

Town of Drumheller COMMITTEE OF THE WHOLE MEETING AGENDA

March 16, 2015 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, Alberta



1.0 CALL TO ORDER

2.0 DEVELOPMENT OR REVIEW OF STRATEGIC PLAN

3.0 DEVELOPMENT OR REVIEW OF POLICIES

4.0 DELEGATIONS

5.0 REPORTS FROM ADMINISTRATION

5.1. CAO'S REPORT

5.1.1 Small Communities Fund - Potential Projects

5.1.2 Beautification Update

5.2. DIRECTOR OF INFRASTRUCTURE SERVICES' REPORT

5.3. DIRECTOR OF CORPORATE SERVICES' REPORT

5.4. DIRECTOR OF COMMUNITY SERVICES' REPORT

5.4.1 Economic Development Task Force Walking Tour

5.5. DIRECTOR OF PROTECTIVE SERVICES' REPORT

6.0 ANNUAL BUDGET REVIEW

7.0 COUNCIL MEMBERS ROUND TABLE DISCUSSION

7.1 Mayor Terry Yemen - Request from Rotary Club of Drumheller re Naming of Park

8.0 IN-CAMERA MATTERS

8.1 Legal Matter



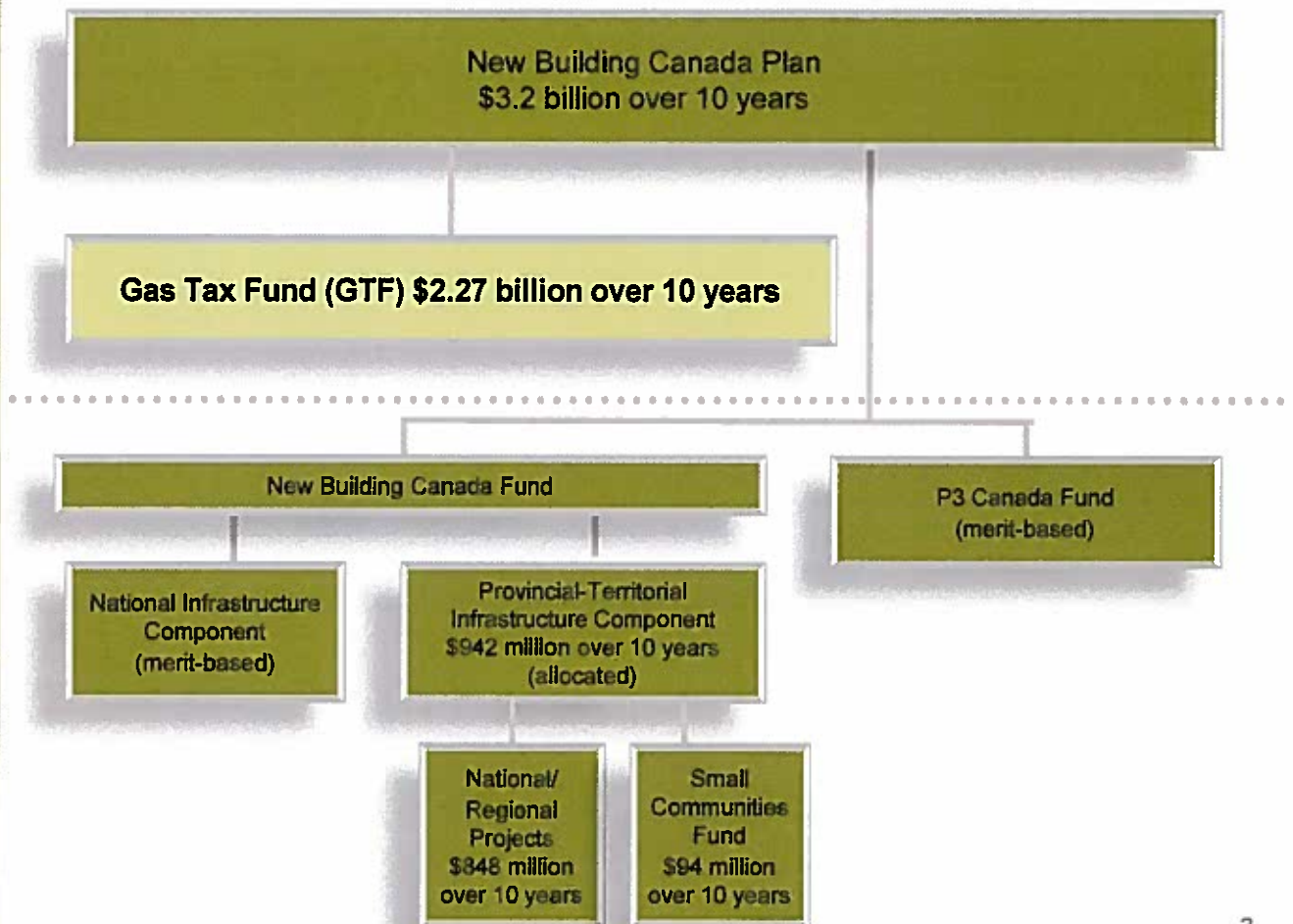
Small Communities Fund (SCF)

