

Town of Drumheller COUNCIL MEETING AGENDA

[December 20, 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 Badlands Community Facility Donation from Kneehill County
- 2.2 Cancellation of December 27th Committee Meeting

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

- 5.1.1 Regular Council Meeting Minutes - December 6, 2010

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

- 6.1 Drumheller Institution - Mike Hanly, Warden
- 6.2 2009 Financial Statement - Gitzel Krejci Dand Peterson

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

- 8.1.1 Ski Hill Proposal

8.2. Director of Infrastructure Services

3-7

8.2. Director of Infrastructure Services

8-16 8.2.1 RFD for Water Meter Pilot Project

8.3. Director of Corporate Services

17-33 8.3.1 Bylaw 24.10 Local Improvement Amendment

34-35 8.3.2 RFD for IT Contract

36-38 8.3.3 RFD Business Tax - Request for Refund

8.4. Director of Community Services

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

10.0 PUBLIC HEARING DECISIONS

11.0 UNFINISHED BUSINESS

12.0 NOTICES OF MOTIONS

13.0 COUNCILLOR REPORTS

14.0 IN-CAMERA MATTERS

**Town of Drumheller
COUNCIL MEETING
MINUTES**

December 6, 2010 at 4:30 PM
Council Chamber, Town Hall
703-2nd Ave. West, Drumheller, Alberta



PRESENT:

MAYOR:

Terry Yemen

COUNCIL:

Andrew Berdahl

Jay Garbutt

Lisa Hansen-Zacharuk - Absent

Sharel Shoff

Doug Stanford

Tom Zariski

CHIEF ADMINISTRATIVE OFFICER/ENGINEER:

Ray Romanetz

DIRECTOR OF INFRASTRUCTURE SERVICES:

Allan Kendrick

DIRECTOR OF CORPORATE SERVICES:

Michael Roy

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

RECORDING SECRETARY:

Corinne Macdonald

1.0 CALL TO ORDER - 4:30 PM

2.0 MAYOR'S OPENING REMARK

- 2.1 Alberta Sport, Recreation Parks & Wildlife Foundation - Newcastle Beach Recreation Area
Mayor T. Yemen presented a letter announcing support to the Newcastle Beach Recreation Area in the amount of \$8,000 for the 2010 Municipal Recreation/Tourism Area annual operating grant. The Foundation receives an annual allocation from the Alberta Lottery Fund, as well as support from the private and corporate sectors. Councillor J. Garbutt asked what the grant was for. R. Romanetz advised that the grant is for general maintenance, grass cutting, irrigation, etc. at Newcastle Beach.
- 2.2 Proposed Council Remuneration and Expense Allowance for 2011
Mayor T. Yemen advised that Policy 01-08 states that "Following a General Municipal Election, Council shall appoint an independent committee composed of Drumheller residents to review this Policy and

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report back to Council with recommendations. The appointment of the committee and the committee's report shall be completed within 90 days following a General Municipal Election." Mayor T. Yemen asked Administration to proceed with having this process carried out.

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

MO2010.165 Shoff, Zariski moved to adopt the agenda as presented. Carried unanimously.

5.0 MINUTES

5.1 Regular Council Meeting Minutes - November 8, 2010

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

MO2010.166 Garbutt, Stanford moved to adopt the regular Council Meeting Minutes of November 8, 2010 as presented. Carried unanimously.

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.2.1 Municipal Planning Commission Minutes - October 14, 2010

5.2.2 Municipal Planning Commission Minutes - November 10, 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

8.1.1 RFD Fund Raising Cabinet Appointment

R. Romanetz advised that Council had appointed a number of individuals to the Fundraising Cabinet already, however the Cabinet is now requesting that Bryce Nimmo be appointed as well. He noted that Mr. Nimmo had been involved with the Steering Committee and is familiar with the project.

MO2010.167 Berdahl, Shoff moved that Council appoint Bryce Nimmo to the Fundraising Cabinet. Carried unanimously.

Councillor A. Berdahl asked the term of the Cabinet. R. Romanetz advised that all appointments are reviewed at the Annual Organizational

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Meetings. Councillor S. Shoff asked how many people are sitting on the Fundraising Cabinet. The names of the Fundraising Cabinet will be provided to Council.

Carried Unanimously.

