

# **Town of Drumheller COUNCIL MEETING AGENDA**

August 16, 2010 at 4:30 PM  
Council Chamber, Town Hall  
703-2nd Ave. West, Drumheller, Alberta



Page

## **1.0 CALL TO ORDER**

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

2.1 Update on Canadian Badlands Ltd. Meeting held on August 12th

## **3.0 PUBLIC HEARING**

## **4.0 ADOPTION OF AGENDA**

## **5.0 MINUTES**

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

3-9 5.1.1 Regular Council Meeting Minutes of July 19, 2010

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

10-19 5.2.1 Municipal Planning Commission Minutes of July 8, 2010

### **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**

20-21 8.1.1 Bylaw 19.10 being a bylaw to amend Section 9 (7)(b) Deciding on Development Permit Applications of the Land Use Bylaw 10.08 - 1st Reading

22-31 8.1.2 RFD - Drumheller's Miners' Memorial

32-33 8.1.3 RFD - Community Gardens Society Request for a Water Grant

**8.1. CAO**

34-45

- 8.1.4 RFD - Internship Program
- 8.1.5 Update of Strategic Business Plan
- 8.1.6 Local Improvement Plan - 9th St. NW

**8.2. Director of Infrastructure Services**

**8.3. Director of Corporate Services**

46-48

- 8.3.1 RFD - Nomination Deposit Bylaw (Bylaw 18.10)

49-50

- 8.3.2 RFD - Election 2010 Returning Officer

51-52

- 8.3.3 RFD - Advance Vote

53-54

- 8.3.4 RFD - Appointment of Assessment Review Board

**8.4. Director of Community Services**

**9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**

55-58

- 9.1 CAO Quarterly Report for the Period April to June, 2010

59-61

- 9.2 Director of Infrastructure Services Quarterly Report for April - June 2010

62-66

- 9.3 Director of Corporate Services Quarterly Report for Period April to June 2010

67-76

- 9.4 Director of Community Services Quarterly Report for Period April to June 2010

**10.0 PUBLIC HEARING DECISIONS**

**11.0 UNFINISHED BUSINESS**

**12.0 NOTICES OF MOTIONS**

**13.0 COUNCILLOR REPORTS**

**14.0 IN-CAMERA MATTERS**



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meeting minutes of June 21, 2010. Carried unanimously.

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

5.2.1 Municipal Planning Commission Meeting Minutes of May 19, 2010

5.2.2 Municipal Planning Commission Meeting Minutes of June 3, 2010

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

### **6.0 DELEGATIONS**

6.1 Economic Development Task Force Update (Wayne Hove, Chair)  
Wayne Hove presented the recommendations from the Economic Development Objectives: A Blueprint for the Future. He stated that these objectives are based on the EDTF strategic planning session of March 24, 2010 and the inclusion of a recent recommendation from the Parking Task Force through Council. He further stated that the objectives are succinct to the Municipal Sustainability Plan. The following are the prioritized objectives:

Priority 1 - Engage the community in a Municipal Branding process: He explained that in this context "branding" includes a brand based Communications Plan (Appendix). Councillor K. Bertamini stated that Drumheller already has a brand "Dinosaur Capital of the World - not just a place to visit". She further stated that Drumheller partners with the Canadian Badlands Ltd. to establish Drumheller as one of the four hubs of the Canadian Badlands tourism destinations. W. Hove stated that the Economic Development Task Force would like to embellish these values and bring a set of communications to this existing brand. He explained that there still needs to be a component that involves the values of the people of the community - growing that component is the number one foundation for economic development.

Priority 2- Generate a "Towne Centre" icon within the Downtown Core: He explained that this means a "Town Square" where businesses can post announcements and it would form expectations across the downtown for what could be (anticipate that it will grow). Councillor K. Bertamini stated that the Mainstreet Program would encourage this as well.

Priority 3 - Connecting Drumheller's Creative Community to expand the economy for both prime and shoulder visitor seasons: He explained that this would involve the development of an operating artistic community. He stated that Drumheller has yet to realize the potential of the high-level skills held in our community toward raising our regional economy.

Priority 4 - Post-Secondary Education and Training: He explained that it is important for Drumheller to own their college - named "Drumheller



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College". He stated that a college would increase the vitality of the community. He explained that a project team needs to be created with membership from Economic Development, political, private and public at large. He stated that it would involve partnerships with dollars from the Province, local municipality and private sector.

Priority 5 - Investment Development: He explained that this involves supporting the current investment activities within the region. He stated that it involves support from the existing Downtown Revitalization Corporation and investigating suitable opportunities for investment. Councillor K. Bertamini stated that historically Economic Development's role included not only bringing investments to the community but also looked at how to take care of the existing businesses within the community. She explained that it involves supporting what is already within the community, like the loss of the railway line. Wayne agreed that this component is part of Priority 5.

Wayne asked Council to support and adopt the Economic Development Task Force objectives as a mandate for Task Force for the next coming years.

Council agreed to discuss the objectives in detail at their next Council Committee meeting. Mayor B. Nimmo asked Wayne Hove to introduce the Economic Development Task Force. The Task Force members include: Mayor Bryce Nimmo and Ray Telford, EDO, Town of Drumheller, Barry Hoover, Reeve - Starland County, Connie Tremblay - Chamber, Diana Rowe, Andy Neuman, and Robin Lab - Members at Large, Ray Romanetz - CAO, Paul Salvatore - Director and Councillor Blaine McDonald. Mayor Nimmo thanked Wayne for his presentation.

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

### **8.0 REQUEST FOR DECISION REPORTS**

#### **8.1. CAO**

- 8.1.1 Bylaw 17.10 being a bylaw to amend the Land Use Bylaw by adding additional land uses to "A" - Agricultural District  
R. Romanetz advised that the applicant is Badlands Ski Hill (Zrinko Amerl) for an amendment to the Land Use Bylaw to include boarding or lodging house, commercial tourist development, bed and breakfast establishment, restaurant (accessory to an associated principle use), drinking establishment - minor (accessory to an associated principle use) and active and passive recreational uses (where consistent with the general purpose of this district) as discretionary uses in the A - Agricultural Land use district. He stated that the applicant has met with Brad Wiebe, Director, Palliser Regional Municipal Services. He

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explained that if Council proceeds to first reading, the draft amendment will be forwarded to the Municipal Planning Commission for their comments, B. Wiebe will prepare a planning report and the public hearing will be held at the next Council meeting, August 16th, 2010. He stated that the resurveying of the property and buildings to create a new ownership is still in progress. Councillor T. Yemen asked for clarification on the ownership of the land. R. Romanetz stated that the land is owned by the Drumheller Valley Ski Club. He stated that the application is signed by Zrinko Amerl on behalf of the Ski Club and he is assuming there is support from the other partnerships. He further stated that the proposed amendment to include the various activities would be a change to the A - Agriculture District throughout the community.

**MO2010.116** Bertamini, McDonald for first reading to Bylaw 17.10. Carried unanimously.

### 8.1.2 Projects Update

R. Romanetz provided the following updates on work projects:

#### **Community Facility**

- Ground Breaking Ceremony held today, July 19th;
- Contractor is mobilizing forces and activity will be seen on the site in the near future.
- Items requiring attention include: detailed design of the kitchen to be presented to the Steering Committee; and the Administrative team will ensure that the silver lead requirements are finalized for compliance with the Leaders in Energy and Environmental Design.

#### **Drumheller Landfill Project**

- Scalehouse addition, including a 2nd scale installed which will be ready for use in the next few days;
- Extensive of water and sewage lines to all buildings on site completed;
- Retrofit to existing recycling building;
- New 5000 sq. ft. recycling building;
- Regional Recycling (cardboard and newsprint is now operational); and
- State of the art landfill including liners, leachate collection system and surface runoff detention ponds completed in the fall of 2009.

#### **Waste Water Plant (Graham Construction)**

- Commissioning of new plant has started (in transition);
- New secondary clarifier is now operational - existing secondary clarifier taken off line to be converted to a primary clarifier;
- Full commissioning of new headworks expected by the end of August;
- and
- Miscellaneous tie-in / cleanup by September 30, 2010.

#### **Downtown Parking Lots**

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- Lot behind BMO (Vickers) completed;
- Lot behind CIBC (Harper) completed;
- Lot behind Library (Durnie) completed;
- Pavement completed last week;
- Line painting and landscaping to follow along with signage; and
- Directional line marking arrows to be installed for the new traffic configuration along 3rd Ave. W.

### **Downtown Recycling Depot**

- Relocated to CNR property across from 7-11 Store;
- Lot has been graveled - bin locations will be reviewed for suitability; and
- CN has made land available as a public service.

### **Street Improvement Program**

- Expected to start in two weeks;
- Poor weather across the Province has delayed numerous projects;
- Curb and gutter, milling and resurfacing (generally east end, no major base excavation projects; and
- Includes pedestrian crosswalk and intersectional improvement at St. Anthony's School on North Dinosaur Trail.

### **Municipal Sustainability Plan**

- Palliser, Administration and Steering Committee have held three meetings over the last 6-8 weeks;
- Two weeks away from the draft being presented to Council and the public involvement phase will be the next step.

### **Cast Iron Water Program**

- Most of work on 1st Avenue from Bridge to Arena has been completed;
- Dawson Wallace / Knibb Construction have met to coordinate installation of utilities through Badlands Community Facility and the east access.

### **Cart System**

- Two weeks into the transition;
- Going reasonably well with 95% co-operation; and
- Remaining issues are being dealt with one on one.

### **Tourism Master Plan**

- Initial Meeting held on July 7th;
- Next steps, timelines and roles were discussed;
- Projected completion date is January 2011; and
- Mayor Bryce Nimmo will be Council's representative on their Steering Committee.

### **Questions and Comments:**

Councillor T. Yemen asked if the garbage truck can pick up smaller size

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containers. A. Kendrick stated that the truck can pick up various sizes. T. Yemen further asked if the Town can track comparables on garbage weights - comparisons on last year loads versus this year. R. Romanetz stated that weight comparisons should be taken in the winter versus the summer (as summer months have a lot of heavy grass clippings, etc.).

**8.2. Director of Infrastructure Services**

**8.3. Director of Corporate Services**

**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**

**13.1 Councillor T. Yemen - Request for Banner "2011 Centennial of Coal Mining in the Valley"**

Councillor Yemen advised that the Committee for the 100th Anniversary of Coal Mining would like to have a mechanism installed at the Drumheller entrance signs so they could hang a banner to announce this special event. He advised that other groups would be able to use this area to announce their special events as well. R. Romanetz advised that Administration will review the matter and bring a report back to Council.

**14.0 IN-CAMERA MATTERS**

There being no further items, the Mayor adjourned the meeting at 5:45 PM.

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Mayor

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

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Chief Administrative Officer



**DRUMHELLER**  
**COMMUNITY SERVICES**



**Municipal Planning Commission  
MINUTES  
Meeting of Thursday July 8, 2010**

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**Present:** Gerhard Schwarz, Chairman  
Robert Greene, Member  
Irene Doucette, Member  
Jeanette Neilson, Member  
Dennis Simon, Member  
Andrew Berdahl, Councillor/Member  
Cindy Wood, Safety Codes  
Paul Salvatore, Director of Community Services  
Brad Wiebe, PRMS  
Janice Armstrong, Recording Secretary  
Sharel Shoff, Councillor/Member arrived at 12:30

**Absent:** Kate Lima, Development Officer

**1.0 CALL TO ORDER – 12:05**

**2.0 MINUTES FROM PREVIOUS MEETING**

**2.1 Minutes of June 16, 2010**

**Motion:** D. Simon moved to approve the minutes of June 16, 2010 as presented.

Seconded by I, Doucette – Carried

**3.0 DEVELOPMENT PERMITS**

**3.1 T10040D – Mike & Brandi Yavis – Construction of a Kennel – “CR”**

P Salvatore represented Development Permit T10040D submitted by M. Yavis for the construction of a kennel to be located at Plan 0412557, Block 4, Lots 2, Rosedale. Zoning is “SCR” Country Residential District.

P. Salvatore reported that Development Permit T10040D was tabled at the May 13<sup>th</sup> meeting as the membership requested that the neighbours be notified of the development application. Two emails were received the first showed concern with the lack of information and was opposed to the development however she didn't make an application to appeal. The other email received which showed no objection but did want to make it known that if this bylaw is amended for this sort of commercial enterprise, that the same consideration be given to any of the other landowners along the river should they wish to change the zoning and that the zoning change decision to be based on merit.

J. Neilson questioned if adequate staffing is on site, M. Yavis advised that he does have staff at all times and with this Kennel located next to his dwelling, there will be no issues with nuisance barking and so forth.



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P. Salvatore read Land Use Bylaw 10-08 Sec 72a kennels which states;

- (a) A Kennel must be a minimum distance of 150.0 metres from any adjacent dwelling, which must be measured from the nearest point of the building containing the use to the nearest point of the adjacent dwelling unless the residence is associated with the operation.
- (b) All animals shall be kept indoors during the quiet hours in accordance with the Town of Drumheller Noise Bylaw.
- (c) Kennels should not be approved in areas with clustered residential developments due to the potential for land use conflict and nuisance effects including noise, smell, and public safety.
- (d) Any development permit application for a Kennel shall be circulated to all neighbouring property owners within a 300 metre radius of the property boundaries of the proposed location of the Kennel.
- (e) If a Development Permit application for a Kennel is approved, a condition of approval shall limit the term of the permit to a period not to exceed three years. Upon expiration, any new application shall be evaluated with due consideration for any complaints and/or intensification of residential land uses in the vicinity of the Kennel

**Motion:** D. Simon that development permit T10040D submitted by Mike Yavis for the construction of a kennel be approved with the following conditions:

- 1. Development shall conform to Land use Bylaw 10-08.
- 2. All animals shall be kept indoors during the quiet hours in accordance with the Town of Drumheller Noise Bylaw.
- 3. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares.
- 4. External finished appearance of the proposed construction to be compatible with that of existing development.
- 5. Any/all other required Safety Codes Permits (i.e., building, electrical, gas and plumbing) to be in place prior to modifications/ renovations to building that may be required.
- 6. If the holder of the permit wishes to make any change in the conduct 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. An additional development application may be necessary.
- 7. Development application is required for new signage placement and to be made under separate application prior to placement.
- 8. Development to conform to any and all other pertinent Municipal, Provincial or Federal legislation.
- 9. Contractor(s) to have a valid Business License with the Town of Drumheller.
- 10. A Town of Drumheller annual Business License is required.
- 11. **Development permit to expire July 31, 2012. New application must be submitted for approval prior to expiration.**

Seconded by A. Berdahl – Carried



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### 3.2 T10060D – William Wilson – Relocation of Single Family Dwelling with basement – “R-1”

P. Salvatore re presented Development Permit T10060D submitted by William Wilson for the relocation of a house onto a basement to be located at 147 2<sup>nd</sup> Street, Plan 7125DD; Block 2; Portion of 4; Drumheller. Zoning is “R-1” Residential District.

P. Salvatore reported that Development Permit T10060D was tabled at the June 3, 2010 meeting submitted by William Wilson to move an existing house onto a lot located at Nacmine Plan 7125DD; Block 2; Portion of 4. As the proposed site plan does not conform. It was recommended that the house if possible, be rotated 90 degrees as it would then conform to the neighbourhood.

C. Woods advised that a drawing has been resubmitted and it now does meet the requirements set out in the land use bylaw. C. Wood also advised that the Land Use Bylaw 10-08 states:

#### 53 Relocation of Buildings

(a) Where a development permit has been granted for the relocation of a building on the same site or from another site, the Municipal Planning Commission may require the applicant to provide a Performance Bond in the amount of \$10,000 (\$1,000 where the building to be relocated is accessory to a dwelling) to ensure completion of any renovations set out as a condition of approval of the permit.

Discussion was held and it was advised that the wording in the Land use Bylaw should be changed to (the applicant to provide a Performance Bond in the amount of UP TO \$10,000, as in the past the Municipal Planning commission has been placing a \$5,000.00 performance bond on other relocation applications.

