

Town of Drumheller COMMITTEE OF THE WHOLE MEETING AGENDA

February 12, 2018 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

3-17

- 5.1 Quarterly Reports from October 1, 2017 to December 31, 2017
2017 Annual Reports
CAO
Director of Infrastructure Services
Director of Corporate Services
Director of Community Services (tabled to February 20th)
Director of Protective Services

5.1. CAO'S REPORT

5.2. DIRECTOR OF INFRASTRUCTURE SERVICES' REPORT

5.3. DIRECTOR OF CORPORATE SERVICES' REPORT

5.4. DIRECTOR OF COMMUNITY SERVICES' REPORT

5.5. DIRECTOR OF PROTECTIVE SERVICES' REPORT

6.0 ANNUAL BUDGET REVIEW

7.0 COUNCIL MEMBERS' REPORTS / ROUND TABLE DISCUSSION

18

- 7.1 Quarterly Reports from November, 2017 to January 31, 2018
Councillor Tom Zariski
Councillor Fred Makowecki

7.0 COUNCIL MEMBERS' REPORTS / ROUND TABLE DISCUSSION

Councillor Jay Garbutt
Councillor Kristyne DeMott
Councillor Lisa Hansen-Zacharuk
Councillor Tony Lacher
Mayor Heather Colberg

7.2 Presentation of Vision, Mission and Values by Councillors Zariski and Garbutt

8.0 IN-CAMERA MATTERS

8.1 Land Matter (Elgin Hill) (*In camera* - FOIPP S. 16 Harmful to Business Interests of Third Party / S. 23 Local Public Body Confidences)



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER

Agenda Item # 5.1



QUARTERLY REPORT FOR CAO AND INFRASTRUCTURE SERVICES

Name:	Darryl Drohomerski	Month:	October to December, 2017
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FLOOD MITIGATION (TOWN ROLE)

Meeting held with a concerned resident on November 8th dealing with the delays from the Province in moving forward with a relocation program. On January 16th, 2018, CAO had a conference call with Andy Lamb, Program Director - Alberta Community Resilience Grant Program. At that time a redraft of the Letter of Intent for transfer of the dykes from the Province to the Town was presented. As well, a residential relocation program was presented. Council reviewed the documents at their meeting of January 22nd.

AQUAPLEX MODERNIZATION

On December 30th, the Aquaplex re-opened its doors to the public following an extensive modernization upgrade which included a new steam room, new hot tub, and a graduated entry pool in the amount of \$1.7M. Several deficiencies dealing with leaks, the pool liner ladders and the fire alarm system caused the project to go beyond the proposed completion date. As well, recent changes to AHS regulations for flow and filtration requirements resulted in delays and piping changes. Pool memberships were extended for the length of the delay. To date, the hot tub remains closed due to not meeting the flow requirements for Alberta Health and the piping system has to be rebuilt. It is hopeful that the work will be completed by the week's end – February 10th.

TYRRELL MUSEUM SEWAGE ODOR

Meetings were held during this quarter with MPE, the Tyrrell Museum and the Province to review ongoing concerns with the impact of the odor on residents. Actions steps had been agreed upon which include: 1) entering into a long-term servicing agreement for the sewage discharge from Tyrrell's site facilities; 2) construction of a sewage lift station at the Tyrrell. This lift station is required to accommodate the expected sewage from the museum's expanded facilities with the addition of a Learning Centre; and 3) collection of H₂S concentrations in the Nacmine manhole through a suitable H₂S datalogger which can be connected to the Town's SCADA system so that high H₂S concentrations can be identified quickly and mitigation steps be undertaken without delay.

EMPLOYEE HOUSING (ATCO VILLAGE)

Council at their Strategic Business Session held on November 29th, employee housing was identified as a Corporate Priority. On January 12th an initial meeting was arranged with ATCO to discuss the proposal of an ATCO Village.