- 8.1.2 Red Deer River Watershed Alliance - Funding Request for 2011
R. Romanetz advised that the Red Deer river Watershed Alliance focuses on operational management matters and more immediate issues relating to water quality, environmental impacts and is complimentary to the Red Deer River Municipal Users Group which focuses on policy, particularly long term sustainability. The Watershed Alliance is requesting annual funding support in the amount of \$.50 per capita, which would be \$3,966 for Drumheller, based on the Town's population of 7932. The Alliance works with Alberta Environment, the Agriculture, Oil and Gas Industries. The Red Deer River Municipal Users Group is mainly a lobbying group for the well being of the Red Deer River Basin. The two groups work together and partner on several matters.

MO2010.168 Shoff, Stanford that Council agree to participate in the Red Deer River Municipal Watershed Alliance and approve a contribution of \$.50 per capita for their 2011 year.

Councillor T. Zariski asked if the Town has a member sitting on the Water Shed Alliance Committee. R. Romanetz advised that we do not have a specific member on the group; they are funded by Alberta Environment and receive some private funding. The Alliance publishes a monthly newsletter and has their own website.

Carried unanimously.

- 8.1.3 RFD Drumheller Public Library Board Appointments
R. Romanetz advised that the first term of two Library Board members will expire on December 31, 2010. The Library Board would like Council's approval for an extension to a second term for Linda Traquair and Margaret Nielson.

MO2010.169 Shoff, Berdahl that Council approve the appointments of Linda Traquair and Margaret Nielson for a second term to the Drumheller Public Library Board. Carried unanimously.

8.2. Director of Infrastructure Services

8.3. Director of Corporate Services

- 8.3.1 RFD Audit Engagement 2010
M. Roy advised that the Town has had an Auditor Contract for the

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financial years of 2005-09 with Gitzel Krejci Dand Peterson. Due to timing administration is recommending a one year extension on the contract with Requests for Proposals going out by the summer of 2011. The one year proposal calls for a fee of \$24,500 for the Town's audit and \$5,300 for the Library's. For the 2009 year the base fee was \$22,465 and the Library was \$5,065. The Audit is budgeted for annually and the difference from the budget is nominal; budget available \$24,287.

MO2010.170 Shoff, Berdahl moved that Council authorizes the appointment of Gitzel Krejci Dand Peterson as the Auditors for the 2010 financial year.

Councillor S. Shoff noted that they are asking for an extension, but the price is going up. M. Roy noted that this is the proposal received from the Auditors, which includes an increase in staffing costs. M. Roy noted that the Auditors have suggested that the call for proposals should be for a three year term and not five as previously awarded.

Carried unanimously.

8.3.2 RFD Council Pension Plan

M. Roy advised that Alberta Municipal Services Corporation has introduced the Alberta Communities Pension Plan (ACPP). This is a defined contribution pension plan where the employer matches the elected official's contribution ranging from 3% to 7%. Based on current Council compensation the cost of the plan would range from \$3,700 to \$8,636. This Plan is available to Elected Officials with two years continuous service or two years of plan membership. M. Roy noted that a formal presentation from AMSC can be provided to Council. He asked whether Council wanted Administration to acquire the proper documentation to establish the pension plan or research other options. Councillor S. Shoff noted that there was not enough information provided on this matter and since we are going to have a Committee review remuneration this would have an affect on that process. Councillor T. Zariski suggesting passing this matter on to the Remuneration Committee.

MO2010.171 Garbutt, Shoff moved that Administration have Alberta Municipal Services Corporation provide a presentation to Council.
Carried unanimously.

8.4. Director of Community Services

- 8.4.1 Force Four Entertainment on behalf of CBC Television are searching for a Town to be featured in a national prime time series that's part of a new CBC health initiative called Live Right Now.
P. Salvatore reported that he has had discussions with the producer working with Force Four Entertainment regarding looking for a

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community to go on a diet and Drumheller is an option. The series is a reality show that would result in people losing weight; similar to the Hockeyville program and would last for 10 weeks. He noted that he had contacted Alberta Health and she was excited that this was an option for Drumheller. There is no commitment required other than supporting the program. P. Salvatore advised that they will need a letter of support for the program from Council. Councillor D. Stanford asked if they are self funding. P. Salvatore advised that they are the private sector and fund themselves. He also noted that this program would be a good opportunity for Drumheller with the new facility and what is being programmed. Mayor T. Yemen advised that we should proceed with this matter.