**Motion:** D. Simon that Development Permit T10060D submitted by William Wilson for the relocation of a house onto a basement to be located at 147 2<sup>nd</sup> Street, Plan 7125DD; Block 2; Portion of 4; Drumheller be approved subject to the following conditions;

1. Must conform to Land Use Bylaw 10-08.
2. Proper placement of foundation walls -- as per application -- to be determined by a Registered Alberta Land Surveyor.
3. Make allowances for TWACS cable to be installed between the water meter and the electrical meter.
4. All necessary Safety Codes Permits (building, electrical, gas, plumbing, etc.) to be in place prior to construction/installations.
5. External appearance of residence to meet to the satisfaction of the Development Officer after placement. Repairs/upgrades as/if deemed required to be completed within six months of placement.
6. Prior to commencement of construction applicant must submit to the Town of Drumheller a cashiers cheque or cash in the amount \$10,000.00 (held in trust) that will be returned to applicant when so deemed by Development Officer that the development has been satisfactorily completed. A payment will be returned to applicant in the amount of 75% when so deemed that building placement/upgrading is to the satisfaction of the development officer with the balance payable when landscaping of site has been completed to the satisfaction of the development officer.
7. An over-weight/over-dimensional permit from Road-Data 1-888-830-7623 must issued prior to relocating structures within the municipality.
8. 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.
9. All local improvements at owner's expense including, however not limited to, driveways, frontage charges, water/sewer services.
10. Development to conform to any and all Municipal, Provincial and Federal Legislation.





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11. Contractor and subcontractors to have a valid business license with the Town of Drumheller.

Seconded by J. Neilson – Carried

### 3.3 T10063D – St. Anthony Parish – Construction of Garage – “R-1”

P. Salvatore presented Development Permit T10063D submitted by St. Anthony's Parish for the construction of a 14' x 22 accessory building to be located at Plan 2193; Blk 38; Lot 8 Portion of 9, Civic address 151-3 Street West Drumheller. Zoning is “R-1”

P. Salvatore reported that their reason for the placement of the building was due to the location of the utility lines. A set back is required on the side yard of 2 ft.

**Motion:** I. Doucett that Development Permit T10063D submitted by St. Anthony Parish for the construction of a 14' x 22 accessory building located at Plan 2193; Blk 38; Lot 8 Portion of 9 Civic address, 151-3 Street West Drumheller 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. Relaxation granted for side yard setback as per site plan submitted.
4. Construction to be in accordance with the Alberta Building Code.
5. External finished appearance of the proposed construction to be compatible with that of existing development.
6. All necessary permits (building, electrical, gas, etc) to be in place prior to construction/installations.
7. All local improvements at owner's expense including, however not limited to, driveways, frontage charges, water/sewer services. (Call 823.1330 for the regulations)
8. If the holder of the permit wishes to make any changes in the proposed development from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary.
9. Development to conform to any and all Municipal, Provincial and Federal Legislation.
10. Contractor(s) to have a valid Business License with the Town of Drumheller.

Seconded by J. Neilson – Carried

### 3.4 T10064DD – Image Crafter Signs – Add Canopy to Entrance – “D-T”

P. Salvatore presented Development Permit T10065D submitted by Image crafter Signs for the construction of a canopy over the entrance to be located at 372 Railway Ave on Plan 2089BN, Block 2, Lot 5 & 6, Drumheller. Zoning is “D-T” Downtown District.

P. Salvatore advised that Image Crafter Signs is in the process of making many cosmetic changes to the building including landscaping to provide a more attractive building. They have made application to construct a new canopy which will be five (5) feet longer then the existing one.

**Motion:** A. Berdahl that Development Permit T10064D submitted by Image crafter Signs for the construction of a new canopy over the entrance to be located at 372 Railway Ave on Plan 2089BN, Block 2, Lot 5 & 6, Drumheller 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. Relaxation granted for side yard setback as per site plan submitted.



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4. Construction to be in accordance with the Alberta Building Code.
5. External finished appearance of the proposed construction to be compatible with that of existing development.
6. All necessary permits (building, electrical, gas, etc) to be in place prior to construction/installations.
7. If the holder of the permit wishes to make any changes in the proposed development from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary.
8. Development to conform to any and all Municipal, Provincial and Federal Legislation. Contractor(s) to have a valid Business License with the Town of Drumheller.

Seconded by R. Green – Carried

### 3.5 T10021 – Image crafter Signs – Fascia Sign & Mural – “D-T”

P. Salvatore presented Development Permit T10021 submitted by Image crafter Signs for the placement of a flat fascia sign to be located at 372 Railway Avenue; Plan 2089BN; Block 2; Lot 5 & 6, Drumheller. Zoning is “D-T” Downtown District.

P. Salvatore advised that Image Crafter Signs is in the process of making many cosmetic changes to the building including landscaping to provide a more attractive lot. The existing building is 120 m x 584 m the Oval Fascia sign will be 48 m x 151 m which will be placed over the architectural strip. P. Salvatore noted that the sign would exceed 20% of the building face.

Land Use Bylaw 10-08 Fascia Signs;

Fascia signs shall be permitted on a non-residential site provided that:

- (a) The sign does not exceed 20% of the area of the face of the building to which the sign is attached unless otherwise approved by the Municipal Planning Commission.
- (b) The sign does not exceed 13.9m<sup>2</sup> (150 sq. ft) in area unless otherwise approved by the Municipal Planning Commission.
- (c) The sign does not project above the roof or marquee by more than 1 m (3.2 ft)
- (d) The exterior finish and construction of the sign shall be of an appearance satisfactory to the Development Officer.

S. Shoff advised that she is not in favour of the sign as it will cover more than the Land Use bylaw allows and could set precedence.

**Motion:** A. Berdahl that Development Permit T10021 submitted by Image crafter Signs for the placement of a flat fascia sign to be located at 372 Railway Avenue; Plan 2089BN; Block 2; Lot 5 & 6, Drumheller be approved with the following conditions;

1. Must conform to Land Use Bylaw 10-08.  
Placement, components and appearance of sign as per application. Development Officer/Municipal Planning Commission must first approve any modifications.
2. Relaxation granted for area coverage and size of sign.
3. Any/all Safety Codes Permits to be obtained prior to the installation of sign.
4. Contractor(s) to have a valid Business License with the Town of Drumheller.
5. Appearance of sign shall be maintained to the satisfaction of the Development Officer/Municipal Planning Commission.
6. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.



7. All Signs shall be removed if business ceases operations or the use of the site is terminated.

Seconded by D. Simon.  
Opposed S. Shoff  
Carried

### 3.6 T10065D – Gordon MacKinnon – Renovation & Addition – “C-R”

P. Salvatore presented Development Permit T10065D submitted by Gordon MacKinnon for the construction of a 16' x 40' addition to the rear of the existing home, 8' x 40' covered porch to the front of the house, 30' x 4' covered walkway with a 5' x 4' breezeway connecting the garage and the house, to be located at 608 Dinosaur Trail North on Plan 9011892; Block M Drumheller. Zoning is “C-R” Country Residential District.

P. Salvatore noted that due to the size of the property they do not require and relaxations and meets all the requirements set out in the Land Use bylaw.

**Motion:** S. Shoff that Development Permit T10065D submitted Gordon MacKinnon for the construction of a 16' x 40' addition to the rear of the existing home, 8' x 40' covered porch to the front of the house, 30' x 4' covered walkway with a 5' x 4' breezeway located at 608 Dinosaur Trail North on Plan 9011892; Block M; Drumheller be approved subject to the following conditions;

1. Development shall conform to Land Use Bylaw 10-08.
2. Construction of building and development as per plans submitted. Any modifications must be first approved by the Development Officer/Municipal Planning Commission.
3. External finished appearance of the proposed construction to be compatible with that of the existing development.
4. All necessary safety codes permits (i.e.; building, electrical, plumbing, gas) to be in place prior to construction.
5. Development to conform to any and all Federal, Provincial and Municipal regulations.
6. All Contractors to be in possession of a Valid Town of Drumheller Business License.

Seconded by A. Berdahl Carried

### 3.7 T10066D – Chenyi Zhn – Walkout to existing basement & Detached Garage – “R-1”

P. Salvatore presented Development Permit T10066D submitted by Chenyi Zhn for the construction of 24' x 24' accessory building and walk out from an existing basement located at 2006 North river Drive on Plan 7291GC, Block 4, Lot 10 Drumheller. Zoning is “R-1” Residential District.

P Salvatore reported that the applicant wants to construct a garage and walkout basement. They are in the 1:100 Flood Risk area and that a condition is required for a caveat to be placed on title holding the town harmless.

Land Use Bylaw 10-08 (62). Land within the 1:100 Year Flood Risk Area;

- (a) Development shall be discouraged on land within the flood risk area as determined by Alberta Environment Protection;
- (b) Development activities in the flood risk area shall be carefully controlled. Low intensive uses such as open space, recreation and agriculture activities shall be preferred.
- (c) Subdivision and development of permanent structures shall not be permitted within the flood way;
- (d) **Notwithstanding the above and at the discretion of the development authority, development defined as infill development may be allowed on the land within the flood risk area. In all**



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**cases, as a condition of development approval, the developer shall hold the municipality harmless from any damage to or loss of the development caused by flooding by way of an agreement registered as a caveat or restrictive covenant against the titles of the property being developed.**

- (e) At the discretion of the Development Authority and where development does not constitute an infill situation as defined in this bylaw, development may be allowed on land within the floor fringe area is sufficient landfill can be provided to raise the building or development site above the elevation of the 1:100 flood probability contour or other suitable flood proofing techniques can be employed. The Town may require professional certification to ensure this requirement.

R. Green questioned the walk out basement and if this will be a secondary suit and should be monitored.

**Motion:** R. Greene that Development Permit T10066D submitted by Chenyi Zhn for the construction of 24' x 24' accessory building and walk out from an existing basement located at 2006 North river Drive on Plan 7291GC, Block 4, Lot 10 Drumheller be approved subject to the following conditions;

1. Development shall conform to Land Use Bylaw 10-08.
2. Construction of building and development as per plans submitted. Any modifications must be first approved by the Development Officer/Municipal Planning Commission.
3. Any required Safety Codes permits (i.e. building, electrical, etc.) to be obtained prior to commencement of construction/installation.
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 (i.e.; secondary suite), the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary
5. **The developer shall hold the Municipality harmless from any damage to or loss of the development caused by flooding by way of an agreement registered as a caveat or restrictive covenant against the titles of the property being developed.**
6. All contractor's to be in possession of a valid Town of Drumheller business license.
7. All local improvements including, however not limited to driveways, frontage charges, water/sewer services, are at the expense of the owner.
8. Development to conform to any and all Municipal, Provincial or Federal legislation.

Seconded by I. Doucette

### **3.8 T10069D – Stevenson Homes – Relaxation of Side Yard – “R-1”**

P. Salvatore presented Development Permit T10069D submitted by Stevenson Homes for a relaxation of a side yard located at 656 Bankview Drive on Plan 9710916, Block 8, Lot 13; Drumheller. Zoning is “R-1” Residential District.

C. Woods advised that the Real Property report for the single family dwelling located at 656 Bankview drive shows that it is non conforming and requires a relaxation on the left side yard set back.

R. Greene advised that according to the new building codes a firewall will be required as it is under 5 feet. He advised C. Woods to notify Superior of this, so proper procedures take place.

**Motion:** S. Shoff that Development Permit T10069D submitted by Stevenson Homes for a relaxation of a side yard located at 656 Bankview Drive on Plan 9710916, Block 8, Lot 13; on Drumheller be approved subject to the following conditions:



# DRUMHELLER

COMMUNITY SERVICES



1. Development shall conform to Land Use Bylaw 10-08.
2. Development as per Restrictive Covenant registered on property.
3. Construction shall be in conformance of the Alberta Building and Fire Codes.
4. Any required Safety Codes permits (i.e. building, electrical, etc.) to be obtained prior to commencement of construction/installation.
5. All contractor's to be in possession of a valid Town of Drumheller business license.  
All local improvements including, however not limited to driveways, frontage charges, water/sewer services, are at the expense of the owner.

Seconded by I. Doucette Carried

### 3.9 T10070D – Stevenson Homes – Relaxation of Side Yard – “R-1”

P. Salvatore presented Development Permit T10070D submitted by Stevenson Homes for a relaxation of a side yard located at 840 Bankview Drive on Plan 9710916, Block 5, Lot 17; Drumheller. Zoning is “R-1” Residential District.

C. Woods advised that the Real Property report for the single family dwelling located at 840 Bankview drive shows that it is non conforming and requires a relaxation to the side yard set back.

R. Greene advised that according to the new building codes a firewall will be required as it is under 5 feet. He advised C. Wood to notify Superior of this, so proper procedures take place.

**Motion:** S. Shoff that Development Permit T10070D submitted by Stevenson Homes for a relaxation of a side yard located at 840 Bankview Drive on Plan 9710916, Block 5, Lot 17; on Drumheller be approved subject to the following conditions;

1. Development shall conform to Land Use Bylaw 10-08.
2. Development as per Restrictive Covenant registered on property.
3. Construction shall be in conformance of the Alberta Building and Fire Codes.
4. Any required Safety Codes permits (i.e. building, electrical, etc.) to be obtained prior to commencement of construction/installation.
5. All contractor's to be in possession of a valid Town of Drumheller business license.  
All local improvements including, however not limited to driveways, frontage charges, water/sewer services, are at the expense of the owner.

Seconded by I. Doucette Carried

### 3.10 T10022 – Michael Todor (Downtown Merchants) – Sign Placement – “HWY-C”

P. Salvatore presented Development Permit T10022 submitted by Michael Todor (Downtown Merchants) to be located at 150 South Railway Ave on Plan 9311586, Block 1, Lot 1; Drumheller. Zoning is “HWY-C” Highway Commercial.

P. Salvatore advised that it is the intentions of the Downtown Merchants to Welcome tourist and directing them to Downtown Drumheller. The area will be located on CN Property located at the corner of Highway 9 South. The sign would be a free standing, placed on an old truck representing the historic downtown. Landscaping will continue with the help of Communities in Bloom, Drumheller Volunteers, the Institution, the Chamber of Commerce and the Atlas Coal mine.



R. Greene suggested that any glass in the vehicle should be removed before vandals can get to it and that the permit is only for 1 year and will require renewal.

**Motion:** R. Greene that Development Permit T10022 submitted by Michael Todor for the (Downtown Merchants) located at 150 South Railway Ave on Plan 9311586, Block 1, Lot 1; Drumheller be approved with the following conditions:

1. Must conform to Land Use Bylaw 10-08.
2. Placement, components and appearance of sign as per application. Development Officer/Municipal Planning Commission must first approve any modifications.
3. No sign shall be placed so as to obstruct free and clear vision of vehicular traffic.
4. Area around sign must be kept in a clean and tidy manner at all times.
5. A letter from the registered owner authorizing the development must be provided to the Development Officer prior to commencement of placement of sign.
6. Appearance of sign shall be maintained to the satisfaction of the Development Authority.
7. Development permit approved for placement of sign until December 31, 2011.

Seconded by I. Doucette

J. Neilson opposed, Carried

#### 4.0 PALLISER REGIONAL MUNICIPAL SERVICES

##### 80/108 Subdivision 80/108 Kent & Janice Walker

B. Wiebe presented subdivision 80/108 submitted by Kent and Janice Walker for the subdivision of Legal Plan 7935EM:Blk 2; Lots 13 & 12 Nacmine. The area is designated "R-1" Residential District.

The purpose of this subdivision is to leave the existing home & accessory building on the 60'x100' lot and separate a 40'x100' lot for residential purposes to the south. The proposed lot does meet the minimum required lot width of 40' within the current land use district. The area of existing development of a manufactured home and accessory buildings would be within the maximum site coverage of 30% for a dwelling and 15% for accessory buildings.

The new proposed parcel does not meet the land use bylaw requirements for the minimum parcel size of 418m<sup>2</sup> (4,500 sq. Ft) for single detached dwelling in the R-1 Residential land use district, a relaxation is not recommended due to the character and appearance of the surrounding neighbourhood and the larger average lot sizes in the surrounding area.

Motion: R Greene moved that the Municipal Planning Commission agree with the recommendation of Palliser Regional Municipal Services and that subdivision 80/108, Plan 7935EM; Blk 2; Lots 13 & 14 submitted by Kent & Janice Walker be refused.

