walk 10 Pass****	65	1	0	0	0	0	0	0	66	13
TOTAL	10813	14704	11,514	11,220	9,568	9,967	10,173	8,835	86794	11564

Youth 4-4-3 Promo Package 63

Admissions BCF (POS)	2019	2018	2017	2016	2015	2014	2013	*2012	TOTAL	5 Year Average
BCF Admission ADULT	536	579	390	145	450	50	254	513	2917	420
BCF Admission FAMILY	10	39	18	2	14	0	9	29	121	17
BCF Admission SENIOR	67	29	12	20	15	10	21	29	203	29
BCF Admission YOUTH	271	361	195	85	306	19	164	356	1757	244

AGENDA ITEM #7.7.

Multi Admission ADULT	8	4	0	6	7	3	2	10	40	5
Multi Admission FAMILY	1	4	1	2	2	0	0	0	10	2
Multi Admission SENIOR	1	0	0	1	0	0	0	0	2	0
Multi Admission YOUTH	3	3	0	0	2	1	0	1	10	2
Golden Mile Walking	95	287	89	45	11	36	0	0	563	105
Play Space & Parent Tot Drop In	64	56	76	79	76	72	96	156	675	70
School Drop in/DARTS	90	115	39	95	89	92	232	209	961	86
Special Events/OTHER	0	0	0	0	0	3	53	0	56	0
10 Pack Multi	9								9	2
PD Day - Youth Drop In	0								0	0
TGITF	151	102	47	0	0	0	0	0	300	60
TOTAL	1306	1579	867	480	972	286	831	1303	7624	1041

Admissions Aquaplex (POS)	2019	2018	2017	2016	2015	2014	2013	*2012	TOTAL	5 Year Average
Adult	637	828	399	676	866	508	496	830	5240	681
DARTS	0	0	1	23	17	67	97	61	266	8
Family	264	267	142	288	257	160	290	283	1951	244
Senior	251	207	9	168	57	52	35	29	808	138
Toonie Adult	259	198	138	301	314	258	162	266	1896	242
Toonie Youth	362	316	222	534	630	512	390	340	3306	413
Youth	636	692	364	626	951	490	513	980	5252	654
Shower	95	139	49	87	80	65	75	105	695	90
Additional attendance (preschool, tickets, individuals per family, etc)	1547	1633	506	646	781				5113	1023
Total	2504	2647	1324	3349	3172	2112	2058	2894	20060	2599

Programs Aquaplex	2019	2018	2017	2016	2015	2014	2013	*2012	TOTAL	5 Year Average
AquaFit Admission	^^	^^	^^	^^	^^	48	56	49	153	0
AquaFit - Membership	1188	917	641	1242	1277	0	0	0	5265	1053
Swimming Lessons	497	832	287	358	441	0	0	0	2415	483
Edutours	1747	1493	291	1146	973	0	0	0	5650	1130
Canadian Badlands Aquatic Club	308	408	165	249	350	0	0	0	1480	296
School Lessons	1976	2920	2375	3187	3870	0	0	0	14328	2866
Other rentals	270	386	190	166	0	0	0	0	1012	202
Total	5986	6956	3949	6348	6911	48	56	49	30303	6030

Bookings BCF	2019	2018	2017	2016	2015	2014	2013	*2012	TOTAL	5 Year Average
Banquets	9	8	6	10	18	15	14	9	89	10
Birthday Parties	7	10	8	8	10	15	23	6	87	9
Conferences	2	4	1	2	3	1	2	0	15	2
Memorials	1	2	1	1	1	2	1	0	9	1
Weddings	7	5	3	3	2	3	2	1	26	4
Field House***	37	55	73	39	29	46	49	14	342	37

AGENDA ITEM #7.7.

Other rentals**	150	157	124	135	113	130	139	68	1016	136
Total	213	241	216	198	176	212	230	98	1584	209

*2012 was March only as that was when BCF opened

**Other: Anniversaries, concerts, meetings, fundraisers, trade shows, school groups etc

***All Field House bookings

^^ regular admission now applies rather than an Aquafit admission

If blank, data not available.

