

# **Town of Drumheller COMMITTEE OF THE WHOLE MEETING AGENDA**

January 18, 2016 at 4:30 PM  
Council Chamber, Town Hall  
224 Centre Street, Drumheller, Alberta



Page

## **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**

2-5

#### **5.1.1 Schedule B Discussion**

### **5.2. DIRECTOR OF INFRASTRUCTURE SERVICES' REPORT**

### **5.3. DIRECTOR OF CORPORATE SERVICES' REPORT**

### **5.4. DIRECTOR OF COMMUNITY SERVICES' REPORT**

#### **5.4.1 Overview of the Housing Needs Assessment Report - Cody Glydon**

6-33

#### **5.4.2 2016 Service Fees Discussion**

### **5.5. DIRECTOR OF PROTECTIVE SERVICES' REPORT**

## **6.0 ANNUAL BUDGET REVIEW**

## **7.0 COUNCIL MEMBERS ROUND TABLE DISCUSSION**

#### **7.1 Councillor S. Shoff - Community Futures Update**

#### **7.2 Councillor S. Shoff - Palliser Regional Municipal Services Update**

## **8.0 IN-CAMERA MATTERS**

Mayor and Council  
Town of Drumheller  
224 Centre Street  
Drumheller, Alberta  
T0J 0Y4

January 11, 2016

**Background**

Travel Drumheller was first formed by a voluntary marketing consortium, which consisted of seven progressive organizations that identified the value of promoting the Drumheller Valley as a tourism destination. This consortium, the Town of Drumheller, the Drumheller Chamber of Commerce, Atlas Coal Mine, Rosebud Theatre, Canadian Badlands Passion Play, Royal Tyrrell Museum and Canalta Hotels carried the burden of marketing for many years. While other organizations and businesses talked about joining the effort, when it came time to sign on the dotted line, no one could be found.

The efforts of the marketing consortium created necessary administrative and operational tasks. It became obvious that the creation of an official destination marketing organization, one that was properly funded and staffed, was the viable solution.

**The Formation of Travel Drumheller**

Travel Drumheller was formed after Council's adoption of *the Town of Drumheller's Tourism Master Plan (2011)* with one primary goal:

*To Enhance the role of the Town of Drumheller as a four-season tourism destination and optimize the economic benefits of tourism throughout the region with **four streams of focus**;*

*Management Capacity*

*Destination Development*

*Marketing*

*Policy Development*

## ***Agenda Item # 5.1.1***

Work to date includes efforts in these areas, however perhaps most importantly, Travel Drumheller provides a "home" for Drumheller's tourism community, a place that is recognized by the Province and industry partners across Canada. Travel Drumheller's existence makes it possible for our local tourism industry to have a face both within and beyond Drumheller – the value of this is well beyond the costs associated with its annual operation.

### **Business License Tax Bylaw**

The other businesses in town may have had the marketing vision in mind, but they did not seem to have the will to voluntarily join the marketing efforts. It was too easy to simply roll over and go back to sleep and leave the burden of marketing to others. It was apparent that a wake up call, delivered through bylaw legislation was needed to get the attention of the community. No legislation will be popular with 100% of the community. There will always be those who will voice opposition to political intervention.

Travel Drumheller proposed a flat rate on hotel rooms as the first option. The flat rate was chosen because it would not tie directly to the actual revenue collected by the hotels and there would be no need to audit anyone. However, the flat rate was calculated based on historical average occupancy during a time when the economy was booming. Almost immediately after implementation, the economy collapsed and those legislated to pay the business license tax would have had to dig deep into their own pockets to pay the tax. That was never the intent.

The goal was to create a user pays system so that the burden did not fall to local businesses or citizens at large. Most of those involved in the collection process opted for mediation to reduce the business license tax to something that more closely reflected the actual business climate in 2015.

### **Modification**

After meeting with the hotels, Travel Drumheller heard clearly that if legislation is to exist, a more equitable collection system would be to simply follow an existing model that increases or decreases based on the economic climate. The 4% tourism levy is in place, and making the bylaw equal to 50% of that amount is a more equitable system that requires no additional financial disclosure by the businesses involved.

## ***Agenda Item # 5.1.1***

### **General**

The legislated bylaw is not the collection model of choice. The modified model suggested is more equitable, but it still does not address how other businesses in the community can and should become involved in the marketing efforts as it is limited to the fixed roof accommodation sector.

In spite of challenges, the implementation of the Schedule B bylaw got the attention of the community. Awareness and the subsequent value of destination marketing is now top of mind.

Regardless of council's ultimate decision regarding the bylaw, the founding members of Travel Drumheller will not be deterred. Tourism marketing provides one of the few opportunities for economic growth. Travel Drumheller is also well aware of the fact that if the tourism community does nothing to help themselves, no one is going to do it for them.

Sincerely,  
Dan Sullivan

**Chair, Travel Drumheller**



# **DRUMHELLER**

**OFFICE OF THE MAYOR**



January 13, 2016

Dan Sullivan  
Travel Drumheller  
info@traveldrumheller.com

Dear Dan:

**Re: Schedule B**

Please be advised that the Town of Drumheller is in receipt of your letter dated January 11, 2016 which proposes changes to Bylaw 04.15 Schedule B. I wish to advise that Council gave first reading to Bylaw 04.16 as follows: "...first reading to Bylaw 04.16 by amending Bylaw 04.15 with the removal of Schedule B". Council voted unanimously.