Outstanding Issues for the Next Quarter:

2018 Operating and Capital Budgets

CAO:

Office of the Chief Administrative Officer

Telephone: (403) 823-1339



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER

Agenda Item # 5.1



ANNUAL REPORT

Name:	Darryl Drohomerski, C.E.T.	Year:	2017
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Year's Accomplishments:

- **Mayor and Council highlights include:**

- In January, the plaque was unveiled that the Badlands Community Facility was built to meet the LEED Silver Designation which means Leadership in Energy & Environmental Design. In 2009, Council of the day approved the BCF's design and construction to be LEED certified. The BCF is now recognized internationally as a green building because it meets the criteria of being energy efficient and environmentally friendly. The strategies that earned Drumheller points include: the BCF has a 47% energy cost reduction over a standard building; the BCF has an operational and maintenance plan that avoids the use of chemicals for interior and exterior cleaning, avoids the use of salt for the removal of snow / ice, and avoids the use of pesticides for landscaping; and the BCF has a water system that uses efficient-technology to reduce typical water use; a landscape waste program that diverts waste by mulching and composting; bike racks for employee / visitors use; showers and change rooms and priority parking for employees / visitors participating in carpooling – all measures that earned significant points to achieve our Silver LEED designation.
- In February, Council approved the 2017 Operating Budget – Tax Supported (with a 0% increase to property tax which required a \$120,000 transfer from accumulated surplus and an amendment to include \$100,000 for theming the community, a donation to Hope College in the amount of \$7500; and reallocating \$60,000 towards hiring an individual to work alongside the Economic Development Officer); the 2017 Operating Budget – Utilities Supported (with utility increases of 5% to water rates and 2% to sewer rates); and the 2017 Capital Plan (totaling \$20.3M).
- In March, ATCO Electric advised the Town that they would donate a power station for residents and visitors to charge electric vehicles. The station was located behind CIBC Drumheller branch. A second station was donated in the Badlands Community Facility parking lot.
- Volunteer Appreciation Dinner held on April 25th at the BCF in recognition of the many volunteers who work hard to help others in our community.
- Another successful Annual Spring Clean Up held May 1st to May 11th.
- On June 30th, Mayor and Council attended the Grand Opening of the new Riverside Medical Clinic – a welcomed addition to Drumheller.
- In celebration of Canada 150 spearheaded by the Heritage, Arts and Culture Committee. Drumheller activities included May 30th (150th day of the year) BBQ for residents, burial of the time capsule, community BBQ's, donations to Art and Culture Days and the Festival of Lights, and several Canada 150 ParticipAction Activities were advertised and organized by staff.
- Following a public consultation on downtown revitalization, J. Fielding presented the results to Council on August 21st; summarizing that the creation of a downtown plaza and enhanced

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CAO Annual Report	Created by Handy	Page 1 of 3
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maintenance of existing features were identified as top revitalization priorities, followed by additional soft landscaping, street furniture, and an outdoor performance area.

- On September 9th, the Town of Drumheller granted "Freedom of the Town" to Correctional Service Canada and the Drumheller Institution which acknowledges and recognizes the ongoing contributions within our community of our Peace Officers and Institutional staff and celebrated their 50th year of operations at Drumheller Institution.
- Council's Organizational Meeting was held on October 30th with Colin Kloot presiding over the swearing in ceremony for the new Mayor and Councillors. Mayor Heather Colberg congratulated the new Council members and presented gifts to outgoing Town Council members: Tara McMillan, Sharel Shoff, Pat Kolafa and Terry Yemen.
- On November 27th, Council approved the creation of an Economic Task Force and Terms of Reference; the Task Force composition included seven (7) public at large members selected by Council from 40 plus applications, and for the remaining applicants to be appointed by the Steering Committee to an appropriate sub-committee.
- In December, Council heard a presentation from Bob Jenkins on formulas used to calculate utility rates. Following a detailed review on comparisons of other communities by Councillor Lacher, his findings showed that Drumheller had one of the cheapest water rates amongst the eight (8) communities surveyed. Council approved utility increases of 5% to water rates and 2% to sewer rates effective January 1st, 2018.

