

# **Town of Drumheller COUNCIL MEETING AGENDA**

December 21, 2009 at 4:30 PM  
Council Chamber, Town Hall  
703-2nd Ave. West, Drumheller, Alberta



## **1.0 CALL TO ORDER**

## **2.0 MAYOR'S OPENING REMARK**

- 2.1 Letter from Hon. Ray Danyluk, Minister of Alberta Municipal Affairs announcing the continuation of funding for emergency management training under the Municipal Sponsorship Program.
- 2.2 Letter from Hon. Ray Danyluk, Minister of Alberta Municipal Affairs advising that the 2010/11 funding levels are expected to be roughly the same as in 2009/10 for the MSI, Policing Assistance Grant and Family and Community Support Services programs.
- 2.3 Council Committee Meeting scheduled for December 28, 2009 has been cancelled.

## **3.0 PUBLIC HEARING**

## **4.0 ADOPTION OF AGENDA**

## **5.0 MINUTES**

### **5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES**

- 5.1.1 Regular Council Meeting Minutes of December 7, 2009

### **5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION**

- 5.2.1 Municipal Planning Commission Minutes of November 26, 2009

### **5.3. BUSINESS ARISING FROM THE MINUTES**

## **6.0 DELEGATIONS**

## **7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS**

## **8.0 REQUEST FOR DECISION REPORTS**

### **8.1. CAO**

## **8.1. CAO**

8.1.1 RFD - 2010 Capital Budget

8.1.2 RFD - Historical Designation

8.1.3 RFD - Drumheller Public Library Appointment to the Marigold Library System

## **8.2. Director of Infrastructure Services**

## **8.3. Director of Corporate Services**

8.3.1 RFD - Vacation Policy

## **8.4. Director of Community Services**

## **9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**

## **10.0 PUBLIC HEARING DECISIONS**

## **11.0 UNFINISHED BUSINESS**

## **12.0 NOTICES OF MOTIONS**

## **13.0 COUNCILLOR REPORTS**

## **14.0 IN-CAMERA MATTERS**



ALBERTA  
MUNICIPAL AFFAIRS

Office of the Minister  
MLA, Lac La Biche - St. Paul

RECEIVED

DEC 13 2009  
Mike, Ray

AR43774

December 1, 2009

His Worship Bryce Nimmo, Mayor  
Town of Drumheller  
703 - 2 Avenue West  
Drumheller, Alberta T0J 0Y3

Dear Mayor Nimmo:

It is my pleasure to announce that Alberta Municipal Affairs is again funding emergency management training under the Municipal Sponsorship Program. This initiative has been very successful over the past ten years and I am pleased that it will continue for 2009/10.

This year \$150,000 is being made available to provide grant funding assistance for municipalities to deliver emergency management workshops, regional municipal exercises and incident command and exercise design courses. These grants will facilitate the training that municipal response personnel and volunteers need to protect Albertans in the event of emergencies and complements the training that the Alberta Emergency Management Agency delivers directly.

If you wish to apply, please complete the document titled Schedule A to Conditional Grant Agreement, Emergency Management Training Grant Application, which can be found on the agency website at [www.aema.alberta.ca/687.cfm](http://www.aema.alberta.ca/687.cfm).

Questions regarding the grant process should be directed to your agency field officer ([www.aema.alberta.ca/ab\\_contact\\_AEMA.cfm](http://www.aema.alberta.ca/ab_contact_AEMA.cfm)) or the Alberta Emergency Management Agency training staff, toll-free by dialing 310-0000, then 780-644-4811.

The deadline for receiving applications is January 15, 2010, and all approved training must be completed by May 31, 2011.

Sincerely,

Ray Danyluk  
Minister

104 Legislature Building, Edmonton, Alberta T5K 2B6 Canada Telephone 780-427-3744 Fax 780-422-9550  
4434 - 50th Avenue, St. Paul, Alberta T0A 3A2 Canada Tel 780-645-6999 Fax 780-645-5787  
Toll Free From All Areas 1-866-674-6999

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ALBERTA  
MUNICIPAL AFFAIRS

Office of the Minister  
MLA, Lac La Biche - St. Paul

December 11, 2009

To All Municipal Chief Elected Officers:

With the global economic downturn, the past year has been challenging – for you, and for the Government of Alberta. As we finalize *Budget 2010*, we will need to make some difficult decisions to ensure we continue to provide Albertans with the services they rely on and deserve.

Recently, Premier Ed Stelmach outlined the government's four-point plan to position Alberta for a strong economic recovery:

1. Return the province to a surplus in three years.
2. Use our cash reserves to help us deliver on core public services, like health, education, and seniors' care.
3. Continue to invest in infrastructure, like roads, water treatment facilities, and libraries.
4. Ensure Alberta's industries can compete globally and attract investment.

Ensuring Alberta has strong, sustainable, and accountable municipalities is a priority for our government, and a key part of our plan.

During my recent tour of Alberta's municipalities, you asked for a high level snapshot of *Budget 2010* to help you prepare your budgets for next year. While exact budget numbers for municipalities will be announced as part of *Budget 2010*, we can tell you that we do expect some small budget changes, but hope that the impact will be minimal.

In 2009/10, direct provincial support to Alberta's municipalities is \$2 billion. Overall, in 2010/11, funding levels are expected to be roughly the same, though individual municipal allocations may vary in accordance with program criteria.

This includes similar levels of funding as in 2009/10 for programs like:

- the Municipal Sustainability Initiative (including the 2009/10 funding for MSI and the Alberta Municipal Infrastructure Program);
- Municipal Policing Assistance Grants; and
- the Family and Community Support Services program.

.../2

104 Legislature Building, Edmonton, Alberta Canada T5K 2B6 Telephone 780-427-3744 Fax 780-422-9550  
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Toll Free From All Areas 1-866-674-6999

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All Municipal Chief Elected Officers  
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While we will make every effort to maintain our support for municipalities as the economy recovers, it is likely that provincial revenues will be much slower to rebound. In light of this, I encourage municipalities to maintain flexibility in their capital plans and focus available funding on the most important strategic priorities.

I hope you find this information useful as you prepare your budgets for next year. Once *Budget 2010* is announced, you will receive letters with your specific funding allocations, as is normal procedure.

Sincerely,



Ray Danyluk  
Minister

cc: Chief Administrative Officer

Approved

## **Town of Drumheller COUNCIL MEETING MINUTES**

December 7, 2009 at 4:30 PM  
Council Chamber, Town Hall  
703-2nd Ave. West, Drumheller, Alberta



### **PRESENT:**

DEPUTY MAYOR:

Andrew Berdahl

COUNCIL:

Karen Bertamini

Blaine McDonald

Don Guidolin

Sharel Shoff

Terry Yemen

CHIEF ADMINISTRATIVE OFFICER/ENGINEER:

Ray Romanetz

DIRECTOR OF INFRASTRUCTURE SERVICE

Allan Kendrick

DIRECTOR OF CORPORATE SERVICES:

Micheal Roy

RECORDING SECRETARY:

Linda Handy

ABSENT:

MAYOR BRYCE NIMMO

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

### **1.0 CALL TO ORDER**

### **2.0 MAYOR'S OPENING REMARK**

- 2.1 Deputy Mayor Andrew Berdahl presented a letter from Hon. Ray Danyluk, Alberta Municipal Affairs announcing the Municipal Sponsorship Grant Program for 2009. In his letter, Hon. Danyluk states that the Town of Drumheller's base grant for the 2009 MSP is \$54,660.00 based on the 2008 Official population of 7932. The application deadline for this conditional grant program is January 15, 2010.

### **3.0 PUBLIC HEARING**

Page 1 of 4

Approved

Council Meeting Minutes  
December 7, 2009

## **4.0 ADOPTION OF AGENDA**

**MO2009.213** McDonald, Shoff moved to approve the agenda as presented. Carried unanimously.

## **5.0 MINUTES**

### **5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES**

#### **5.1.1 Regular Council Meeting Minutes of November 23, 2009**

**MO2009.214** Shoff, McDonald moved to approved the regular Council meeting minutes of November 23, 2009 as presented. Carried unanimously.

### **5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION**

#### **5.2.1 Municipal Planning Commission Meeting Minutes of October 29, 2009**

### **5.3. BUSINESS ARISING FROM THE MINUTES**

## **6.0 DELEGATIONS**

## **7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS**

## **8.0 REQUEST FOR DECISION REPORTS**

### **8.1. CAO**

#### **8.1.1 Bylaw 15.09 being a bylaw to close a portion of undeveloped Public Lane and Roadway (part of 10th Avenue SW) 2nd and 3rd readings**

R. Romanetz advised Council has given first reading to the Bylaw 15.09 on June 22, 2009 which was forwarded to the Minister of Transportation for his approval. He further explained that Bylaw 15.09 proposes to close a thin ribbon from the road right of way along 10<sup>th</sup> Avenue SW and the closure of the lane running north and south. He noted that both areas will be consolidated into the lots as part of the new plan. He recommended that Council proceed to second and third readings.

**MO2009.215** Yemen, Guidolin for second reading to Bylaw 15.09

In response to a question, R. Romanetz advised that the area will be replotted and incorporated into the lot sizes. Councillor K. Bertamini asked if any green space will be taken. R. Romanetz advised that there will be a small

Approved

## Council Meeting Minutes

December 7, 2009

environmental reserve dedicated but no additional municipal reserve will be taken.

Vote on Motion: Carried unanimously.

**MO2009.216** McDonald, Shoff for third reading to Bylaw 15.09. Carried unanimously.

### 8.1.2 RFD - Appointment to the Policing Committee

R. Romanetz advised that two members were appointed to the Police Committee for a one year term which expired on October 31st, 2009 resulting in two vacancies on this board. He explained that Mr. Tom Zariski was appointed at Council's Organizational Meeting of October 26, 2009 leaving one vacancy. He advised that one application was received from Debra Walker and Administration is recommending that Debra be appointed for a three year term expiring on the date of the 2012 Annual Organizational Meeting.

**MO2009.217** Bertamini McDonald approved the appointment of Debra Walker for a three year term expiring on the date of 2012 Annual Organizational meeting. Carried unanimously.

### 8.1.3 RFD - Regional Water Rates

R. Romanetz advised that Council passed the following motion at their Regular Council Meeting of November 23, 2009: "*MO2009.212 Berdahl, Yemen that the Town of Drumheller accept the proposal from Kneehill Regional Water Services Commission dated November 19, 2009 subject to an immediate payment of \$20,000.00 plus interest charges for the outstanding 2008 deficit of \$38,880.00*". He further advised that since that time, additional information has become available and Council has asked Administration to prepare an amendment. He further stated that MO2009.212 will need to be rescinded.

**MO2009.218** Yemen, McDonald that the Town of Drumheller accept the 2008 water reconciliation proposal from Kneehill Regional Water Services Commission dated November 19, 2009 subject to an immediate payment of \$20,000.00 plus a rate rider to be implemented effective January 1st, 2010 with an estimated completion date of June 30, 2010 to cover the outstanding 2008 deficit of \$38,880.00 and that motion MO2009.212 passed on November 23, 2009 be rescinded. Carried unanimously.

- 8.1.4 Item for Information - R. Romanetz advised that the 2010 Capital Plan will be presented to Council for their consideration on December 14, 2009.