Seconded by J Neilson - Carried



**DRUMHELLER**  
**COMMUNITY SERVICES**



**5.0 OTHER DISCUSSION ITEMS**

**6.0 ADJOURNMENT** – A. Berdahl motion to adjourn at 1:10 p.m.

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Chairperson

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Acting Development Officer



**TOWN OF DRUMHELLER  
BYLAW NUMBER # 19 - 10**

BEING A BYLAW TO AMEND LAND USE BYLAW NO. 10-08 FOR THE TOWN OF  
DRUMHELLER IN THE PROVINCE OF ALBERTA.

**WHEREAS** pursuant to the provision of Section 639 of the *Municipal Government Act*, RSA 2000, Chapter M-26, the Council of the Town of Drumheller (hereinafter called the Council), has adopted Land Use Bylaw No. 10-08;

**AND WHEREAS** the Council deems it desirable to amend Land Use Bylaw 10-08; and

**NOW THEREFORE** the Council hereby amends Land Use Bylaw No. 10-08 as follows:

1. Section 9      Deciding on Development Permit Applications
  - (7) (b)      Notwithstanding the above, the Municipal Planning Commission at its discretion may relax the front, side or rear yard setbacks, site coverage, floor area, or height beyond the standards outlined in the Land Use Bylaw in the following cases:
    - (i)      a proposed subdivision; the setback requirements for existing buildings may be relaxed to allow the subdivision of the lot, if the subdivision would not increase any non conformity and/or may allow redevelopment in the future.
    - (ii)      an addition to an existing residential development in an established area; the front, side or rear yards may be relaxed if the proposed development would be compatible with existing developments in the surrounding area and will not unduly interfere with the amenities of the neighbourhood.
    - (iii)      a proposed development on a vacant parcel registered in the Land Titles Office prior to 1967; the front, side or rear yard requirements may be relaxed greater than the standards outlined in Section 8(7)(a), provided the proposed setback is compatible with existing buildings on adjacent lots and will not unduly interfere with the amenities of the neighborhood.

**As follows:**

- Section 9      Deciding on Development Permit Applications
  - (7) (b)      Notwithstanding the above, the Municipal Planning Commission at its discretion may relax the minimum requirements beyond the standards outlined in the Land Use Bylaw in the following cases:



BYLAW NO. \_\_-10

Page 2

- (i) a proposed subdivision; the minimum requirements for existing buildings may be relaxed to allow the subdivision of the lot, if the subdivision would not increase any non conformity and/or may allow redevelopment in the future.
- (ii) an addition to an existing residential development in an established area; the minimum requirements may be relaxed if the proposed development would be compatible with existing developments in the surrounding area and will not unduly interfere with the amenities of the neighbourhood.
- (iii) a proposed development on a vacant parcel registered in the Land Titles Office prior to 1967; the minimum requirements may be relaxed greater than the standards outlined in Section 8(7)(a), provided the proposed setback is compatible with existing buildings on adjacent lots and will not unduly interfere with the amenities of the neighborhood.
- (iv) The minimum site area may be relaxed on an existing non-conforming lot where the proposed development is otherwise in accordance with the Land Use Bylaw and any other Provincial or municipal regulations.

READ A FIRST TIME THIS 18 DAY OF AUGUST, 2010.

READ A SECOND TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2010.

READ A THIRD TIME AND PASSED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2010.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



# DRUMHELLER

## CHIEF ADMINISTRATIVE OFFICER



### Request for Decision

		<b>Date:</b>	August 12, 2010
<b>Topic:</b>	<b>DRUMHELLER MINERS' MEMORIAL CONCEPT</b>		
<b>Proposal:</b>	Further to the letter from Linda Digby, Atlas Coal Mine Historical Society dated July 27, 2010, Council, at their Committee Meeting of August 9th, discussed the two locations referred to in the letter for a Drumheller Miners' Memorial with the preferred location being the park next to the Civic Centre. The concept includes a small landscaped space where a sculpture of mine machinery can be placed with the names of 140 men killed and a text panel which provides context for the memorial. Their vision is to position the memorial in a central location in Drumheller, where all people of all mobility levels can visit it. A sculptor/landscaper will be commissioned to design the Memorial.		
<b>Proposed by:</b>	Memorial Committee – Chair – Dan Tremblay, Councillor Terry Yemen, Cindy Clark – Chair of DDCC, Lisa Making – Royal Tyrrell Museum, Connie Tremblay – Economic Development Task Force and DDCC and Linda Digby – Atlas Coal Mine Historical Society.		
<b>Correlation to Business (Strategic) Plan</b>			
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>The Memorial will be a legacy to those men killed in the Drumheller coal fields, and be a testimonial to the importance of their work in founding our community.</li> </ul>		
<b>Disadvantages:</b>			
<b>Alternatives:</b>			
<b>Finance/Budget Implications:</b>	Indication was given that the project would be funded through a grant and there would be no cost to the municipality.		
<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 Drumheller Miners' Memorial to be located at the park next to the Civic Centre in principle subject to the submission of conceptual drawings and a site plan.		
<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

	Created By: Ray Romanetz	1
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## Agenda Item # 8.1.2

Atlas Coal Mine National Historic Site  
Box 521, 110 Century Dr./East Coulee, AB/T0J 1B0  
Phone (403) 822-2220 Fax 822-2225  
[www.atlascoalmine.ab.ca](http://www.atlascoalmine.ab.ca) [info@atlascoalmine.ab.ca](mailto:info@atlascoalmine.ab.ca)

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Drumheller Town Council

July 27, 2010

### Re: Drumheller Miners' Memorial Concept

Dear Councilors,

Since raising the idea with citizens of Drumheller this March, we have had overwhelming support for the idea of a miners' memorial. This will name each man killed in the Drumheller coal fields, and be a testimonial to the importance of their work in founding our community.

A committee has been struck to plan the memorial. The committee is chaired by Dan Tremblay, and includes Councilor Terry Yemen, Cindy Clark, Chair of the DDCC, Lisa Making, head of Corporate and Community Services at the Tyrrell, Connie Tremblay, of the Economic Steering Committee and DDCC, and myself, from the Atlas Coal Mine Historical Society.

This committee is creating a vision for which we seek your feedback. The vision is to position the memorial in a central location in Drumheller, where people of all mobility levels can visit it. It will have a place of pride, reminding citizens and visitors that our town was built through the labour of these men and the sacrifice of their families.

The committee favours two locations. One location is the park next to the Civic Centre. The other is the platform southwest of the Gordon Taylor Bridge, previously occupied by Dinny the Dinosaur.

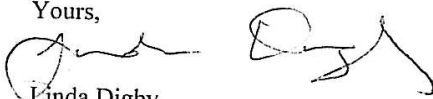
The visual concept is a small landscaped space which artfully incorporates carefully selected pieces of mine machinery into a simple sculpture, with the names of the 140 men killed, and a text panel which provides context for the memorial.

This vision was selected after reviewing images of mining memorial around the world, and contemplating the nature of fatalities in the Drumheller coal fields. A large percentage of our fatalities were caused by mine machinery. In spite of that, miners are passionate about the machinery, and inscribed their names on their favourite machines. The antique machinery under consideration includes wheels from the hoist that killed two miners, and a battery locomotive inscribed by one of the mine victims. This will be an impactful way to convey the realities of mining and the sentiment of the men represented by the memorial.

A sculptor/landscaper will be commissioned to design the place to create the desired ambiance. The committee will invite artists to assist in adjudication of proposals, to ensure the selected work is beautiful and tasteful. The intent is to leave a legacy of which Drumheller will be proud.

Thank you for your support thus far for the idea of a Miners' Memorial. We look forward to your response.

Yours,

  
Linda Digby  
Atlas Coal Mine Historical Society

Atlas Coal Mine National Historic Site  
Box 521, 110 Century Dr./East Coulee, AB/T0J 1B0  
Phone (403) 822-2220 Fax 822-2225  
[www.atlascoalmine.ab.ca](http://www.atlascoalmine.ab.ca) [info@atlascoalmine.ab.ca](mailto:info@atlascoalmine.ab.ca)

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Drumheller Town Council

July 27, 2010

**Re: Drumheller Miners' Memorial Concept**

Dear Councilors,

Since raising the idea with citizens of Drumheller this March, we have had overwhelming support for the idea of a miners' memorial. This will name each man killed in the Drumheller coal fields, and be a testimonial to the importance of their work in founding our community.

A committee has been struck to plan the memorial. The committee is chaired by Dan Tremblay, and includes Councilor Terry Yemen, Cindy Clark, Chair of the DDCC, Lisa Making, head of Corporate and Community Services at the Tyrrell, Connie Tremblay, of the Economic Steering Committee and DDCC, and myself, from the Atlas Coal Mine Historical Society.

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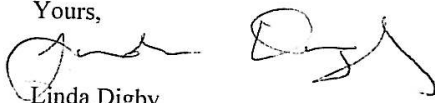
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This vision was selected after reviewing images of mining memorial around the world, and contemplating the nature of fatalities in the Drumheller coal fields. A large percentage of our fatalities were caused by mine machinery. In spite of that, miners are passionate about the machinery, and inscribed their names on their favourite machines. The antique machinery under consideration includes wheels from the hoist that killed two miners, and a battery locomotive inscribed by one of the mine victims. This will be an impactful way to convey the realities of mining and the sentiment of the men represented by the memorial.

A sculptor/landscaper will be commissioned to design the place to create the desired ambiance. The committee will invite artists to assist in adjudication of proposals, to ensure the selected work is beautiful and tasteful. The intent is to leave a legacy of which Drumheller will be proud.

Thank you for your support thus far for the idea of a Miners' Memorial. We look forward to your response.

Yours,

  
Linda Digby  
Atlas Coal Mine Historical Society





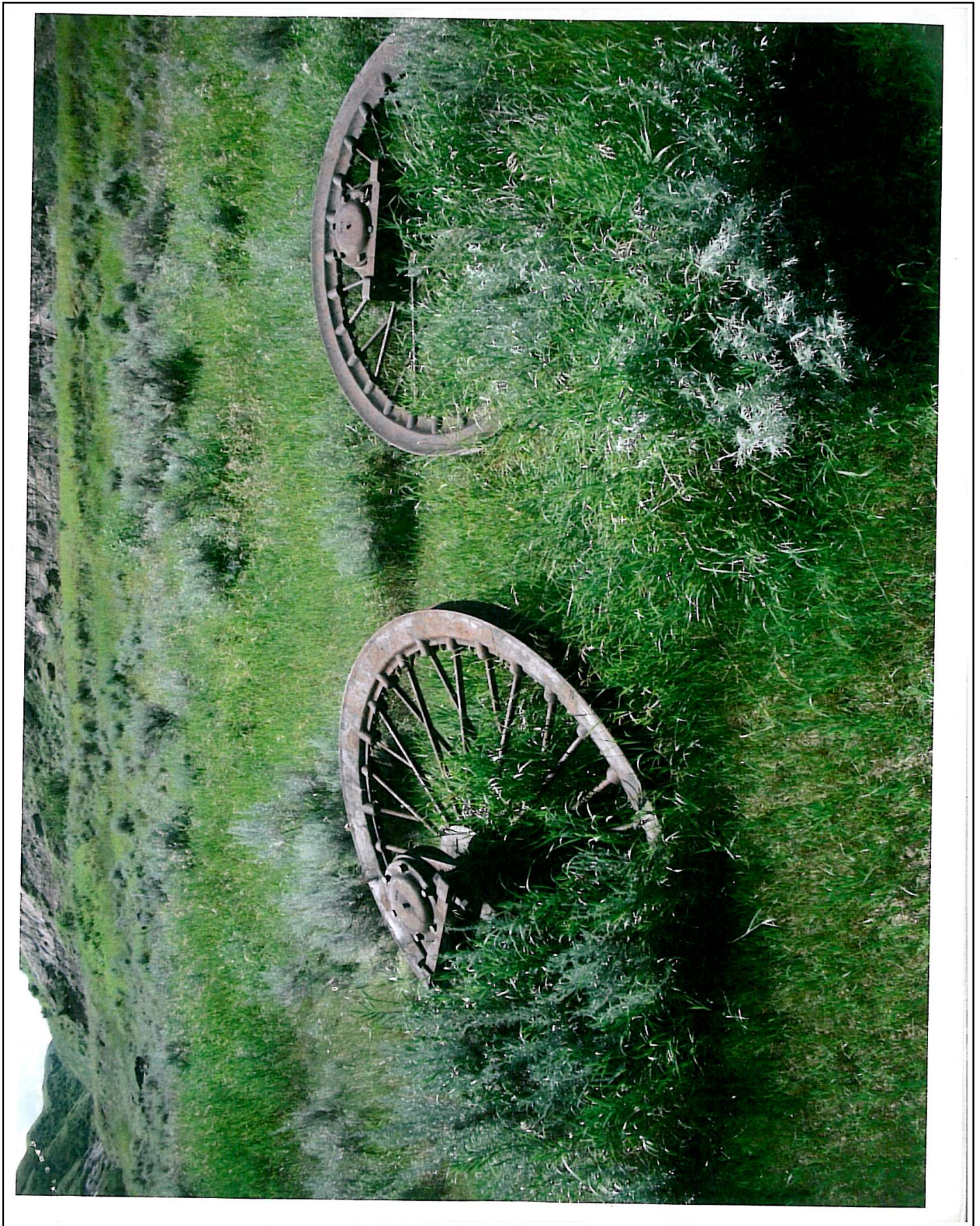
















### **Miners Memorial, Auchengeich Pit, Scotland**

Memorial commemorates lives lost in 2 accidents in the 50's, and was upgraded for 50 year anniversary  
The miner was stolen shortly thereafter!



City of Elliot Lake, on  
museum & city project





<http://www.anglesey.info/Ferndale%20Miners%20Memorial.jpg>

6/2/2010



# DRUMHELLER

## CHIEF ADMINISTRATIVE OFFICER



### Request for Decision

<b>Date:</b>		August 12, 2010	
<b>Topic:</b>	<b>BADLANDS COMMUNITY GARDENS SOCIETY</b>		
<b>Proposal:</b>	Further to the letter from Chris Marion, the Community Gardens Society have requested a grant from the Town of Drumheller to waive the cost of water usage for their garden. The garden is located in Newcastle. The estimated cost of water for six minths is \$115 (May – October).		
<b>Proposed by:</b>	Badlands Community Garden Society		
<b>Correlation to Business (Strategic) Plan</b>			
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>Some of the produce is donated to the local food bank.</li> <li>Non profit society that relies on volunteers and donations / fundraisers.</li> <li>Mentoring program for young gardeners.</li> </ul>		
<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 agree to cover the cost of water in an amount not to exceed \$150 / year.		
<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

	Created By: Ray Romanetz	1
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cc: Ray



Badlands Community Gardens Society  
Box 1305, Drumheller AB T0J 0Y0  
info@badlandsgardens.ca  
badlandgardens.ca

Mayor and Council  
Town of Drumheller  
703 - 2 AVE W  
Drumheller AB T0J 0Y3

July 29, 2010

RE: Water costs at Newcastle Community Garden

Dear Mayor and Council,

The Community Gardens Society would like to request a grant from the Town of Drumheller to cover the cost of water usage in the Newcastle community garden this summer.

Our non-profit society relies on volunteers and donations / fundraisers. Since our presentation to council in late April, we have been busy building boxes, raising monies to buy garden soil, and renting out the boxes to community members. The Sprouts, a group of 11 young gardeners mentored by the garden members, helped us plant two boxes for the food bank. Our veggies are growing beautifully ! We have now started taking fresh greens and herbs to the food bank.

We also showed the community garden to the people who participated in the Drumheller Garden Tour on July 24; they were quite impressed to see how lush our boxes were. Thanks to recent donations of seedlings from IGA and Canadian Tire, all of our boxes are now planted, and we look forward to a great crop of tomatoes, peppers and squash, not to mention potatoes and 900+ onions. Do stop by and have a look when you have a moment !

Thank you for your help and support getting the Newcastle community garden up and running, in particular for grading the lot and installing the water last year. The garden would not exist without the help of businesses and people like you. We appreciate your continued support, and look forward to hearing back from you.