I wish to further advise that Council agreed to discuss the matter further at their next Council Committee meeting to be held on January 18<sup>th</sup>. You are invited to attend the meeting and provide your comments to Council at this time.

Yours truly,

  
Terry Yermen  
Mayor

Cc: R.M. Romanetz, CAO, Town of Drumheller

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



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# DRUMHELLER

Agenda Item # 5.4.2



## MEMORANDUM

Date: January 15, 2016

To:	CAO, Mayor and Council	CC:	
From:	Paul Salvatore Barb Miller	Dept.:	Community Services
Subject:	2016 Service Fees		

In anticipation of the approval of the 2016 operating budget we have prepared the revised user fees for Town of Drumheller Services.

As per Council's direction – Arena fees have been increased by 10% in order to better connect to the actual operating costs while putting ourselves more in line with communities of comparable size and service level. Arena fee increases will take effect on July 1, 2016 – this is consistent with our regular practice and allows our major user groups to budget for their 2016-17 seasons.

All other recreation fees including memberships have been increased by 3% in order that we will be able to better meet our cost recovery goals. These fees are expected to take effect on February 1, 2016 to allow time for staff to make the necessary adjustments and effectively communicate with our current members and the public at large.

Administration service fees, animal licensing and cemetery fees have, for the most part, been adjusted to reflect a 3% increase.

A significant change has been recommended to the fee for assessment appeal review by a CARB (Composite Assessment Review Board). CARB's hear complaints about properties with four or more dwelling units and complaints about non-residential properties. Although we have not had an appeal under this classification for some time, this form of review board requires that a provincially approved tribunal member sit and act as the chair, significantly increasing the cost of holding this type of hearing. The recommended rate is intended to cover costs associated with this form of hearing. Successful appellants in both CARB and LARB hearings are reimbursed application fees.

Airport fees are currently under review following which a fee recommendation will be brought forward for council consideration and adoption.

Fees for engraving of columbarium plaques are also under review to ensure full cost recovery and will be brought forward in advance of adoption

Thanks.



**DRUMHELLER**  
**DINOSAUR CAPITAL OF THE WORLD**



**2016 - 2017**  
**Service Fee Schedule**

**PROPOSED**

**ADOPTED by Council**

**UPDATED:**

**Town of Drumheller  
Fee Schedule**

2016 Service Fees Discussion

Rates Adjusted as per Corporate Services

**Administration Services**

Gst: Extra where applicable (unless otherwise indicated)

source:

**ADMINISTRATION  
account(s) management**

Payment (credit balance) transfers (utilities to taxes, taxes to utilities)  
Balance transfers (utilities to tax roll)

**assessment appeal**

LARB (residential) Provincial Reg. \$50 max, 3 units and less  
CARB (multi res, commercial) Provincial Reg. \$650 max  
\*fees refunded upon successful appeal

**assessment information request by third party**

information regarding legal description, latest assessment  
information regarding historical assessments

**copies of information (other than photocopies)**

Reprint fee for invoice , account history or receipt:

per electronic version per 4x6  
per photograph plus: per 5x7  
per 8x10  
per 11x14  
per 16x20

**criminal records check**

Private requested by individuals

**custom work (public works)**

per employee hour plus actual costs for materials, supplies and equipment (Mon -  
Fri 8am - 5pm), additional labour over roadbuilders

per employee hour plus actual costs for materials, supplies and equipment (Outside  
of Mon - Fri 8am - 5pm), additional labour over roadbuilders  
Snow Control plus admin fee:10% (check the Tax Roll)  
Weed Control plus admin fee:10% (check the Tax Roll)

**fax**

W:\jcarvidson\budget 2015\COPY of Fee Schedule 2016 council draft.0113  
Administration

2% Effective 2015	Proposed approx 3% Effective 01-Feb-16
\$ 50.00	\$ 25.00
\$ 50.00	\$ 50.00
\$50.00	\$ 50.00
\$105.00	\$ 650.00
\$35.75	\$ 36.75
\$35.75	\$ 36.75
\$25.00	\$ 25.75
\$41.00	\$ 42.25
\$3.25	\$ 3.35
\$6.25	\$ 6.50
\$10.70	\$ 11.00
\$21.50	\$ 22.00
\$32.50	\$ 33.50
\$35.00	\$ 36.00
\$48.75	\$ 50.25
\$73.00 contractor\$ contractor\$	\$ 75.00



**Town of Drumheller  
Fee Schedule**

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Rates Adjusted as per Corporate Services

**Administration Services**

per transmission (local and long distance)

**FOIP\* requests** \* Freedom of Information and Protection of Privacy Regulation, AR200/95  
per request

**photocopying**

per page (min 5 pages to a maximum 600 pages (\$1.50))  
**Colour copying** per page (5 minimum - 600 maximum)

<b>Proposed</b>	<b>2% Effective 2015</b>	<b>approx 3% Effective 01-Feb-16</b>
	\$5.35	\$ 5.50
	\$25.00	\$ 25.00
	\$0.30	\$ 0.30
	\$1.00	\$ 1.00