## 8.2. Director of Infrastructure Services

## 8.3. Director of Corporate Services

## 8.4. Director of Community Services

**Approved**

Council Meeting Minutes  
December 7, 2009

**9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**

**10.0 PUBLIC HEARING DECISIONS**

**11.0 UNFINISHED BUSINESS**

**12.0 NOTICES OF MOTIONS**

**13.0 COUNCILLOR REPORTS**

**14.0 IN-CAMERA MATTERS**

There being no further business, the Deputy Mayor declared the meeting adjourned at 4:45 PM.

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MAYOR

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CHIEF ADMINISTRATIVE  
OFFICER



## DRUMHELLER COMMUNITY SERVICES



### Municipal Planning Commission AGENDA Meeting of Thursday, November 26, 2009

**Present:** Robert Greene, Member  
Jeanette Neillson, Member  
Dennis Simon, Member  
Andrew Berdahl, Councillor/Member  
Kate Lima, Development Officer  
Paul Salvatore, Director of Community Services  
Brad Wiebe, PRMS  
Cindy Woods, Recording Secretary

**Absent:** Gerhard Schwarz, Chairman  
Irene Doucette, Member  
Sharel Shoff, Councillor/Member

#### 1.0 CALL TO ORDER – 12:08 P.M.

#### 2.0 MINUTES FROM PREVIOUS MEETINGS

##### 2.1 October 29, 2009

**Motion:** J. Neillson moved to approve the minutes of October 29, 2009 as presented.

Seconded by D. Simon - Carried

#### 3.0 DEVELOPMENT PERMITS

##### 3.1 T09136H – Obmina, Marvin – Home Occupation – Office Use Only – “R-1”

K. Lima presented Development Permit T09136H submitted by Marvin Obmina to operate a Home Occupation business to be located at 405 – 9<sup>th</sup> Avenue SE, Drumheller, on Plan 5212JK, Block 2, Lot 1. Zoning is “R-2” Residential District.

The application is for a Janitorial Service business and the Homeowner would use the residence for Administration purposes only as all the work will be performed offsite. Home Occupation is a discretionary use in the Land Use Bylaw.

**Motion:** D. Simon moved that Development Permit T09136H submitted by Marvin Obmina for a Home Occupation to be located at 405 – 9<sup>th</sup> Avenue SE, Drumheller, on Plan 5212JK, Block 2, Lot 1 be approved subject to the following conditions:

1. **Must conform to Land Use Bylaw 10-08.**
2. **Annual Business License is required.**
3. **Property to be used for administrative purposes only.**
4. **There shall be no outside storage of materials, commodities or finished products.**
5. **Placement/replacement of signage must be made under separate development application. Must be maintained to satisfaction of Development Officer. Signage is restricted to one sign per site attached to a building. Signage is not to exceed 0.9m (10 square feet).**



# DRUMHELLER

COMMUNITY SERVICES



6. If the holder of the permit wishes to make any change in the operation of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission.
7. Permit Expires December 31, 2009.

Seconded by A. Berdahl – Carried

### 3.2 T09095D – Adams, Eveline – Placement of “Park Model” Trailer – “RCH”

K. Lima presented Development Permit T09095D submitted by Eveline Adams for the Placement of a “Park Model” trailer located at 5075 Highway 10, Rosedale, on Plan 0412557, Block 4, Lot 3. Zoning is “R-CH” Residential Cottage Housing District. “Park Model’s are listed as a discretionary use.

K. Lima advised that Eveline Adams is making the application on behalf of her in-laws and that originally the Park Model Trailer was placed on Eveline Adams’ residential lot in Rosedale. An order was sent to have the “Park Model” trailer removed as it was placed on a site on which another residential building is already located and further “Park Model” trailers are not listed as a discretionary or permitted use in the “SCR” District. K. Lima stated they have now moved the Park Model Trailer to The Hoodo RV Resort & Campground as a result of the order. The concept plan for the Campground allows for five “Park Model” trailers at this site.

**Motion:** J. Neillson moved that Development Permit T09095D submitted by Eveline Adams for Placement of a Park Model Trailer located at 5075 Highway 10, Rosedale, on Plan 0412557, Block 4, Lot 3 be approved subject to the following conditions:

1. **Must conform to Land Use Bylaw 10-08.**
  2. **Placement of construction as per plot plan submitted.**
  3. **All necessary Safety Codes Permits (building, electrical, gas, plumbing, private sewage disposal system) to be in place prior to construction/installations.**
  4. **If the holder of the permit/property owner wishes to make any changes in the proposed development or additions to same 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. **Development to conform to any and all other pertinent Municipal, Provincial or Federal legislation**
- Contractors and subcontractors to have a valid business license with the Town of Drumheller.**

Seconded by D. Simon - Carried

### 4.0 PALLISER REGIONAL MUNICIPAL SERVICES

### 5.0 OTHER DISCUSSION ITEMS

#### 5.1 Land Use Bylaw Amendment – Mike & Brandi Yavis

K. Lima presented the application for Amendment to the Land Use Bylaw 10-08 submitted by Mike and Brandi Yavis to add “Kennels” as a discretionary use for the property located at 5175 Highway 10 East, Drumheller, on Plan 0412557, Block 4, Lot 2. Zoning is “CR” Country Residential.



K. Lima read that the application which states the Town of Drumheller needs this service and that they have the support of the Drumheller Humane Society. The closest neighbouring house is approximately 1500 ft from the proposed property and currently the nearest "Kennel" is a half an hour drive from the Town of Drumheller.

B. Wiebe advised that "Kennel" Development should be situated a specific distance from Residential neighbourhoods and that the proposed application is not an appropriate location.

The Municipal Planning Commission discussed that "Kennels" are currently listed as a discretionary use under Agricultural District and this seems to be a more appropriate location. They also discussed whether it would be an appropriate location under one of the districts described as Industrial Use.

B. Greene stated that they already have a campground next to the proposed location and questioned why they would want a "Kennel" to occupy space where it would disturb patrons using this campground.

P. Salvatore advised that the Town of Drumheller is looking at a partnership with the Humane Society but does not feel this is an appropriate place for the "Kennel".

The Municipal Planning Commission agreed that the land zoned as "CR" Country Residential is not an appropriate place for the placement of "Kennels" and they recommend that Council not approve the application for Amendment to the Land Use Bylaw 10-08 submitted by Mike and Brandi Yavis to add "Kennels" as a discretionary use for the property located at 5175 Highway 10 East, Drumheller, on Plan 0412557, Block 4, Lot 2.

### **5.2 Land Use Bylaw Amendment – Braden Bosch**

K. Lima presented the application for Amendment to the Land Use Bylaw 10-08 submitted by Braden Bosch to change Zoning from "R-1" Residential District to "R-2" Residential District to subdivide into two separate titles the land located at 637 – 2 Avenue, Nacmine, on Plan 3324ER, Block 2, Lot 14. Zoning is "R-1" Residential District.

K. Lima stated that Subdivision approval was previously given with the condition to Re-zone from "R-1" Residential District to "R-2" Residential District. B. Wiebe advised that although the residence is non-conforming now it is an existing residence therefore his recommendation is to allow the proposed application.

The Municipal Planning Commission agreed to recommend to Council that the proposed application submitted by Braden Bosch to change Zoning from "R-1" Residential District to "R-2" Residential District to subdivide into two separate titles the land located at 637 – 2 Avenue, Nacmine, on Plan 3324ER, Block 2, Lot 14. Zoning is "R-1" Residential District be approved.

### **5.3 Appeal – Carlos Bidoia – December 1, 2009**

K. Lima advised that the application submitted by Carlos Bidoia for the construction of a Single Family Dwelling (1461 sq ft) with an attached garage (667 sq ft) and keeping of two (2) horses located at 120 – 1 Avenue, East Coulee on Plan 0813007, Block 15, Lot 2 was appealed by neighbours and informed MPC that the Appeal hearing is scheduled for December 1, 2009.

### **5.4 Appeal – Lawrence Eisler – December 1, 2009**

K. Lima advised that Lawrence Eisler is appealing the decision of the Municipal Planning Commission on his application submitted for the existing 6ft fence, located at 436 – 3 Street East, Drumheller on Plan 2089BN; Block 12; Lot 32 and said appeal hearing is scheduled for December 1, 2009.



**DRUMHELLER**  
COMMUNITY SERVICES



- 5.0 ADJOURNMENT** – J. Neillson made motion to adjourn at 12:37 p.m.  
Seconded by D. Simon

  
Chairperson

  
Development Officer



## Request for Decision

<b>Date:</b>	17 Dec 2009		
<b>Meeting Type:</b>	Regular Council		
<b>Topic:</b>	2010 Project Budget		
<b>Proposal:</b>	<p>Administration hereby presents the Town of Drumheller's 2010 Capital Plan for Council's consideration. The capital plan outlines the capital priorities for the Town for 2010 and also identifies how these priorities are funded.</p> <p>By February 2010, administration will be presenting Council with at Multi-year plan for 2011 - 2020, with a capital financing strategy.</p> <p>Administration is looking for authorization to proceed with the 2010 Project Plan to ensure that tenders are done early with the expectation that the Town will get favourable pricing and still have sufficient construction season left to complete the work in 2010.</p>		
<b>Proposed by:</b>	Roy, Michael		
<b>Correlation to Business (Strategic) Plan</b>	The proposed 2010 project plan will ensure fiscal accountability, maintain the public trust and provides Administration the legal authority to carry out Council's capital priorities for 2010.		
<b>Benefits:</b>	The 2010 Project Plan is based on priorities established by Council.		
<b>Disadvantages:</b>			
<b>Alternatives:</b>			
<b>Finance/Budget Implications:</b>	The 2010 Project Plan includes \$37,278,873 in spending. The majority of the projects are also contingent on grant funding from either the federal or provincial governments. With the exception of preliminary engineering, projects will not proceed until funding has been approved.		
<b>Operating Costs:</b>		<b>Capital Costs:</b>	\$37,278,873
<b>Budget Available:</b>		<b>Source of Funds</b>	Reserves: \$5,927,445; Grants: \$13,905,311; Debentures: \$11,308,400; Other: \$6,137,717
<b>Budget Cost:</b>		<b>Underbudgeted Cost:</b>	
	The 2010 Project Plan has been incorporated into the Town's 2009-2011		

## ***Agenda Item # 8.1.1***

<b>Communication Strategy:</b>	Corporate Plan which will be distributed to Council and Staff and will be posted on the Town's website. A media release outlining a summary of the budget.
<b>Recommendations:</b>	That Council approve the 2010 Project Plan, totalling \$37,278,873 in expenditures, as presented.
<b>Report Writer:</b>	Roy, Michael
<b>Position:</b>	Director of Corporate Services
	CAO:

# Agenda Item # 8.1.1



Capital Projects

Capital

	2010 Final Budget	Reserves Final Budget	MSI Final Budget	MSP Final Budget	AIWWP Final Budget	BCF Final Budget	SP Final Budget	NCCC Final Budget	CFEP Final Budget	AMP Final Budget	RINC Final Budget	MSI Operating Final Budget	Other Grants Final Budget	Debt Service Final Budget	Other Sources Final Budget	Shortfall Final Budget
8087 East Coulee Process/Engineering Upgrade	1,200,000	(300,000)			(800,000)											
9101 Street Rehabilitation	834,560	(158,640)	(200,000)				(475,920)									
9309 Aquaplex	120,000	(60,000)							(60,000)							
9550 Water Raw Water	130,000	(130,000)														
7001 Bridges	30,000	(30,000)														
7005 Aquaplex Upgrades/Maintenance	100,000	(100,000)														
7007 Arena Improvements/Maintenance	3,184,000	(59,000)	(125,000)								(1,000,000)			(2,000,000)		
7013 300 Series Heavy Duty Trucks	370,000		(370,000)													
7014 400 Series - Heavy Duty Equipment	225,000		(225,000)													
7015 500 Series Parks	15,000	(15,000)														
7028 Communication Upgrades	35,000	(35,000)														
7034 Community Facility	23,000,000	(5,000,000)				(6,000,000)								(6,000,000)	(6,000,000)	
7037 Cast Iron Water Main Replacement	1,000,000		(1,000,000)													
7039 Cambrin to East Coulee Transmission Line	3,834,000				(3,450,000)									(383,400)		
7040 Lethbridge East Coulee Distribution System	2,925,000													(2,925,000)		
7041 River Intake Valve	25,000		(25,000)													
7042 Ball Field Relocation	211,508			(73,791)											(137,717)	
7043 Town Hall Relocation	25,000	(25,000)														
7044 Bylaw - Wheel Load Scales	14,805		(14,805)													
<b>Total Capital Projects</b>	<b>37,278,873</b>	<b>(5,927,440)</b>	<b>(1,945,000)</b>	<b>(73,791)</b>	<b>(4,360,000)</b>	<b>(6,000,000)</b>	<b>(475,920)</b>		<b>(60,000)</b>		<b>(1,000,000)</b>			<b>(11,308,400)</b>	<b>(6,137,717)</b>	

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# Agenda Item # 8.1.1



Capital Projects

	2010 Final Budget	Reserves Final Budget	MSI Final Budget	MSP Final Budget	AWWWP Final Budget	BCF Final Budget	SP Final Budget	NCCC Final Budget	CFEP Final Budget	AMP Final Budget	RINC Final Budget	MSI Operating Final Budget	Other Grants Final Budget	Debt Service Final Budget	Other Sources Final Budget	Shortfall Final Budget
6067 East Coulee: Process/Engineering Upgrade																
4200 Sewage																
6-611 Engineering Structures																
Replace the lift station (2009 and 2010)	1,200,000															1,200,000
Line-Item total	1,200,000															1,200,000
F-106 WWP - East Coulee																
75% funding					(900,000)											(900,000)
Line-Item total					(900,000)											(900,000)
F-207 Wastewater																
		(300,000)														(300,000)
Line-Item total		(300,000)														(300,000)
Total 6067 East Coulee: Process/Engineering Upgrade	1,200,000	(300,000)			(900,000)											
6101 Street Rehabilitation																
3200 Road Transportation																
6-611 Engineering Structures																
12 Ave from Hwy 9 to Jumper Road (Option #2, Priority #1)	477,000															477,000
7 Ave SE from 2nd St SE to 3rd St SE (Option #1, Priority #5)	68,000															68,000
3 St SE from 7 Ave to 8 Ave (Option #1, Priority #6)	128,000															128,000
8 Ave SE - 3 St SE to HWY 9 (Option #1, Priority #7)	96,000															96,000
6 Ave E from 5 St to 6 St (Option #1, Priority #1 or Option #2, Priority #2)	128,000															128,000
6 Ave E from 6 St to 9 St (Option #1, Priority #2 or Option #2, Priority #3)	229,000															229,000
8 St E from 6 Ave to Riverside Dr. (Option #1, Priority #3)	65,000															65,000
9 St E from N.R. Ave to Riverside Drive (Option #1, Priority #4)	119,000															119,000
6 St (Macmine) from Hunter Dr to 2 Ave (Option #1, Priority #11)	65,000															65,000
7th St E from 7th Ave E (N.R. Ave) to south of 7th Ave (End of pavement) (B back lane (Option #1, Priority #10)	10,000															10,000
7th Street E from 6th Ave E to 7th Ave E (N.R. Ave) (Option #1, Priority #9)	65,000															65,000
N. Railway Ave (7th Ave) from W side of 7th St to W side of 9th St (Option #1, Priority #12)	67,000															67,000
N. Railway Ave (7th Ave) from W side of 9th St to E side of 11th St (Option #1, Priority #13)	128,000															128,000
N. Railway Ave (7th Ave) from E side of 11th Street E to W side of 14th St E (Option #1, Priority #14)	85,000															85,000
15th St E from Riverside Dr. to North Railway Ave (7th Ave) (Option #1, Priority #8)	96,000															96,000
Adjust to affordable in 2010	(981,440)															(981,440)
Line-Item total	834,560															834,560
F-102 MSI Capital																
			(200,000)													(200,000)
Line-Item total			(200,000)													(200,000)
F-104 SP																
\$60 per capita							(475,920)									(475,920)
Line-Item total							(475,920)									(475,920)
F-201 Transportation																
		(158,640)														(158,640)
Line-Item total		(158,640)														(158,640)
Total 6101 Street Rehabilitation	834,560	(158,640)	(200,000)				(475,920)									
6309 Aquaplex																
7200 Recreation and Parks																
6-621 Buildings																
Kiddie Pool Tank/Deck	35,000															35,000
Engineered air unit	85,000															85,000
Line-Item total	120,000															120,000
F-111 CFEP - indoor pool																
								(60,000)								(60,000)
Line-Item total								(60,000)								(60,000)
F-202 Facility																
		(60,000)														(60,000)
Line-Item total		(60,000)														(60,000)
Total 6309 Aquaplex	120,000	(60,000)						(60,000)								
6500 Water: Raw Water																
4100 Water Supply & Distribution																
6-611 Engineering Structures																
Raw Water Reservoir (Camera Installation) Carry Over	130,000															130,000
Line-Item total	130,000															130,000
F-208 Water																
		(130,000)														(130,000)
Line-Item total		(130,000)														(130,000)
Total 6500 Water: Raw Water	130,000	(130,000)														
7001 Bridges																
3200 Road Transportation																
6-611 Engineering Structures																
Bridge #9 (slip deck replacement) - 2009 CF	30,000															30,000
Line-Item total	30,000															30,000
F-201 Transportation																
		(30,000)														(30,000)
Line-Item total		(30,000)														(30,000)
Total 7001 Bridges	30,000	(30,000)														
7005 Aquaplex Upgrades/Maintenance																
7202 Aquaplex																
6-621 Buildings																
Tank (Resurfaced)	100,000															100,000
Line-Item total	100,000															100,000
F-202 Facility																
		(100,000)														(100,000)
Line-Item total		(100,000)														(100,000)
Total 7005 Aquaplex Upgrades/Maintenance	100,000	(100,000)														
7007 Aquaplex Improvements/Maintenance																
7203 Arena																

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# Agenda Item # 8.1.1



Capital Projects

	2010 Final Budget	Reserves Final Budget	MSI Final Budget	MSP Final Budget	AWWWP Final Budget	BCF Final Budget	SP Final Budget	NDCG Final Budget	CFEP Final Budget	AMP Final Budget	RINC Final Budget	MSI Operating Final Budget	Other Grants Final Budget	Debt Service Final Budget	Other Sources Final Budget	Shortfall Final Budget
5-301 Debt: Debenture														(2,000,000)		(2,000,000)
<b>Line-Item total</b>														(2,000,000)		(2,000,000)
6-621 Buildings																
On-Handicap	144,000															144,000
Internal / External Door upgrades	40,000															40,000
Arena Compressor Upgrades	3,000,000															3,000,000
<b>Line-Item total</b>	3,184,000															3,184,000
F-102 MSI Capital			(125,000)													(125,000)
<b>Line-Item total</b>			(125,000)													(125,000)
F-122 RINC											(1,000,000)					(1,000,000)
<b>Line-Item total</b>											(1,000,000)					(1,000,000)
F-203 Facility		(59,000)									(1,000,000)					(1,000,000)
<b>Line-Item total</b>		(59,000)									(1,000,000)					(1,000,000)
<b>Total 7067 Arena Improvements/Maintenance</b>	3,184,000	(59,000)	(125,000)								(1,000,000)			(2,000,000)		
7013 300 Series Heavy Duty Trucks																
3100 Common Services																
6-651 Vehicles																
#307 - 1994 Ford L8000 Hydraulic	370,000															370,000
<b>Line-Item total</b>	370,000															370,000
F-102 MSI Capital			(370,000)													(370,000)
<b>Line-Item total</b>			(370,000)													(370,000)
<b>Total 7013 300 Series Heavy Duty Trucks</b>	370,000		(370,000)													
7014 400 Series - Heavy Duty Equipment																
3100 Common Services																
6-621 Machinery and Equipment																
#449 - 1998 JD 710D BACKHOE / LOADER	225,000															225,000
<b>Line-Item total</b>	225,000															225,000
F-102 MSI Capital			(225,000)													(225,000)
<b>Line-Item total</b>			(225,000)													(225,000)
<b>Total 7014 400 Series - Heavy Duty Equipment</b>	225,000		(225,000)													
7015 500 Series Parks																
7204 Parks and Playgrounds																
6-631 Machinery and Equipment																
#930 - 2003 Kubota R45 On Mower BX1500 ( Potential Trade)	15,000															15,000
<b>Line-Item total</b>	15,000															15,000
F-203 Equipment		(15,000)														(15,000)
<b>Line-Item total</b>		(15,000)														(15,000)
<b>Total 7015 500 Series Parks</b>	15,000	(15,000)														
7026 Communication Upgrades																
3100 Common Services																
6-611 Engineering Structures																
Communications Upgrades Phase 2	35,000															35,000
<b>Line-Item total</b>	35,000															35,000
F-203 Equipment		(35,000)														(35,000)
<b>Line-Item total</b>		(35,000)														(35,000)
<b>Total 7026 Communication Upgrades</b>	35,000	(35,000)														
7034 Community Facility																
7400 Community Halls, Libraries																
5-301 Debt: Debenture														(6,000,000)		(6,000,000)
<b>Line-Item total</b>														(6,000,000)		(6,000,000)
6-621 Buildings	23,000,000															23,000,000
<b>Line-Item total</b>	23,000,000															23,000,000
F-108 CAMRF Building Canada Fund						(8,000,000)										(8,000,000)
<b>Line-Item total</b>						(8,000,000)										(8,000,000)
F-209 Special Projects		(5,000,000)														(5,000,000)
<b>Line-Item total</b>		(5,000,000)														(5,000,000)
F-301 Community Organizations																
Donations														(6,000,000)		(6,000,000)
<b>Line-Item total</b>														(6,000,000)		(6,000,000)
<b>Total 7034 Community Facility</b>	23,000,000	(5,000,000)				(8,000,000)								(6,000,000)		
7037 Cast Iron Water Main Replacement																
4100 Water Supply & Distribution																
6-611 Engineering Structures																
Cast iron water line replacement	980,000															980,000
Valve Replacement	20,000															20,000
<b>Line-Item total</b>	1,000,000															1,000,000
F-102 MSI Capital			(1,000,000)													(1,000,000)
<b>Line-Item total</b>			(1,000,000)													(1,000,000)
<b>Total 7037 Cast Iron Water Main Replacement</b>	1,000,000		(1,000,000)													
7039 Cambria to East Coulee Transmission Line																
4106 Transmission and Distribution																
5-301 Debt: Debenture														(383,400)		(383,400)
<b>Line-Item total</b>														(383,400)		(383,400)
6-611 Engineering Structures																
Cambria to East Coulee Transmission Line	3,834,000															3,834,000
<b>Line-Item total</b>	3,834,000															3,834,000
F-106 WWP - East Coulee						(3,450,600)										(3,450,600)
90% Funding						(3,450,600)										(3,450,600)
<b>Line-Item total</b>						(3,450,600)										(3,450,600)