Thank you,

*Chris Marion*

Chris Marion  
Garden Coordinator  
403-823-6930

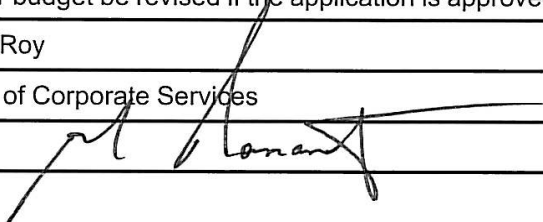




## Request for Decision

<b>Date:</b>	12 Aug 2010
<b>Meeting Type:</b>	Regular Council
<b>Topic:</b>	Municipal Internship Program
<b>Proposal:</b>	<p>The Town has an opportunity to obtain either an Administrator intern or a land use planner intern. 2011 will be the tenth year of the program and the Town has not participated. Administration feels that it would be beneficial for the Town to apply for the Municipal Internship Program.</p> <p>The administrator program will provide a grant of up to \$43,000 for a one year intern and the land use planner will provide a grant of up to \$62,000 for a two year intern. The average salary ranges for both programs tops at \$55,000 per annum. As a result depending on the final negotiated employment agreement, there will most likely be a cost contribution required from the Town.</p> <p>The additional person would allow some projects to be completed that have been suffering due to lack of staff time to dedicated to the task.</p> <p>The Land Use Planner would require a partnership with Palliser, and discussions would have to be held with them.</p> <p>The application deadline is September 10, 2010 with notification of successful applications being in November 2010.</p>
<b>Proposed by:</b>	Raymond Romanetz
<b>Correlation to Business (Strategic) Plan</b>	
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>• Provides for another employee at a subsidized rate</li> <li>• Assists in the training of an individual in local governance</li> </ul>
<b>Disadvantages:</b>	<ul style="list-style-type: none"> <li>• Working space would need to be found</li> <li>• Intern is not 100% funded</li> </ul>
<b>Alternatives:</b>	<ul style="list-style-type: none"> <li>• Council authorizes Administration to proceed with an application for either the Internship for Administrator or the Internship for Land Use Planner Program.</li> <li>• Council authorizes Administration to proceed with an application for the Internship for Administrator Program.</li> <li>• Council authorizes Administration to proceed with an application for the Internship for Land Use Planner Program, depending on the discussion results on a partnership with Palliser.</li> <li>• Council accepts the report for information.</li> </ul>

## Agenda Item # 8.1.4

<b>Finance/Budget Implications:</b>	Possible municipal contribution can be in the area of \$30,000 depending on salary. There currently is no budget for this program, but current budget includes \$126,200 from MSI Funding, with the 2010 allotment being \$354,451. This would free up tax based dollars to be redirected.		
<b>Operating Costs:</b>	\$30,0000	<b>Capital Costs:</b>	
<b>Budget Available:</b>	none	<b>Source of Funds</b>	Tax dollars freed up as a result of MSI Operating Grant
<b>Budget Cost:</b>			
<b>Communication Strategy:</b>			
<b>Recommendations:</b>	Council authorizes Administration to proceed with an application for either the Internship for Administrator or the Internship for Land Use Planner Program and the 2011 budget be revised if the application is approved.		
<b>Report Writer:</b>	Michael Roy		
<b>Position:</b>	Director of Corporate Services		
	CAO: 		



JUL 07 2010

June 30, 2010

17th floor, Commerce Place  
10155 - 102 Street  
Edmonton, Alberta, Canada T5J 4L4  
Telephone 780-427-2225

Mr. Ray Romanetz, Chief Administrative Officer  
703 - 2 Avenue West  
Drumheller, Alberta T0J 0Y3

Dear Mr. Romanetz:

The Municipal Internship Program will celebrate its tenth year in 2011. More than 135 interns have participated in or are currently part of this program which brings highly educated, enthusiastic individuals interested in pursuing a career in municipal government into the field and provides these recent graduates first-hand experience and knowledge. For municipalities and planning service agencies, this is a unique opportunity to help develop the future leaders of Alberta's municipal sector. You are invited to be a part of the program by applying to be one of the 20 hosts who will be selected for the May 2011 program. Host organizations receive a grant to assist with costs and are supported in their efforts to train and mentor their interns by a team of ministry staff.

The objective of the Municipal Internship Program is to work with Alberta municipalities and planning service agencies to help address succession issues. To respond to these succession planning needs, the program offers two streams:

- **Municipal Internship Program for Administrators**
  - Twelve municipalities or municipal partnerships will be selected to host an intern for a 12-month period.
  - Municipalities must have a population between 700 and 100,000.
  - Municipalities may collaborate to host an intern; at least one of the partners must meet the population requirement.
  - Hosts will provide experience in all major functional areas of the municipality.
  - This program helps interns prepare for senior administrative positions in Alberta's municipal governments.
  - Hosts receive a grant of \$43,000 to help cover the costs of hosting an intern.
- **Municipal Internship Program for Land Use Planners**
  - Eight municipalities, municipal partnerships or planning service agencies will be selected to host an intern for a 24-month period.
  - Municipalities must have a planning department that undertakes in-house the full range of planning services and must serve a population between 5,000 and 100,000.
  - Intermunicipal planning service agencies are also eligible to host.
  - Municipalities may collaborate to host an intern; at least one of the partners must meet the population requirement and collectively the partners must provide the full range of planning services.
  - This program helps interns to be better prepared to enter the municipal planning field in Alberta's municipalities.
  - Hosts receive a grant of \$62,000 over two years to help cover the costs of hosting an intern (\$42,000 in the first year, \$19,000 in the second year).

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Page 2

### **Municipal Partnerships**

If your municipality feels that it may not have the capacity to host an intern on its own, we encourage you to consider partnering with another municipality or planning service agency. As long as one of the organizations meets the eligibility requirements and is designated as the managing partner for this initiative, you may formally or informally partner to host an intern. The managing partner is required to submit the municipal grant application on behalf of the partnering organizations. The application should clearly outline what role each of the municipalities or planning service agency would play in hosting an intern.

Municipal partnerships enable interns to gain a broader understanding of municipal administration and/or planning, and help develop a wider variety of skills. For the Administrator Program, partnerships are particularly important if your municipality does not have a specific department or function, such as planning or human resources. In this case, your intern could spend time in another municipality that has these departments. For the Land Use Planner Program, partnerships may allow municipalities that receive their planning services from an intermunicipal planning service agency the opportunity to partner with that agency to provide an intern with direct municipal planning experiences. Please refer to the website or contact ministry staff for more information on municipal partnerships and eligibility requirements.

### **To Apply**

Beginning this year, the Municipal Internship Program is part of the new Regional Collaboration Program. This new program was created through the recent Grants Reengineering process which streamlines applying for provincial grant funding. The Municipal Internship Program itself has not changed and funding levels have been maintained. Details about the Internship Program, the eligibility requirements, and the application information can be obtained through the new Municipal Grants Web Portal.

To apply for the 2011/12 Administrator program or the 2011-13 Land Use Planner program:

1. Go to the Municipal Grants Web Portal  
[www.municipalaffairs.alberta.ca/municipalgrants.cfm](http://www.municipalaffairs.alberta.ca/municipalgrants.cfm).
2. Select **"Programs Supporting the Viability and Long-Term Sustainability of Municipalities"** on the left side of the page.
3. Scroll down the page and select **#4 – Regional Collaboration Program**.
4. Information for the Municipal Internship Program is on the right side of the page. Under **Documents** refer to the *Application Form 1* and *Application Guidelines*. You will also need to complete *Schedule 4* and *Schedule 5*.
5. The Municipal Internship Program website can be linked to by selecting "Visit Program Website" and then choosing the Municipal Internship Program, or you may go there directly at [www.municipalaffairs.alberta.ca/ms/internship](http://www.municipalaffairs.alberta.ca/ms/internship).

.../3

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To ensure your application is considered, please have your completed documentation returned to the ministry no later than **September 10, 2010**. The Minister will select the hosts for the 2011/12 Administrator Program and the 2011-13 Land Use Planner Program in November 2010. Applications can be submitted via email or printed and mailed/faxed. Mailing and fax information is provided on the application form.

If you have any questions about the Municipal Internship Program, please refer to the website above or contact ministry staff toll-free by dialing 310-0000, then 780-427-2225, and ask for:

- **Ms. Valerie Hope**
  - Municipal Internship Program for Administrators
- **Ms. Melanie Wood**
  - Municipal Internship Program for Land Use Planners

Thank you for your interest in helping build strong local governments.

Yours truly,



Gary Sandberg  
Executive Director  
Municipal Services Branch

## About the Program

Page 1 of 3

### About the Program

Capable municipal administrators are fundamental to achieving and maintaining effectiveness in local governance. Alberta municipalities have historically been fortunate in being able to recruit and retain capable administrators. However, the 2007 CAO Survey commissioned by the ministry and conducted by Nichols Applied Management demonstrated a disturbing trend. Of the approximately 255 respondents, 53 percent indicated that they would most likely leave the municipal administration field within six years. Clearly, there is a need for municipalities to recruit and train additional capable administrators in order to meet the present and future demand.

Some of Alberta's municipalities lack the internal resources needed to develop administrators. In 2002, in an effort to meet the needs of Alberta's municipalities, the ministry introduced the Municipal Internship Program as a pilot program. This pilot program provided five municipalities with the opportunity to recruit interns. The program has continued to grow. There will be 12 internship positions available in 2011/12.



### PROGRAM OBJECTIVES

The objectives of the Municipal Internship Program for Administrators are:

- to assist Alberta municipalities in their succession planning efforts to recruit, train and retain competent municipal employees who can progress into leadership positions;
- to encourage more individuals to enter the local government field and offer recent graduates who are interested in a career in municipal administration the opportunity to have first hand, real life, practical experience and training in the Alberta municipal environment; and
- to assist Alberta Municipal Affairs in meeting its goal of fostering a responsive, collaborative and well managed local government sector which is sustainable by building municipal capacity.

### PROGRAM TIMELINE

The program is designed to provide 12 months of training for each intern. The program starts in May 2011 and ends in April 2012. May is the opportune time to begin the program as, by and large, the spring graduation class from post-secondary institutions is the largest of the year. This provides a wider field of potential applicants than other possible start dates.

Please Note: Alberta Municipal Affairs may change any or all of the dates listed below should it become necessary to do so.

- |                    |   |
|--------------------|---|
| June 2010          | Letters sent to municipalities inviting them to apply to be hosts for 2011/12.  |
| September 10, 2010 | Deadline for interested municipalities to submit their <a href="#">municipal grant application</a> .                    |
| November 2010      | Host municipalities will have been selected and notified in writing.  |
| January 28, 2011   | Interested internship candidates must have submitted their intern application package.                                  |
| February 2011      | Municipal Affairs will have reviewed applications and created a shortlist of candidates. Candidate application packages |

<http://www.municipalaffairs.alberta.ca/ms/internship/printpage.cfm>

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## About the Program

Page 2 of 3

are provided to host municipalities.

February - March, 2011      Municipalities will conduct interviews, negotiate with candidates, and select interns.

March 25, 2011      Municipalities must have their intern selected.

## PROGRAM RECRUITING

### Recruiting Host Municipalities

The intent of this program is to help train interns so that they may pursue a future career in senior municipal administration. Having the opportunity to work closely with staff and council in a municipality is a valuable experience. It is important to ensure that interns gain the greatest benefit possible from their internship. Municipalities are expected to meet the following criteria:

- The municipality has a population between 700 and 100,000;
- A strong council-administration relationship exists and there is strong commitment from both groups to have an intern;
- There is an organizational commitment to the Internship Program's vision and goals;
- The CAO or a senior manager has agreed to serve as the intern supervisor for the duration of the program;
- A sufficient commitment of resources, both financial and staff, has been made; and
- There is an ability to provide training in a wide range of municipal functions and interest in sharing knowledge and experiences with the intern and working with the intern to complete the [Workplan](#).

Municipalities will be invited to host an intern. Those municipalities interested in hosting an intern in 2011/12 will be required to submit a municipal grant application.

### Recruiting Interns

The ministry will be responsible for the promotion and marketing of the Internship Program. Information will be provided to career centres in post-secondary institutions. Interested candidates will be asked to submit an [intern application package](#) to the ministry by January 28, 2011.

The ministry will review all the submissions and provide a short-list of suitable candidates to the 12 selected host municipalities. Although flexibility in selection is desired, the establishment of some basic criteria for interns will ensure candidate suitability. Such criteria include:

- A recently completed post-secondary degree or diploma;
- A desire to experience and learn the functions of a municipality;
- Work or volunteer experience that is related to the skills needed in municipal administration;
- Willingness to relocate to host municipality if necessary; and
- Work, character, educational or volunteer-related references.

## INTERN SELECTION

The final matching of an intern to a host municipality will be through an interview. Municipalities will review the applications from the short-listed candidates and select those they wish to interview. Municipalities will be responsible for arranging interviews with the eligible candidates. The ministry will not conduct any interviews with interested candidates.

Beyond the initial short-list provided by the ministry, host municipalities will be responsible for all aspects of intern selection. Municipalities will compete to offer the best possible remuneration package to interns. Various determinants may impact an intern's decision to select a particular offer, with salary only being one factor. Other issues to consider may include:

<http://www.municipalaffairs.alberta.ca/ms/internship/printpage.cfm>

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- location and cost of living of the municipality;
- size of the municipality;
- services available within the municipality;
- quality of the municipality's Workplan;
- calibre of proposed supervisor; and
- non-monetary compensation.

Municipalities that have been selected to host interns must have their final intern selection complete by March 25, 2011.

## INTERN FUNDING AND SUPPORT

### Funding Arrangements

The ministry will be providing grants of \$43,000 to 12 municipalities for the purposes of hosting an intern. Of that, \$30,000 will be designated as part of the intern's wages, \$2,000 toward benefits, \$10,000 will be allotted for expenses incurred by the intern for things such as courses and travel to Municipal Affairs' sponsored training and \$1,000 for supervisor's travel expenses.

Host municipalities are expected to supplement the intern's wage above the \$30,000 provided by the ministry. The final wage offer should reflect the cost of living in the municipality as well as the relevant staff pay scales. In 2010/11, the average salary ranged between \$37,000 and \$55,000.

### Internship Workplan and Workbook

The ministry has developed a Workplan for interns to follow during their internship. This Workplan provides a solid starting point while affording a great deal of flexibility. It provides each host municipality with a structure to guide the training and learning of the intern and helps ensure that interns are exposed to the key aspects of municipal administration to gain an understanding of municipal structure, management, and operations. It also sets standards in terms of the requirements to complete the internship program and helps the intern develop competencies essential to municipal administration.

Interns are also provided with a Guidebook based on the Workplan. The Guidebook contains modules on the ten core functional areas in a municipality and is structured to address these core areas during the internship year. Each module contains information and exercises and activities to undertake to gain first-hand experience in the functional area. Additional activities are included as suggested projects and activities should the intern wish to spend more time in that particular area during their internship.

### Orientation Session and Workshops

As part of the internship program, Alberta Municipal Affairs provides a three-part series of training workshops. Orientations are held for both supervisors and interns at the beginning of the internship. An Executive Week for the interns is held approximately half-way through the year. Interns are introduced to numerous department staff who present short information sessions on their area of expertise. This is an opportunity for the interns to become more familiar with Municipal Affairs and other provincial departments and allows them to make contact with key resources they may need to draw on as part of their work. A Wrap-Up session is held in spring to discuss what the interns have learned during the year, their future plans, and their recommendations for changes to the program based on their experiences.



## About the Program

Page 1 of 4

### About the Program

The Municipal Internship Program for Land Use Planners is sponsored by Municipal Affairs in partnership with Alberta's municipalities and planning service agencies. It is designed to attract recent post-secondary graduates to the field of municipal planning. Its objective is to assist in the training and development of competent, well-rounded municipal planners. It is expected that upon successful completion of the program, interns will be better prepared to enter the municipal planning field in Alberta's municipalities.



The program provides funding to municipalities and planning services agencies in Alberta so that they can hire and train an intern for a two-year period. During the first year of the program, the intern will be exposed to many different aspects of municipal planning and administration. They will be mentored and coached by a senior planner in their host organization. Program scope is broad so interns have the opportunity to explore many of the key functions of municipal governments and to understand them from a planning perspective. In the second year, interns will have the opportunity to take on more responsibility and gain further experience through involvement in planning projects and issues in their host organization.