**Town of Drumheller  
Fee Schedule**

2016 Service Fees Discussion

Rates Adjusted as per Corporate Services

**Administration Services**

**tax information**

per tax certificate

**DEVELOPMENT  
base maps**

black and white  
colored  
11x17

**compliance certificate**

zoning compliance

**\*see development tab**

**development appeal fee**

**land-use bylaw (black and white)**

without map  
with map

**municipal development plan**

black and white maps  
colored maps

**subdivision fees as established annually by Pailiser**

**ELECTRONIC INFORMATION**

**custom work (computer drafting and programming)**

per hour plus actual costs for materials and supplies

**information extraction**

per hour to extract data from electronic databases

**search and retrieval**

per hour plus actual costs for materials and supplies

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Administration

<b>2% Effective 2015</b>	<b>Proposed approx 3% Effective 01-Feb-16</b>
\$35.75	\$ 36.75
\$10.75 \$48.75 \$16.30	\$ 11.00 \$ 50.25 \$ 16.80
\$129.75	\$ 133.50
\$48.75 \$65.25	\$ 50.00 \$ 67.25
\$65.00 \$108.00	\$ 67.00 \$ 111.25
\$65.25	\$ 67.25
\$65.25	\$ 67.25
\$32.65	\$ 33.65

**Town of Drumheller  
Fee Schedule**

**Administration Services**

per 1/4 hour

Rates Adjusted as per Corporate Services

2%	Proposed
Effective	approx 3%
2015	Effective
\$7.65	01-Feb-16
	\$ 7.85

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## Agenda Item # 5.4.2

**Town of Drumheller  
Fee Schedule**

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Rates Adjusted as per Corporate Services		2% Effective 2015	Proposed approx 3% Effective 01-Feb-16
<b>Administration Services</b>			
Miscellaneous Items			
Freon Devices		\$ 10.25	\$ 10.50
NSF Charges*		\$ 35.00	\$ 35.00

**Town of Drumheller  
Fee Schedule**

Rates Adjusted as per Corporate Services

	Effective 01-Apr-15	Proposed Effective 01-Feb-16
<b>Airport</b>		
Storage in Town Owned Hanger per month plus GST	\$ 180.00	Under Review
Lot for Own Hanger per year plus GST *site improvements not included	\$ 180.00	Under Review

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## Agenda Item # 5.4.2

15/01/2016  
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Airport

**Town of Drumheller  
Fee Schedule**

2016 Service Fees Discussion

Rates Adjusted as per Protective Services

**Animals**

GST: all prices EXEMPT GST  
adopted: Council

**Altered Animal - with microchip or tattoo**

Dog  
Cat

**Altered Animal - without microchip or tattoo**

Dog  
Cat

**Unaltered Animal - with microchip or tattoo**

Dog  
Cat

**Unaltered Animal - without microchip or tattoo**

Dog  
Cat

	2% increase Effective 01-Jan-15	Proposed approx 3% Effective 2016
	\$ 15.25	\$ 15.75
	\$ 10.25	\$ 10.50
	\$ 30.50	\$ 31.50
	\$ 30.50	\$ 31.50
	\$ 35.75	\$ 36.75
	\$ 35.75	\$ 36.75
	\$ 51.00	\$ 52.50
	\$ 51.00	\$ 52.50

**New Resident or New Animal licenses are prorated by month**

A proof of alteration (spaying or neutering) certificate from a veterinarian is required in order to apply the "altered animal" rate.

A proof of microchip or tattoo certificate from a veterinarian is required in order to apply the "microchip or tattoo" rate.

# Aquaplex

**GST:** all prices include GST where applicable unless otherwise indicated  
**source:**

### Rentals:

**Swim Suit (deposit required)**

Towel

Shower/use of changeroom facilities (no pool access)

**Pool Rental (no charge for the first three adult supervisors)**

Swim Club (per hour)

Swim Club (per hour - per lane)

## Local Youth Groups

Non - Local Groups  
up to 25 ppl

Local Youth Groups 26-35 ppl

Non - Local Groups

Local Youth Groups

Local Team Groups  
Non - Local Groups  
(36 - 45 ppl)  
36 - 45 ppl.

Local Youth Groups (46 and over)

Local Comm. Groups	Non-Local Groups	(40 and over)	(46 and over)
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
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10	10	10	10
11	11	11	11
12	12	12	12
13	13	13	13
14	14	14	14
15	15	15	15
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97	97	97	97
98	98	98	98
99	99	99	99
100	100	100	100

Edutour / Camp-ins per person April 1 to March 31 each year

(Royal Tyrrell Museum \* gst exempt)

## Swimming Lessons\* gst exempt

Preschool (30 minute lesson)

Swim Kids 1 to 4 (45 minute lesson)

Swim Kids 5 to 7 (60 minute lesson)

Swim Kids 8 to 10 (90 minute lesson)

Private lesson (30 minutes- 1 child)

Private lesson (30 minutes-additional child)

**School Lessons (August - June each year)**

### Age Groups (definitions)

Children (age 5 and under)