2017 STRATEGIC BUSINESS PLAN (held December 7th and 8th)

Adopted by Council on January 23, 2017, with quarterly updates to Council on May 15th, July 24th, December 4th and February 12th, 2018.

CORPORATE PRIORITIES (detailed review provided in the 2017 Quarterly Updates):

- **Execution of Succession Planning (Position of CAO)** – completed.
- **Flood Mitigation Funding** – ongoing discussions with the Province.
- **Offsite Levy Bylaw (Next Steps)** – incomplete.
- **Economic Development Strategy** – refresh on priorities.
- **Celebrate Canada 150** – completed.
- **Downtown Streetscape / Beautification** – public engagement summary presented to Council.
- **Rosedale Industrial Park Prospectus** – incomplete.


OPERATIONAL PRIORITIES

- **Land Planning / Project Meetings / Financial Meetings**
 - Flood Mitigation
 - Infrastructure Master Plan
 - Offsite Levy Report
 - 4th Avenue Odor Control
 - 12th Street (ATCO)
 - Regional Collaboration
 - Land Use Amendment Bylaws
 - Aquaplex Modernization
 - Town Entrances / Beautification
 - Drumheller Water Plant Operations
 - Other Various Legal / Land Matters

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- **Seminars / Conferences / Workshops attended:**
 - Emerging Law Trends
 - Municipal Administration Leadership Workshop
 - Canadian Association of Municipal Administrators Annual Conference
 - Federation of Canadian Municipalities Annual Conference
 - SWANA Annual Convention
- **Committees**
 - Red Deer River Municipal Users Group Task Force

CAO:





DRUMHELLER

INFRASTRUCTURE SERVICES

Agenda Item # 5.1



2017 Infrastructure Services Annual Report

Name :	Armia Mikhael/Darryl Drohomerski	Month	
	Director of Infrastructure Services	Jan 1, 2017- Dec 31, 2017	

Year's Accomplishments:

2017 STRATEGIC BUSINESS PLAN

Adopted by Council on January 23, 2017

CORPORATE PRIORITIES

Royall Tyrrell Museum Sewer Odour Issue

- Odour on 4th Avenue SW attributed from the Royal Tyrrell Museum since their opening in 1985.
- More costly / permanent solutions need to be put in place. Hon. Brian Mason in a letter dated June 17th, 2016, agreed that the Province would support the hiring of a consultant to investigate a lift station at the Royal Tyrrell Museum to mitigate odour issues in the Newcastle neighborhood.
- In a letter dated October 28th, 2016, from Hon. Shannon Phillips, Minister of Environment she confirmed that Minister Mason advised his department to continue to collect liquid hydrogen sulfide samples and send them to an independent firm for analysis. His department has also retained the engineering firm MPE for ongoing consultation on this matter.
- Ongoing meetings with Alberta Infrastructure and RTM to resolve the issue
- steps taken to date include: increased monitoring of Drumheller sewers, better working arrangement with RTM, draft agreement between Town and RTM on service expectations

Airport

- New fuel card lock system project was tendered on July 7; the opportunity closed on July 27 and was awarded to M & M Electric in the amount of \$ 33,951.48 [budgeted \$ 35,000.00] and installation was completed and system was operational on December 21, 2017.
- Monthly fueling monitoring – the new fuel card lock system is in compliance with Measurements Canada, a legal requirement for selling fuel.
- The fuel card lock system provides us with the capability to accurately track fuel inventory and allows customers to access fuel at anytime
- Monthly ground water monitoring continues

Aquaplex Modernization (Phase 2)

- project was re-tendered on January 25; RFP closed on February 16 and was awarded to Pearl Rose Construction with a construction start date of May 27
- re-opened on December 30, with the exclusion of the hot tub
- hot tub issues are due to not being able to meet Alberta Health Services flow requirements, which necessitated having to re-do some of the piping; the anticipated completion date is February 10

Infrastructure Services

Telephone: (403) 823-1309

Street Improvement Program

- new South Entranceway completed
- Phase 2 of 4 of Hunts Crescent reconstruction completed
- various other pavement overlays