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# Agenda Item # 8.1.1



Capital Projects

Capital

	2010 Final Budget	Reserves Final Budget	MSI Final Budget	MSP Final Budget	AIWWP Final Budget	BCF Final Budget	SP Final Budget	NDCC Final Budget	CFEP Final Budget	AMP Final Budget	RINC Final Budget	MSI Operating Final Budget	Other Grants Final Budget	Debt Service Final Budget	Other Sources Final Budget	Shortfall Final Budget
<b>Total 7039 Cambria to East Coulee Transmission Line</b>	3,834,000				(2,450,800)									(383,400)		
7040 Lehigh/East Coulee Distribution System																
4106 Transmission and Distribution														(2,925,000)		(2,925,000)
5-301 Debt Debiture														(2,925,000)		(2,925,000)
<b>Line-Item total</b>																
6-611 Engineering Structures																
Lehigh/East Coulee Distribution System	2,925,000															2,925,000
<b>Line-Item total</b>	2,925,000															2,925,000
<b>Total 7040 Lehigh/East Coulee Distribution System</b>	2,925,000													(2,925,000)		
7041 River Intake Valve																
4102 River Intake Pump Station																
6-631 Machinery and Equipment																
River intake valve	25,000															25,000
<b>Line-Item total</b>	25,000															25,000
F-102 MSI Capital																
			(25,000)													(25,000)
<b>Line-Item total</b>			(25,000)													(25,000)
<b>Total 7041 River Intake Valve</b>	25,000		(25,000)													
7042 Ball Field Relocation																
7204 Parks and Playgrounds																
6-611 Engineering Structures																
Relocation of John Anderson - Labour	36,408															36,408
Relocation of John Anderson - Equipment	101,309															101,309
Relocation of John Anderson - Materials	73,791															73,791
<b>Line-Item total</b>	211,508															211,508
F-116 MUNI - phone																
2009 MSP				(73,791)												(73,791)
<b>Line-Item total</b>				(73,791)												(73,791)
F-305 Non-Government Grant																
Town donated														(137,717)		(137,717)
<b>Line-Item total</b>														(137,717)		(137,717)
<b>Total 7042 Ball Field Relocation</b>	211,508			(73,791)											(137,717)	
7043 Town Hall Relocation																
1002 Town Hall																
6-621 Buildings																
Functional Planning Study	25,000															25,000
<b>Line-Item total</b>	25,000															25,000
F-202 Facility		(25,000)														(25,000)
<b>Line-Item total</b>		(25,000)														(25,000)
<b>Total 7043 Town Hall Relocation</b>	25,000	(25,000)														
7044 Bylaw - Wheel Load Scales																
2101 Police Services																
6-601 Machinery and Equipment																
Traffic Technology Quote	14,100															14,100
Contingency for price difference - 5%	705															705
<b>Line-Item total</b>	14,805															14,805
F-203 Equipment		(14,805)														(14,805)
<b>Line-Item total</b>		(14,805)														(14,805)
<b>Total 7044 Bylaw - Wheel Load Scales</b>	14,805	(14,805)														
<b>Total Capital Projects</b>	37,278,873	(5,927,445)	(1,945,000)	(73,791)	(4,350,800)	(8,000,000)	(475,000)		(80,000)		(1,000,000)			(11,308,400)	(6,137,717)	

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# DRUMHELLER

## COMMUNITY SERVICES



### Request for Direction

Date: December 18, 2009

<b>Topic:</b>	<b>Municipal Heritage Options -Next Steps</b>
<b>Background:</b>	<p>The attached document identifies the necessary next steps in order to proceed with a Heritage preservation strategy for the Town of Drumheller. In short, the next logical step for the Town to undertake would be to move forward on a Heritage Inventory (total project cost of \$50,000 plus – of which \$30,000 plus could be funded by partners including the Chamber of Commerce, Community Futures, Individual Property owners and the Town).</p> <p>Following the completion of a Heritage Inventory – decisions could be made regarding participation in one or more of a) A Heritage Designation Program b) The Main Street Program (as both programs would require the completion of the Heritage Inventory prior to commencement of either program).</p>
<b>Proposed by:</b>	Administration
<b>Correlation to Business (Strategic) Plan</b>	To encourage the development of business related to tourism and economic growth and downtown revitalization.
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>- Enables the Town to identify Historic Resources and develop preservation strategies that would support long term viability.</li> <li>- Would enhance the character and economic opportunities available for historic districts in Drumheller.</li> <li>- Provides opportunities to partner with the Chamber of Commerce, individual property owners and other community stakeholders.</li> </ul>
<b>Disadvantages:</b>	<ul style="list-style-type: none"> <li>✦ Costs to Town in excess of \$30,000</li> <li>✦ Requires a long term commitment</li> </ul>
<b>Alternatives:</b>	<ul style="list-style-type: none"> <li>✦ Take no action (status quo)</li> <li>✦ Facilitate work by another group to take on the initiative</li> <li>✦ Seek funding from individual property owners</li> <li>✦ Form a partnership with Chamber of Commerce, Community Futures, Individual Property Owners and other potential partners</li> </ul>



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Heritage\_Options\_1209



Created By: Paul Salvatore

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## Agenda Item # 8.1.2

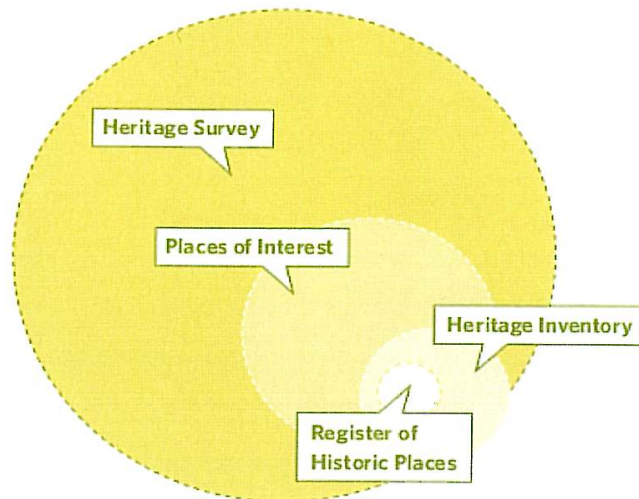
Financial/Budgetary Implications:	Range of financial commitment for the Heritage inventory depends on the number of properties included. Current estimate is \$1,500 per property - would cover 33 properties with a total net cost of \$30,000.		
Operating Costs:	up to \$5,500 per property - \$30,000 available via Provincial Grant	Capital Cost:	Net Cost \$30,000
Budget Available:	-0-	Source of Funds:	-0-
Budget Cost:	-0-	Underbudgeted Cost:	
Communication Strategy:	Notify community stakeholders directly in addition to working with the media to communicate council's direction.		
Recommendations:	That Council provide director to administration on the preparation of a Heritage inventory.		
Report Officer:			
Responsible:	 Paul Silvestro Director of Community Services		



**Municipal Heritage  
Partnership Program**

**MUNICIPAL HERITAGE  
OPTIONS AND ALTERNATIVES**

**TOWN OF DRUMHELLER  
DECEMBER 2009**



### **Background**

Alberta Culture and Community Spirit manages the Alberta Main Street Program in addition to the Municipal Heritage Partnership Program in the province. While the Main Street Program has been most familiar to the Town of Drumheller (previously as a program participant in the early 1990's) a family of "heritage preservation" programs are available to municipalities that wish to preserve "heritage buildings" in the community.

It is important to note that there are alternatives to the Main Street program that would serve the purpose of providing the protection of heritage buildings in the Town of Drumheller. The most notable alternative would be to establish a Heritage Designation policy and process for Drumheller as an initial step toward larger scale heritage preservation initiatives. Participation in a Heritage Designation program could form a part of a longer term commitment to the Main Street Program.

It is also important to emphasize that there are significant differences between the level of commitment in the Main Street Programs as compared to a Heritage Designation program. The Main Street Program requires significant contributions from a majority of property owners, while a Heritage Designation policy could serve the Town's interest on a case by case basis.

### **The Main Street Program**

On September 25, 2009 following an presentation by the Alberta Culture and Community Spirit's Michael Thome (Historic Resources Management Branch) a motion of Council provided Administration with direction to proceed with participation in the Alberta Main Street Program as a "basic member." One condition of council's motion was to limit its support of the program to activities not requiring funding from a municipal source.

The Town has completed the following requirements to date:

1. Municipal Council endorsement of membership (completed)
2. Historical Significance of over 50% of buildings "truly historic" (over 80% expected)

The following additional requirements must be met in order to receive Basic Membership status in Alberta Main Street Network:

3. Commencement and completion of a Heritage Inventory (Total Cost to Town – Approximately \$50,000 – with up to \$20,000 matching funding from the province)
4. Employment of a Main Street Coordinator (Not Complete)

Administration coordinated a meeting with officials from Alberta Culture and Community Spirit on December 3, 2009 as a follow-up to the direction set by Council in September. The meeting comprised of :

- a) A meeting with Chamber of Commerce officials to discuss the program.
- b) A tour of Downtown Drumheller
- c) A meeting with Town Administration regarding the necessary next steps for proceeding with a **Heritage Preservation strategy** for the Town of Drumheller.

### **Available cost sharing – Municipal Heritage Partnership Program**

One of the programs available in conjunction with the Ministry of Culture and Community Spirit is the Municipal Heritage Partnership Program. Under the MHPP the province will contribute, on 50/50 cost-shared basis, to municipal heritage planning projects which could include the Main Street Program, or a Heritage Designation Program (see chart below). Designations and mandatory documentation of historic places are funded on a case-by-case basis, but at this time the Town of Drumheller does not have a Heritage Designation policy in place. Cost-sharing opportunities can be funded through the Municipal Heritage Partnership Program – strictly in support of municipal governments.

Funding can be made available outside of the Municipal Heritage Partnership program on a case by case basis with property owners.

## Agenda Item # 8.1.2

### Available Provincial Matching Funding

	Provincial Contribution	Necessary Town / Community Contribution
<b>Main Street Coordinator</b>	0	Wages and Benefits for 1 FTE (up to \$60,000/year)
<b>Survey</b> ( to gather information about all of the potential historic resources in a municipality and identify what types of resources it has)	\$20,000	\$30,000 plus – pending survey scope  ( A precursor to an inventory = more basic)  <b>Not necessary in Drumheller</b> due to our known building heritage
<b>Inventory</b> (to evaluate potentially significant historic places, and clarify their heritage significance and integrity through preparing draft Statements of Significance)	\$20,000	\$30,000 plus – pending inventory scope  More detailed  Town of Drumheller – <b>most logical first step</b> , leads to ability to move forward on either Heritage Designation, or Main Street Programs
<b>Management Plan</b> (either municipality based – to develop a designation policy) or:	Up to \$15,000	(Could potentially be funded as part of the Canadian Badlands research project)
<b>Or Could be for the development of a restoration management plan for individual site(s) that have been identified through the Heritage Inventory</b>	Up to \$15,000	

The range of financial commitment for the Heritage inventory depends on the number of properties included. (from \$50,000 to \$200,000 is a ball park estimate, current estimates on a per property basis are for approximately \$1,500 per property) The exact scope (number of properties included) would require a budget to be approved by Council. The Heritage Inventory could be applied for either a Heritage Designation Program / and or the Main Street Program.