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

Councillor A. Berdahl advised that the East Coulee Association have invited Mayor and Council to a Pot Luck Dinner on Sunday, December 12th, 5:00 PM, at the East Coulee Hall.

14.0 IN-CAMERA MATTERS

MO2010.172 Berdahl, Zariski to go in camera at 4:59 PM. Carried unanimously.

MO2010.173 Garbutt, Stanford to revert to regular Council meeting at 5:25 PM. Carried unanimously.

MO2010.174 Garbutt, Stanford that the Rosedale Industrial land be priced at \$42,000 per acre and that purchases over 2 acres will get a 10% discount. Carried unanimously.

There being no further business the Mayor declared the meeting adjourned at 5:26 PM.

Mayor

Chief Administrative Officer



DRUMHELLER

INFRASTRUCTURE SERVICES

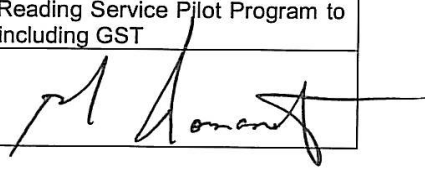


Request for Decision

Date: December 10, 2010*

Topic:	Automated Water Meter Reading System
Proposal:	<p>On May 25th, 2010 Council directed Administration to move forward with a Request for Proposals to supply a complete meter reading system for a pilot program.</p> <p>Administration prepared the a RFP and Evaluation Criteria which was then posted on the Alberta Purchasing Connection as well as the Town of Drumheller Website.</p> <p>The RFP closed on June 15th, 2010 at 2 pm. we had 5 responses to the RFP, each supplier was given the opportunity to provide a demo of their products to our staff for evaluation. Town staff involved in the evaluation of the RFP consisted of one Director, one Utility Manager, one Administrative Assistant and two Water Treatment Plant Operators. The proposal with the overall highest points was Accu-FloMeter Services as they have a proven track record with over 130 systems located in Alberta.</p> <p>This system would provide a One Stop Shop that would provide us with Water Meters, RF Transmitters, Reading System, including Handheld, Mobile/Drive-by and Fixed Area Network Collectors, Software and a Compatibility Guarantee.</p> <p>Addition information is provided in the attached Report presented to Council May 17th, 2010</p>
Proposed by:	Allan Kendrick
Benefits:	<ul style="list-style-type: none"> We would own the whole system from start to finish and any associated problems would be ours to solve, we would not be waiting for others to respond. A new system would provide more information which could then be passed on to our customers, This information would include leak status, days of leaks, reverse flow, days of no consumption and Data logging up to 96 days. New water meter maincase met ANSI/NSF 61 certified No-Lead (< 0.25%) The new system would replace the existing TWACS meter reading system that would require modifications and upgrades to remain operational. The current TWACS system no longer meets our future meter reading needs.
Disadvantages:	New system for staff to learn and operate
Alternatives:	<ul style="list-style-type: none"> Proceed with changes proposed by the current Service Provider Council accept this report for information
Finance/Budget Implications:	Use existing funds in the operating budget

Agenda Item # 8.2.1

Operating Costs:		Capital Cost:	
Budget Available:	\$ 90,000.00	Source of Funds:	Operating Budget
Communication Strategy:	Administration will advise affected parties.		
Recommendations:	Council award the Automated Water Meter Reading Service Pilot Program to Accu-Flo Meter Service Ltd. for \$ 40,078.50 including GST		
Report Writer:	Allan Kendrick	Acting CAO:	
Position:	Infrastructure Services Director		

Town of Drumheller Water Meter Reading System Report May 2010

Brief History:

Going back to the sixties and early seventies water meter reading was completed by staff manually, they would enter the home or where possible read the meter through a window. This was very time consuming and access was always a problem as well as human errors with numerous staff interpreting the readings. During this time it would take 3 to 4 staff 5 to 10 days to read the meters each month, it would depend on workloads and weather conditions.

During this time meter reading accuracy was not considered to be the top priority, as it did not have much effect on revenues due to the 4000 and 8000 imperial gallon minimum. With new accounting methods and new utility rates, accuracy is very important.