****Added June 2018

**2019 PROGRAM STATISTICS
BCF PROGRAMS**

Program Name	Program Type	# of Participants	Dates	Status
Camp BCF Easter Camp	Registered	6	April 3-6	COMPLETED
Kids Can Cook Too (6-8 yrs)	Registered	8	Mar 20 - May 1	COMPLETED
Kids Can Cook Too (9-12 yrs)	Registered	8	Mar 20 - May 1	COMPLETED
Sign & Wine Night	Registered	10	April 12, 2019	COMPLETED
Sign & Wine Night	Registered	1	May 31, 2019	Cancelled
Women's Awareness Workshop	Registered	5	May 15, 2019	Cancelled
Asian/Fusion Workshop	Registered	10	June 20, 2019	COMPLETED
Pickleball Advanced Clinic	Registered	16	April 23, 2019	COMPLETED
Beginner Pickleball	Registered	7	Mar 7 - Apr 11	COMPLETED
Beginner Pickleball	Registered	0	May 9 - Jun 13	Cancelled
It's All Yoga	Registered	12	Mar 11- Apr 15	COMPLETED
It's All Yoga	Registered	14	Apr 29 - Jun 10	COMPLETED
It's All Yoga	Registered	8	Jun 24 - Jul 22	On Going
Yin Yoga (Tues)	Registered	13	Mar 12 - Apr 16	COMPLETED
Yin Yoga (Thur)	Registered	13	Mar 14 - Apr 18	COMPLETED
Yin Yoga (Tues)	Registered	7	Apr 30 - Jun 4	COMPLETED
Yin Yoga (Thur)	Registered	8	May 2 - May 30	COMPLETED
Bend with Jenn (Mon)	Registered	3 (6)	Jan 7 - Apr 1	COMPLETED
Bend with Jenn (Wed)	Registered	2 (5)	Jan 9 - Apr 3	COMPLETED
Bend with Jern (Mon & Wed)	Registered	3	Jan 7 - Apr 3	COMPLETED
Bend with Jenn (Mon)	Registered	1	Apr 8 - Jun 24	Cancelled
Bend with Jenn (Wed)	Registered	1	Apr 10 - Jun 26	Cancelled
Bend with Jern (Mon & Wed)	Registered	2	Apr 8 - Jun 26	Cancelled
55+ Yoga	Registered	11	Mar 13 - Apr 17	COMPLETED
55+ Yoga	Registered	1	May 1 - Jun 5	Cancelled
Youth Yoga	Registered	10	Mar 15 - Apr 12	COMPLETED
Youth Yoga	Registered	1	May 3 - Jun 17	Cancelled
Youth CORE Cycling	Registered	5	Mar 12 - Apr 16	COMPLETED
55+ CORE Cycling	Registered	7	Mar 12 - Apr 16	COMPLETED
Keeping Up: Spring It On (Thurs)	Registered	13	Feb 28 - Apr 18	COMPLETED
Keeping Up: Countdown to Summer(Th	Registered	16	May 2 - Jun 20	COMPLETED
TRX Core (morning)	Registered	0	Mar 12 - Apr 16	Cancelled
TRX Core (noon)	Registered	1	Mar 12 - Apr 16	Cancelled
TRX Strength (morning)	Registered	6	Mar 14 - Apr 18	COMPLETED
TRX Strength (noon)	Registered	1	Mar 14 - Apr 18	Cancelled
TRX Core (morning)	Registered	0	Apr 30 - Jun 4	Cancelled
TRX Core (noon)	Registered	0	Apr 30 - Jun 4	Cancelled
TRX Strength (morning)	Registered	1	May 2 - Jun 6	Cancelled
TRX Strength (noon)	Registered	0	May 2 - Jun 6	Cancelled
Vinyassa Yoga (Mon)	Drop In Fitness	Average of 10	Apr - Jun	COMPLETED

AGENDA ITEM #7.7.