### PROGRAM OBJECTIVES

The objectives of the Municipal Internship Program for Land Use Planners are:

- to assist Alberta municipalities and planning service agencies in their succession planning efforts to recruit, train, and retain competent municipal employees who can progress into leadership positions;
- to encourage more individuals to enter the local government field and offer recent graduates who are interested in a career in municipal planning the opportunity to have first hand, real life, practical experience and training in the Alberta municipal environment; and
- to assist Alberta Municipal Affairs in meeting its goal of fostering a responsive, cooperative, accountable and well managed local government sector which is sustainable by encouraging and providing Alberta municipalities with the tools and programs to improve self-sufficiency.

### PROGRAM TIMELINE

The program is designed to provide 24 months of training for each intern. The program starts in May 2011 and ends in April 2013. The month of May is the opportune time to begin the program as, by and large, the spring graduation class from post-secondary institutions is the largest of the year. This provides a wider field of potential applicants than other possible start dates.

Please Note: Alberta Municipal Affairs may change any or all of the dates listed below should it become necessary to do so.

June 2010	Letters sent to municipalities and planning service agencies inviting them to apply to be hosts for 2011-13.
September 10, 2010	Deadline for interested municipalities and planning service agencies to submit their <a href="#">Program Grant Application</a> .
November 2010	Eight host organizations will have been selected and notified in writing.
January 28, 2011	Interested internship candidates must have submitted their intern application package.

<http://www.municipalaffairs.alberta.ca/ms/internship/printpage.cfm>

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## About the Program

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February 2011      Municipal Affairs will review applications and create a shortlist of candidates. Candidate application packages are provided to host organizations.

February - March, 2011      Hosts will conduct interviews, negotiate with candidates, and select interns.

March 25, 2011      Hosts must have their intern selected.

## PROGRAM RECRUITING

### Recruiting Host Organizations

The intent of this program is to help train interns so that they may pursue a career in municipal planning. Having the opportunity to work closely with staff and council in a municipality or service agency is a valuable experience. It is important to ensure that interns gain the greatest benefit possible from their internship. Hosts are expected to meet the following criteria:

- The municipality has a population between 5,000 and 100,000;
- The planning service agency (which must be municipally-owned) works with between one and three of its member municipalities to provide first-hand planning experience;
- The organization must have a planning department that undertakes in-house the full range of planning services outlined in the Workplan or partner with a neighbouring municipality to be able to do so;
- A strong relationship exists between the administration and planning department and there is strong commitment from CAO/Director, council, board, and management team to have an intern;
- There is an organizational commitment to the Internship Program for Land Use Planners' vision and goals
- The senior planner has agreed to serve as the intern supervisor for the duration of the program;
- A member of the planning staff has an AACIP designation or the intern has access to a planner with an AACIP designation to be able to sign off the intern's AACIP logbook requirements; and
- There is an interest in sharing knowledge and experiences with the intern and working with the intern to complete the Workplan.

### Recruiting Interns

The ministry will be responsible for the promotion and marketing of the Internship Program for Land Use Planners. Information will be provided to career centres in post-secondary institutions. Interested candidates will be asked to submit an [intern application package](#) to the ministry by January 28, 2011.

The ministry will review all the submissions and provide a short-list of suitable candidates to the eight selected host organizations. Although flexibility in selection is desired, the establishment of some basic criteria for interns will ensure candidate suitability. Such criteria include:

- A recently completed (within the last two years) planning degree or a related degree with a minimum of two senior-level planning classes. Individuals graduating in May 2011 are eligible;
- A desire to experience and learn about municipal planning;
- Work or volunteer experience that is related to the skills needed in municipal planning and administration;
- Willingness to relocate to host municipality, if necessary; and
- Work, educational, or volunteer-related references.

## INTERN SELECTION

The final matching of an intern to a host organization will be through an interview. Hosts will review the

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applications from the short-listed candidates and select those they wish to interview. Hosts will be responsible for arranging interviews with the eligible candidates. The ministry will not conduct any interviews with interested candidates.

Beyond the initial short-list provided by the ministry, host organizations will be responsible for all aspects of intern selection. Hosts will compete to offer the best possible remuneration package to interns. Various determinants may impact an intern's decision to select a particular offer, with salary only being one factor. Other issues to consider may include:

- location and cost of living in the municipality or community in which the service agency is located;
- size of the municipality or community;
- services available within the municipality or community;
- quality of the host's [Workplan](#);
- calibre of proposed supervisor; and
- non-monetary compensation.

Organizations that have been selected to host interns must have their final intern selection complete by March 25, 2011.

## INTERN FUNDING AND SUPPORT

### Funding Arrangements

The ministry will be providing grants of \$43,000 to ten municipal organizations for the purposes of hosting an intern in the first year. Of that, \$30,000 will be designated as part of the intern's wages, \$2,000 toward benefits and \$10,000 will be allotted for expenses incurred by the intern for things such as courses and travel to Municipal Affairs' sponsored training. An additional \$1000 is available to cover expenses incurred by supervisors to attend program workshops. For the second year, \$19,000 is provided to help cover salary (\$15,000), benefits (\$2,000) and expenses (\$2,000).

Hosts may supplement the intern's wage above the base amount provided by the ministry. The final wage offer should reflect the cost of living in the municipality as well as the relevant staff pay scales. In 2008-10, the average salary ranged from \$43,000 to \$55,000.

### Internship Workplan and Workbook

The Workplan provides a solid starting point while affording a great deal of flexibility. It provides each host with a structure to guide the training and learning of the intern and helps ensure that interns are exposed to the key aspects of municipal administration, specifically planning, and to gain an understanding of municipal structure, management, and operations. It also sets standards in terms of the requirements to complete the Internship Program and helps the intern develop competencies essential to municipal planning.

Interns are also provided with a Guidebook based on the Workplan. The Guidebook contains modules covering various topics related to municipal planning. Each module contains information, exercises, and activities to undertake to gain first-hand experience in the core areas of planning.

### Orientation Session and Workshops

As part of the internship program, Alberta Municipal Affairs provides a four-part series of training workshops. Orientations are held for both supervisors and interns at the beginning of the internship. An Executive Week for the interns is held approximately half-way through the year. Interns are introduced to numerous ministry staff who present short information sessions on their area of expertise. This is an opportunity for the interns to become more familiar with Municipal Affairs and other provincial ministries





About the Program

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and allows them to make contact with key resources they may need to draw on as part of their work. At the end of the first year there will be a Transition session. This session will covers topics that will be relevant as the intern transitions from their first year and into their second year. A Wrap-Up session is held toward the end of the second year to discuss what the interns have learned during the internship, their future plans, and their recommendations for changes to the program based on their experiences.

<http://www.municipalaffairs.alberta.ca/ms/internship/printpage.cfm>

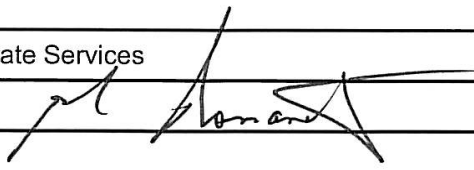
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## Request for Decision

<b>Date:</b>	09 Aug 2010		
<b>Meeting Type:</b>			
<b>Topic:</b>	Nomination Deposit Bylaw		
<b>Proposal:</b>	<p>The <i>Local Authorities Election Act</i> section 29 states that an elected authority may pass a bylaw not fewer than 30 days before nomination day, which is September 20, 2010, setting nomination deposit amounts. For local jurisdictions with a population less than 10,000 the maximum deposit is \$100. The Local Authorities Election Act section 30 establishes the conditions for fully refunding the nomination deposit. The deposit will be returned:</p> <ul style="list-style-type: none"> <li>• if the candidate is declared elected,</li> <li>• if the candidate obtains a number of votes at least equal to 1/2 of the total number of votes cast for the candidate elected to the office with the least number of votes, (<i>If the lowest elected Councillor received 1,000 votes than any candidate who receives 500 or more votes will have their nomination deposit refunded to them.</i>) or</li> <li>• if the candidate withdraws within 24 hours after the close of the nomination period.</li> </ul> <p>Administration is looking for all three readings of bylaw 18-10</p>		
<b>Proposed by:</b>	Roy, Michael		
<b>Correlation to Business (Strategic) Plan</b>			
<b>Benefits:</b>			
<b>Disadvantages:</b>			
<b>Alternatives:</b>	<ul style="list-style-type: none"> <li>• Council proceed with passing the bylaw.</li> <li>• Council accept the report as information.</li> </ul>		
<b>Finance/Budget Implications:</b>	n/a		
<b>Operating Costs:</b>	n/a	<b>Capital Costs:</b>	n/a

## Agenda Item # 8.3.1

<b>Budget Available:</b>	n/a	<b>Source of Funds</b>	n/a
<b>Budget Cost:</b>	n/a	<b>Underbudgeted Cost:</b>	n/a
<b>Communication Strategy:</b>			
<b>Recommendations:</b>	Council proceed with passing the bylaw.		
<b>Report Writer:</b>	Roy, Michael		
<b>Position:</b>	Director of Corporate Services		
	CAO: 		

**TOWN OF DRUMHELLER**

**BYLAW NO. 18.10**

**BEING A BYLAW OF THE TOWN OF DRUMHELLER TO ESTABLISH  
NOMINATION DEPOSIT FOR AN ELECTION.**

**WHEREAS** pursuant to the *Local Authorities Election Act*, R.S.A. 2000 c. L-21, as amended, an elected authority may pass a bylaw to require that every nomination be accompanied with a deposit in the amount fixed in the bylaw;

**NOW THEREFORE**, the Council of the Town of Drumheller, duly assembled, enacts as follows:

- I. Candidates for the office of Councillor must file a \$100.00 deposit with their nomination form.
- II. Candidates for the office of Mayor must file a \$100.00 deposit with their nomination form.
- III. The deposit must be in cash or by certified cheque or money order payable to Town of Drumheller.

READ A FIRST TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_

READ A SECOND TIME THIS \_\_\_\_ DAY OF \_\_\_\_\_

READ A THIRD TIME AND ADOPTED THIS \_\_\_\_ DAY OF \_\_\_\_\_

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



## Request for Decision

<b>Date:</b>	09 Aug 2010		
<b>Meeting Type:</b>	Regular Council		
<b>Topic:</b>	Election 2010 Returning Officer		
<b>Proposal:</b>	With an election scheduled for this October 18, Administration has begun preparing for the election. At this time administration is recommending that Council appoint the Town's returning officer. Section 13(1) of <u>The Local Authorities Election Act</u> states " <i>An elected authority may, by resolution, appoint a returning officer for the purposes of conducting an elections under this Act.</i> " Traditionally the Director of Corporate Services has been appointed the returning officer.		
<b>Proposed by:</b>	Romanetz, Raymond		
<b>Correlation to Business (Strategic) Plan</b>			
<b>Benefits:</b>	Allows administration to proceed with election preparations		
<b>Disadvantages:</b>			
<b>Alternatives:</b>	<ul style="list-style-type: none"> <li>• That Council appoint Director of Corporate Services Michael Roy as returning officer for the 2010 election.</li> <li>• That Council appoint another individual as returning officer for the 2010 election.</li> <li>• That Council accept the report for information.</li> </ul>		
<b>Finance/Budget Implications:</b>	The 2010 elections have been budgeted for.		
<b>Operating Costs:</b>		<b>Capital Costs:</b>	
<b>Budget Available:</b>	\$20,000	<b>Source of Funds</b>	
<b>Budget Cost:</b>	\$20,000	<b>Underbudgeted Cost:</b>	
<b>Communication Strategy:</b>	Affected parties will be notified		
<b>Recommendations:</b>	That Council appoint Director of Corporate Services Michael Roy as returning officer for the 2010 election.		

## Agenda Item # 8.3.2

<b>Report Writer:</b>	Roy, Michael
<b>Position:</b>	Director of Corporate Services
	CAO: 



## Request for Decision

<b>Date:</b>	09 Aug 2010		
<b>Meeting Type:</b>	Regular Council		
<b>Topic:</b>	Advance Vote		
<b>Proposal:</b>	<p>In conducting an election the Town has traditionally allowed for an advance vote. To allow Administration to establish an advance vote section 73(1) of <u>The Local Authorities Election Act</u> states "An elected authority may by resolution provide for holding an advanced vote on any vote to be held in an election." Administration is requesting a resolution from Council that an advanced vote be held for the 2010 municipal election. October 8th and 15th are the planned advance vote days.</p>		
<b>Proposed by:</b>	Roy, Michael		
<b>Correlation to Business (Strategic) Plan</b>			
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>Allows voters who will be away from Town on the day of the election to be able to cast their ballots.</li> </ul>		
<b>Disadvantages:</b>			
<b>Alternatives:</b>	<p>Council authorizes the holding of an advanced vote for the 2010 election as allowed under the Local Authorities Election Act  Council accepts the report as information.</p>		
<b>Finance/Budget Implications:</b>	Included in election budget		
<b>Operating Costs:</b>		<b>Capital Costs:</b>	
<b>Budget Available:</b>		<b>Source of Funds</b>	
<b>Budget Cost:</b>		<b>Underbudgeted Cost:</b>	
<b>Communication Strategy:</b>	At a minimum the advertisement of the advance vote will be done in accordance with section 74 of the Local Authorities Elections Act.		
<b>Recommendations:</b>	Council authorizes the holding of an advanced vote for the 2010 election as allowed under the Local Authorities Election Act		
<b>Report Writer:</b>	Roy, Michael		

## Agenda Item # 8.3.3

Position:	Director of Corporate Services
	CAO: 





## Request for Decision

<b>Date:</b>	09 Aug 2010		
<b>Meeting Type:</b>	Regular Council		
<b>Topic:</b>	Assessment Review Boards		
<b>Proposal:</b>	<p>The period for filing an assessment complaint ended on July 30, 2010. The Town received complaints related to ten properties that consisted of 9 residential and 1 non-residential. As of August 12, 2010 3 complaints have been withdrawn and we are waiting for the paperwork to come in withdrawing the other 6 residential complaints.</p> <p>At this time Administration is requesting Council appoint 2 members to the Composite Assessment Review Board (CARB). Blaine McDonald and Sharel Shoff have completed the required training to be members of a LARB or CARB.</p>		
<b>Proposed by:</b>	Michael Roy		
<b>Correlation to Business (Strategic) Plan</b>			
<b>Benefits:</b>			
<b>Disadvantages:</b>			
<b>Alternatives:</b>	<ul style="list-style-type: none"> <li>• Council appoint Blaine McDonald and Sharel Shoff to the Composite Assessment Review Board.</li> <li>• Council accept the report for information.</li> </ul>		
<b>Finance/Budget Implications:</b>	n/a		
<b>Operating Costs:</b>	n/a	<b>Capital Costs:</b>	
<b>Budget Available:</b>		<b>Source of Funds</b>	
<b>Budget Cost:</b>		<b>Underbudgeted Cost:</b>	
<b>Communication Strategy:</b>			
<b>Recommendations:</b>	Council appoint Blaine McDonald and Sharel Shoff to the Composite Assessment Review Board.		