Youth (age 6 to 17)

Adult(age 18 to 59)

Senior (age 60 and higher)

Effective 2% - 2015	Effective 3% 01-Feb-16
\$3.25	\$3.50
\$3.25	\$2.00
\$2.00	\$2.00
\$61.25	\$63.00
\$10.75	\$11.00
\$71.25	\$73.25
\$107.00	\$110.25
\$102.00	\$105.00
\$137.75	\$142.00
\$132.50	\$136.50
\$168.25	\$173.25
\$163.25	\$168.25
\$199.00	\$205.00
\$3.00	\$3.00
\$34.00	\$35.00
\$44.00	\$45.25
\$54.00	\$55.50
\$74.50	\$76.75
\$15.25	\$15.50
\$5.25	\$5.25
\$27.50	\$28.25

## Town of Drumheller Fee Schedule

# Aquaplex

### Public Swimming:

5 &amp; Under (within arms reach of someone 16 yrs+)

Youth (ages 6-17 yrs)

Adult† (ages 18-59yrs)

Senior (ages 60+)

## Family

Proposed	Effective 2% - 2015	Effective 3% 01-Feb-16
	FREE	FREE
	\$5.25	\$5.50
	\$7.25	\$7.50
	\$5.25	\$5.50
	\$17.25	\$18.00
	\$47.25	\$49.50
	\$65.25	\$67.50
	\$47.25	\$49.50
	\$155.25	\$162.00

Ticket Type		Tickets
<b>10 Pack</b> (10% SAVINGS)	Youth	
	Adult	
	Senior	
	Family	



## Town of Drumheller Fee Schedule

2016 Service Fees Discussion

Arena		2% Increase Effective 01-Jul-15	Proposed 10% Increase Effective 01-Jul-16
GST: all prices include GST where applicable unless otherwise indicated			
SOURCE:			
Summer Rental (April 01 to August 30) /hr (plus GST)		\$151.00	\$166.00
Lacrosse*		\$60.00	\$66.00
Dry Rental			
will be negotiated on an individual basis			
Winter Rental			
Prime Time Rental			
Prime time: Weekdays from 4PM to Midnight			
Weekends from 7AM to Midnight			
Holidays from 7AM to Midnight			
/hr (plus GS Youth Groups		\$74.50	\$82.00
/hr (plus GS Local Adult Hockey		\$152.50	\$168.00
/hr (plus GS Out of Town Users		\$167.25	\$183.50
Non Prime Time Rental			
/hr (plus GS Youth Groups		\$56.00	\$61.50
/hr (plus GS Local Adult Hockey		\$112.25	\$123.50
/hr (plus GS Out of Town Users		\$126.50	\$139.00
Junior "A" Rental			
/hr (plus GS Practice		\$98.50	\$108.50
/hr (plus GS Games		\$137.75	\$151.50

PUBLIC SKATING is provided FREE to the public – sponsored by Local Business as negotiated by the Director of Community Services.

Town of Drumheller Fee Schedule	
Arena	
ARENA RENTALS	
Non Ice Day Rental Rates	
Town of Drumheller Group NO charge	
Local Non Commercial \$357.50+GST Deposit \$357.50	
Town Commercial \$485+GST Deposit \$485	
Other Groups \$660+GST Deposit \$660	
Town Crew Clean-up Fee \$400 if required	
Graduation Ceremonies 5 day charge \$3,500.00+GST	
Red Arena – if available – Indoor practice fee due to inclement weather	
- If booked 72 hours in advance - \$15/hour+GST	
- If booked less than 72 hours in advance - \$30/hour+GST	
Staff will be arranged to open and close.	
Persons renting the arena floor space during the off season for a three day or more event shall be allowed the use of the arena floor space on the day before and/or the day after the event, at a reduced daily rental rate equal to one-half the normal daily rental rate. This provision is established to accommodate extra time that the renter may need to set up and/or disassemble any structures or displays necessary for the event but is not intended for the purpose of running the event itself. The renter will be responsible for advising Facilities Staff if either of these extra days is required when booking the facility.	

Proposed  
2% Increase  
10% Increase

# Town of Drumheller Fee Schedule

## Ball Diamonds

GST: all prices include GST where applicable unless otherwise indicated  
source:

### Youth Ball (Per Diamond)

per game (2-3 hours duration) (plus GST)  
per day (plus GST)

### Adult Ball (Per Diamond)

per game (2-3 hours duration) (plus GST)  
per day (plus GST)

2% Effective 01-Jan-15	3% Effective 01-Jan-16
\$22.00	\$22.50
\$77.50	\$80.00
\$29.75	\$30.75
\$103.75	\$106.75