Vinyassa Yoga (Wed)	Drop In Fitness	Average of 9	Apr - Jun	COMPLETED
Keeping Up with Fitness (Tues)	Drop In Fitness	Average of 10	Apr - Jun	COMPLETED
Keeping Up with Fitness (Thur)	Drop In Fitness	Average of 9	Apr - Jun	COMPLETED
C.O.R.E. Cycling (Mon)	Drop In Fitness	Average of 11	Apr - Jun	COMPLETED
C.O.R.E. Cycling (Thurs))	Drop In Fitness	Average of 2	Apr - Jun	COMPLETED
Shuffleboard	Drop In Sports		April	On Hiatus
Shuffleboard	Drop In Sports		May	On Hiatus
Shuffleboard	Drop In Sports		June	On Hiatus
Basketball	Drop In Sports	237	April	On Going
Basketball	Drop In Sports	273	May	On Going
Basketball	Drop In Sports	226	June	On Going
Volleyball	Drop In Sports	59	April	On Going
Volleyball	Drop In Sports	32	May	On Going
Volleyball	Drop In Sports	34	June	On Going
Floor Hockey	Drop In Sports	16	April	On Going
Floor Hockey	Drop In Sports	17	May	On Going
Floor Hockey	Drop In Sports	14	June	On Going
Pickleball	Drop In Sports	380	April	On Going
Pickleball	Drop In Sports	309	May	On Going
Pickleball	Drop In Sports	272	June	On Going
Badminton	Drop In Sports	56	April	On Going
Badminton	Drop In Sports	118	May	On Going
Badminton	Drop In Sports	60	June	On Going

Heather Colberg

Quarterly Report April 1-June 30, 2019

Airport Meetings

April 10

June 20

- Committee took a tour of the Airport. There are numerous items being reviewed. There is a Solar farm looking at locating near the airport and the town and residents in the area are reviewing the concerns brought forward. The members of the Airport have been pitching in to find ways to assist including grants, etc.

•

Chamber of Commerce

- April 2: Provincial Election Forum at the BCF. 5 of 6 candidates for Drumheller-Stettler constituency attended, with approximately 225 people in attendance.
- April 4: H. Bitz joined J. Fielding of the Town to present on the TIBRE (Tourism Industry Business Retention and Expansion) Program at the Economic Developers Association Conference in Banff.
- April 26 & 27: 5th Annual Spring Expo Tradeshow at the BCF. Good participation from vendors. Public attendance was low, due to very poor weather.
- May 28: Lunch N' Learn – Customer Engagement in the Digital Age, sponsored by Telus and Canalta.
- June 13: Partnered with the Town of Drumheller, Rotary Club of Drumheller and Travel Drumheller to host the Celebration of Excellence. Chamber presented six awards. Approximately 210 people in attendance.
- Partnered with the Town on the new blade signage program.
- Presented the Business Leader of Tomorrow Scholarship (\$1,000 each) to Andrew Germain of St. Anthony's School and Jessie Cheng of Drumheller Valley Secondary School.
- Chamber's Business Advocacy Committee has been discussing issues regarding electricity distribution prices, business licenses, mobile vendors and air B & B's.
- Promoting a new Chamber travel program through Indus Travel – 10 night trip departing March 16, 2020 to Egypt and Dubai.
- Chamber staff and Board members attended two Alberta Chambers of Commerce events. May 23-25 was the Alberta Chambers AGM and Policy Session in Camrose and June 19 was an Alberta Chamber Roundtable in Stettler.
- 8 additional seasonal staff have been hired to work in the Visitor Information Centre and World's Largest Dinosaur giftshop for the peak season, along with our 3 year-round staff.
- Year-to-date visitation to the WLD is up 17.5% compared to the first six months of 2018.

World Largest Dinosaur Meeting

June 18

-Different members of the Chamber are reviewing the comments shared with membership of the Chamber at the AGM

Canadian Badlands

June 27 in Linden, Alberta

2019 is a big year for CBT as well as the implementation of one of our biggest projects ever. With assistance from Dan Sullivan, at Canalta Hotels and the Government of Alberta, Department of Economic Development, Trade & Tourism, we are setting up a Destination Marketing Fund. The initial start up will take approximately 2 years, however, we may carry on and expand to campgrounds, B&B's, etc.