**Presentation to Municipalities
March 2015**

SCF Presentation Overview

- **SCF Overview**
 - SCF Background
 - SCF Program Criteria
 - Stacking Opportunities
- **SCF Applications**
- **Project Evaluation**
- **Payments**
- **Other Compliance Requirements**
- **Questions**

SCF Background



SCF Program Criteria - Eligibility

- Eligibility
 - Municipalities with populations under 100,000 (2011 Federal Census).
 - Includes Metis Settlements and the Townsite of Redwood Meadows.
 - Only Edmonton and Calgary are excluded.



SCF Program Criteria - Funding Requirements

- Minimum funding - \$50,000 per partner
- Maximum funding - \$3 million per partner
 - Municipality may contribute more
- For partnerships, total contributions must equal the federal and provincial shares
- Total federal funding (including GTF) must not exceed 33.33% of eligible expenditures
- Municipalities are responsible for any cost overruns of the project



SCF Program Criteria – Eligible Projects

- Highways and Major Roads Infrastructure
 - Traffic Counts over 3,000
 - Roads related to natural resource development
- Public Transit
- Drinking water
- Wastewater (including storm sewers)
- Disaster Mitigation



SCF Program Criteria – Eligible Projects

- Connectivity and Broadband
- Innovation
- Green Energy
- Solid Waste Management
- Brownfield Remediation and Redevelopment
- Local and Regional Airports
- Shortline Rail
- Short-sea Shipping

SCF Program Criteria – Eligible Expenditures

- Capital expenditures
- Communications activities and signage
- Planning, engineering, and environmental reviews
- Aboriginal consultation costs
- Incremental employee and equipment leasing costs

SCF Program Criteria – Ineligible Expenditures

- Costs incurred before approval of the project by Canada
- Development of business case and application
- Purchase of land, buildings, and real estate fees
- Financing charges
- Furnishings and non-fixed assets not essential to operation of the project
- Repair and maintenance, unless part of a larger expansion project
- Legal fees
- Funds must be expended by December 31, 2022

SCF Program Criteria – Stacking Opportunities

- MSI Capital/ACP funding may be used for the municipal portion of the project
- Use of other grant funding depends on the program
 - GTF funding will reduce the SCF funding for a project



SCF Applications

- There will only be one call for applications
- Due April 2, 2015
 - Includes receipt of certification form
- Maximum two applications per municipality
- Municipalities may apply on behalf of other eligible entities
- Joint projects must be submitted by a single managing partner



SCF Applications

- Must be submitted on the supplied form
- No other information beyond that included on the form will be considered during scoring
 - No attachments, business cases, etc.
- Application must be submitted via email
 - Signed certification submitted via hard copy, fax, or signed PDF and email
- Applications will be reviewed and evaluated by Municipal Affairs



SCF Applications

- Narrative sections have character limits
- Provide sufficient information to allow project to be scored
- Municipal Affairs will not follow up with municipalities to collect missing information
- Link to application form:
 - http://municipalaffairs.alberta.ca/documents/Small_Communities_Fund.pdf

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Small Communities Fund (SCF) - PART [A] Municipal Affairs

INSTRUCTIONS: The information provided in this document will constitute a complete application for the project. Any supplementary documentation will not be reviewed and will not impact the ranking that results from the review of the application material. If a browser other than Internet Explorer (e.g. Chrome, Firefox) is being used, please download and save a copy of this form before completing it. For additional information, please refer to the Building Canada - Small Communities Fund guidelines. Submit one application per project by e-mail.