Town of Drumheller  
Fee Schedule

	Proposed		Proposed	
	2015 Single Facility Adjusted Including GST --- 2% Increase	2016 Single Facility Adjusted Including GST --- 3% Increase	2015 Multi Facility Adjusted Including GST --- 2% Increase	2016 Multi Facility Adjusted Including GST --- 3% Increase
Drop In				
Adult	\$8.50	\$8.75	\$11.00	\$11.25
Youth	\$6.50	\$6.75	\$8.25	\$8.50
Senior	\$6.50	\$6.75	\$8.25	\$8.50
Family	\$18.00	\$18.00	\$22.75	\$23.00
Dependent				
10 pass				
Adult	\$76.50	\$78.75	\$99.00	\$101.25
Youth	\$58.50	\$60.75	\$74.25	\$76.50
Senior	\$58.50	\$60.75	\$74.25	\$76.50
Family	\$162.00	\$166.75	\$204.75	\$207.00
Dependent				
One month				
Adult	\$58.00	\$59.75	\$75.50	\$77.75
Youth	\$43.00	\$44.25	\$56.00	\$57.75
Senior	\$43.00	\$44.25	\$56.00	\$57.75
Family	\$122.00	\$125.75	\$158.75	\$163.50
Dependent				
Three month				
Adult	\$149.25	\$153.75	\$184.25	\$200.00
Youth	\$111.00	\$114.25	\$144.25	\$148.50
Senior	\$111.00	\$114.25	\$144.25	\$148.50
Family	\$313.50	\$322.00	\$407.50	\$419.75
Dependent				
Six month				
Adult	\$249.00	\$256.50	\$324.00	\$333.75
Youth	\$185.00	\$190.50	\$240.25	\$247.50
Senior	\$185.00	\$190.50	\$240.25	\$247.50
Family	\$522.25	\$538.00	\$679.00	\$698.50
Dependent				
Annual				
Adult	\$465.00	\$479.00	\$604.25	\$622.25
Youth	\$308.00	\$317.25	\$400.25	\$412.25
Senior	\$308.00	\$317.25	\$400.25	\$412.25
Family	\$870.25	\$896.50	\$1,071.00	\$1,103.00
Corporate				

**Age Groups**  
Children (age 5 and under)  
Youth (age 6 to 17)  
Adult (age 18 to 59)  
Senior (age 60 and higher)

20% discount on full year multipasses for businesses  
Minimum purchase of four buy business  
Terms and conditions as outlined by policy

Space	Weekend Rate	Daily Rate	Hourly Rate
<b>Banquet Hall</b>			
<b>Full Hall (450 seated at tables, 600 seated theatre style)</b>			
Private	\$2,040.00	\$918.00	\$153.00
Local	\$1,766.50	\$780.25	\$128.50
Not for profit	\$1,664.50	\$734.50	\$122.50
<b>2/3 Hall (330 seated at tables)</b>			
Private	\$1,387.50	\$612.00	\$102.00
Local	\$1,154.50	\$510.00	\$84.50
Not for profit	\$1,109.75	\$489.50	\$81.50
<b>1/3 Hall (165 seated at tables)</b>			
Private	\$726.25	\$321.25	\$53.00
Local	\$612.00	\$270.25	\$44.75
Not for profit	\$575.25	\$255.00	\$41.75
<b>Kitchen</b>			
Single function		\$357.00	\$76.50
Caterer		\$ 1.05 per plate - per meal	
<b>Terrace (100)</b>			
Private	\$636.50	\$280.50	\$47.00
Local	\$579.25	\$255.00	\$42.75
Not for profit	\$510.00	\$224.50	\$37.75
<b>Meeting Space</b>			
<b>Large multi-purpose room (40 seated at tables)</b>			
Private		\$178.50	\$30.50
Local		\$152.00	\$25.50
Not for profit		Town Sponsored	
<b>Small multi-purpose room (16 seated at tables)</b>			
Private		\$89.25	\$15.25
Local		\$76.00	\$12.75
Not for profit		Free	
<b>Gallery (up to 50 standing)</b>			
Private		\$178.50	\$30.50
Local		\$152.00	\$25.50
Not for profit		\$61.25	\$15.25

<b>Large multi-purpose room (40 seated at tables)</b>			
Private		\$183.75	\$31.50
Local		\$157.00	\$26.25
Not for		Town Sponsored	Town Sponsored
<b>Small multi-purpose</b>			
Private		\$92.00	\$15.75
Local		\$78.25	\$13.00
Not for		Town Sponsored	Town Sponsored
<b>Gallery (up to 50 standing)</b>			
Private		\$184.00	\$31.50
Local		\$156.50	\$26.25
Not for		\$63.00	\$15.75

## Field House

### Field house - full - two thirds -

Private

Local

Not for profit - adult

Not for profit - youth

### Fitness Studio

Private

Local

Not for profit - adult

Not for profit - youth

### Play space drop in

\* fees do not include GST

2015 Fees Discussion

Field	Daily	Full	2/3	1/3
Field house				
Private	\$1,020.00	\$154.75	\$122.50	\$ 81.25
Local	\$816.00	\$102.00	\$81.50	\$ 40.75
Not for	\$795.60	\$76.50	\$81.25	\$ 30.50
Not for	\$765.00	\$61.25	\$40.75	\$ 20.50
Fitness				
Private	\$510.00		\$51.00	
Local	\$408.00		\$40.75	
Not for	\$255.00		\$30.50	
Not for	\$153.00		\$20.50	
Play space			\$2.00	