The Executive Director has partnered with the Economic Development officers in each community and they are visiting hotel owners/managers.

Town Hall type information meetings will be scheduled shortly in both Strathmore and Brooks/Newell to bring hoteliers together and provide them with everything they need.

The Executive Director is on route visiting all 60 Shareholder communities, plans to accomplish this by November 2019

CBT has/is being represented in many trade shows in 2019, including the Calgary Outdoor Adventure Travel and Trade Show, Spring Showcase in Edmonton, Growing Kneehill Country Market at Horseshoe Canyon, the Vulcan County Trade Show, Hardgrass Bronc Match in Pollockville, just to mention a few. We have dispersed almost 3,000 brochures to date.

The next Canadian Badlands Tourism Development Conference and AGM has been scheduled for March 4 - 6, 2020 and will be held in Strathmore, AB. Planning is underway to bring useful, relevant, entertaining speakers and workshops for our Shareholder members. Watch for details this fall!

The Canadian Badlands Tourism Regional Marketing Campaign is well underway. Our team is putting out stories, social media, contests, and more to bring awareness to our region. Watch for, Share and take in as many of the attractions, events and destinations in the beautiful Canadian Badlands. Volunteer Ambassadors in several communities are also helping showcase tourism highlights.

If your community and or businesses in your community does not have an account with ATIS, I encourage you to sign up as soon as possible. It is a free tourism information service offered by Travel Alberta, and is now integrated with the Canadian Badlands Tourism website. It is the best opportunity to list the tourism opportunities in your community.

This is just a few of the happenings in the Canadian Badlands . . .

Economic Development

Sean started April 1 and the committee seems very excited to have him involved.

The committee promoted the Store front grant and blade sign applications. These were well received. We will take pictures promoting the businesses that took part. The committee is happy to see Plaza 1.5 progressing. Sean updates the committee at each meeting as to things happening in his department.

April 10

June 12

Poverty Reduction Meetings

I am on the financial committee. We are working on a SWOT program as to how we can assist. This committee is working on numerous options including the Minister of Education to find ways to create financial literacy within our community.

April 30

June 24

Medical Committee

April 15

May 27

These meetings have been with the health administration and the ambulance administration.

We appreciate the open discussion both areas have had and after the summer, we are going to meet with them as one meeting. This will help to further advance discussions.

Celebration of Excellence

Preparing for the celebration of Excellence on June 13

Windup review of the committee June 24-preparing for next year

Misc

Central Alberta Pregnancy Fundraiser April 5

Salvation Army Brunch April 5

Awards Night April 5

Mayors Breakfast Red Deer April 9

Red Deer College April 10

Worked Chamber Trade show April 26

Verdant Valley Womens Event April 27

Statesman Meeting Calgary April 29

Atlas Coal Mine Event May 1

St. Anthony Multicultural Event May 2

Elim Church opening May 4

MS Walk May 5

Toronto Students visited Town hall May 6

Nurses Week celebration May 9

Legion Conference May 10

Parade Committee May 21

Firehall Celebration from TC Energy May 21

Public Works Grand Opening May 24

DVSS Grad May 25

Car Show Judging May 25

Tourism Corridor with by-law May 27

FCM May 30-June 2

Canadian Angus Association June 8

Passion Play Golf Tourney Marshall June 14

Police Meeting June 20

Downtown Business Meeting June 26

Roger Brooks in the Valley June 28

Royal Tyrrell Museum Expansion June 28

Town of Drumheller

Quarterly Report to Council – April 2019 – June 2019

Councillor – Tom Zariski

Town Council

Meetings: April 1, 8, 15, 23, 29, May 6, 13, 27, June 10, 17, 24

Committee Representation:

Drumheller and District Seniors Foundation

Meetings: April 18, 25, May 3, 10, 23, June 7, 27

- Presentation of 2019 Budget and discussion with Council
- Developed 2019 five year Strategic Plan
- Met with AHS advisor in regards to a new SL4 Facility
- New food supervisor in Sunshine Lodge hired.
- Helped with the Seniors Week BBQ at Sunshine Lodge

Drumheller Citizens on Patrol Association

Meetings: April 8, 25, May 6, 23, June 3, 27

- Planning meetings for the Alberta Citizens' on Patrol Annual Convention in Drumheller
- Many new members recruited

Citizens Advisory Committee to the R.C.M.P.