Municipality Information																						
Municipality Name	Date of Submission - Select Date -																					
Mailing Address	Office Use Only Municipal Code Project Number City/Township																					
Contact Person																						
Telephone Number																						
E-mail Address																						
Project Information																						
Please answer each question. (Click on the ? icon for additional information regarding each question.)																						
1. Project Title																						
2. Project Description - (Description must clearly demonstrate project eligibility, see SCF guidelines. (maximum 1,300 characters))																						
3. Project Location/Address																						
4. Estimated construction start date: - Select Date -	5. Estimated construction end date: - Select Date -																					
6. Nature of Project	7. Who will own the resulting infrastructure?																					
8. Identify the Primary Project Category (mandatory) and Secondary Project Categories (optional) that closely aligns with the project, then assign a percentage (%) value to each category that make up the total project costs. The total percentage value of the project costs must equal to 100%. Refer to SCF Guidelines or click on the icon for information about categories and examples of projects under each category.																						
<table border="1"> <thead> <tr> <th colspan="2">PROJECT CATEGORY</th> <th>% of Total Project Costs</th> </tr> </thead> <tbody> <tr> <td colspan="3">Primary Project Category (required)</td> </tr> <tr> <td>A</td> <td></td> <td>%</td> </tr> <tr> <td colspan="3">Secondary Project Categories (if applicable)</td> </tr> <tr> <td>B</td> <td></td> <td>%</td> </tr> <tr> <td>C</td> <td></td> <td>%</td> </tr> <tr> <td colspan="2">TOTAL (This must equal to 100%):</td> <td>%</td> </tr> </tbody> </table>		PROJECT CATEGORY		% of Total Project Costs	Primary Project Category (required)			A		%	Secondary Project Categories (if applicable)			B		%	C		%	TOTAL (This must equal to 100%):		%
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C		%																				
TOTAL (This must equal to 100%):		%																				

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Small Communities Fund (SCF) - PART [A] Municipal Affairs

Project Information

9. Municipalities must support project applications through council resolution. Please identify relevant resolution number and date passed.

Council Resolution Number: Date resolution was passed:

10. Is this a multi-jurisdictional project? ☐ No ☐ Yes If 'Yes', please complete sections 10(a) and 10(b) below.

10(a). Identify municipal partners including council resolution information.

	Municipality/Partner Name	Council Resolution Number	Date Resolution Was Passed
A			- Select Date -
B			- Select Date -
C			- Select Date -

10(b). Identify each partner's financial contribution to the municipal share of project costs. Total percentage value of the total project costs must equal to 100%.

Municipality/Partner Name	% of Total Project Costs
Managing Partner/Applicant	% of costs
A	% of costs
B	% of costs
C	% of costs
TOTAL:	%

11. Will this project be funded as a public-private partnership (P3)? If 'Yes' please describe. (maximum 1,000 characters) ☐ No ☐ Yes

Financial Information

Eligible Costs: + Ineligible Costs: = Total Costs:

Provide estimated cashflow for **Eligible Costs** only (whole numbers ONLY):

Contributions	2015 - 2016	2016 - 2017	2017 - 2018	2018 - 2019	2019 - 2020	2020+	TOTAL
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SCF Contributions

A	Federal						
B	Provincial						
Sub-Total:							

Municipal Contributions

C	Other Federal Grants						
D	Other Provincial Grants						
E	Municipal Sources						
Sub-Total:							
TOTAL:							

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Alberta Government **Small Communities Fund (SCF) - PART [A]** Municipal Affairs

Financial Information

Indicate the sources of Municipal Contributions sections C and D above, if applicable:

Other Federal Funds

- ☐ Gas Tax Fund
☐ Other (Specify below)

Other Provincial Grants

- ☐ Municipal Sustainability Initiative
☐ Green Transit Initiatives Program
☐ Alberta Water/Wastewater Partnership
☐ Water for Life
- ☐ Alberta Community Partnership
☐ Other (Specify below)

Expected Outcomes

Please provide a brief response to each question. If the question does not apply to the project, please indicate 'N/A'. (Click on the icon for additional information regarding each outcome.)