Costs of hiring a Main Street Coordinator are limited to the Main Street Program – and would not apply to a Heritage Designation Program. While the costs of a Main Street Coordinator could vary depending on a number of factors, community partnerships could be leveraged to support such a position. Support for a Heritage Designation Program would require a qualified consultant to develop the Heritage Inventory – these costs could also be shared with other community groups.

While previously, the Chamber of Commerce had indicated that they would offer an in-kind contribution of staff time for purpose of a Main Street Coordinator, it has been brought to my attention that the Chamber is willing to partner on such an arrangement only on a cost-recovery basis. If viewed as a full-time position it would be realistic to allocate between \$50,000 to \$65,000 per year for 3 to 5 years.

### Next Steps

Clearly, the downtown merchants association, the Chamber of Commerce and other community groups have indicated that they would like Council to move forward on the matter of preserving our community's heritage buildings.

#### Option A – Heritage Designation Program

While Council initially indicated to administration that it supported “basic” participation in the Main Street program, it may be more practical to begin the process of **Heritage Preservation** with the adoption of Heritage Designation policies and activities due to the reduced financial commitment. Under a Heritage Preservation program, many of the buildings in Downtown Drumheller could benefit from grant funding that is available for building restoration purposes.

Under Heritage Designation guidelines, individual property owners are eligible for up to \$50,000 twice per year – for restoration activities that will preserve the historic integrity of heritage buildings. Grant funded projects will result in a caveat on the title of the property – to protect the community-funded investment in the property. Restoration consultants are available to ensure that building restoration guidelines are followed throughout the process.

#### Option B – Main Street Program

Alternatively, if Council wishes to pursue the Main Street Program this would require significant support from downtown property owners, likely requiring the adoption of either 1) local improvements or 2) the implementation of a Business Revitalization Zone (BRZ) – in order to generate the means to fund requiring additional financial support for the program.



#### Municipal Heritage Partnership Program

The **Municipal Heritage Partnership Program** provides cost-sharing opportunities and expertise to help municipalities start or enhance their own heritage conservation program.



The **Alberta Main Street Program** provides funding and expertise for municipalities to help restore historic integrity and architectural character to traditional main streets across Alberta.

### Benefits of Heritage Conservation for Municipalities

#### Economic

"Heritage conservation has been portrayed as the alternative to economic development, 'either we have historic preservation, or we have economic growth.' That is a false choice. In fact, heritage-based economic strategies can advance a wide range of public policy priorities."

- Donovan Rypkema, European Cultural Heritage Forum 2005

Extensive international research has gone into evaluating the benefits and economic outcomes of conserving heritage in municipalities. Multiple reports have demonstrated the dollars-and-sense value of protecting heritage at the local level. Here are a few reasons why preserving heritage is good economics:

#### Heritage conservation fosters community revitalization.

Many Albertan municipalities have experienced revitalization through the [Alberta Main Street Program](#) and other heritage programs available through Alberta Tourism, Parks, Recreation and Culture. National Trust studies in the United States have shown that every dollar invested in heritage conservation leveraged nearly \$27 of other reinvestment in the local economies.

#### Heritage conservation encourages heritage tourism.

Cities and towns of any size can take advantage of heritage tourism opportunities. Research shows that heritage tourists tend to include multiple destinations on their trips, spend 60% more and stay 60% longer than non-heritage tourists.

#### Heritage conservation enhances property values.

Research indicates that the value of historic properties, especially within historic districts, appreciate at rates greater than the local market overall and faster than similar non-designated properties. Across Canada heritage buildings have performed much better than average in the marketplace and the price of heritage houses was less affected by cyclical downturns in property values.

#### Heritage conservation creates jobs.

Conservation efforts create well-paying jobs in skilled labour, design and promotion, having a ripple effect on local economies. Active and ongoing conservation of historic places ensures that these jobs will be secure for years to come.

#### Social

##### Foster a strong sense of place

By conserving their heritage, municipalities can foster a strong local identity based upon a sound understanding of their area's unique history. The presence of historic places evokes the stories of the significant past, helping to cultivate community knowledge and pride. Municipal Historic Resources, with their unique "sense of place," can inspire a community to celebrate what makes it special. Community members and groups often work alongside owners of historic places to ensure their stewardship and protection for future generations.

- Historic places tend to bring together people of all ages;
- Historic places often become focal points for important community events and celebrations;
- Historic places and heritage planning provides opportunity for public service and volunteerism.

#### Cultural

##### Enhance local cultural life

A municipality's cultural life can be considerably enhanced by conserving its historic places, working in tandem with the promotion of cultural and artistic activity.

- Heritage resources communicate meanings associated with the historic way of life of the specific cultures that created them;
- Protecting historic places promotes architectural interest and diversity in public spaces;
- Historic districts in both Canadian urban centres and smaller communities are often attractive locations to artistic and cultural groups.

#### Sustainability

Sustainable development is often highlighted by a three point approach which fosters economic, cultural and environmental sensitivity, awareness and success. Heritage planning

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and conservation has strong foundations in all three of these areas – it is an ideal contributor to sustainable development strategies.

Heritage conservation is sustainable in the following ways:

*Economically* – research from across the globe shows that heritage conservation can have multiple economic benefits for a community, including job growth in skilled trades, increased property values, revitalized neighbourhoods and a wide array of tourism opportunities.

*Culturally* – at its core, heritage conservation is a cultural activity. Not only does it remind us of our past and traditions, it acts as a point of pride and reference that can help foster awareness and confident cultural growth that respects traditions and stories of the area.

*Environmentally* – Reduce & Re-use. Heritage conservation helps to reduce reliance on new materials, environmentally unfriendly building materials and energy intensive production of new building materials. Heritage conservation encourages the re-use of existing building materials by extending the life of a building and its components, or rehabilitating damaged building materials.

#### Beat the “big boxes”

Big box retailers and urban sprawl are consistent concerns of municipal planners. Heritage planning and conservation can help fight architectural monotony and other symptoms of big box and sprawl-type architecture.

While it is hard to compete with the types of services offered by large scale retailers, some Alberta communities have found that they can compete by offering what the box boxes don't. Established downtowns with historic buildings offer architectural and historical variety, character spaces, and unique venues for retail, cafes, restaurants, services and other commercial uses.

By offering unique spaces and a niche market in your historic structures, the onset of big boxes can be lessened and the two may be able to co-exist. A sense of place is a powerful thing to market in your established and historic commercial districts and is something that big box retailers simply cannot compete with.

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### MHPP Projects

MHPP provides a range of heritage planning tools to suit municipal needs. Communities of different sizes and compositions will require different strategies to address their heritage needs. For example, largely rural municipal districts or counties may have resources spread out over a larger area than is the case in towns, villages, or large urban centres. Strategies for heritage conservation may have greater impact in some areas than others.

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### Survey

For municipalities planning to protect their historic resources, a key first step is identifying what buildings, structures, landscapes, and places could contribute to their local heritage. A municipal heritage survey is a community-based project that gathers information about potential historic resources within your jurisdiction.

Find our province's historic treasures. Visit Alberta's Historic Places Initiative.

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Photographs are taken and basic information regarding a site's architecture, age and history are recorded using standardized survey forms (available from the [Provincial Heritage Survey Program](#)). In the case of municipalities where no heritage programs currently exist, a survey is most often the best place to begin. Gathering this baseline can help a municipality understand what types of potential historic resources it has, what location and context they are in, and what the scope of its overall heritage program should be. A professional heritage consultant is often engaged to facilitate the survey process, ensuring all the elements are completed according to timelines.

A municipal heritage survey provides an excellent opportunity to involve community volunteers to help find and document potential resources. A comprehensive survey ensures that important, but perhaps lesser known, resources do not "fall through the cracks," but are identified for possible protection as potential historic resources. The survey acts not only as a catalyst to a strong heritage program and can also be useful in other municipal planning activities at the municipal level.

### Inventory

Often, the best second step in growing a strong heritage program is to create a municipal heritage inventory. An inventory is a filtered list of a municipality's significant historic places. This is prepared by evaluating the surveyed places using specific criteria to evaluate their significance and integrity. Resources that meet the criteria graduate to an inventory of historic places.

The process of creating an inventory from a survey is specialized work and normally requires the expertise of a heritage professional such as a qualified historian, experienced heritage architect or heritage consultant. Alberta Culture and Community Spirit has established criteria for evaluating the significance of historic resources. A final inventory document will often include a range of valuable information such as: original context papers on a municipality's history, relevant architectural styles, draft Statements of Significance, preliminary integrity assessments, and other evaluative statements or further recommendations.

A thorough inventory of significant places greatly enhances the understanding of their significance, and preparedness to legally protect them through [designation as Municipal Historic Resources](#). Places that have been fully evaluated through an inventory are often referred to as "designation-ready." Whether or not a municipality decides to pursue protection through designation, inventories serve as a valuable tool in understanding the significance of a municipality's local heritage.

### Management plan

Increasingly, municipalities are recognizing the value of protecting their heritage. But how does the stewardship of historic places relate to the other issues and processes involved in municipal governance? A municipal heritage management plan is a document that assists and guides a municipality's stewardship of its historic resources. Tailored to the unique needs of a municipality, a heritage management plan can be effectively incorporated at a variety of phases in the program. A management plan can capture policy, guidelines, incentives, and strategy for implementation according to your local requirements.

Creating a heritage management plan generally is a collaborative process involving many stakeholders. Support from the Mayor, Council, and municipal staff is essential for the plan's development and implementation. Participation from a broad range of municipal departments such as planning, infrastructure, parks and recreation, and economic development enhance the management plan's applicability and scope. Preparation of a management plan is specialized work and normally requires the expertise of a heritage professional. It functions as a strategic tool to guide practices for heritage planning and conservation in a municipality.

### Designation and mandatory documentation

Municipalities in Alberta are empowered by the *Historical Resources Act* to designate historic places through the passage of a local bylaw that legally protects designated resources from demolition or alterations which takes away from its heritage value. As a municipality develops a mature heritage management program, a municipal register of designated Municipal Historic Resources is often created. A municipal register of historic places consists of all those places that have been legally protected through a bylaw of Council. Once designated as Municipal Historic Resources, these places become eligible for listing on both the Alberta Register of Historic Places and the Canadian Register of Historic Places.

The online, searchable registers showcase a municipality's historic places worldwide. In addition to designation, basic mandatory documentation is required for listing on these registers. The key element in the mandatory documentation is the Statement of Significance which consists of three parts: a description of the historic place, a statement of the place's heritage value, and the place's character-defining elements. Once listed, owners can apply for conservation funding through the [Alberta Historic Resources Foundation](#).

For information on creating local designations please see the [designation](#) section.

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### Designation

#### Municipal designation and mandatory documentation process

The Historical Resources Act empowers municipalities to legally protect locally significant places through designation as Municipal Historic Resources, as outlined in section 26-8 of the Act. The designation, in the form of a bylaw, is issued and maintained by the local municipal council.

When designating a place as a historic resource and listing it as a historic place on the Alberta and Canadian Registers of Historic Places, there are several steps to follow to ensure the place is correctly protected and documented. The following steps will help resource owners gain access to opportunities for ongoing cost-sharing programs for conservation from the Government of Canada and The Alberta Historical Resources Foundation.