Meetings: April 18, May 16, June 20

- Met with the Detachment Commander to discuss his new posting to Drumheller and some of the background and issues of the Drumheller area.
- Staffing issues – Drumheller detachment rarely up to quota
- Issues with Rural crime and local repeat offenders

Drumheller Taxi Commission

Meeting: April 30

- Discussed complaint regarding new "Delivery" businesses – reassured complainant that all the regulations in the Livery Bylaw are being met for anyone transporting passengers for profit in Drumheller.
- Uber regulations developed

Municipal Planning Commission

Meetings: April 17, 25, May 16, 30, June 6

- Discussions regarding the new Land use Bylaw

Assessment Review Board

Meetings: No meetings April - June 2019

Community Meetings:

Newcastle Community Association: April 24, May 28, June 26 – Planning Block Party BBQ for July 13/19

East Coulee Community Association: April 2, May 7, June 4

Nacmine Community Association: April 21, May 19, June 16

Other Meetings/Activities:

July 1st Parade Committee meetings: April 1, May 15, June 27 – planning a safe July 1st parade for Drumheller – distributed notices of the new parade regulations to schools in Drumheller, Acme, Three Hills and Bieseker

Provincial Candidates Forum at BCF prior to the election April 2

Town Volunteer Appreciation Dinner April 9th

Community Standards Bylaw presentation BCF April 17th

Dinosaur Trail Golf and Country Club AGM April 18th

Canadian Badlands Passion Play meeting April 24th

Drumheller and District Chamber of Commerce Spring Expo helped with the COP and CAC booths

Volunteered to help with the East Coulee Pancake Breakfast April 28, May 26 and June 23

Atlas Coal Mine May 1st Miners Memorial

Art Gallery opening May 3rd

Volunteered at East Coulee Spring Fest, proceeds going to the East Coulee School Museum

Victim Services, Impact Day May 6th

Volunteered to help Drumheller Rotary with their White elephant sale, May 11th

Attend the Drumheller Legion Convention May 11th

Helped with the Town of Drumheller Public Works shop grand opening May 24th

Brought greetings from the Town to the Gyro convention May 25th

Participated in the “Boogie in the Badlands” May 25th

ATCO lunch meeting June 7th

East Coulee Garage Sale June 8th

Organized the Canadian Badlands Passion Play “25th Anniversary Darrel Janz Badlands Classic

Golf Tournament June 14th

Royal Tyrrell Museum expansion grand opening June 28th

Roger Brooks tourism presentation June 28th

SECOND QUARTER REPORTS – KRISTYNE DE MOTT

Palliser Regional Planning Commission: April 18th 2019

- Poland File located in Drumheller about how to proceed with alterations proposed by the surveyor in moving the file to completion.
- 2019 current Subdivision Applications: 1 application with 5 parcels in Drumheller - Jeff is working on it currently
- The average of the past five years for subdivision applications is 13 and Palliser looks on track this year with that average.
- One Drumheller file is asking for an extension and are awaiting preliminary survey plans to be submitted to Palliser for enforcement - this required modifications to the original application.

- Template for rural to rural and urban to rural draft of IDP's are ready to go.
- Drumheller Development Inquiry of a Residential/Hiway Commercial/Lavender Farm: Palliser hasn't heard back from the lady since some direction was given
- Village of Standard looking at Land Use Bylaw Updates for a potential amendment to accommodate a Cannabis Production Facility