WORK PRIORITIES

Storm Water Bylaw

- Carry over to 2018

Water Plant Optimization

- a number of items were identified for capital improvements in our Infrastructure Master Plan, including the installation of a static mixer; expected completion date is March 31, 2018
- sent a letter to Alberta Environment; are awaiting a response regarding the river study for residuals management
- remaining process improvements will be included in 2018 budget for construction

Beautification / Town Entrances (carryover)

- Median beautification
- new planters and flowers
- wayfinding signage
- working on downtown streetscaping committee

Green Initiatives

TAME (Taking Action to Manage Energy)

- Infrastructure Services worked with the TAME Initiative to upgrade the Aquaplex, Memorial Arena and Town Hall
- Landscaping and xeriscaping
- Green education and awareness
- Investigate other Green products and technologies as well as grant opportunities for Green initiatives
- Council directed Administration to identify new priorities for Council consideration; Green Team to be selected and meet this winter to update current / future programs
- staff working on a report to update Council on all green spaces and parks.

- **Seminars / Conferences / Workshops attended:**

- Canadian Water Annual Conference
- Strategic Business Plan Workshop, Town of Drumheller
- SWANA Annual Conference

- **Committees**

- Valley Bus Society
- Risk Management
- Solid Waste Association of America (SWANA) Northern Lights Chapter, President

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Agenda Item # 5.1

Human Resources

- 9 Seasonal Staff hired
- Annual Safety Meeting
- First Aid
- Arena 1, Pool 1 & 2, Building Maintenance 2
- Pesticide Licence renewal
- AWWOA Conference
- Wastewater Treatment & Collection
- Health & Safety Conference

Facilities

- Aquaplex Opened December 30, 2017.
- Facility Inspections.
- Annual fire extinguisher, alarm inspections and fire drills.
- Annual crane and lifting device inspections.
- Emergency lighting inspections.
- Facility gas detector inspections.
- Updated radio licence with Transport Canada.
- Arena - Ongoing repairs to deteriorating fire suppression pipe
- Routine HVAC maintenance and repairs in all buildings.
- Arena – HVAC MUA repairs
- WWTP – 2 furnaces placed.
- APL Fountain – Leaking underground.
- Repaired the boilers at the BCF.
- Replaced infrared heaters and repaired 7 at PW Shop

Wastewater

- High Pressure Flushing, flushed 7,120 meters of sewer mains in Drumheller removing 25,582 kg of silt.
- Monthly flushing of sewer mains in troubled spots around town.
- Quarterly reporting to Environment Canada.
- Guidelines being met for the East Coulee WWTP.
- Renewing our license for the WWTP and Storm Water Processing.
- Repaired 3 sewer lines.
- Installed 1 water service and 2 sewer services.
- Degreased 9 lift stations – Done twice a year.
- Weekly sludge hauled from East Coulee WWTP.
- Monthly cleaning of the equalization tank at East Coulee.
- Corrected deficiencies noted by STANTEC – Check valve in equalization pond and weir in the manhole.
- Water Treatment and Distribution staff attended several courses over the year.
- Toured consultants who may submit proposals for the East Coulee Lift Station.

Water

- 3 Water breaks and 8 leaking water services.
- Repaired several irrigation box, rods and valves.
- Annual reports on water and waste water completed for Alberta Environment & the Town.

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Agenda Item # 5.1

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- Approximately 56,280 cu.m were used to accomplish the water main flushing and testing through out the summer.
- 457 Alberta One Call locates.
- 522 Work orders completed for residential water turn offs, turn on and meter installs.
- Installed 3 water meters.
- 10 Fire Hydrants repaired.
- ATCO drilled through main power line for the water treatment plant, 2 days ran from a genset.