*Please note that this is not to be construed as legal advice – all steps outlined below for which there are legal implications should be considered with your local legal counsel.*

#### 1. Identify the place which may merit protection through designation

- Places can be identified through a comprehensive evaluative inventory or on a site-by-site basis, with local knowledge and thorough understanding of why the place is important.
- Individual owners may approach the municipality for designation based on advice from local heritage groups or Heritage Conservation Advisors of Alberta Culture and Community Spirit's Historic Resources Management Branch.

#### 2. Evaluate the place to ensure it qualifies as a Historical Resource

- Evaluation against the five criteria of significance (see below) adopted by the Government of Alberta is a good way to determine if the place is truly one of historic significance and deserving of designation.
- An evaluation can result in a draft or final Statement of Significance which will help articulate the values of the place and outline the physical elements which should be conserved over time (see Heritage Planning Resources section).
- The draft or final Statement of Significance will help to make the case for designation to a municipal council and will make completing the remaining mandatory documentation, required for listing on the Alberta and Canadian Registers of Historic Places, much easier (see point 8).

#### 3. Discuss designation with the owner and obtain permission to legally protect the place

- Section 26 (6) of the *Historical Resources Act* outlines the protective measures of designation as a Municipal Historic Resource.
- Because municipal designation prevents the destruction, disturbance, alteration, restoration or repair of a historic resource without the consent of council or its appointee, it is wise to seek the consent of the owner to proceed with designation. If the owner does not consent and the municipality still designates against the owner's wishes, then the municipality may be liable for any decrease in economic value due the designation.
- Recent research into the economic impact of designation shows that many properties do not decrease in value due to designation and in fact often increase in value. No guarantees can be provided regarding this; however economic trends look favourable for designation.

#### 4. Issue a notice of intention to designate

- Section 26 (2) of the *Historical Resources Act* requires the municipal government to serve 60 days notice to the owner of the property that is being designated a Municipal Historic Resource.
- The notice is active for 120 days and any property under notice is granted all the protections of designation until the 120 days have ended. The notice must be active for a minimum of 60 days before a municipal government may legally designate the place a Municipal Historic Resource.
- Send the notice of intention to designate by registered mail so that upon receipt of the notice by the owner 120 days can be tracked.

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### Evaluating Resources

#### Evaluating a Historic Place – criteria of significance

Alberta Tourism, Parks, Recreation and Culture has identified core criteria for use in evaluating potential historic resources. The criteria exist to help in the determination of what resources are truly historically significant, and which will qualify for designation as a Municipal Historic Resource and listing on the Alberta and Canadian Registers of Historic Places.

Simple association with one or more significance criteria is not sufficient. The association must be compelling and documented for a resource to be considered for designation. A resource is not eligible if its associations are speculative.

To be eligible for consideration, an historic place should be on its original location, at least 50 years of age, meet at least one of the following criteria of significance and possess integrity:

##### A. Theme / Activity / Cultural Practice / Event

This criterion recognizes resources associated with single events, such as the arrival of the railroad, or with a pattern of events, repeated activities, historic trends or themes, such as the rise to prominence of the oil and gas industry. Significance relating to cultural practice is derived from the role a resource plays in historically rooted beliefs, customs, and practices.

##### B. Institution / Person

The resource is usually associated with an institution or person's productive life, reflecting the time period when he, she or it achieved significance. In some instances this may be a person's home; in other cases, a business, office, laboratory, or studio may best represent their contribution. A resource associated with an individual's formative or later years may also qualify if it can be demonstrated that the person's activities during this period were historically significant or if no resources from the person's productive years survive. Length of association is an important factor when assessing several properties with similar associations.

##### C. Design / Style / Construction

To merit municipal designation because of significance under this criterion, a resource must satisfy at least one of the following conditions:

Embody the distinctive characteristics of a style, type, or method of construction. This is the portion of Criterion C under which most resources are eligible, for it encompasses all architectural styles and construction practices:

- The pattern of features common to a specific architectural style, type, or method of construction;
- The individuality or variation of features that occurs within that architectural style, type, or method of construction;
- The evolution of that architectural style, type, or method of construction.

OR

Represent the work of a master

A master is a figure of generally recognized greatness in a field, a known craftsman of consummate skill, or an anonymous craftsman whose work is distinguishable from others by its characteristic style and quality. The resource must express a particular phase in the development of the master's career, an aspect of his or her work, or a particular idea or theme in his or her craft.

OR

Express high artistic values

High artistic value may be expressed in many ways, including areas as diverse as architecture, community design or planning, engineering, and sculpture. A resource is eligible for its high artistic values if it so fully articulates a particular concept of design that it expresses an aesthetic ideal. Resources considered for designation should be among the best examples of their type in a given municipality.

##### D. Information potential

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To merit municipal designation because of significance under this criterion, a resource must have provided or have the potential to provide:

- Important information about a particular theme, event, institution or person, or about a particular type of building, structure or object that cannot be gleaned from any other sources;
- An opportunity to test a hypothesis, corroborate or amplify currently available information, or reconstruct the sequence of cultures, species or geological formations.

Certain important research questions about human history can only be answered by the actual physical material that comprises some cultural resources. This criterion encompasses resources that have the potential to answer, in whole or in part, those types of research questions.

### E. Landmark / Symbolic value

To merit municipal designation because of significance under this criterion, a resource must satisfy one or more of the following conditions:

- It is particularly prominent or conspicuous and contributes to the distinctive character of the municipality;
- It has acquired special visual, sentimental or symbolic value that transcends its function or physical characteristics within the municipality.

\*The criteria of significance listed above are adapted from those developed by Alberta Tourism, Parks, Recreation and Culture.

A full version of the Criteria of Significance is available for download in the [publications](#) section of this website.

### Integrity Assessment

Another key process in evaluating potential historic resources at the municipal level is determining whether a place retains sufficient integrity. A place's "integrity" is its ability to convey or communicate its significance, or heritage value. As a result, assessing the integrity of specific heritage resources can only occur after their significance has been adequately understood.

#### Integrity of location

- Location is the place where an historic resource was constructed or the site where an historic activity or event occurred.
- Except in rare cases, relocation destroys the relationship between a resource and its historical associations.

#### Integrity of design

- Combination of elements that create the form, plan, space, structure and style of a resource
- Elements:
  - structural system
  - form and massing
  - arrangement of spaces
  - pattern of fenestration
  - surface textures and colours
  - type, amount and style of detailing
  - arrangement and type of plantings in a landscape

#### Integrity of environment

- Physical setting of an historic resource;
- Relationship to surrounding features, open spaces;
- Contributing features:

- topographic features
- vegetation
- simple manmade features (paths or fences)
- relationships between resources and other features or open space
- character of street, neighbourhood or area

#### Integrity of materials

- Physical elements that were combined or deposited during a particular time frame and in a particular pattern or configuration to form an historic resource.
- Integrity is compromised if a resource does not retain the key materials dating from its period of historical significance.

#### Integrity of workmanship

- Physical evidence of the crafts of a particular culture or people during any given period in history, typified by technological practices and aesthetic principles:
  - plain or ornamental
  - basic or sophisticated
  - based on tradition or innovative techniques
  - seen in all or individual parts of a resource

#### Integrity of feeling

- Continued ability to convey the aesthetic or historic sense of a particular period of time;
- Results from the presence of physical features that, taken together, express the resource's historic character.

#### Integrity of association

- Association is a direct link between an historic resource and a significant historical theme(s), activity(s) or event(s); or an institution(s) or person(s).
- A resource retains association if it is the place where the event or activity occurred and is sufficiently intact to convey that relationship to an observer.

A full version of the Criteria of Integrity is available for download in the [publications](#) section of this website.

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### Standards & Guidelines

**The Standards and Guidelines for the Conservation of Historic Places in Canada: A Tool to Assist in Heritage Conservation**

*The Standards and Guidelines for the Conservation of Historic Places in Canada* is the first-ever pan-Canadian benchmark for heritage conservation practice in this country. It offers results-oriented guidance for sound decision making when planning for, intervening in and using historic places.

*The Standards and Guidelines for the Conservation of Historic Places in Canada* result from a major collaborative effort among federal, provincial, territorial and municipal governments, heritage conservation professionals, heritage developers and many individual Canadians.

A copy of the Standards and Guidelines can be downloaded at [http://www.historicplaces.ca/nor-sta/norm-stan\\_e.aspx](http://www.historicplaces.ca/nor-sta/norm-stan_e.aspx).

### Preservation Advisors

Preservation advisors provide technical information to historic resource owners to assist with building restoration/rehabilitation projects. Such assistance is often done in conjunction with a funding application to the [Heritage Preservation Partnership Program of the Alberta Historical Resources Foundation](#)

Preservation Advisors may be able to assist you in making decisions about how to use the [Standards and Guidelines for the Conservation of Historic Places in Canada](#) or evaluate the integrity of historic resources in your area. Although they will not make decisions for municipalities, they are available to provide guidance and advice on conservation issues from time to time.

For further information about the Preservation Advisors and who to contact in your region, visit the [website](#).

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## Glossary

**Alberta Historical Resources Foundation (AHRF):** Created in 1973, the foundation assists in the preservation and interpretation of Alberta's historical resources, primarily through the encouragement and sponsorship of community heritage initiatives. It is governed by a Board

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consisting of private citizens drawn from all regions of the province. The foundation acts as the single window for Alberta Lottery Fund support to heritage in Alberta.

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**Alberta Register of Historic Places (ARHP):** The list of historic places of municipal, regional, and provincial significance within Alberta.

**Associated Architect:** The architect(s) or the architectural firm, which developed the original design of the historic place or was involved in the design of later additions or alterations that contributed to the heritage value of the historic place.

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province's  
historic  
treasures.  
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Initiative.

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**Associated Builder:** Person(s) or firm that constructed the historic place or were involved in later additions or alterations that contribute to the heritage value of the historic place.

**Associated Event:** Historically significant point in time that is directly associated with the historic place and has contributed to its heritage value.

**Associated Organization:** A historically significant organization that is directly associated with the historic place and has contributed to its heritage value.

**Associated Person:** A historically significant person who is directly associated with the historic place and has contributed to its heritage value.

**Conservation:** all actions or processes that are aimed at safeguarding the character-defining elements of a cultural resource so as to retain its heritage value and extend its physical life. This may involve "Preservation," "Rehabilitation," "Restoration," or a combination of these actions or processes.

**Canadian Register of Historic Places:** The pan-Canadian list of historic places of local, provincial, territorial and national significance. The Canadian Register of Historic Places is administered by the Government of Canada, in collaboration with provincial and territorial governments.

**Canadian Registrar:** The Canadian Registrar is responsible for managing and maintaining the Canadian Register of Historic Places

**Cartographic Identifiers:** The specific location of the historic place that allows a historic place to be visually represented on a map of Canada.

**Character-Defining Elements:** The materials, forms, location, spatial configurations, uses and cultural associations or meanings that contribute to the heritage value of a historic place, which must be retained in order to preserve its heritage value.

**Commercial Heritage Properties Incentive Fund (CHPIF):** The Government of Canada's financial incentives to engage a broad range of taxable Canadian corporations in preserving Canada's heritage properties, to the benefit of Canadians and communities throughout Canada.

**Community:** The administrative unit within which the historic place is located, for example a city, town or village.

**Conditional Listing:** Historic places that have been formally recognized before January 1, 2004 may be nominated to the Canadian Register of Historic Places with minimum documentation and may be conditionally listed for a maximum period of 5 years (from January 1, 2004), after which the mandatory documentation must be provided. Historic places formally recognized after January 1, 2004 will not be eligible for the conditional listing.