## ***Agenda Item # 8.3.4***

<b>Report Writer:</b>	Michael Roy
<b>Position:</b>	Director of Corporate Services
	CAO:



# DRUMHELLER

## CHIEF ADMINISTRATIVE OFFICER



### QUARTERLY REPORT

<b>Name:</b>	R.M. Romanetz, P. Eng.	<b>Month:</b>	April - June 2010
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### Last Quarter's Accomplishments:

- **Mayor and Council:**

- On April 12<sup>th</sup>, Council heard the recommendations of the Downtown Parking Task Force.
- On April 12<sup>th</sup>, Public Hearing was held to consider adding various definitions / regulations to Land Use Bylaw 10.08 dealing with liquor stores, renewable energy system, small animal care centre, small wind energy system, service stations, kennels, drive through. Bylaw 11.10 was adopted.
- On April 12<sup>th</sup>, Council reviewed the Transit Feasibility Study (Draft).
- On April 19<sup>th</sup>, Council heard a presentation from Chris Marion, Community Garden.
- On April 19<sup>th</sup>, Council heard a presentation from Jon Olhauser, Project Leader and Jordan Webber, Project Manager on the proposed Health Initiative.
- On April 26<sup>th</sup>, Commander Ron Pumphrey, Commanding Officer HMCS Calgary presented the Town of Drumheller with a Memorial depicting the warship HMCS Drumheller that served in the Battle of the Atlantic.
- On April 26<sup>th</sup>, Mayor Nimmo presented the Leaders of Tomorrow Awards to Sarah Armstrong and Kyle McIntosh.
- On April 26<sup>th</sup>, Council approved the Offer to Lease / Purchase from Brian and Mark Kinniburgh.
- On April 26<sup>th</sup>, Council awarded the following contracts: H&H Huxted Services for Residential Waste Collection and Commercial Waste Collection; IPL to supply and distribute carts, and Knibb Developments Ltd. for the cast iron water replacement program for 2010.
- On May 3<sup>rd</sup>, Councillor Berdahl and Councillor Bertamini provided an overview of their presentation to the Electoral Boundaries Commission on April 28<sup>th</sup>.
- On May 10<sup>th</sup>, the Downtown Parking Task Force presented a report on their meeting with Jay Magus, iTRANS on the feasibility of the recommendations. Council accepted the Downtown Parking Task Force Recommendations as presented with Recommendations 1-4 for immediate implementation, Recommendations 5-14 and 16 for review and implementation as the earliest practical opportunity and Recommendation 15 referral to Economic Development Task Force.
- On May 10<sup>th</sup>, Bylaw 12.10 being the Tax Rate Bylaw (average 3% tax increase) was introduced with adoption on May 25<sup>th</sup>.
- On May 10<sup>th</sup>, Council awarded the tender to Brooks Asphalt and Aggregate Ltd. for the development of the Downtown Parking Lots.
- On May 25<sup>th</sup>, Council authorized Administration to write off \$58,608.75 in outstand utility debts.
- On May 25<sup>th</sup>, Council heard that Mayor Bryce Nimmo was appointed as a member at large to the Canadian Badlands Ltd. Board of Directors for a one year term.

**Office of the Chief Administrative Officer**

Telephone: (403) 823-1339

	Created by Handy	Page 1 of 4
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- On May 25<sup>th</sup>, Public Hearing was held to consider addition of "hotel or motor hotel" to the list of discretionary uses under Section 30 "DT – Downtown Transitional District". Bylaw 13.10 was adopted.
- Mayor Nimmo and CAO attended the FCM Conference held in Toronto, ON from May 27 – 30<sup>th</sup>.
- On June 7<sup>th</sup>, Council awarded the Tourism Master Plan Study to Malone Parson Givens Ltd.
- On June 7<sup>th</sup>, Bylaw 14.10 Supplementary Assessment and Bylaw 15.10 Business Tax Rate were adopted.
- On June 7<sup>th</sup>, Council approved the Parking Lease Agreement with the Canadian Badlands Passion Play.
- On June 7<sup>th</sup>, Council awarded the Street Improvement Program (SIP) to Brooks Asphalt & Aggregate.
- On June 14<sup>th</sup>, Council heard a presentation from Pastor Dan Dannhauer, Elim Pentecostal Church on their expression of interest in the former St. Anthony School property.
- On June 14<sup>th</sup>, Council was given a copy of the draft Community Standards Bylaw (Draft) for their comments.
- On June 21<sup>st</sup>, Encana presented their Business Plan to Council.
- On June 21<sup>st</sup>, Council awarded the tender for the Badlands Community Facility to Dawson Wallace Construction Ltd. Council instructed Administration to hire a Facility Manager for the BCF.
- On June 28<sup>th</sup>, Council heard an update on Drumheller's Brownfield Sites from Fire Chief Bill Bachynski. Council was also updated on Drumheller's submission of the Brownfields motion that was presented by Councillor K. Bertamini at the Mayors' Caucus held in the spring. Since that time AUMA has put together a PTMA Committee who has partnered with the AADMC and the Minister of Environment with the purpose in establishing solutions for communities with brownfields in the area. CAO Ray Romanetz has agreed to let his name stand on this Committee.

### **2010 Strategic Business Plan as set in November, 2009**

#### **Corporate Priorities:**

##### MUNICIPAL SUSTAINABILITY PLAN

Palliser, Administration and Steering Committee have held three meetings over the last 6-8 weeks. The draft was presented to Council on August 9<sup>th</sup>. The next step will be the public consultation phase.

##### NEW TOURISM STRATEGY

A RFP was sent out with seven proposals received. In April, 2010 representatives from the Chamber, Downtown Merchants and the Royal Tyrrell Museum met to review each proposal. They narrowed the selection to four companies based on the scoring criteria and then after checking references the selection was narrowed down to two companies, with Malone Parson Gibson being the preferred company. Council awarded the Tourism Master Plan Study to Malone Parson Givens Ltd. An initial meeting was held with all parties to review next steps, timelines and roles. The projected completion date is January 2011. Mayor Bryce Nimmo will be Council's representative on the Steering Committee.

##### DOWNTOWN TRAFFIC STUDY

Following concerns from the Downtown Merchants, Council moved to form the Downtown Parking Task Force to review the matter with a report back to Council on April 12<sup>th</sup>. The Task Force, comprised of representation from the Chamber, Downtown Merchants and the public at large, met during the month of March and early April and heard from various delegations iTRANS, Alberta Transportation, Bill Bachynski, Fire Chief and Bob Sheddy, ReMax. They presented their recommendations to Council on April 12<sup>th</sup> and again on May 10<sup>th</sup>, to clarify the feasibility of one or two of the recommendations. On May 10<sup>th</sup>, Council approved the recommendations in various stages of implementation. The downtown parking lots are completed with the exception of line painting and lighting (which is



## ***Agenda Item # 9.1***

scheduled for September). Additional directional line marking arrows are to be installed for the new traffic configuration along 3<sup>rd</sup> Avenue W.

### **POST SECONDARY INSTITUTE**

On June 25<sup>th</sup>, Olds College hosted a breakfast to formally declare their intention to develop educational programs in Drumheller. A meeting needs to be arranged with Olds College to discuss distance learning, how they organize and branding which has not been addressed as of yet, possibly delegated to the Economic Development Task Force.

### **BADLANDS COMMUNITY FACILITY**

- Tenders closed for the BCF on June 9<sup>th</sup> with the low tender being awarded to Dawson Wallace in the amount of \$14,035,200 and they have mobilized their equipment on site;
- Canalta's proposal for access to the Badlands Community Facility was finalized and approved by Council on May 25<sup>th</sup>;
- Marketing proposal for the BCF will include: 1) hiring of a Manager to allow for the early development of sales and community networks related to the BCF; and 2) purchasing and scheduling software to optimize sales and leverage opportunities for the facility. Council agreed to proceed with hiring of a Manager;
- Nine Lions Development Consulting hired as Fundraising Consultant. Recommendations provided to the Steering Committee and Fundraising Committee members on July 21<sup>st</sup>;
- Ongoing meetings held with GEC / Design Committee / ATCO Electric; and construction meetings on site.

### **WASTE COLLECTION SYSTEM**

IPL and staff delivered the carts door to door with the new program commencement date of July 5<sup>th</sup>. Majority of issues have now been resolved.

### **LANDFILL OPERATIONS**

- Scalehouse addition, including a second scale installed which will be ready for use in the next few days; electrical and new software to be installed; retrofit to existing recycling facility 100% complete;
- Regional recycling program has begun with cardboard received from half of the transfer stations; newsprint is being collected from rural regions however no containers delivered to date); and
- Extension of water and sewage lines to all buildings on site completed.

### **Seminars / Meetings Attended:**

Tourism Master Plan – April 16  
Evergreen – Carts – April 20  
Electoral Boundaries Public Hearing – April 28  
Environment Certification Meeting – April 28 / 29  
Safety Codes – May 3  
Meter Review – May 4  
Administrators' Administrative Leadership – May 11-13  
AECOM Recycling Building – May 14  
BCF Marking / Design Committee – May 14  
Byron Graham Development – May 17  
Landfill Storm Water with AB Env. – May 18 / June 10  
Project Team with GEC – May 19  
RDRMUG – May 20  
Palliser Executive Review Board – May 21 / June 11

Downtown Parking Field Work – May 26  
FCM – May 28 – 31  
CAMA – May 31 – June 2  
MSP Workshop – June 10  
Safety Codes Course – June 16  
AUC Hearing – June 22  
Cart Distribution / Huxted – June 25  
Underground Tanks – June 28  
Knibb Construction – June 28  
Various Land / Development / Legal Matters  
MSP Workshop – June 24 / June 30

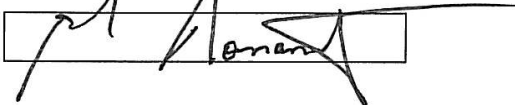
### Upcoming Seminars / Meetings

Tourism Master Plan – July 7  
Nine Lions (Fundraising) – July 21 / August 11  
Internship Program – August 12  
CAO Kevin Miner, Kneehill County (KRWSC) – August 18  
Parsons Legal Matter – September 10

### Outstanding Issues for the Next Quarter:

MSP Review  
Traffic Feasibility Study  
Multi 10 Year Plan Capital Plan  
BCF – ATCO Electric / Kitchen Design Tender

CAO:

A handwritten signature in black ink, appearing to read "Kevin Miner", is written over a rectangular box. The signature is stylized and extends beyond the top and right edges of the box.



# DRUMHELLER

## INFRASTRUCTURE SERVICES



### 2010 Infrastructure Quarterly Report

Name :	Allan Kendrick	Month:	
	Director of Infrastructure Services	April 1 <sup>st</sup> – June 30 <sup>th</sup>	2 <sup>nd</sup> Quarter

#### Last Quarter's Accomplishments:

##### Human Resources:

- Seasonal staff return

##### Facilities:

- Lacrosse programming at Arena
- Seasonal preparation of ball diamonds
- Outdoor pool repairs (skimmer leak investigated and repaired from contractor errors)
- Fountain and spray park start-up
- Outdoor pool paint and start-up
- Arena interior painting
- Civic Centre set up office furniture
- Installed new lino in Arena lounge
- Retiled outdoor pool deck
- Arena bleachers repaired
- Resealed spray park concrete
- Airport garage shingle repairs
- Atco park (2<sup>nd</sup> St W) landscaping
- Rebuilt stage trailer
- Newcastle ball diamond tournament preparations
- Install new partitions in Arena washrooms
- Order and prepped Arena exit doors
- Community facility preliminary planning

##### Water:

- Inventory commercial meters
- Cast iron water line replacement
- Servicing and planning for Community Centre
- Replaced various residential services
- Water break repair 1<sup>st</sup> St W
- Cleaned clarifiers at Water Treatment Plant
- Two mainline valve repairs
- Divers cleaned: Water Plant clearwell, Greentree Tower, and River Intake
- Serviced new construction on 24<sup>th</sup> St NW
- TWACS repairs

## ***Agenda Item # 9.2***

- Meter reading
- Locates
- Hydrant flushing
- Misc. hydrant repairs

### **Wastewater:**

- Catch basin installed at 709 4<sup>th</sup> St SW
- Replaced sewer service 17 Pine Place
- Hydrovaced for Graham Construction (3 weeks)
- Sewer flushed problem areas
- Manual removal of debris from sewer treatment headworks (waiting for upgrade completion)
- Patched line from clarifier to aeration pond
- Steam cleaned lift stations
- Sewer repair 102-7<sup>th</sup> Ave
- Two major tie-ins at Sewage Treatment Plant by contractor. Approximately 90% of electrical and mechanical completed on project. Commissioning of equipment to commence after the next number of weeks.

### **Operations:**

- Demolition of properties for parking lots on 1<sup>st</sup> W
- Grass control
- Garbage collection from parks and rest areas
- Mosquito control, 2 aerial applications and continuous ground applications
- Cemetery burials
- Irrigation, seasonal start-up
- Organize repair of decorative street lights (repairing defective bases)
- Park and cemetery seasonal cleanup
- Weed control
- Gopher control
- Irrigation solar panel installations
- Review and order walking trail signage, from Drumheller to Tyrell Museum
- Spring cleanup
- Inmate trail program
- Surveyed downtown trip hazards, assembled report and remediated where possible
- Tree planting various locations
- Remediate Passion Play site from torch run set up
- Preliminary advertising, open houses, addressing summary for garbage cart distribution
- Customer service training for Town staff
- Seasonal fuel tank inspections of Airport and Water Treatment Plant

### **Roads**

- Seasonal street sweeping
- Pothole repair
- Lane grading and gravelling
- Dust control (calcium chloride)



- Crackfilling (seasonal)
- Sidewalk trip hazard milling
- Sub-surface preparation of parking lots on 1<sup>st</sup> W
- Line painting
- Downtown parking layout, sandblast painting
- Asphalt sidewalk inventory

**Equipment:**

- RBC repair at East Coulee sewer treatment plant
- Routine fleet servicing and repair
- VBS servicing and repair
- Solid Waste service and repair
- Grass control equipment repairs and preparation
- Zamboni seasonal preparation
- Tender preparation for hydrovac replacement
- 

**Land / Developments / Agreements / Projects:**

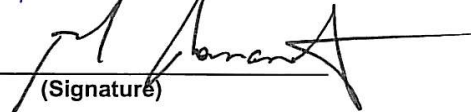
- Parking Lots – 1 Street E / 1 Street W
- Community Facility
- 2010 Street Improvement Program
- East Coulee Playground
- Bankview Playground
- Downtown Parking changes

**Budget Performance:**

- Operational Budget – percentage used as of June 30th - 44%

**Special Events:**

- July 1<sup>st</sup> preparations
- Annual MS Walk
- High School graduation

**Director:**  
(Signature)**CAO:**  
(Signature)**Contributions from:**

Brian Bolduc  
Fred Sharrun  
Dave Kakuk  
Keith Russell



# DRUMHELLER

## CORPORATE SERVICES



### Quarterly Reports

<b>Name:</b>	Michael Roy Director of Corporate Services	<b>Quarter:</b>	2 <sup>nd</sup> Quarter 2010 April to June 2010
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#### **Accounting and Finance**

- Auditors working on year-end
- Debenture drawn for Badlands Community Facility project
- Training done on iCity Enterprise
- Tax bills mailed
- Ten year capital plan at first draft stage
- Development of Capital Financing Strategy started

#### **Administration**

- Prepared for and attended AUC hearing

#### **Human Resources**

- Attended labour relations hearing

#### **Information Technology**

- ICompass's CivicWeb
  - o FilePro updated and search integration with website completed
- Redundant site setup in Civic Centre
- Financial software upgraded to iCity Enterprise from iCity v1

#### **Outstanding Issues for the Quarter**


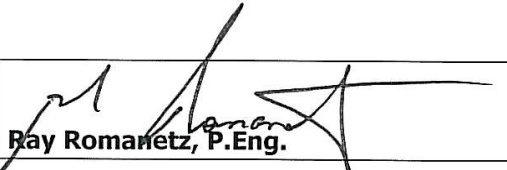
- Communications project, redundant site installation
- Audit

### **Financial Report**

Attached is the financial report for the second quarter.

In the financial report:

- Computer services is at 98% of budget. With the retirement of Bill we have had to enhance our service agreement for the current calendar year. The Town will be looking at going out for a new service contract with an effective date of January 1, 2011.
- Safety Codes – Drumheller permit fees are usually expensed when the file is closed as a result the net operation is overstated.
- Animal and Pest Control's revenue is received in the first quarter with expenditures occurring regularly throughout the year.
- With the wetter spring, a significant amount of extra work was incurred with the mosquito program
- Municipal Planning requisition is only half paid for the year and a portion of the Prism II Exploration Grant has been paid to Palliser showing a net revenue and expenses percentage of 92%. The grant is sitting in deferred revenues, which once applied will reduce the net revenue and expenses to be in line with the approved budget. We normally recognize grant revenues during the year end process.
- Old City Cells is just electric and gas charges, gas for this building is exceeding budget expectation.
- Library's third quarter payment made early as was second quarter, at their request.