\* fees do not include GST and are subject

Field House	Daily	Full	2/3	1/3
Field house				
Private	\$1,050.50	\$159.50	\$126.00	\$ 83.00
Local	\$840.50	\$105.00	\$84.00	\$ 42.00
Not for	\$819.50	\$78.75	\$63.00	\$ 31.50
Not for	\$788.00	\$63.00	\$42.00	\$ 21.00
Fitness				
Private	\$525.00		\$52.50	
Local	\$418.25		\$42.00	
Not for	\$262.50		\$31.50	
Not for	\$157.50		\$21.00	
Play space			\$2.00	

\* fees do not include GST and are

## Agenda Item # 5.4.2

**Town of Drumheller  
Fee Schedule**

2016 Service Fees Discussion

**Bulk Rates**

all prices are GST exempt

GL Code

**Bulk Water (utility rates bylaw)  
(see Utility Rates)**

1.1.4101.441

**Sewage Dumping (Drumheller Commercial/Industrial/Residential)  
tonne**

1.1.4201.441

**Sewage Dumping (Outside Drumheller)  
tonne**

1.1.4201.441

Effective 01-Jul-15	Proposed 3% Effective 01-Feb-16
\$2.25	\$ 2.30
\$7.25	\$ 7.45

**Agenda Item # 5.4.2**

**Town of Drumheller  
Fee Schedule**

**Cemetery**

source:

**Note: A burial Permit is required for all burials**

**Resident**

Full Plot  
Open/Close (weekday)  
Open/Close (weekend, holiday)  
plus winter fee (Nov01 to Mar31)

**Non-Resident**

Full Plot  
Open/Close (weekday)  
Open/Close (weekend, holiday)  
plus winter fee (Nov01 to Mar31)

**Cremains**

Cremain Plot (resident) (maximum 4 cremains)  
Cremain Plot (non-resident) (maximum 4 cremains)  
Open/Close (weekday)  
Open/Close (weekend, holiday)  
plus winter fee (Nov01 to Mar31)

**Columbarium**

Niche (each cremain) (maximum 4 cremains)  
Open/Close (weekday)  
Open/Close (weekend, holiday)  
Engraving

**Memorial Wall**

Plaque engraving for memorial wall

• Rate Increases proposed reflect actual current cost

	Effective 2015	Proposed approx. 3% Effective 01-Feb-16
	\$815.00	\$ 839.50
	\$407.00	\$ 419.25
	\$523.50	\$ 539.25
	\$207.00	\$ 213.25
	\$897.00	\$ 925.00
	\$407.00	\$ 419.25
	\$523.50	\$ 539.25
	\$207.00	\$ 213.25
	\$407.00	\$ 419.25
	\$451.50	\$ 485.00
	\$131.25	\$ 135.00
	\$150.00	\$ 154.50
	\$69.25	\$ 71.25
	\$1,033.25	\$1,064.25
	\$193.75	\$ 199.50
	\$249.00	\$ 256.50
	\$390.00	under review
	\$200.00	under review



# Town of Drumheller Fee Schedule

Proposed :

3% increase  
Effective  
01-Feb-16

## Summer Fun

GST: all prices are exempt from GST

source:

Summer Camp Daily (1st Child)  
Summer Camp Daily (2nd Child)  
Summer Camp Weekly (1st Child)  
Summer Camp Weekly (2nd Child)  
Summer Camp Short Week (1st Child)  
Summer Camp Short Week (2nd Child)  
Extended pick up & drop off - Weekly  
Extended pick up & drop off - Daily

\$41.75  
\$35.75  
\$117.25  
\$107.00  
\$98.00  
\$89.75  
\$20.50  
\$5.00  
\$43.00  
\$36.75  
\$120.75  
\$110.25  
\$100.75  
\$92.50  
\$21.00  
\$5.25

## Flex Day

Members:

First Child per Day  
Additional Child per Day  
First Child per Day  
Additional Child per Day

\$43.00  
\$37.25  
\$48.25  
\$42.50  
\$44.25  
\$38.25  
\$48.50  
\$45.75

## Does not include gst

Before/After School Care

## Daily

1st child  
Additional

for families having two or more children who are registered as  
full-time in the program

\$13.50  
\$11.00

**PROGRAM WAS CHANGED TO FULL TIME - THIS WILL BRING INTO LINE FOR BILLING**

Agenda Item # 5.4.2

# Town of Drumheller Fee Schedule

2016 Service Fees Discussion

## Summer Fun

### BCF Birthday Party Packages

Does not include gst

Fee increase based on increased costs for supplies and market demand

#### Sports Party - OR - Princess Party

1 to 12 people  
13 to 24 people  
25 to 35 People

#### Gamer Party

1 to 12 people  
13 to 24 people  
25 to 35 People

#### Pirate Party – OR - Beach Party

1 to 12 people  
13 to 24 people  
25 to 35 People

Proposed :	
2% increase Effective 2015	3% increase Effective 01-Feb-16
\$165.00	\$168.00
\$235.00	\$227.75
\$275.00	\$275.00
\$190.00	\$195.75
\$245.00	\$252.25
\$290.00	\$298.75
\$195.00	\$200.75
\$265.00	\$272.00
\$340.00	\$358.25