**Construction Date:** The approximate date of construction of the historic place.

**Cross-Reference to a Collection:** The location where collections of objects removed from the historic place are held.

**De-listing:** A listed historic place may be de-listed from the Canadian Register if it no longer meets the eligibility criteria for listing. For more information, please contact the appropriate Federal, Provincial, or Territorial Registrar.

**Description of Boundaries:** Description of the physical limits of the historic place as defined by the formal recognition.

**Description of Historic Place:** Briefly describes the historic place and identifies to what the designation or formal recognition applies.

**District:** Identifies the geographical or political sub-division within which the historic place is located. This includes: County; Communauté urbaine; District; Census Division; District

12/9/2009

<http://www.mhpp.ab.ca/glossary.html>

**Municipality:** Municipalité régionale de comté; Regional District; Region; Regional Municipality; or United Counties.

**Documentation Standards:** Required information for each nomination of a historic place to the Canadian Register of Historic Places.

**Economic Region:** The economic region within which the historic place is located. 'Economic region' is a standard geographical unit created for the analysis of regional economic activity.

**Earthworks:** In military architecture, a defensive structure constructed of earth.

**Federal, Provincial or Territorial Identifier:** An alphanumeric reference code assigned to a historic place by a federal, provincial, or territorial jurisdiction.

**Federal/Provincial/Territorial Registrars:** The Federal, Provincial or Territorial Registrar under whose mandate the historic place falls, and who is responsible for nominating the historic place to the Canadian Register of Historic Places.

**Formal Recognition Authority:** The name of the local, provincial, territorial or federal authority that recognized the historic place.

**Formal Recognition Date:** The date on which the formal recognition of the historic place was approved or took effect.

**Formal Recognition Statute:** The legislation, policy or by-law under which the historic place is formally recognized.

**Formal Recognition Type:** The type of formal recognition as defined in the legislation, policy or by-law that applies to the historic place.

**Formal Recognition:** Means designated or otherwise recognized by or under federal, provincial or territorial law or a municipal by-law or ordinance.

**Function - Category (Original):** The broad category that applies to the original function of the historic place.

**Function - Type (Original):** The original function of the historic place.

**Guidelines:** Statements that provide practical guidance in applying the Standards for the conservation of historic places.

**Heritage Value:** (valeur patrimoniale) The aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present or future generations. The heritage value of a historic place is embodied in its character-defining materials, forms, location, spatial configurations, uses and cultural associations or meanings.

**Historic Place Record:** The electronic record containing information relating to a historic place listed on the Canadian Register of Historic Places.

**Historic Place:** An historic place is a structure, building, group of buildings, district, landscape, archeological site or other place in Canada that has been formally recognized for its heritage value by an appropriate authority within a jurisdiction.

**Historic Places Initiative (HPI):** The Historic Places Initiative is a pan-Canadian collaboration between federal, provincial and territorial governments. It will encourage people and communities across the country to get more involved in helping conserve historic places. It will introduce tools that were previously unavailable (Canadian Register of Historic Places, Standards and Guidelines and certification process) in order to assist Canadians with heritage conservation projects.

**In-kind:** a) (à l'identique) with the same form, material and detailing as the existing element.  
b) non-monetary funding contributions deemed to be of value in matching provincial/municipal cost sharing opportunities.

**Intervention:** (intervention) Any action, other than demolition or destruction, that results in a physical change to an element of a historic place.

**Image(s):** Visual information about the historic place or a visual representation of the place's name in an Aboriginal language.

**Jurisdiction:** The federal, provincial, or territorial jurisdiction under whose mandate the historic place falls.

**Listing:** To be officially listed on the Canadian Register of Historic Places, all eligible historic places will have to meet the minimum and mandatory documentation requirements. Official listing on the Canadian Register of Historic Places is also a requirement for the Government of Canada's financial incentives.

**Locality:** The district or neighbourhood, within a city or town, within which a historic place is located.

**Location of Supporting Documentation:** The institution and office holding the supporting documents related to the formal recognition of the historic place.

**Location:** Information that assists in locating a historic place on a street map or a map of Canada.

**Minimal Intervention:** (intervention minimale) The approach which allows functional goals to be met with the least physical intervention.

**Municipal Heritage Partnership Program (MHPP):** The Municipal Heritage Partnership Program is designed to help municipalities manage their historic places. Support from the MHPP, for identification and protection of local historic places, consists primarily of cost-shared funding, guidance and capacity building tools. The province is committed to helping municipalities become stewards of their own unique heritage and the guiding force for the protection of what each community determines to be historically important.

**Name of Historic Place:** A single, common name in current usage that serves as an identifier for a historic place

**Other Name:** An alternate name by which a historic place is known, or has been known.

**Preservation:** The action or process of protecting, maintaining, and/or stabilizing the existing materials, form, and integrity of a historic place, or an individual component, while protecting its heritage value.

**Province/Territory:** Identifies the province or territory where a historic place is located.

**Rehabilitation:** (réhabilitation) The action or process of making possible a continuing or compatible contemporary use for a historic place, or of an individual component, through repair, alterations and/or additions, while protecting its heritage value.

**Restoration:** (restauration) The action or process of accurately revealing, recovering or representing the state of a historic place, or of an individual component, as it appeared at a particular period in its history, while protecting its heritage value.

**Related Listing(s):** Some historic places are recognized by more than one authority and/or more than one jurisdiction. Related listing(s) identifies the other listing or listings within the Canadian Register of Historic Places associated with a historic place.

**Removal of Listings:** The owner of a listed historic place may submit a request to the Canadian Registrar to have their historic place removed from the Canadian Register. If this occurs, a review will be undertaken by the relevant Federal, Provincial or Territorial Registrar and the Canadian Registrar will temporarily suppress the listing from the public web site. If the concerns of the owner cannot be resolved, the Canadian Registrar will officially remove the historic place record from the Canadian Register.

**Standards:** (normes) Norms for the respectful conservation of historic places.

**Significant Date:** Date other than the construction date, associated with the heritage value of the historic place.

**Statement of Significance (SoS):** A statement that identifies the description, heritage value, and character-defining elements of a historic place. A Statement of Significance is required in order for a historic place to be listed on the Canadian Register of Historic Places.

**Status:** Indicates the current status of a historic place on the Canadian Register of Historic Places, i.e. listed, conditionally listed, or de-listed.

**Street and Street Number:** The street and street number of the historic place.

**Sub-district:** Identifies the geographical or political sub-division within which the historic place is located. This includes:

- County (Municipality);
- District Municipality;
- Improvement District;
- Indian Government District;
- Island Municipality;
- Local Government District;
- Township and Royalty;
- Municipalité;
- Municipal District;
- Parish;
- Indian Reserve - Réserve indienne;
- Regional District Electoral Area;
- Region;
- Regional Municipality;
- Rural Municipality;
- Subdivision of County Municipality;

- Specialized Municipality;
- or Township.

**Theme - Category:** Identifies broad thematic category related to the heritage value of the historic place.

**Theme - Type:** Identifies the specific theme type that best applies to a historic place.

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# DRUMHELLER

## REQUEST FOR DECISION



### Request for Decision

		<b>Date:</b>	December 17, 2009
<b>Topic:</b>	<b>DRUMHELLER'S MARIGOLD LIBRARY BOARD REPRESENTATIVE</b>		
<b>Proposal:</b>	The Town of Drumheller has received a request from the Drumheller Public Library Board to appoint Laura Clavette as the Town's Representative to the Marigold Library Sytem with the Alternate being Peter Glossop. Ingrid Thornton who served in this capacity has resigned from the Drumheller Public Library Board. The members of the Library Board recommend approval.		
<b>Proposed by:</b>	Drumheller Public Library Board		
<b>Correlation to Business (Strategic) Plan</b>			
<b>Benefits:</b>			
<b>Disadvantages:</b>			
<b>Alternatives:</b>			
<b>Finance/Budget Implications:</b>			
<b>Operating Costs:</b>		<b>Capital Cost:</b>	
<b>Budget Available:</b>	\$0.00	<b>Source of Funds:</b>	
<b>Budget Cost:</b>	\$0.00	<b>Underbudgeted Cost:</b>	
<b>Communication Strategy:</b>			
<b>Recommendations:</b>	That Council approve the appointment of Laura Clavette as the Town of Drumheller's representative to the Marigold Library System with Peter Glossop as the Alternate.		
<b>Report Writer:</b>	R.M. Romanetz, P. Eng.	<b>CAO:</b>	
<b>Position:</b>	Chief Administrative Officer		

#### OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

MarigoldBoardAppointment	Created By: Ray Romanetz	1
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## Request for Decision

<b>Date:</b>	17 Dec 2009
<b>Meeting Type:</b>	Regular Council
<b>Topic:</b>	Accrued Vacation Pay
<b>Proposal:</b>	<p>Town Human Resource Policy 4.02.10.02.1.04, CUPE 135 collective agreement clause 13.04, and CUPE 4604 collective agreement clause 12.04 states:</p> <p><i>"Vacation pay for each week of vacation shall be the employee's regular rate of pay immediately prior to the vacation period."</i></p> <p>Past and current practice on terminations is that all vacation pay would be paid out at the rate of pay at termination.</p> <p>Discussions with labour standards have indicated that an employee must be paid out vacation at their current rate of pay. If an employee accrues vacation at the equivalent of 6%, and are eligible for 3 weeks vacation they must be paid out at their current rate of pay, not the dollars that would have been accrued. If an employee was earning \$100/day in the previous year and received a raise in the new year to \$110/day, when the employee takes vacation, they must be paid at \$110/day and the difference between dollars accrued and dollars required would have to be topped up by the employer. This is not a ruling, but the guidance received from labour standards. We can request a ruling, but I am unaware at this time of how long it would take for a ruling to be made.</p> <p>A review by the Town's solicitor concluded that any accrued vacation payout should be at an employee's current rate of pay.</p> <p>Employment Standards do allow an employer to force the taking of vacation.</p> <p><b>Dates for annual vacations</b></p> <p><b>38</b> If an employer and an employee are unable to agree on a mutually satisfactory date to start the employee's annual vacation, the employer must give the employee at least 2 weeks' written notice of the date on which the employee's annual vacation is to start, and the employee must take the vacation at that time.</p> <p>1996 cE-10.3 s38</p> <p>In respect of payment in lieu of vacation, the Human Resource Policy 4.02.10.02.7.07 states:</p> <p><i>No payment will be made in lieu of vacation except where:</i></p> <ul style="list-style-type: none"> <li>(a) <i>An employee ceases employment;</i></li> <li>(b) <i>An employee who is entitled to two weeks or less of</i></li> </ul>