Operations

- 2017 External Audit
- Routine Cemetery burials, columbarium opening & closings.
- Mosquito control.
- Rodent control.
- D.E.D traps placed & removed.
- Parks - weed and grass control.
- Irrigation maintenance and blow outs.
- Tree pruning, planting and removal.
- Completed tree planting at the East Coulee Bulk water station.
- Working with the Penitentiary for trail maintenance.
- Ball diamonds maintenance
- Memorial bench installs at various locations.
- Regular litter collection from numerous locations.
- Airport groundwater monitoring.
- Installed a new fuel card lock system.
- Annual crane and lifting device inspections.
- Installation of way finding signs.
- Canada 150 Banners.

Roads

- Ditch digging program.
- Patched pot holes.
- Snow removal.
- Street sweeping.
- Sign repair and updating ongoing.
- Culvert installations.
- Asphalt patching.
- Lane grading/ Graveling
- SIP Final Reports

Equipment

- Annual crane and lifting device inspections
- Heavy truck CVIP inspections & repairs
- Facility Licence renewed – Alberta Government
- Automotive Licence renewed – Alberta Motor Vehicle Industry Council
- Routine repairs & maintenance of fleet vehicles and equipment including Fire Department
- New Volvo loader
- New water truck approved

Infrastructure Services

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Agenda Item # 5.1

Land / Developments / Agreements / Projects

- Beautification 4 Medians – Hi-Way 10 East

Special Events

- July 1st / Canada 150 Celebrations
- Festival of Lights Celebration
- Rotary Ball Drop

Contributions from:

Brian Bolduc
Fred Sharrun
Kevin Blanchett
Daryl McConkey
Reg Bennett

Director of Infrastructure Services:



Chief Administrative Officer:



Infrastructure Services

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DRUMHELLER

CORPORATE SERVICES



Date: February 8, 2018

To: Mayor, Council

From: Barbara Miller, CPA, CGA, CLGM
Director, Corporate Services

Subject: 4th Quarter Report – October - December 2017

Q4 brought considerable organizational change, beginning with the transition to a new CAO, followed by the general municipal election that resulted in a new council.

Throughout the quarter, Corporate Services staff was primarily focused on the following in addition to the day to day activities.

General Municipal Election

As Returning Officer for the Town of Drumheller, Golden Hills and Christ the Redeemer, preparation for and conducting of the general election required a significant amount of time commitment.

Over 50 workers were engaged to tend 26 voting stations across multiple locations that saw a turnout of 2,648 voters of an estimated 5,665 eligible.

2018-20 Operating Budgets

With the election and organizational changes, budget preparation began later than in most years with first draft being presented to council for debate occurring in early January.

Bylaw(s)

No. 14-17 2018 Utility Rates

The 2018 water and wastewater utility rates were calculated with the assistance of the consultant engaged to design the utility rate model. As in the past, the model confirmed the need to increase utility rates by 5% for water and 2% for wastewater.

With the assistance of the consultant, the calculation of water and wastewater rates was presented to council and subsequently, Bylaw no. 14-17 2018 Utility Rates was passed on December 11th.

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Agenda Item # 5.1

Human Resources

During Q4, efforts were spent on recruitment of our new Director, Infrastructure Services.

Request for Decision – IT Managed Services

In Q4 the proposals received in response to the RFP for IT Managed Services were further evaluated with the request for decision being brought forward during the regular meeting of council of November 14th.

Following presentations by the top 3 proponents, the contract was awarded to Reality Bytes Inc. by resolution on December 11th. Immediately following, transition planning began to ensure that the change in service providers is as seamless as possible.

Operating Statement

Draft operating statements as of December 31, 2017 are not yet finalized and will be released by end of month.

Fiscal Year End

Preparation of year-end working papers is ongoing. A concentrated effort will continue throughout February as we close the year and get ready for the external audit. Onsite testing has been scheduled for the week of March 5th.

Concentrated efforts on budget preparation continue.

Approved:


CAO



PROTECTIVE SERVICES REPORT ON CORPORATE / OPERATIONAL PRIORITIES 4th QUARTER 2017

TOURISM CORRIDOR BYLAW

Further to the previous report the director has met with the directors of infrastructure and community services and with the development officer as well. The production of a draft bylaw will involve considerable input from these other departments and is underway.