## Agenda Item # 5.4.2



# DRUMHELLER

## COMMUNITY SERVICES

Agenda Item # 5.4.2



### Request for Direction

**Date:** January 14, 2015

<b>Topic:</b>	<b>Recreation – Fee Assistance Program</b>
<b>Background:</b>	<p>Council has identified the adoption of a Fee Assistance Program (ie. Recreation Subsidy Program) as a priority for 2016. This is identified-in and was discussed at Council's annual strategic planning sessions on December 7 and 8, 2015.</p> <p>Administration has provided examples of Fee Assistance Programs from the Cities of Leduc and Red Deer for reference. This information was provided to Council at the Council Meeting of December 14, 2015.</p> <p>The Director of Community Services' discussion with the City of Red Deer has provided answers to a number of questions regarding the administrative details surrounding the management of this type of program.</p> <p>This is summarized in the attached document (s).</p>
<b>Proposed by:</b>	Administration
<b>Correlation to Business (Strategic) Plan</b>	The notion of providing access to our facilities and programs for individuals with limited finances should be balanced with sound operating practices that ensures good value for our citizens.
<b>Benefits:</b>	<p>Individuals and Families would benefit from the development of active and healthy lifestyles.</p> <p>Increased overall use of our recreational facilities.</p>
<b>Disadvantages:</b>	Additional cost of providing access to programs and / or admission to our facilities and / or programs.
<b>Alternatives:</b>	<p>Take no action (status quo)</p> <p>Identify additional promotional rates for admissions and / or programs – similar to our Toonie admissions programs.</p>


RFD - Fee Assistance  
Program\_0116

Canadian  
**Badlands**

Created By: Paul Salvatore

1

## Agenda Item # 5.4.2

<b>Finance/Budget Implications:</b>	Council's direction and assignment of budget for a system / program for a Fee Assistance Program would determine the budget implications for the implementation of such a program.		
<b>Operating Costs:</b>		Capital Cost:	Net Cost -0-
<b>Budget Available:</b>	-0-	Source of Funds:	-0-
<b>Budget Cost:</b>	-0-	Underbudgeted Cost:	
<b>Communication Strategy:</b>	Use the Townpage, Facebook and the media – to communicate to the public on this issue.		
<b>Recommendations:</b>	That Council provide direction to administration on the preferred scope and terms for the development of a policy regarding a fee assistance program.		
<b>Report Writer:</b>	 Paul Salvatore	CAO:	
<b>Position:</b>	Director of Community Services		

### **Fee Assistance Program - Considerations**

#### **Highlights**

The City of Red Deer provides ***free access to all its recreation facilities to City of Red Deer residents***, provided that individuals can produce any of a list of qualifying documents to support Low Income Qualification for access. Currently – approximately 20% of City of Red Deer recreation memberships are held by those that qualify for the Fee Assistance Program. The City of Red Deer Fee Assistance Program brochure is attached for your reference.

In addition to recreation facility access, the City of Red Deer manages a fund to subsidize the cost of registration in City operated recreation programs – examples include swimming lessons, summer camps arts and crafts programs and so, on. The City sets aside up to \$200 per qualifying applicant per year to cover the costs of special recreation programs (any program shown in their Community Activity Guide is eligible.)

Red Deer also partners with Kidsport / Jumpstart – to review applications for financial support for youth programming that is outside of the City's direct service delivery. This fund also receives support through private donations.

#### **Administrative Considerations**

The City of Red Deer's Fee Assistance Program is relatively easy to administer so long as access is limited to facility access. The administrative system at the point of sale makes it simple for those who qualify to produce documentation that allows immediate access to the facilities for swimming and gymnasium use.

However, when it comes to program specific funding, (lessons and classes) a more formal application process is required. The completion of forms and an administrative review including tracking the budget amounts takes place. This adds time and because there are limited funds allocated within the budget some applicants do not get funding (as the budget allocation usually runs-out well before the end of each fiscal year).

#### **What is the Potential Impact on Facility Use?**

There is a direct increase to the cost of operating facilities based on the additional use associated with users that qualify for the Fee Assistance Program, however the costs are minimal and manageable as they relate to staffing costs (particularly for additional lifeguards – which is a very similar situation for us when we operate toonie programs). In other words, we serve more users and as a result we are required to provide a higher number of staff in our aquatics facilities at peak use. This could also apply at the Badlands Community Facility – especially during supervised recreation programming times.

### **Implementation Costs?**

While Red Deer notes that up to 20% of its users qualify for fee assistance – the amount that would more likely directly impact revenues would be estimated to be in the vicinity of 10% of the membership fees that we collect. This would represent an estimated \$35,000 reduction in revenues that we would normally expect to collect from the Aquaplex and Badlands Community Facility. However – there is no way of obtaining an accurate estimate of the impact of a change until that change has been in place for at least for one full year. Furthermore, our current economic climate may increase the demand for this type of program.

### **Variations of the Red Deer Model**

We have also reviewed similar programs from the City of Leduc and other programs known in Alberta at this time. Rather than take an exhaustive review of a list of several options it would be preferable to identify the basic elements that we would want to see in a model to be applied in Drumheller.