Our present day meter reading system dates back to July 7th, 1997 at which time the town entered into an agreement with a company to provide water meter readings services. The agreement is such that it required the town to purchase only meters that are compatible with the set protocol. With this agreement in place the town purchased from the lowest bidder able to provide a meter which was compatible. This particular meter is known as an encoder type meter, it requires a wire to be connected to a touch pad or power transponder that is accessible for reading.

The town has approximately 3,000 meter connections of which we have converted 2,713 to the current system. Most of the remaining meter connections are the most difficult to convert due to length of wire runs or resident will not allow staff to run the required wire. We have had numerous communications with the company providing our existing meter reading service about their upcoming change to wireless multi-port connections. We have had discussions with other municipalities who have tried the wireless solution offered.

With the Existing System Staff's Challenges

Error codes designated as the Town of Drumheller's problem. Upon Investigations by our staff, over 75 % of these sites are working just fine. A conservative estimate of \$ 20,000.00 to \$ 30,000.00 in annual costs to respond to nothing as the unit starts to work after it has been touched in the field by human hands. Or is it the power meter locking up? Or is it the Software? Or is it a power failure? We have also lost some of our customer's confidence in our system by the number of return visits to their locations to correct problems with reads or to check programming.

Agenda Item # 8.2.1

Our service provider has informed us that as of January 2010, our present system will be supported only as long as they can use the used old stock meters to keep us going for a year or two. However all new installation will be wireless.

When we question our service provider about other solutions, what they were doing about new smart meters etc. Their answer was NOTHING. In fact, the conversation changed to what about if the Energy board requires them to read Power meters hourly, they may not have room for all the reads in the system.

Moving forward into the future with the wireless solution we have to change a number of meters because they are not compatible and or add the transmitter, check the line of site and re-program. Some of these meters are well over 10 years (over the half-life for accuracy); if we invest the labour component to make them wireless, we would be losing the cost of the labour.

Please remember with this solution we still have all the old issues as well as the new ones with the wireless solution and all we get is a read. I as well as the staff do not recommend this solution! Sometimes the least expensive is not the least expensive in the end.

We have had discussions with other users of the same meter reading service that we now use in Alberta. We have found 10 in total; three of which are changing over to other solutions, one is planning to stay with the present provider, four are still reviewing their options and the other Two have not responded.

NEW OPTIONS AVAILABLE

NEW SMART WATER METERS can generate push button reports to notify customers of: Leak Detection, Backflow & Reverse Flow Detection as well as No Flow Detection. They monitor flow for every 15 minutes throughout the day for 35 days. They also have a DATALOGGER that retains hourly readings for 96 days that could be used to assist with customer complaints of high consumption. These meters have Hi Resolution registers they read down to 1/10 of a litre that works well for leak detection, other only read down to 100 litres. Costs per unit would be approximately the same or slightly less than existing system and the cost of reading meters would be .05 cents per read.

WITH THAT PRICE, YOU GET REPORTS & DATALOGGING AS WELL AS A LITTLE MORE CUSTOMER CONFIDENCE WHEN WE CAN PROVIDE THEM WITH MORE INFORMATION.

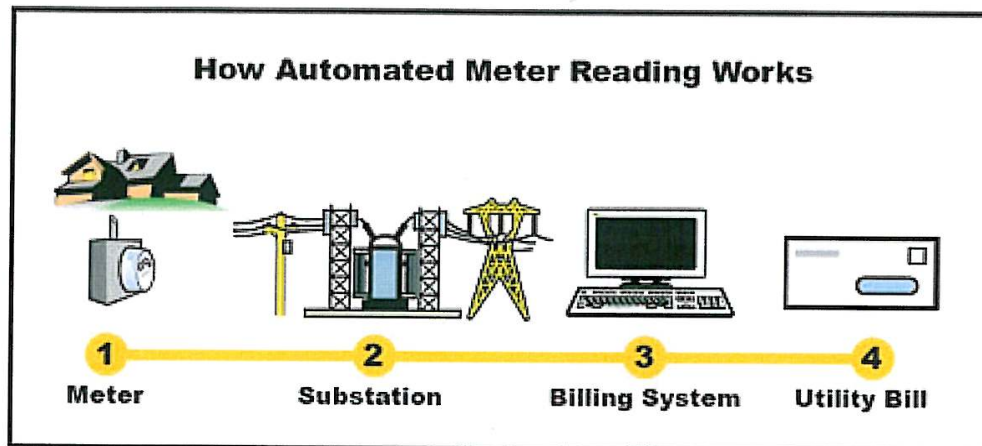
These water meter also meets NSF61 (no lead) standard for all meters as recommended by Health Canada and Alberta Environment.