The CAO has been apprised of the present status of the work here. The purpose of the bylaw is to help the Town maintain, enhance and preserve its character, scenery, history and aesthetics. Work done on highway entrances and public right of ways to the Town would always be conducted with attention paid to the premise of beautifying an area. Moreover it would be desirable to have individual property owners and businesses 'buy-in' to the concept by conducting their own maintenance and improvements in keeping with spirit of the corridor/scenic ideal rather than it being legislated. The director can discuss this with council at any time.

COMMUNITY STANDARDS BYLAW

The community standards bylaw has been reviewed and possible changes could be made to this bylaw to help it be a more effective policy in many areas. A new draft of the bylaw is being worked on by the director.

REGIONAL EMERGENCY SERVICES MASTER PLAN

The final draft has been reviewed and the director must go over it one more time with the contractor. The plan has required a great deal of work by the contractor and staff and will be able to be amended in the future by the Director as information changes i.e. personnel, equipment and emergency plans. Once finalized and reviewed by all partners the director can present it to council.

CIVIC SOLAR PROJECT

Electricity powers nearly everything we use every day including cell phones, TVs and lights. Historically in Alberta, electricity has been generated in large power plants that burn coal, gas or other fossil fuels. The electricity produced is then transmitted over the transmission grid — long wires connected to transfer stations and then distributed over the distribution grid. Solar generators do not burn fossil fuels, and can generate electricity very close to where it is used without needing transmission wires. Instead, solar PV uses the "photovoltaic" effect to convert sunlight directly into electricity. Municipalities have used such systems for a variety of purposes and the director's report to council will outline possibilities and explain how this can work.

Agenda Item # 5.1

CANNABIS LEGISLATION – LAND USE BYLAW ET AL

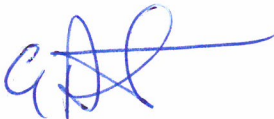
With the coming legislation making certain quantities and the use of this drug legal the Town is the only government body anxiously waiting. The director has discussed this with the CAO, other dept. heads and the local police. We are closely monitoring the situation and will report to council when we learn more.

PAID PARKING LOT

The director has been working on a report for council and will have this ready in the near future after some cost estimates are worked out.

FENCED DOG PARK

Similarly the director is working on a report for council that is incomplete but underway. The writer is meeting with some interested citizens for input and will include their ideas in the report to council. A draft report is mostly done and additions to it will be made after meeting with citizens.



Greg Peters
Director Protective Services





DRUMHELLER

PROTECTIVE SERVICES



Name:	Greg Peters	2017 ANNUAL
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ANNUAL Accomplishments:

Working Relationships

- The Director of Protective Services continues to work closely with all Town departments and Administration on a variety of matters occurring in day to day operations of the Town as well supervising and liaising with bylaw, fire and policing operations.
- Municipal enforcement officers continue year round to assist provincial fish and wildlife authorities with wild animal issues in the Town from time to time.
- In early 2017, Kevin Charles was assigned the new NCO i\c of the RCMP detachment. The detachment at this time is at full strength. We maintain a good working relationship with the RCMP. At times bylaw matters are encountered by the police and referred to municipal enforcement for follow up. S/Sgt Charles reports no statistical change worth noting in his crime report but does state there has been an increase in vehicle traffic in the summer of 2017 over past years. He advises his annual performance plan is progressing with the emphasis this year being 1) to reduce property crimes 2) a crime reduction strategy a.k.a. – habitual offender management 3) to enhance road safety. The detachment’s internal unit level quality focuses this year on 1) missing persons 2) sexual assaults 3) violence in relationships. The Director and S/Sgt liaise regularly on a variety of matters and have a very good working relationship. The RCMP detachment is short one member however this position will be filled within 30 days and the RCMP detachment will then be at full complement.
- The Fire Chief reports that the fire department attended 197 calls for service in 2017. These ranged from structural fires, motor vehicle collisions and various other fires. At present the total number of voluntary on call fire fighters in the valley totals 41; with 29 firefighters in Drumheller; 7 members in Rosedale and 5 members in East Coulee.
- The Director and members of municipal enforcement responded to assist in the high water event the weekend of March 18 and 19 and continue to assist identified and affected citizens in the aftermath regarding disaster recovery and potential provincial government assistance. In early 2018, staff from the provincial disaster recovery office attended Drumheller to meet with citizens affected to get their claims submitted. Protective services continue to assist here when asked or needed.
- Municipal enforcement members dealt with over 1200 calls for service in 2017.
- Work continued throughout the year to complete the regional emergency services master plan. A final draft is presently being reviewed. With increased contact with our neighboring counties, members of the Town’s protective services department and all partners find this valuable to share information, better relationships which will help in the completion of the regional master plan and beyond.
- The Public Works Inmate Work Program had a new supervisor this year and the program functioned well with no issues of concern.