- 8 members currently have no MDP in Place and Jeff is working to get them up to speed - most he has heard back from and is in revision of drafts
- Reviewed most MDP's and 6 are getting updated to be consistent with the new MGA - inconsistencies are very minor and easy to deal with - all 6 drafts have been revised and sent to the corresponding municipality's CAO's
- Re-zoning application in Drumheller April 01 which was approved by council
- Hamilton in Drumheller - cottage development was denied at the time but she is looking to come forward again with a new application. Formal application should come in soon and then we will see this in council.
- Drumheller (2017-048) Subdivision: single lot split - found to be incomplete since the surveyor found that the property encroaches on the amending property north of it - Jeff is working with the surveyor to amend the application. Originally the application was processed due to the information provided to Palliser but it wasn't until the surveyor submitted his information that they found this was in fact not able to be approved.
- Palliser is expecting an official request to rewrite the LUB for Drumheller. Both Jeff and Devon are working with Linda Taylor to identify matters that need to be addressed.
- Draft copy of a Terms of Reference for the IDP with Wheatland was sent from Drumheller to Palliser for their review.

- Mobile editing Platform (Webmap) is working very well and Castor, Hanna, and Acme are using the software quite actively to update their old infrastructure data

AGENDA ITEM #12.1.

- Hanna updating a Webmap for snow removal - now has viewable layers in the editing platform. This is sent out via link on social media and then residents can see where and when there is snow removal happening within Hanna
- System in Hanna has been updated to include 5 phone numbers per parcel instead of the one number on the Webmap so that if there is an emergency multiple cell phones etc. Can be notified: this is a special request and Hanna is tackling it as an 'opt in' program to populate the phone numbers added to the database.
- Drumheller is looking to have an AUV flight within the next few weeks - for the cemetery: transport Canada makes this difficult for a safe launch and land plan
- Drumheller Emergency Management Plans: requiring Justin to take ICS 200 course (later ICS 300 course) to deal with the Incident Command System to outline roles of agencies within the structure. Also flood mapping with the UAV or other support was requested by Drumheller and thus would ask Palliser to sit on and attend Drumheller's Emergency Management Disaster Services Agency Meetings.
- Safety Codes Audit was conducted in Drumheller - the safety codes council found a couple areas: small changes to FOIP and application form wording. Do a better job on compliance monitoring - for inspections at proper times: new software? Allocation of Linda's time? Audit results summary will be coming out with action items.
- Palliser is looking to pay the \$125,000.00 required to fly and photograph (Aerial Photography) of towns and villages for the updated data base coming in at 2019 images. This is a great service to Palliser's members that Palliser is proud to provide this service to members. Flying will happen soon.

Taxi Commission Board April 30th 1:30pm

- Ride sharing and delivery service popped up in Drumheller - shows that this service is licensed and registered with the Town of Drumheller under the livery bylaws
- Roger is willing to comply with all bylaws 'Dino Delivery'
- 704-3105 non Drumheller resident and advertises under Blackfalls but does not live in Drumheller ('Chris') - ads also have been found in Cold Lake.
- Continuing to investigate this.
- GST registration number should be required
- \$15 per hour has hurt the business: commission drivers have it hard
- Increase of cab fares - looking into current fares - time prime hours different rates (5pm to 3am or gently ease the distance) 5 or 6 person fare - over two passengers
- Meter travelled 70m charged and \$30/hr wait time
- Right of customer refusal

Library Board Meeting - May 07th:

Value of investment with Marigold - information to provide to council

Library physical change has now been completed

Next Harry Potter Event: escape this is being part of the event providing escape rooms easy and medium and turning the you area into the Hogsmede

Funding for summer student has come though and 3 applications have already come in.

Third time dishwasher has leaked and 30 books were lost this time (children's dinosaur books) we need to find a solution with this leaking dishwasher as it is causing damage to the library when it leaks.

Financial statements from the Library Society look good

Society exploring recognition of volunteers with the Town of Drumheller - involving them with Rotary etc.

Looking to get more people involved with the society

2018 Budget: \$4,475 Brought in \$3600 Expenditure for the year (casino financials being figured separately Aug 2018-July 31 2019 - report to be filed by October)

Reel Alternative - looking for volunteers come September

Canada Helps: a way that people can browse Canadian charitable organizations and anyone anywhere can click the donate button - the library society got a random donation from this: ensuring the Drumheller Public Library is on there as well.