Agenda Item # 8.2.1

Administration would recommend going out with a RFP to supply a complete metering system for a pilot program. This system would provide a One Stop Shop that would provide us with Water Meters, RF Transmitters, Reading System, including Handheld, Mobile/Drive-by and Fixed Area Network Collectors, Software and a Compatibility Guarantee. We would own the whole system start to finish and any associated problems would be ours to solve, we would not be waiting for others to respond.

Attached supplemental information of existing system setup and samples of reports available with smart water meter options

Existing System



Existing system wired directly to power meter as per meter manufacturers specifications and the service provider, then programmed , sealed , recorded and passed on to meter reading service provider. The Town's water meter, wire are in front of the power meter and are attached to a transponder port either on the face of the meter or small box attached to the power meter head.

Smart Meter Equipment / Reports



E-Coder Data from the Westbank Irrigation District

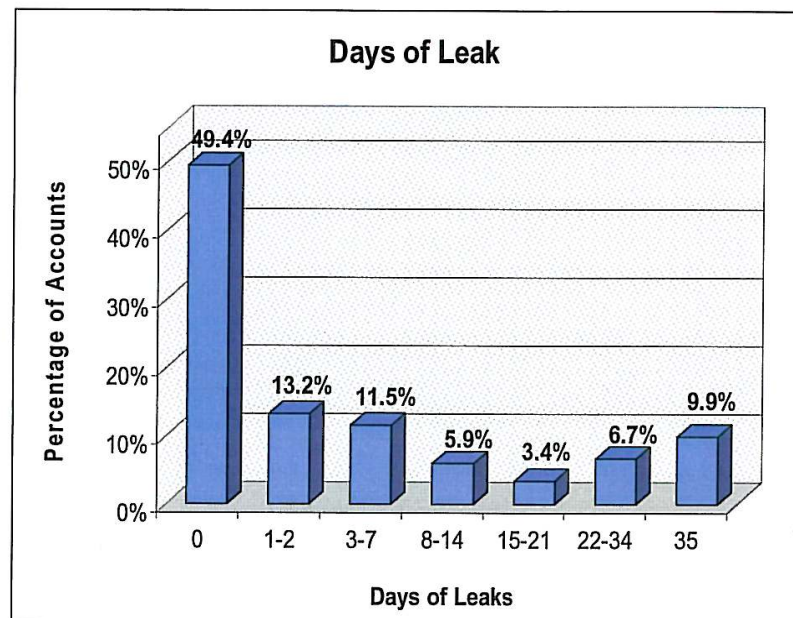
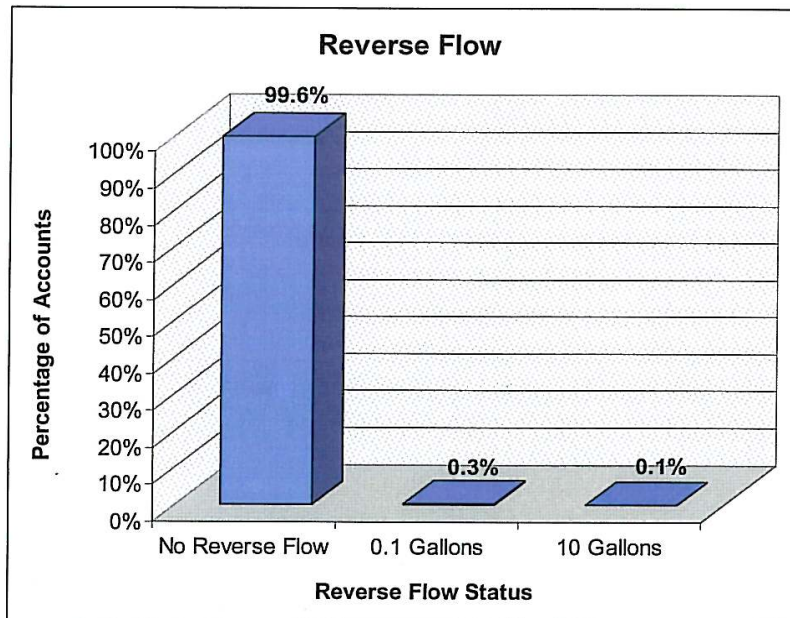
The E-Coder PLUS Features include:

- Days of No Consumption
- Reverse Flow
- Days of Leak
- Leak Status

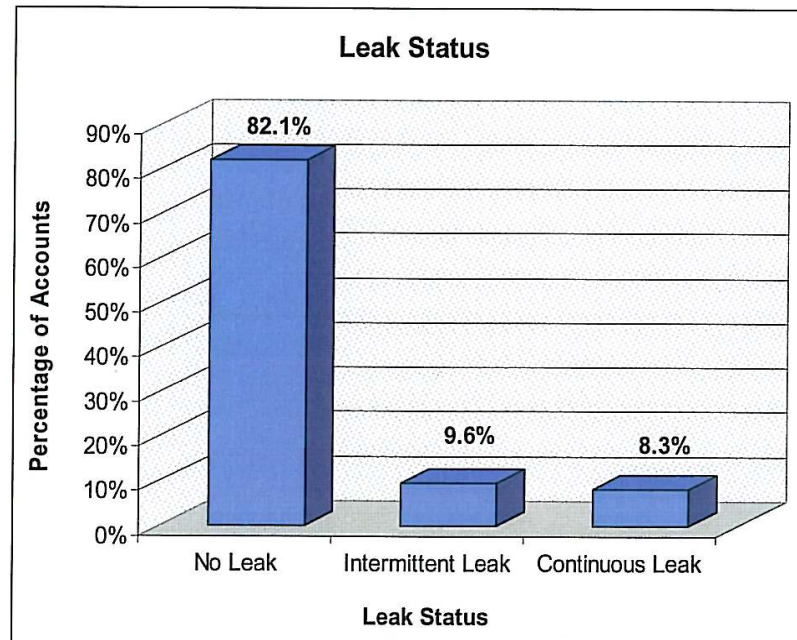
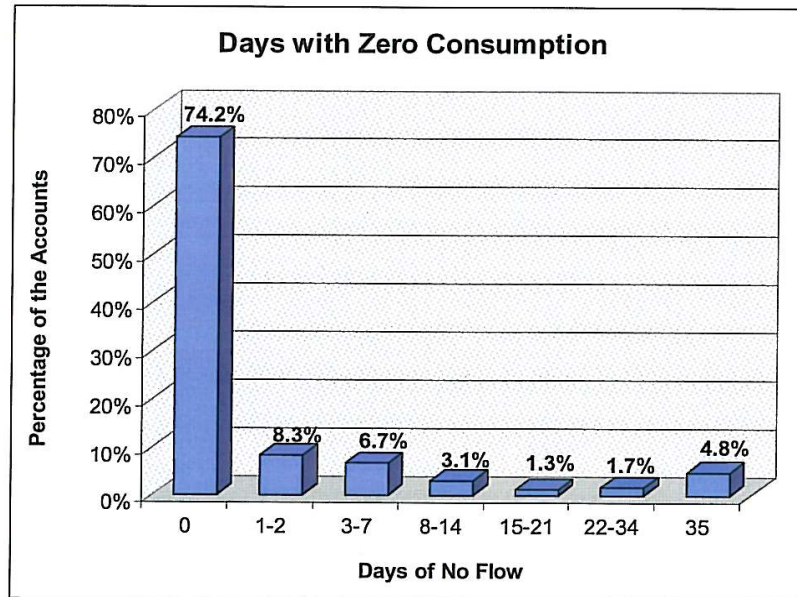
3400 Accounts were analyzed.

The percentages of accounts that tripped each individual flag are summarized below in a graphical and tabular format.