1. Will the project address a significant health and/or safety concern? Please describe. (maximum 2,000 characters)

2. Will the project contribute to a cleaner environment? Please describe. (maximum 2,000 characters)

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Alberta Government **Small Communities Fund (SCF) - PART [A]**
Municipal Affairs

Expected Outcomes

Please provide a brief response to each question. If the question does not apply to the project, please indicate 'N/A'. (Click on the icon for additional information regarding each outcome.)

3. Does the project address an urgent infrastructure need? Please describe. (maximum 2,000 characters)

4. Describe the municipalities' plans to ensure the project will be financially sustainable. (maximum 2,000 characters)

5. Will the project contribute to productivity and economic growth in the community? Please describe. (maximum 2,000 characters)

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Alberta Government

Small Communities Fund (SCF) - PART [A]

Municipal Affairs

Expected Outcomes

6. Please describe other benefits to the local community. (maximum 2,000 characters)

7. Identify project risks and measures to mitigate them. (maximum 2,000 characters)

8. Is the project part of an asset management plan? If 'Yes', please describe. (maximum 1,000 characters) ☐ No ☐ Yes

9. Is any part of the project located on federal lands? ☐ No ☐ Yes 10. Will Aboriginal groups be consulted about the project? ☐ No ☐ Yes

11. Is an environmental assessment required under Federal or Provincial legislation? ☐ No ☐ Yes

☐ I understand that the signature of the Chief Administrative Officer or Duty-Authorized Signing Officer is required to certify this application.

* The completed application form (Part A) must be saved and e-mailed to: ma.scfgrants@gov.ab.ca

* Please print and sign the signature page (Part B) attached to this application, then submit by fax or by mail. Municipal Affairs must receive this certification on or before April 2, 2015.

* Applications without the accompanying completed signature page (Part B) will not be rated.

* Electronic Signatures will not be accepted.

STOP

Save Form

E-mail

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Small Communities Fund (SCF) - PART [B] Municipal Affairs

Project Information		
Municipality Name		Office Use Only Municipal Code Project Number
Project Title		
Date of Submission - Select Date -	Contact Person Telephone Number	

Application Certification

This form must be completed by the Chief Administrative Officer or Duty-Authorized Signing Officer.

Signature	Date
Print Name Chief Administrative Officer or Duty-Authorized Signing Officer	Telephone Number

I certify that the information contained in this application is correct, that all program funds will be used in accordance with the Building Canada - Small Communities Fund guidelines and that the grant will be applied in the year(s) and manner described above should this application be accepted by the Minister.

Legal Statement

The personal information provided on this form or on any attachments is required for the purpose of determining your eligibility for the Building Canada - Small Communities Fund (SCF) Program and the administration of the program. Your personal information is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be managed in accordance with the privacy provisions under the FOIP Act. If your grant application is approved, your name, the grant program and the amount of the grant may be published on the Government of Alberta Grant Disclosure Portal as authorized under section 40(1)(b) and (f) of the FOIP Act. Should you have any questions about the collection, use or disclosure of your personal information, you may contact the Director of Federal Programs Unit at the address below.

Submission

- Submit one application per project. The grant application (Part A) **must be submitted by email**. However, the Application Certification (Part B) **must be sent by fax or mail** after it has been signed and dated.
- Applicants are encouraged to save a copy of the completed form for their own records.
- Complete all application details before submitting the form.
- To facilitate the processing of the application, please ensure the Application Certification (Part B) is mailed or faxed no later than April 2, 2015.