#### **1. Recreation Facility Access (options)**

- a. All Inclusive (all facilities and all programs)
- b. Free access to facilities (not programs)
- c. Reduced fee access (by a percentage of the regular rate(s)).
- d. Free access – only to specific types of users (youth / seniors, etc)
- e. Prescription to Get Active (ie. A medical prescription provided by a local doctor that provides 1 month free access to our facilities to those not currently physically active as determined by their physician).

#### **2. Program Cost Support (options)**

- a. Free access to programs and lessons.
- b. Free access, or a reduced fee – limited to one program (ie. Swimming lessons, or summer fun).
- c. A reduction to the regular fees (by a percentage of established rate(s)).
- d. Restrictions to specific types of users (youth / seniors, etc).

### **Administrative Goals**

Regardless of Council's direction, it would be our administrative goal to make the system as simple and easy to manage as possible. We would rather not have a convoluted application system to manage and we would promote a system that is as universal as possible, thus allowing our staff to focus on serving our customers – not setting up hoops to jump through and red tape to prevent access. We believe that this is possible by keeping our policy simple.

## **Recommendations**

In order to ensure that we are able to better manage the costs associated with the introduction of a Fee Assistance Program we would recommend that we limit the program to Facility access only. Additionally, we should consider a reduction in fees (up to 50% of regular prices) to ensure that our costs are managed. This could be adopted as a pilot project and changes implemented as we gain experience with program implementation.

For residents in financial need, the City of Leduc offers funding for city-run recreation programs and facility admissions.

### Who can participate in this program?

**All applicants must be residents of the City of Leduc or Rural Leduc County. Proof of residency will be required.**

#### Option A – Automatic Qualifiers:

**Alberta Health Benefits Program** recipients meet the household income requirements for this program. However, this does not guarantee participation in this program as funding is allocated on a first come, first served basis.

#### Option B – Should the applicant(s) not meet the criteria of Option A:

Applicants will need to provide verification of **Household Income**. To qualify, income must not exceed the amounts listed in the chart below. Documentation is required for all adults in the household.

- Notice of Assessment from the most recent tax year for all adults listed on the application.
- Two most recent pay stubs (or) a current bank statement.

If the total annual income for the all of the adults listed in the household is under the following totals, you are eligible for this program:

<b>Individual household income</b>	\$21,000			
<b>Single Parent number of children</b>	1	2	3	4*
<b>household income</b>	\$24,400	\$29,100	\$34,100	\$39,400
<b>Couple number of children</b>	1	2	3	4*
<b>household income</b>	\$29,300	\$34,400	\$39,000	\$44,000

\* for each additional child, add \$4,700 to the base amount

### What will approved applicants receive?

Up to 80% of LRC membership and program registration costs will be paid for by the City of Leduc to a maximum of \$200/person/calendar year. The remaining value must be paid by the applicant at the time the membership is issued or registration is completed.

Applicants may select from punch pass, monthly and annual membership options, as well as registered programs\* offered by the City of Leduc including swim lessons, fitness classes and recreation programs.

For example, an Adult approved in the program could select the following options with the funding available to them:	Price	City's Contribution Up to 80% to a maximum of \$200	Individual's Contribution remaining balance
two 10-visit adult punch pass	\$145.00	\$116.00	\$29.00
1 cooking program	\$30.00	\$24.00	\$6.00
1 fitness program	\$80.00	\$64.00	\$16.00
<b>Total</b>	<b>\$255.00</b>	<b>\$204.00**</b>	<b>\$51.00</b>
			<b>\$4.00</b>
			<b>\$55.00</b>

\* Birthday party packages, individual day admissions, special events with admission fees and some specialized fitness services are excluded.

\*\* The City will contribute a maximum of \$200/person and so the remaining balance (\$4.00) must be paid by the individual.



**Step 1** Complete **both sides** of the Recreation Assistance Program application form.

**Step 2** Attach the required Income Verification documents to your application form. Below is more information on the verification document requirement.

**1. Alberta Health Benefits Program recipients**

Participants of this provincial program automatically qualify for this program. However, this does not guarantee application approval as funding is provided on a first come, first served basis until all budgeted dollars have been allocated.

A photocopy of the most recent monthly AHB statement or AHB Program Approval Letter is required in addition to a completed Recreation Assistance Program application form. Only those names listed on the AHB statement/letter will qualify for this program.

**2. All other applicants**

- **Tax Notice of Assessment** from the most recent tax year for all adults listed on the application form.  
If you do not have a copy of your assessment you can obtain one by calling the Canada Revenue Agency at 1-800-959-8281 to receive a copy by mail.
- Two most recent pay stubs (or) current bank statement

**Step 3** Phone **780-980-8489** during regular business hours to book an intake session. Please bring along the completed application form and required documentation:

Family & Community Support Services  
Civic Centre, 1 Alexandra Park  
Leduc, AB T9E 4C4

At this meeting you will discuss the programs and services available to your family, as well as determine what funding program will best suit your needs.

Applications will not be reviewed until this meeting has taken place. Any applications dropped off, mailed, faxed or emailed will be returned to the applicant.

**Step 4** All applicants will receive information by mail on the status of their application within ten business days of your meeting.

### Other important information

All applications will be held in the strictest confidence. Upon confirmation of income, all copies of income documents will be destroyed.

**If you have any questions related to this program and the application process, please call 780-980-8489.**