<b>Director:</b>  <b>Michael Roy</b>	<b>CAO:</b>  <b>Ray Romanetz, P.Eng.</b>
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**Town of Drumheller**  
**Financial Report**  
**For The Month Ending June 2010 (un-audited) (50% through the year)**

	Revenue			Expenditures			Net of Revenue and Expenses		11-Aug-10
	Actual	Budget		Actual	Budget		Actual	Budget	
<b>General Operating Revenues</b>									
0001 General Revenues									
	4,358,348	8,055,844	54.10	-	-		(4,358,348)	(8,055,844)	NA
	4,358,348	8,055,844	54.10	-	-		(4,358,348)	(8,055,844)	
<b>General Government</b>									
1101 Legislature	-	1,000	-	83,969	196,000	42.84	83,969	195,000	43.06
1201 Administration	8,367	137,700	6.08	513,878	1,062,205	48.38	505,511	924,505	54.68
1202 Town hall	3,000	50,000	6.00	42,550	141,531	30.06	39,550	91,531	43.21
1203 Computer Services	6,600	33,200	19.88	137,045	165,424	82.84	130,445	132,224	98.65
	17,967	221,900	8.10	777,442	1,565,160	49.67	759,475	1,343,260	
<b>Protective Services</b>									
2101 Policing	81,284	521,456	15.59	711,035	1,398,660	50.84	629,751	877,204	71.79
2301 Fire Department	37,951	46,700	81.27	126,504	289,130	43.75	88,553	242,430	36.53
2401 Disaster Services/Risk Mngmnt	-	-	NA	12,455	36,008	34.59	12,455	36,008	34.59
2501 Ambulance Services	-	1	-	(46)	-	NA	(46)	(1)	4,600.00
2601 Safety Codes - Drumheller	86,802	139,800	62.09	39,874	168,616	23.65	(46,928)	28,816	(162.85)
2602 Safety Codes - Palliser	-	56,650	-	28,695	46,895	61.19	28,695	(9,755)	(294.16)
2603 Development Permits	14,655	18,000	81.42	36,149	74,057	48.81	21,494	56,057	38.34
2610 Animal and Pest Control	19,767	16,789	117.74	13,771	46,005	29.93	(5,996)	29,216	(20.52)
2611 Weeds	4,171	6,000	69.52	23,688	51,709	45.81	19,517	45,709	42.70
2612 Mosquito	-	-	NA	78,027	59,248	131.70	78,027	59,248	131.70
	244,630	805,396	30.37	1,070,152	2,170,328	49.31	825,522	1,364,932	
<b>Transportation Services</b>									
3101 Administration	2,023	16,353	12.37	172,150	292,576	58.84	170,127	276,223	61.59
3102 Workshop and Yards	4,044	88,600	4.56	111,693	237,011	47.13	107,649	148,411	72.53
3103 Parking Lots	-	-	NA	-	-	NA	-	-	NA
3202 Roads and Streets	4,389	191,500	2.29	195,333	690,759	28.28	190,944	499,259	38.25
3203 Street Lighting	-	17,000	-	116,266	230,340	50.48	116,266	213,340	54.50
3204 Traffic Services	-	-	NA	32,857	53,893	60.97	32,857	53,893	60.97
3211 Secondary/Primary Hiways	-	-	NA	-	-	NA	-	-	NA
3301 Airport	11,881	73,800	16.10	26,371	105,673	24.96	14,490	31,873	45.46
	22,337	387,253	5.77	654,670	1,610,252	40.66	632,333	1,222,999	



**Town of Drumheller**  
**Financial Report**  
**For The Month Ending June 2010 (un-audited) (50% through the year)**

	Revenue		%	Expenditures		%	Net of Revenue and Expenses		11-Aug-10
	Actual	Budget		Actual	Budget		Actual	Budget	
<b>Water Works</b>									
4101 Water Revenue	1,259,789	3,123,740	40.33	791,206	1,563,009	50.62	(1,259,789)	(3,123,740)	40.33
4101 Administration	-	13,500	-	20,884	82,157	25.42	791,206	1,563,009	50.62
4102 River Intake & Pump Station	-	-	NA	3,229	9,081	35.56	20,884	68,657	30.42
4103 Low Lift Pump Station	-	-	NA	1,789	18,045	9.91	3,229	9,081	35.56
4104 Raw Water Reservoir	-	-	NA	445,799	929,675	47.95	1,789	18,045	9.91
4105 Purification & Treatment	-	30,200	-	205,682	565,474	36.37	445,799	929,675	47.95
4106 Transmission	-	-	NA	-	-	NA	205,682	565,474	36.37
4107 Distribution	-	-	NA	-	-	NA	-	-	NA
	1,259,789	3,167,440	39.77	1,468,589	3,167,441	46.37	208,800	-	1
<b>Environmental Health - Sewer</b>									
4201 Sewage Admin - Drumheller	751,491	1,868,397	40.22	449,532	862,216	52.14	(301,959)	(1,006,181)	30.01
4202 Sewage Admin - Rosedale	-	30,331	-	-	-	NA	-	(30,331)	-
4203 Sewage Admin - East Coulee	20,316	32,329	62.84	8,229	16,536	49.76	(12,087)	(15,793)	76.53
4211 Sewage Collection - Drumheller	-	65,000	-	175,632	486,087	36.13	175,632	421,087	41.71
4212 Sewage Collection - Rosedale	-	-	NA	-	-	NA	-	-	NA
4213 Sewage Collection - East Coulee	-	-	NA	2,356	11,849	19.88	2,356	11,849	19.88
4221 Sewage Treatment - Drumheller	-	-	NA	135,829	560,997	24.21	135,829	560,997	24.21
4222 Sewage Treatment - Rosedale	-	-	NA	-	-	NA	-	-	NA
4223 Sewage Treatment - East Coulee	-	-	NA	40,113	58,372	68.72	40,113	58,372	68.72
	771,807	1,996,057	38.67	811,691	1,996,057	40.66	39,884	-	-
<b>Environmental Health - Other</b>									
4301 Garbage	42,118	-	NA	253,955	305,250	83.20	211,837	305,250	69.40
	42,118	-	NA	253,955	305,250	83.20	211,837	305,250	69.40
<b>Public Health and Welfare</b>									
5101 FCSS Administration	92,128	191,218	48.18	58,268	108,870	53.52	(33,860)	(82,348)	41.12
5102 Handyman Services	1,299	8,500	15.28	1,852	49,100	3.77	553	40,600	1.36
5103 Seniors	-	-	NA	17,715	46,798	37.85	17,715	46,798	37.85
5105 Volunteer Program	-	-	NA	10,640	27,170	39.16	10,640	27,170	39.16
5106 After School Care	5,603	15,965	35.10	28,919	81,443	35.51	23,316	65,478	35.61
5121 Indirect Programs	-	-	NA	20,681	27,000	76.60	20,681	27,000	76.60
5151 Employment Services	-	-	NA	-	-	NA	-	-	NA
5301 Health Services	44,713	89,425	50.00	125,094	89,425	139.89	80,381	-	NA
5302 Non-FCSS Programs	29,003	-	NA	43,244	19,024	227.31	14,241	19,024	74.86
5601 Cemetery	16,037	62,827	25.53	14,518	79,709	18.21	(1,519)	16,882	(9.00)
	188,783	367,935	51.31	320,931	528,539	60.72	132,148	160,604	69.40

**Town of Drumheller**  
**Financial Report**  
**For The Month Ending June 2010 (un-audited) (50% through the year)**

	Revenue			Expenditures			Net of Revenue and Expenses		
	Actual	Budget	%	Actual	Budget	%	Actual	Budget	%
<b>Environmental Development</b>									
6101 Municipal Planning	-	-	-	55,891	60,605	92.22	55,891	60,605	92.22
6201 Economic Development	22,500	-	-	69,381	103,608	66.96	46,881	103,608	45.25
6202 Valley Bus Society	3,772	-	-	31,914	61,800	51.64	28,142	61,800	45.54
6203 Community Lotteries Board	-	-	-	-	-	NA	-	-	NA
6204 Tourism Bureau	-	-	-	43,913	113,280	38.77	43,913	113,280	38.77
6601 Subdivision & Developments	-	-	-	-	-	NA	-	-	NA
6602 Land Rentals	5,175	6,370	81.24	1,023	-	NA	(4,152)	(6,370)	65.18
6701 Public Housing Operations	11,173	22,346	50.00	11,253	34,912	32.23	80	12,566	0.64
6902 Community Centre	-	2,000	-	67	2,000	3.35	67	-	NA
6903 Daycare	-	-	-	-	-	NA	-	-	NA
6904 Old City Cells	-	-	-	2,153	2,645	81.40	2,153	2,645	81.40
6905 Police Building	42,375	127,250	33.30	57,012	157,682	36.16	14,637	30,432	48.10
	84,995	157,966	53.81	272,607	536,532	50.81	187,612	378,566	
<b>Recreation and Culture</b>									
7201 Administration	-	400	-	41,890	88,026	47.59	41,890	87,626	47.81
7202 Aquaplex	123,882	245,500	50.46	334,952	704,123	47.57	211,070	458,623	46.02
7203 Arena	51,689	193,014	26.78	275,828	560,810	49.18	224,139	367,796	60.94
7204 Parks and Playgrounds	32,565	28,774	113.18	238,789	716,508	33.33	206,224	687,734	29.99
7205 Seasonal Recreation Programs	4,381	17,414	25.16	9,744	29,309	33.25	5,363	11,895	45.09
7206 Curling Club	-	-	-	-	3,000	-	-	3,000	-
7401 Civic Centre	3,484	61,263	5.69	62,975	176,359	35.71	59,491	115,096	51.69
7402 Library	-	-	-	137,110	165,361	82.92	137,110	165,361	82.92
7403 Community Halls	-	-	-	-	-	NA	-	-	NA
7404 Multi-Use Recreation	-	-	-	-	224,210	-	-	224,210	-
7411 Community Events	5,000	2,000	250.00	12,817	24,046	53.30	7,817	22,046	35.46
	221,001	548,365	40.30	1,114,105	2,691,752	41.39	893,104	2,143,387	
<b>Fiscal Services</b>									
9701 Operating Contingencies	-	-	NA	575,278	1,150,555	50.00	575,278	1,150,555	50.00
	-	-	NA	575,278	1,150,555	50.00	575,278	1,150,555	
<b>Total Operating Accounts</b>	7,211,775	15,708,156	45.91	7,319,420	15,721,866	46.56	107,645	13,710	
<b>Summary</b>									
General	(141,039)								
Water	208,800								
Sewer	39,884								
Total	107,645								
Expected Year to Date Percentage									
Total Revenue				7,211,775				15,708,156	
Total Expenses				7,319,420				15,721,866	
Net (Surplus) Deficit				107,645				13,710	
								50.00%	
								45.91	
								46.56	



# DRUMHELLER

## COMMUNITY SERVICES



Name:	Paul Salvatore, Director	Quarter:	2010 2 <sup>nd</sup> Quarter
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### Executive Summary – Highlighted Activities 2<sup>nd</sup> Quarter 2010

Function Area	April	May	June	Next Quarter
<b>Economic Development</b>	<ul style="list-style-type: none"> <li>Alberta Venture Magazine (preparation)</li> </ul>	<ul style="list-style-type: none"> <li>Tourist in your own town</li> </ul>	<ul style="list-style-type: none"> <li>Facility Announcements</li> </ul>	<ul style="list-style-type: none"> <li>Tourism Master Plan</li> </ul>
<b>Community Enforcement</b>	<ul style="list-style-type: none"> <li>Coordination with Spring Clean-up</li> </ul>	<ul style="list-style-type: none"> <li>Community Standards Bylaw Discussion</li> </ul>	<ul style="list-style-type: none"> <li>Weed Notices</li> <li>Update new Provincial Weed Act</li> </ul>	<ul style="list-style-type: none"> <li>Review and update of municipal legislation</li> </ul>
<b>Development and Planning</b>	<ul style="list-style-type: none"> <li>Regular Permit Processing</li> <li>Total Permits Issued in Quarter \$1.1 million</li> <li>Total Construction Value of Permits in Quarter \$17.3 million</li> <li>MDP / LUB updates reviewed by Council in March</li> </ul>			Regular MPC meetings 2 <sup>nd</sup> and 4 <sup>th</sup> Thursday of Each month
<b>F.C.S.S.</b>	Ongoing <ul style="list-style-type: none"> <li>Seniors Program (402 clients)</li> <li>Roots of Empathy</li> </ul>	<ul style="list-style-type: none"> <li>Booking for Babysitters course.</li> <li>Summer Fun hiring</li> </ul>	<ul style="list-style-type: none"> <li>Before and Afterschool care - waiting list</li> <li>Canada Day preparations</li> </ul>	Focus on Community Building programs as per funding agreement
<b>Police</b>	<ul style="list-style-type: none"> <li>Municipal Policing Committee Meetings were held</li> <li>RCMP Report supplied by SSgt. Hopkins</li> </ul>			Ongoing work with detachment
<b>Fire</b>	48 Firefighters active (Year to date) As of the end of June the Drumheller Fire Department has responded to an average number of calls, our present compliment of fire fighters including Rosedale and East Coulee.			Ongoing delivery of our fire prevention program
<b>Recreation</b>	<ul style="list-style-type: none"> <li>Baseball / Softball seasons begin</li> </ul>	<ul style="list-style-type: none"> <li>Arena transition to Lacrosse and special events use</li> <li>Public swimming</li> </ul>	<ul style="list-style-type: none"> <li>Aquaplex registration for Summer swim lessons</li> <li>Outdoor pool opens</li> <li>Canada Day Preparations</li> <li>Summer Fun</li> </ul>	<ul style="list-style-type: none"> <li>Arena ice – reinstall – ice rentals begin on August 9<sup>th</sup>. (figure skating camp and Dragon's hockey school )</li> <li>Outdoor pool maintenance (Sept / Oct)</li> </ul>

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## Economic Development and Tourism

### Ray Telford, Economic Development and Communications Officer

#### Tourism

- ◆ Finalized the RFP for the Tourism Master Plan and organized a steering committee to make recommendations for contractor. Made a presentation to council with the steering committees recommendation. The contract was awarded to MGP.
- ◆ We held the fourth annual "Be a Tourist in your own Town". During the week of May 17-23 we used Radio, Newspaper, Fax, Email and Websites to encourage our residents to "Be a tourist in your own Town. Merchant participation was excellent. As part of this week, 15 hospitality workers were taken on a tour of the Drumheller attractions. This tour is popular for the hospitality workers.
- ◆ Attended the Rural Tourism Conference in Camrose.
- ◆ Worked with Travel Manitoba to host a day and a half FAM tour of the Drumheller Valley. There were 40 tourism business people from all areas in Manitoba that spent time in Drumheller.
- ◆ CHTR Radio back on the air on June 15th. New scripts were added with more to follow. Music Library was doubled.