Submit completed Application Certification (Part B) to:

Alberta Municipal Affairs
Grants and Education Property Tax Branch
Federal Programs Unit
17th Floor, 10155 - 102 Street
Edmonton, Alberta T5J 4L4

Telephone: toll free by dialing 310-0000 then, (780) 427-2225
Fax: (780) 422-9133
Email: ma.scfgrants@gov.ab.ca

[Print Form](#)

[Save Form](#)

[Reset Fields](#)

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Evaluation Process

- Projects will be scored on the following criteria:
 - Partnership between two or more municipalities (15)
 - Part of a capital planning process (5)
 - Risks and mitigation methods identified (5)
 - Addresses a significant health and/or safety concern (20)
 - Contributes to a cleaner environment (10)
 - Addresses significant pressure on existing infrastructure (15)

Evaluation Process

- Projects will be scored on the following criteria:
 - Asset is financially sustainable (10)
 - Contributes to productivity and economic development (10)
 - Provides other benefits to community (10)
- All applicable sections should be filled in to maximize score
- Referencing attachments results in a score of 0
- Successful and unsuccessful applicants will be notified via mail



Payment Process

- Will be paid following:
 - Receipt of signed CGA
 - Approval of submitted claims for expenses
 - Approval of annual funding by Alberta and Canada
- Payments made on a quarterly basis
- Payments made up to full budget amount of that year
 - Remaining claims deferred to the next year

Anticipated Timelines

Activity	Anticipated Timeline
Application Deadline	April 2, 2015
All Applicants Notified	Late June, 2015
Sign Conditional Grant Agreements	Summer, 2015
First Payments	December, 2015

- Notification timelines will depend on approval timeframe



Other Compliance Requirements

- Project records must be retained for six years after the project ends
- Certain projects may be selected for audits
- Some municipalities may also be selected for site visits to discuss the program and processes



Other Compliance Requirements

- Contracts may be awarded based on best overall value
- May use municipal staff and equipment to complete projects
 - Applicant must declare that tendering the contract is not feasible, work must be directly related to the project, and must be approved by Alberta
- Municipality is responsible for determining if Canadian Environmental Assessment Act 2012 or Duty to Consult standards apply



Other Compliance Requirements - Project Recognition

- Federal signs must be installed at all projects, before project starts
 - Provincial signage requirements are still being determined
 - Signage costs are eligible for funding
- Canada and Alberta should be invited to any media event by informing Municipal Affairs
 - At least 20 working days prior to event
- Municipalities should give Municipal Affairs 30 working days notices of any other media activity

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Contact Information

- Program website:
 - municipalaffairs.alberta.ca/smallcommunitiesfund.cfm
- Email:
 - ma.scfgrants@gov.ab.ca
- Phone:
 - 780-427-2225, toll-free in Alberta by first dialing 310-0000

Checklist

- Application submitted by April 2, 2015 by email
- Signed certification sent in by hard copy, fax, or signed PDF and email by April 2, 2015
- No more than 2 applications were submitted
- Application completely filled in
- Attachments have not been used to support application
- Include council resolution number and date
- All warnings on application form have been addressed



"Service Above Self"

Agenda Item # 7.1

Rotary Club of Drumheller

Box 1331, Drumheller, Alberta T0J 0Y0

Mayor and Council
Town of Drumheller

Re: Naming of park

Dear Sir/Madam:

As a part of the community for 94 years, the local Rotary Club requests Council's consideration in naming the park including the water fountain and Kiddies Spray Park to Rotary Park.

There are many reasons why this request seems appropriate:

- Today, the large majority of the public refers to it as Rotary Park.
- Rotary has been concentrating many of its efforts in this area which include the Kiddies Spray Park - the outdoor children's skating rink and the community clock. Recently the club was granted large decorative metal flowers from the Royal Tyrrell Museum. We, in turn, have offered them to the Town for possible placement on the exterior of the new water slide.
- Rotary's involvement in the park area dates back many years. The club funded the pedestrian underpass at the south end of the bridge. In earlier years, Rotary managed the arena and outdoor swimming pool - even housing what is believed to be the first public display of dinosaur bones, known as the W.R. Fulton collection.
- In future, the club wishes to concentrate its efforts on improving the 'park experience' with possible improvements and expansion of the spray park.

We thank Council for consideration of this request and look forward to working with the Town in future endeavors.

Yours truly,

Scott Kuntz, President
Rotary Club of Drumheller.