New Website: May 27th Press Release for the new Marigold Drumheller Public Library Website.

Technology Report: Society replacing 4 youth computers, 2 more of the last public computers, retire one staff computers, IT compactly fund (\$1000 per year) will replace one this year and one next year, printer lined up for retirement, one staff computer is eligible for the Windows upgrade that it may not need to be replaced.

Policy Update: approval of a few more library policies as per the policy update committee (4)

Library Board Meeting: June 11th

Nomination of Denise Lines (voted in again) as Vice Chair for the Library Board 2019-2020

Audited Financial Statements - final copy: cash is down because money has been put in restricted cash for Green Tree - long term investments is where other cash went \$100,000 - looking like the library is in a better position. Revenue increased slightly, wages are up \$15,000, but the library essentially made \$4343.00 and is up with assets sitting at \$131,116 in 2018 which was \$126,773 last year. Less dependent on the town by 2% which means we are becoming more self sustainable.

Malware attack on Marigold - managed to recover the most important files and materials for The Drumheller Public Library. Grant Writing Team was successful in achieving their first grant which will be spent on little Bits electronic kits. DECD is going forward with their picture book project. Hiring of staff was complete - applications were down but they found everyone necessary.

Drumheller Public Library New Library - requiring proof read. Most information is transferred over from the old website: should be released the end of this week.

Palliser Board Meeting: July 03 2019

Audit and Financial Statements - highlights: audit report has changed and redesigned as per municipal alignment 'opinion paragraph': tangible capital assets are being taken into consideration. Assets - decrease in cash via transfer into long term investments but everything very consistent. Tangible Capital Assets (new this year to audit) are consistent 2017-2018: office equipment/vehicles/building. Planning expenses increased slightly - safety codes decreased slightly (as per permits and closes on development) Surplus of \$40,000 which is half from last year (2017). Staff salaries increasing with new employees and positions. Operations relatively consistent. Safety Codes and Inspections are on a decrease as development is down thus the revenue is down as a result. \$199,892 is restricted but in general cash accounts (Alberta Community Partnership Grant). Old files need to be closed off (Permit Inspection Fees)

Looking at setting up a dedicated reserve for depreciating values of tangible capital assets ~\$300,000.00 needs to be in that reserve to account for that incurred depreciation.

Subdivision Applications Report: 3 applications in Drumheller resulting in 7 parcels of land. 18 applications 26 parcels 2019 to date - average is 22.8 and 39.6 parcels - subdivision activity is thus down 21% and parcels down 34.3%.

IDP Activity: Palliser has made good progress for April 01 time lines - first draft completed by end of August and Jan-March 2020 look at getting them adopted/public hearings. High 20's number of IDP's Palliser is working through.

- Village of Standard Cannabis Production Facility Bylaw and report were passed.

Jeff working on IDP's for Drumheller:

- Special Areas and Drumheller - Plan Area Map first draft for Special Areas and Drumheller and okayed by both.
- Starland and Drumheller - waiting to hear back on approval of the Plan Area Map for them.
- Drumheller and Wheatland - Wheatland hired an independent and Palliser is just a helping vein for Drumheller to work with Wheatland's Consultant.
- Drumheller and Kneehill - Palliser just starting to work - first plan area map sent and waiting for comments from both.

MDP - April 2021 thus they will be on the back burner as opposed to IDP's which have a year sooner date. Drafts have been sent out to municipalities and many CAO's (exception of 5) are willing to put them on the back burner.

- MDP for Coronation was revised and completed - first one.

Smith Rezoning - Drumheller second and third readings on July 08th (5 lots)

Monthly Meeting Reports – 2nd Quarter 2019

1) Municipal Planning Commission

- Attended 5 of 6 meetings for the quarter. Absence due to FCM Conference.
- Direction provided to Jeff Laurien in order to proceed with updating/rewriting/changes to the Land Use Bylaw.