#### Communications

- ◆ Entered the Town of Drumheller in Venture Magazines Top Communities Contest. Drumheller was one of the TOP 10 Communities to do business in and Drumheller was also listed as one of the Top 5 most affordable communities. Over thirty communities were entered in the competition.
- ◆ Attended the Alberta Municipal Communicators Conference in April.
- ◆ TNC Magazine on the Drumheller Business Profile completed and delivered.
- ◆ Town of Drumheller Promotional Video was completed and is on the website
- ◆ Community Facility
- ◆ Did research on marketing and organization governance for the facility
- ◆ Met with various developers. Prepared specific packages for them
- ◆ Completed AFA and CISP final reports for the Torch Relay
- ◆ Met with organizations about hosting a career fair in Drumheller
- ◆ Worked with task force to finalize priorities from our strategic planning session

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## Family and Community Support Services Karla Roberts – FCSS Coordinator

### 1. Community Program Updates:

Program	April/May/ June (2nd Quarter)
Seniors Program	<p>-served over 406 clients (including 1 Newly Bereaved, 31 ASB/Special Needs, 1 Alberta Aids to Daily Living and 80 CPP, OAS and GIS.)</p> <p>-Partnerships include: Developed relationships with Sunshine Lodge, Salvation Army and Primary Care Network which provided increased awareness of senior's needs . This also assisted in developing and implementing of future and current activities.</p> <p>Developed relationships with other service agencies such as Helping Hands, Grace House, Meals on Wheels, Badlands Community Gardens, Aquaplex and Further Education. Organized a Seniors Fair held during Senior's Week in June with intentions that seniors and caregivers of seniors would have the opportunity to find out more about what is available. This was also an opportunity for those that offer community services for seniors to collaborate and network.</p> <p>Working with Liana Berlando, Social Worker, DTHR and the local AISH office to ensure common client's needs are being met.</p> <p>Developed relationship with Service Canada agents located at MH Enterprises on Tuesdays. This has been extremely beneficial as they have access to the government database and can provided immediate assistance.</p> <p>In continual contact with Alberta Seniors Benefit and Special Needs Assistance to maintain current information on services available for seniors.</p> <p>Attended an extremely rewarding one day Advocacy Building Workshop in Airdrie in May. Attended Customer Service training workshop in June.</p> <p>Organized an Appreciation Lunch for all Senior Volunteers in the community during Volunteer Week in April at Pioneer Trail Society</p> <p>Coordinated Mosaic Art Classes in May. Assisted Amy Jopp in coordinating a Seniors Fraud Awareness workshop. Helped organize a busy week of senior activities for Seniors week including Senior's Fair involving 12 businesses showcasing what they have to offer seniors in the AV room. All seniors were given a soup mug and a package of soup stating various ways they could share a more meaningful cup of soup. Seniors Week activities included: East Coulee Museum Trip, Bingo Day, Board Game Day and Muffin Sale</p>
Play Time	<p>Runs on Wednesday mornings from 10:00-11:30. The facilitator is Yvonne Markotic in Partnership with Parent Link. In April there were 30 adults in attendance and 40 children, May there were 42 adults and 62 children and in June 25 adults and 40 children.</p> <p>-Passport for the Parks is being run for months of July and August.</p>
Before and After School Care Program and Out of School Fun (Flex day)	<p>The waiting list system is still in place. There are currently 21 registered with a maximum of 15 with one staff and 19 with two. When the ration is above (1:15), the Community Services Coordinator, Amy Jopp attends. This quarter the themes have been: 'Cookie World', 'Mother Nature' and 'Breaking into Summer. OSF was attended in the Spring Break by on average 3 and 4 children with exception of one</p>

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program)	<p>Friday where 2 girls attended. On April 23rd, after cancellations and a no show, one child came. We have decided to discontinue the program due to consistent low attendance. Licensing Inspector visited. All went well with the visit. However, the inspector expressed concern that all helping staff must be qualified with First Aid and have the Child Development Certificate if they are to be left alone with the children. At present, Amy Jopp has many child qualifications but not in meeting their "daycare requirements". Amy is now taking the online ChildCare Orientation Course and will be taking her First Aide training in July. She will be fully qualified to standards by September.</p>
Community Building Initiatives	<p>The CBI Coordinator and Drumheller office of Alberta Child and Family Services has partnered together to increase awareness within the Town of Drumheller and Starland County for the need of foster homes.</p> <p>The CBI Coordinator has met with Aboriginal organizations to implement a support circle or "Journey to Healing" sessions or workshops. On June 1st, we held the first annual 'Friendship Walk', all funds raised went to youth and elder activities. The CBI Coordinators goal is to increase awareness among the general Aboriginal and non-Aboriginal population about issues they are currently facing.</p> <p>The CBI has built a network of stakeholders, and expand the bullying education platform to include families and senior awareness. A seniors fraud presentation was done in June with partnership with Seniors Coordinator. The CBI Coordinator will continue building a stronger Community Bullying Action Plan. The CBI Coordinator will expand the process with Munson, Morrin and Delia.</p>
Babysitter Safety Course/People Savers	<p>One Red Cross Babysitter's course was run in May 1. It had 5 participants.</p>
Roots of Empathy	<p>There were four Roots of Empathy classes happening this year at the Drumheller schools. Roots will be provided programming to approx. 250 children and were no severe issues. There was a year end celebration on June 2<sup>nd</sup>, and it was well received by Roots teachers, parents and babies.</p>
Family Resource Worker Programs GreenTree, St. Anthony's School, Drumheller Outreach & Drumheller Composite High School	<p><i>St. Anthony's School-Amber Channell</i> Majority of clients this quarter are ages 6-11 years. Major issues center around stress management and anxiety, social skills and separation/divorce. Preventative programs (pro-socials): relational aggression/bullying and conflict resolution. Group sessions include: anger resolution, anxiety resolution, keeping friends and dealing with separation/divorce.</p> <p><i>DCHS-Michele Salvatore</i> Ages of clientele are ages 7-18 years. Major issues are self esteem, peer relations, anger management, life skills, parenting conflict, school conflict and parenting issues. Referrals come mostly from the school or from self referrals. Group sessions include: Anger and stress management.</p>

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	<p><i>GreenTree-Dave Watson</i></p> <p>Most contacts and clients are 7-18 years. Major issues include peer relations, Self Esteem, Anger management, life skills, financial stress, academic stress, family/sibling conflict, parenting conflict and school conflict. Most referrals come from school, self and parents. Group sessions include: Roots of Empathy, Morning recess Lago Social group, Social Skills Group, Transition to Junior High and Recycling program.</p>
Volunteer Week and Leaders of Tomorrow 2010	<p>Our 'Leaders of Tomorrow' recipients were Sarah Armstrong (Grades 7-9) and Kyle McIntosh(Grades 10-12).</p> <p>This year we held a Volunteer Fair during Volunteer week. Organizations that depend on volunteers for manpower were invited to set up a booth to display the volunteering opportunities within their organization. We had over 20 booths set up, and feedback was very positive. A database of this information has been put together and will hopefully be submitted to be put on the Town's website in the next quarter.</p> <p>Volunteer appreciation gifts were given out to over 100 volunteers within the community.</p>
Badlands Youth Initiatives	<p>Our next large event is being held on July 5<sup>th</sup>. We are hosting a Drive-In movie event at the Stampede grounds. We are anticipating between 100-150 teens to come. This is a very large event and includes bringing a screen and crew from Red Deer, ordering a pre-released movie from Criterion pictures. The movie that was chosen is called, "Clash of the Titans". This project will cost approx \$5000. We have had \$500 donated from Royal Purple, in-kind support from the Town of Drumheller, donations from CO-OP, Max Campus, St. Anthony's school, Addictions and Mental Health, RCMP, Badlands Drug Coalition and Highway 9. We have had lots of interest and a large amount of volunteers for the event.</p>
July 1 <sup>st</sup> , 2010	<p>Received \$4000.00 in federal funding and \$1000 in donations. Have created a 'Happy Silver Anniversary Tyrrell' themed float for parade. Afternoon entertainment starts at 2:00pm and goes till 11p.m in the Memorial/Splash Park area. There was quite a bit of confusion as to where the location of this year's events, which has made it very frustrating to plan. However, the new site worked great and is recommended for next year.. All public works requests in on time and approved. We have the Highland Dancers Perform, a Dinosaur Dig Center (Tyrrell), Professional face painting, and 8 local bands coming to perform. We have family activities planned and also Kidztown will be our secondary stage to fill the empty set up times. Cake is being made by IGA this year and will consist of cupcakes and slab cake in the shape of a Canadian Flag.</p>
Summer Fun	<p>Summer Fun planning is completed, but many small details still need to be taken care of such as making all crafts, posters, confirming field trips and photocopying. Summer Fun staff started on June 28th. Enrollment is a bit lower than usual sitting at approx 20 participants/day registered. Ways to advertise and promote the program is looking into. At the end of June a Lemonade stand</p>

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## Agenda Item # 9.4

	promoting the program was set up at elementary schools.
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### 2. Staffing

- a. Stephanie Henrickson was hired on May 25th 2010 for the position of Summer Fun Leader.
- b. Tyler Fournier and Kelsie Zaleschuk were hired on June 28<sup>th</sup> for the position of Summer Fun Workers.

### 3. Committee Work

*Prevention of Family Violence-* Committee successfully raised over \$17000 during our 'Walk A Mile in her Shoes' event on May 12. This was an awareness of gender violence. Men walked in women's shoes from CO-OP to IGA. Had over 50 participants. Committee helped bring Katy Hutchison to both St. Anthony's and DCHS to do an anti-bullying/anti-drugs message along with FCSS.

*Family Fun Night-* On April 17<sup>th</sup> we held a Family Swim Event which had approx 35 people participate. In May our 'Mad Hatter's Tea Party' was cancelled due to lack of registration. It will be rescheduled in the Fall. We have a Family BBQ happening on Aug 21 at Riverside Park.

*Early Childhood Intervention (ECI)-* Attended June Meeting in Three Hills. Representatives from Healthy Families, Parent Link and FCSS were there, it was a great resource of information and contacts.

*Partnership Fair and BBQ -* held on Saturday June 5<sup>th</sup> in the arena. It was well received by the public and we had 2 staff members attend.

*Asset Development Committee-* This committee consists of RCMP, Family Resource Workers, Addiction Counselors and FCSS. We meet approx every month to discuss ways to increase awareness on the 40 developmental assets in youth. We have been able to successfully incorporate the asset messages into events such as Family Fun Events, Laser Tag Event, Movie Drive In Event, Seniors Week and our positive ticketing.

### 4. Meetings/Training Attended

- July 1<sup>st</sup> Prep x5
- Parent Link x 4
- Family Fun Night x2
- BCAVA x 6
- BASC x 5
- Community Building Initiatives x 5
- Seniors Coordinator x4
- Roots of Empathy x 2
- Interagency x 2
- Healthy Families x1
- Early Childhood Intervention x 1
- CS Staff Meetings x1
- FASDx 2
- Summer Fun x6
- Partnership Fair and BBQ x5
- Badlands Teen Initiative x 4
- Community Wellness Worker x1
- Volunteer Fair x4
- Asset Development x2
- McHappy Day May 5

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- Community Grant Writing Workshop May 11
- Salvation Army x2
- Kidsport x1
- Guardian Group x2
- CFSA x1

### 5. Future Focus

- implementing Family Fun Activities
- July 1<sup>st</sup> reporting
- gather interest for Roots of Empathy (mothers and babies)
- Next BTI event

### 6. Next Quarter's Objectives

- monitor and help with extra staffing for Summer Fun program

## Recreation Administration

Judy Quintin-Arvidson, Admin Assistant – Community Services

### Last Quarter's Accomplishments:

Arena Ice went out and we began bookings for Lacrosse. There was also some discussion about having the Farmer's Market in the arena during the spring months, but they decided not to pursue that venue.

In March we became an ACE Community (Active, Creative, Engaged). This is a provincial program which encourages communities to find creative ways of becoming more active.

The volunteer fair April 24<sup>th</sup>. was well attended. We have now a spread sheet with the contact names of the organizations that require volunteers with the information on the area of expertise needed. It has become very useful as we are being approached more often by people hoping to find an area of need.

Baseball started up and the schedule remained much the same as last year. The loss of John Anderson Park did not create any problems in this area.

The Graduation party was held in the arena again this year and was a success. There was a lack of communication by the Grad committee, but Dave Kakuk got it all lined up with them. We did bill them this year as a non profit event.

### Progress on Projects/Programs

Before and After School program has finished for the season. The families currently enrolled were given first choice before filling the program from the waiting list. It is full for the 2010/2011 season at this point, and there are a few waiting.

We completed a business proposal with ActiveX Software to obtain scheduling software for the arena, pool, civic centre and many other things. This will become very necessary for the new facility and we are hoping to have it installed soon so that it is seamless when the new facility opens.

### Budget Performance

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Before and After School billing: \$ 3830.26 final  
Arena Billing: \$ 6897.86 final  
Baseball Billing: \$2860.20 Final  
Civic Centre Billing: \$ 1542.73 Final

### Next Quarter's Objectives

The ice will go back in on July 21<sup>st</sup>. The Figure Skaters will have a camp the first week of August to be followed by the Dragons Camp.

Due to the issue of expensive summer ice rates extending into September, most of the Adult hockey will not begin until October. The Dragons will be on the ice in September, with their season opener scheduled for September 10<sup>th</sup>. 2010.

### Upcoming Special Events

Sports & Recreation Expo September 1<sup>st</sup>, 2010

### Aquaplex

Ann Wade , Aquaplex Supervisor

Focus on school lessons, liaison with Royal Tyrrell Museum (Camp-in and Edutour programs). Preparation for summer swimming lessons and hiring necessary for the opening of the outdoor pool in July, 2010.

### Protective Services - Fire Department

Bill Bachynski, Fire Chief

- \* There are currently 48 active firefighters

### Community Enforcement

Darcy Nundahl, Supervisor

#### Quarterly Incidents

(April): 94

(May): 99

(June): 143

**Total Number of Incidents: 336**

Community Enforcement for the Second Quarter focused on the core service areas for this period of the year with 336 incidents. A significant amount of unsightly premise incidents (101) have been investigated. As this quarter moved along enforcement officers were tasked with other duties such as Animal Control (51), town bank courier deliveries (44), unattached trailer incidents (36), and service of utility shut off notices (26). Other incidents investigated included illegal parking, taxi, disposal of waste, business license, noise and general traffic concerns from the public. Thirty-one (31) citations were issued with thirteen (13) warnings while members were on patrol.

The top five areas of activity within the Town are broken down as follows; Drumheller Transition zones (113), Bankview (32), Nacmine (29), Newcastle (26), Huntington Hills (19). The remaining areas are as follows; Downtown (central) (18), Greentree, Midland, Riverside all had (17), North Drumheller (16). Other areas of the municipality recorder ten (10) or fewer incidents this Quarter.

In the next Quarter July – September, the core focus will still be directed towards unsightly premises, compliance with Animal Control, parking and parking of recreational vehicles, motorcycle safety, and back to school safety in the fall. All traffic duties are in conjunction with the 2009/2010 Work Plan, the local RCMP detachment and the Alberta Traffic Safety Plan.

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# Agenda Item # 9.4

## Development and Planning

### Town of Drumheller Building Permits Quarterly Report Ending June 30, 2010

Category	Data	Date						Grand Total
		Jan	Feb	Mar	Apr	May	Jun	
COMMERCIAL	Permits Issued	1		1	4	5		11
	Construction Value	\$ 235,000		\$ 10,000	\$ 198,000	\$ 650,000		\$ 1,093,000
INDUSTRIAL	Permits Issued			1				1
	Construction Value			\$ 560,000				\$ 560,000
INSTITUTIONAL	Permits Issued			1			1	2
	Construction Value			\$ 20,000			\$ 15,735,200	\$ 15,755,200
RESIDENTIAL	Permits Issued	3	3	9	9	7	7	38
	Construction Value	\$ 230,590	\$ 14,000	\$ 389,110	\$ 1,654,000	\$ 625,060	\$ 392,372	\$ 3,305,132
Total Permits Issued		4	3	12	13	12	7	51
Total Construction Value		\$ 465,590	\$ 14,000	\$ 979,110	\$ 1,852,000	\$ 1,275,060	\$ 16,127,572	\$ 20,713,332

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# Agenda Item # 9.4

## Town of Drumheller Building Permits Quarterly Report Ending June 30, 2009

Category	Data	Date						Grand Total
		Jan	Feb	Mar	Apr	May	Jun	
Commercial	Permits Issued	3	3		1	1	3	11
	Construction Value	\$ 1,025,000	\$ 173,630		\$ 130,000	\$ 100,000	\$ 1,082,000	\$ 2,510,630
Industrial	Permits Issued						4	4
	Construction Value						\$ 2,824,584	\$ 2,824,584
Institutional	Permits Issued		1	2		1		4
	Construction Value		\$ 284,000	\$ 14,896,538		\$ 8,000		\$ 15,188,538
Residential	Permits Issued	1	3	2	5	17	11	39
	Construction Value	\$ 500,000	\$ 380,000	\$ 7,000	\$ 91,276	\$ 498,400	\$ 554,100	\$ 2,030,776
Total Permits Issued		4	7	4	6	19	18	58
Total Construction Value		\$ 1,525,000	\$ 837,630	\$ 14,903,538	\$ 221,276	\$ 606,400	\$ 4,460,684	\$ 22,554,528

### General Municipal Administration – Director's Office

- \* Policing Committee meetings and organization
- \* Hoodoo project in partnership with Royal Tyrrell Museum
- \* Municipal Sustainability Planning
- \* Community Facility – Steering Committee Meetings
- \* Mobile Vendor Cart licensing and liaison
- \* Youth Activities Initiative (Badlands Teen Initiative)

### Meetings Attended:

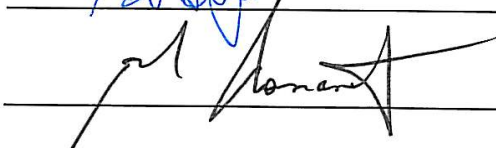
- \* Council and Committee meetings
- \* Community Facility Steering Committee
- \* Economic Development Task Force
- \* Risk Management/Safety Committee
- \* Policing Committee
- \* Municipal Planning Commission
- \* Aquaplex
- \* Management Meetings

Director:



M. Paul Salvatore

CAO:



Raymond M. Romanetz

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