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Agenda Item # 5.1

Bylaw Operations

- Municipal enforcement officer Don Urlacher retired at the end of May 2017 after many years service. Dave Weiss was hired in September, 2017.
- Members of municipal enforcement and RCMP assisted in regular monitoring of the river levels during May and June so staff had current information to corroborate information received regularly from the Alberta river monitoring website.
- Bylaw operations continued steadily as we moved into spring. With the warmer weather we see an increase in animal complaints and members are issuing remedial notices to property that needs cleaning up. Colder weather usually sees a decline in animal complaints and the majority of members' time is taken between snow, parking and numerous miscellaneous matters.

Risk Management

- Risk management, adherence to health and safety regulation, and maintenance of the town insurance portfolio are areas where a great deal of time has been spent. Our external safety audit was conducted in September and its findings were presented to the Risk management Committee. We will implement changes that are in order as a result of this audit.
- Risk management members continue to research worker communication equipment but a great deal of time was spent over the past year trying to find a device that will suit our needs but members have been unable to locate one that suits our needs to date.
- The Director conducts a yearly review and update of the Town's insurance and all property, vehicles and equipment. Updated or changed information regarding what we insure is immediately forwarded to our insurer for addition or deletion to our policy.
- A review of risk management records has been conducted in an effort to determine how risk management practices and input can be improved on. The function and result of risk management work must be conveyed to all Town employees.

Conclusion

- The Director finds that there are many matters arising day to day that need immediate attention and this occupies much of his time. It is important for protective services to be flexible, ready and willing to immediately assist on a variety of matters as needed. This was a busy and challenging year and we look forward to 2018 with equal enthusiasm.

Signature Greg Peters

Director:

Director Protective Services

CA0: Quarterly Reports from October 1, 2017 to December 31, 2017

2017-2018 BOARD & COMMITTEE QUARTERLY REPORTING REQUIREMENTS

APPOINTEE – COUNCILLOR TONY LACHER

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QUARTERLY REPORTS DUE	Valley Bus	Municipal Planning Committee	Aqua 7 Steering Committee	Community Standards Appeal Committee	Community Futures	Assessment Review Board
November 1, 2017 to January 31, 2018 DUE: February 12, 2018	Attended all meetings. In response to a late 2017 survey whereby riders indicated a need for weekend service (91%) and a fixed scheduled route (62%), VBS introduced a fixed route Dec 15/17. Initial stats for Dec indicated strong demand but January has tailed right off and is well under breakeven. 90 day trial ends March 15. Budget completed. AGLC casino in 3 rd quarter 2018.	Attended all meetings to date which have been 1-2/month as required. Normal business conducted.	No meetings	No meetings	Attended all meetings to date. By-laws have been changed in order to allow greater oversight on borrowings & operations. Restructuring is complete with Balance Sheet clean-up by years end. Having difficulty in reaching their annual expectation of funded loans albeit it's large area. Looking for referrals on deals which do not fit into the normal banking system.	No meetings. Registered for 4 day course in Red Deer in May 2018
February 1 to April 30, 2018 DUE: May 7, 2018						
May 1 to July 31, 2018 DUE: August 13, 2018						Agenda Item # 7.1
August 1 to October 31, 2018 DUE: Nov. 13, 2018						