2) Valley Bus Society

- Attended 3 of 3 meetings for the quarter.
- Attended AGM meeting held May 8/19.
- Election of Officers held at our June meeting. Darryl Drohomerski elected as new President. Kathy Augey as Secretary and Bill Wulff as Treasurer. Dave Brett, Tony Lacher, Bonnie Martinuik, Phyllis Anderson, Sue Somerville, Joni Chorny, Al Kendrick and Gail Schrock appointed as Board members.
- Barbara resigned as Office Manager and we will look to recruit a new manager.

3) Community Futures

- Attended 2 of 3 meetings for the quarter. Absence due to conflict with MPC meetings.
- Adopted revised Code of Conduct policy on May 9/19.
- Attended AGM on June 26/19. Adopted revised Lending Policy Manual and Annual Financial Statements.

4) Community Standards Appeal Committee

- Has not met yet.

5) Aqua 7 Steering Committee

- Has not met yet.

Council report quarter 2, July 15, 2019 Fred Makowecki, Town of Drumheller

Municipal Emergency Management

There has been no meetings this quarter.

Drumheller and Area Policing Committee

S/Sgt Bourque is on site.

Cadets will be a part of the detachment as staff move deployments.

The committee is looking into resurrecting the local chapter of Crimestoppers as well as looking into other community involvement groups such as Neighborhood watch etc.

The feedback as to the AAPG conference was not favourable and a disappointment to the attendees.

The committee is in the process of setting up a separate survey monkey to allow for the committee to better adapt and analyze the data that is used to contribute to the APP.

The survey results this year were again used to help better gauge the public's priorities for policing.

Block buddy was discussed.

The chair of the police committee will present to council in September.

Drumheller and District Solid Waste Management.

SAEWA is in the process studying possible locations for its waste to energy plant. It has a grant from the provincial government to advance preliminary concepts etc. It has put out calls to municipalities for expressions of interest to be the location of their waste to energy plant.

Audited statements were released. The DDSWMA as stated by the auditor is in a strong financial position. Between the landfill and recycling the association showed a net surplus of \$9,072 for the year.

Replacement of aging rusting transforms is a concern and priority for the coming months.

The association is doing a cost analysis/break even to aid in decisions on adhoc requests for major disposals.

An agricultural recycling program is being started as an evaluation model. This will include grain covers as well as bale covers.

Economic Development committee.

AGENDA ITEM #12.1.

Ec Dev completed another storefront grant process for the year.

Bill 7 was discussed and Ec Dev will be evaluating its effects on business attraction.

The progress on the downtown plaza was reported on and is well underway to entertaining locals and visitors alike as well as being a gathering place for events already.

The town won a TIBRE award for our project in 2018. The partnership with the provincial government with the Dept of Culture and Tourism has lead to the \$350,000 grant towards developing down town, tourism strategy studies and Roger Brooks branding.

The meetings are even more encouraging and productive with the addition of our Ec Dev officer. In camera discussions are exciting and we are all looking forward to the forward movement in strategy for business attraction and retention.

Investment attraction and branding were discussed on in progress. Ec Dev branding will be stand alone from town branding.

Process for ordering blade signs was discussed and finalized.

Progress is being made on business ready strategies.

Respectfully submitted.

Fred Makowecki
Councillor
Town of Drumheller

Council quarterly report for Lisa Hansen-Zacharuk

Community Standards Appeal Committee
-no appeals called

Canadian Badlands
-no meeting requirements in this quarter

Assessment Review Board
-No appeals called

Heritage Steering Committee
-May 25th meeting was cancelled meeting June 25th, next set for July 23rd, 2019
The committee is working on AB Culture days, stay tuned for a great event on September 28th. We also approved a grant for the downtown mural, pow wow and waiting on further information for an alternate one.

Drumheller Stampede and Agricultural society

- In this quarter I was only able to attend one meeting due to schedule conflicts. May 9th was the meeting I attended and have been apprised of all updates. Please follow the Dinosaur downs page on Facebook for current event updates.

Besides my regular scheduled meetings, I took part in my meetings for the RTMP cooperating society, was a member of the July 1st parade committee, reelected as a director to the Insurance Institute of Southern Alberta , and held Homestead Museum meetings.