## Agenda Item # 8.3.1

	<p><i>vacation is on extended leave of absence and/or is physically unable to take earned vacation in the current year and the Director, Employment Standards approves such payment; or (c) In those rare and exceptional cases where it is clear an employee cannot schedule the earned vacation entitlement within the authorized period, payment in lieu of vacation may be made only for vacation entitlement in excess of two (2) weeks. Approval for pay in lieu of vacation requires the approval of the Department Head and the Chief Administrative Officer, or a designated nominee.</i></p> <p>To require all staff to use up their vacation time in 2010 could result in the Town being short of manpower for an excessive amount of time which could result in increased overtime costs to achieve desired service levels or decreased service levels due to insufficient staff availability.</p> <p>The paying out of vacation time would mean increased cash flow going out that would not have been needed to be paid if the employee had taken the time off. The employee would be paid for the work they do in addition to the vacation dollars paid, instead of just the vacation dollars if the employee was on vacation.</p> <p>Allowing the balances to decrease gradually will allow the municipality to retain the use of the accrued funds and not reduce the municipality's cash flow.</p>
<b>Proposed by:</b>	Roy, Michael
<b>Correlation to Business (Strategic) Plan</b>	Director of Corporate Services
<b>Benefits:</b>	
<b>Disadvantages:</b>	
	<ul style="list-style-type: none"> <li>• Direct administration to force staff to take their vacation time by providing appropriate notice to staff as to when their vacation will be starting and when it will be ending, with the objective being that no employee has more than their annual entitlement accrued by December 31, 2010</li> <li>• Direct administration to pay out all vacation time in excess of their annual entitlement plus 5 days by December 31, 2009. This will allow the time to be paid out at the 2009 rate of pay as opposed to the 2010</li> </ul>

## Agenda Item # 8.3.1

<b>Alternatives:</b>	<p>rate of pay. Further administration is to ensure that vacation time is scheduled appropriately, according to policy, so that no further build up of vacation pay will occur.</p> <ul style="list-style-type: none"> <li>• Direct administration to pay out all vacation time in excess of their annual entitlement by December 31, 2009. This will allow the time to be paid out at the 2009 rate of pay as opposed to the 2010 rate of pay. Further administration is to ensure that vacation time is scheduled appropriately, according to policy, so that no further build up of vacation pay will occur.</li> <li>• Direct administration to ensure compliance with the policy. Accrued vacation pay amounts for any employee are not to increase over the level of the previous December 31 with any accrued vacation pay paid out at the employee's termination of employment.</li> <li>• Direct administration to ensure compliance with the policy and to ensure that employees in excess of the allowed 5 days carry over reduce their excess accrued vacation pay by two weeks annually.</li> </ul>						
<b>Finance/Budget Implications:</b>	<p>Accrued vacation pay is a fully expensed liability. Paying out excess accrued vacation pay would not affect the accumulated surplus.</p> <ul style="list-style-type: none"> <li>• To pay out all staff who are in excess of their annual entitlement plus 5 days would be \$234,843</li> <li>• To pay out all staff who are in excess of their annual entitlement would be \$249,572</li> <li>• To pay out all staff who are in excess of their annual entitlement, up to 2 weeks, would be \$26,055 - \$29,264</li> <li>• To pay out all staff who are in excess of their annual entitlement, up to 3 weeks, would be \$ \$33,410- \$40,783</li> <li>• To pay out all staff who are in excess of their annual entitlement, up to 4 weeks, would be \$ \$40,764 - \$48,138</li> </ul>						
<b>Operating Costs:</b>	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"><b>Capital Costs:</b></td><td style="width: 50%;"></td></tr> <tr> <td><b>Source of Funds</b></td><td></td></tr> <tr> <td><b>Underbudgeted Cost:</b></td><td></td></tr> </table>	<b>Capital Costs:</b>		<b>Source of Funds</b>		<b>Underbudgeted Cost:</b>	
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<b>Budget Cost:</b>							
<b>Communication Strategy:</b>							
<b>Recommendations:</b>	Council provide direction to Administration.						
<b>Report Writer:</b>	Roy, Michael						
<b>Position:</b>	Director of Corporate Services						
	CAO:						

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Section 4                      Benefits  
**Policy No.4.02.10.02      Vacation and Vacation Pay**

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Issued by:	Corporate Services	Effective:	July 7, 2008	Dated:	January 4, 2005

**1            POLICY**

1.01       Vacations are granted annually, based on completed years of continuous employment with the Town of Drumheller.

1.02       **Vacation Entitlement**

- (a) For the purpose of this policy the vacation year is defined as the Anniversary Date of employment year.
- (b) Employees on the active payroll of the current year and who have not completed one (1) year of continuous employment are entitled to a prorated vacation period reflecting the period the employee has worked with the prior approval of their Manager.
- (c) Employees on the active payroll shall receive an annual vacation with pay in accordance with the years of employment as follows:
  - (a) After one (1) year of continuous service – 3 weeks;
  - (b) After seven (7) years of continuous service – 4 weeks;
  - (c) After fifteen (15) years of continuous service – 5 weeks;
  - (d) After twenty-five (25) years of continuous service – 6 weeks
- (d) If employment is terminated and proper notice given, the employee covered by this policy shall be entitled to vacation pay on the following pro-rata calculation:
  - (a) Three (3) weeks entitlement – 6% of regular earnings excluding all overtime;
  - (b) Four (4) weeks entitlement – 8% of regular earnings excluding all overtime;
  - (c) Five (5) weeks entitlement – 10% of regular earnings excluding all overtime;
  - (d) Six (6) weeks entitlement – 12% of regular earnings excluding all overtime

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- 1.03      If a recognized statutory holiday falls or is observed during an employee's vacation period he shall be allowed an additional vacation day with pay immediately following his vacation period or an additional day of vacation on some other day if mutually agreed to between the employee and their Manager.
- 1.04      Vacation pay for each week of vacation shall be the employee's regular rate of pay immediately prior to the vacation period.
- 1.05      **Vacation Scheduling**  
Each employee shall submit, on a form provided by the Town of Drumheller, the request for vacation to their Manager by April 1st of each year and insofar as the efficient operation of a department will permit, an employee shall have the right to choose his period of vacation. If, in the opinion of the Department Head, the period of vacation leave chosen by an employee conflicts or interferes with the efficient operation of the department, the Department Head shall, on or before May 1st, give the employee notice of this and such employee shall have the right to choose an alternative period. In the event that the employee does not choose an alternative period acceptable to the Department Head, the Department Head shall assign the vacation period.
- 1.06      An employee shall be entitled to receive his vacation in an unbroken period except where his vacation entitlement is in excess of three (3) weeks. In such a case, the employee's vacation entitlement may be taken in an unbroken period only with the approval of their Manager.

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1.07      An employee who has been on sick leave, Workers' Compensation Benefits, or leave of absence without pay for Thirty (30) or more consecutive calendar days, except where the leave is for the purpose of attending a training course, shall, for the year in which the absence occurs, earn annual vacation with pay proportionate to the number of months that the employee worked with pay in the service of the Town of Drumheller.

1.08      Annual vacations must be taken in periods of at least five (5) working days, unless the employee's Manager grants approval.

2                      **PURPOSE**

2.01      The purpose of this Statement of Policy and Procedure is to specify vacation entitlements that are earned by employees and to ensure consistency in the calculation and payment of vacation pay.

3                      **SCOPE**

3.01      This Statement of Policy and Procedure applies to all employees, but is subject to the provisions of the applicable Collective Agreement as it relates to unionized employees.

4                      **RESPONSIBILITY**

4.01      Department Heads and Managers are responsible for receiving vacation requests, reviewing, scheduling, approving and monitoring vacation time requested and taken, and for advising Payroll of any changes to approved vacation plans. Changes are subject to approval by the Union unless mandated by statutory or industry requirements.

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- 4.02      Payroll is responsible for monitoring vacation schedules and shall ensure vacation pay is paid in a timely manner, consistent with the provisions of this Statement of Policy and Procedure.

**5              DEFINITIONS**

- 5.01      For the purposes of this policy, "**wages**" means monetary remuneration paid or payable to the employee during the twelve (12) month period for which the vacation is earned but excludes, contributions made by the employer to a benefit plan and any payments to which an employee is entitled from a benefit plan, allowances or expenses, or vacation pay previously paid during the twelve month period.
- 5.02      "**Continuous employment**" means a period of 12 consecutive months of employment including approved vacation time and/or approved leaves of absence(s).
- 5.03      "**Anniversary Date**" means the anniversary of the date of commencement of employment with the Town of Drumheller or such date established by promotion.

**6              REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE**

Alberta Employment Standards Act, 2000 and Regulations  
No.4.02.10.05 — Maternity/Pregnancy Leave  
No.4.02.10.06 — Parental/Adoption Leave  
No.4.02.10.12 — Urgent Domestic Contingency/Emergency Leave  
No.4.02.10.13 — Sick Leave and Long Term Disability

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**7                      PROCEDURE**

**7.01                  Vacation Scheduling**

- (a) Employees are required to submit requests for vacation to the Manager by April 1<sup>st</sup> of each year for approval.
- (b) Vacation entitlement of two (2) weeks or less shall be taken in periods of not less than five (5) days unless the employee requests in writing that vacation time be taken in periods shorter than one (1) week and the Manager agrees to that request.
- (c) In the event the efficient operation of a department may be impaired by scheduled vacations, the Manager may limit the number of employees who can take vacation at the same time. In such cases, the Department Head, in his or her sole discretion, will approve vacations based on the operational needs of the Town of Drumheller. Where all other factors are equal, the Department Head will give preference to vacation requests in order of the employee's length of service with the Town of Drumheller.

**7.02                  Holiday Occurring During Vacation**

When a recognized holiday occurs, or is granted, on a normal working day during an employee's vacation, the employee is entitled to:

- (a) An extra day of vacation at the beginning or at the end of the vacation; or
- (b) An extra day to be taken on any normal working day in the same calendar year subject to the approval of the employee's Manager.

**7.03                  Illness During Vacation**

If an employee becomes ill or is injured after commencing vacation, the period of illness or injury is considered as sick time and will not be considered as part of the scheduled vacation. Employees will still be required to provide documentation as required under 1.02 of Policy No. 4.02.10.13.

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**7.04      Leave and Vacation conflict**

An employee who has been on sick leave, Workers' Compensation Benefits, or leave of absence without pay for Thirty (30) or more consecutive calendar days, except where the leave is for the purpose of attending a training course, shall, for the year in which the absence occurs, earn annual vacation with pay proportionate to the number of months that the employee worked with pay in the service of the Town of Drumheller.

**7.05      Vacation Pay on Termination**

An employee who ceases employment, for any reason, will receive vacation pay for vacation time accrued to the date of termination, but not yet taken.

**7.06      Vacation Carry Over**

The Chief Administrative Officer may grant an employee to carry over up to five (5) vacation days per vacation year. The employee must request their vacation carry over in writing. An employee may not carry over vacation leave for more than one vacation year without the approval of the Chief Administrative Officer.

**7.07      Payment in Lieu of Vacation**

No payment will be made in lieu of vacation except where:

- (a) An employee ceases employment;
- (b) An employee who is entitled to two weeks or less of vacation is on extended leave of absence and/or is physically unable to take earned vacation in the current year and the Director, Employment Standards approves such payment; or
- (c) In those rare and exceptional cases where it is clear an employee cannot schedule the earned vacation entitlement within the authorized period, payment in lieu of vacation may be made only for vacation entitlement in excess of two (2) weeks. Approval for pay in lieu of vacation requires the approval of the Department Head and the Chief Administrative Officer, or a designated nominee.

**8              ATTACHMENTS**

Attachment A — Vacation Authorization Form.

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**Attachment A**  
**Vacation Authorization Form**

**Town of Drumheller**  
**Notification of Leave**

NAME \_\_\_\_\_

DATE \_\_\_\_\_

Type of Absence	Days
Worker's Compensation	
Death in Family	
Lieu of Overtime	
Sickness	
Special Leave	
Vacation	
Medical & Dental Appointment	

DATE AND TIMES OF ABSENCE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUPERVISOR'S APPROVAL: \_\_\_\_\_

White: Payroll Department – Canary: Employee – Green: Supervisor