Agenda Item # 8.2.1



Agenda Item # 8.2.1



Agenda Item # 8.2.1

Data Summary

1	Small (0.1 gallon for 5/8" T-10)	9	0.26%
2	Large (10 gallons) reverse flow	3	0.09%

Days of Leak			
Code	Description (Days)	Accounts	Percentage
0	0	1681	49.44%
1	1-2	450	13.24%
2	3-7	392	11.53%
3	8-14	199	5.85%
4	15-21	115	3.38%
5	22-34	227	6.68%
6	35	336	9.88%

Leak Status			
Code	Description	Accounts	Percentage
0	No Leak	2791	82.09%
1	Intermittent Leak	326	9.59%
2	Continuous Leak	283	8.32%

Days Without Consumption			
Code	Description (Days)	Accounts	Percentage
0	0	2522	74.18%
1	1-2	282	8.29%
2	3-7	227	6.68%
3	8-14	105	3.09%
4	15-21	43	1.26%
5	22-34	57	1.68%
6	35	164	4.82%

Reverse Flow			
Code	Description	Accounts	Percentage
0	No reverse flow	3388	99.65%

Notes &
Questions



Request for Decision

Date:	17 Dec 2010		
Meeting Type:	Regular Council		
Topic:	Local Improvement Bylaw Amendment - Bylaw 24-10		
Proposal:	<p>The Municipal Government Act (MGA) requires that a local improvement tax bylaw be amended if there are subdivisions of properties that have a local improvement tax assessed on them. There have been some changes to properties in Rosedale that are subject to the local improvement tax bylaw 23-06 for the Rosedale Cambria Water Distribution System.</p> <p>A parcel of 2 developable lots have been combined into 1 developable lot and another parcel has been split into 2 developable lots. The net result of these changes is that the total number of developable lots remains unchanged, so there is no change in the local improvement taxes assigned to each developable lot. The structure of the bylaw is that all parcels pay an equal amount of local improvement taxes. Should the density of developable lots increase than the local improvement taxes per developable lots will decrease.</p>		
Proposed by:	Michael Roy		
Correlation to Business (Strategic) Plan			
Benefits:	Ensures that all properties that benefited from the local improvement are paying their share.		
Disadvantages:			
Alternatives:	<p>Council gives first reading to Bylaw 24-10.</p> <p>Council accepts report for information.</p>		
Finance/Budget Implications:	n/a		
Operating Costs:		Capital Costs:	
Budget Available:		Source of Funds	
Budget Cost:		Underbudgeted Cost:	
Communication Strategy:			
Recommendations:			
Report Writer:	Michael Roy		

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Agenda Item # 8.3.1

Position:	Director of Corporate Services
	CAO:

**TOWN OF DRUMHELLER
BYLAW 24-10**

A Bylaw of the Town of Drumheller, in the Province of Alberta, to amend By-law 23-06, a local improvement tax in respect of all lands that directly benefit from the Rosedale Cambria Water Distribution System local improvement project.

WHEREAS, the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000 and amendments thereto provide Council by bylaw to amend a local improvement tax bylaw; and

WHEREAS, there has been a subdivision of lots in respect of which the local improvement tax is payable; and

WHEREAS, the Council of the Town of Drumheller has deemed that the local improvement tax bylaw must be amended so that each parcel of land bears an appropriate share of the local improvement tax.

NOW THEREFORE, the Council of the Town of Drumheller duly assembled hereby amends By-law 23-06 by;

**NOW, THEREFORE, THE COUNCIL OF THE TOWN OF DRUMHELLER
DULY ASSEMBLED AMENDS BY-LAW 23-06 AS FOLLOWS;**

1. That Schedule "A" appended to and forming part of By-law 23-06 is amended:
 - a. by changing Lot 4, 5, 6 & 7, Block 15, Plan 5808GX to Lot 8, Block 15, Plan 1011347, deleting 2 developable properties and replacing with 1 developable property; and,
 - b. by adding Lot 11, Block 3, Plan 1011587 as 1 property, 1 developable property; and,
2. This bylaw shall take effect on the day of final passing thereof.

READ A FIRST TIME THIS _____ DAY OF _____ 201_.

READ A SECOND TIME THIS _____ DAY OF _____ 201_.

READ A THIRD TIME THIS _____ DAY OF _____ 201_.

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Agenda Item # 8.3.1

(CHIEF ELECTED OFFICIAL)

(CHIEF ADMINISTRATIVE OFFICER)

SEAL

**TOWN OF DRUMHELLER
BY-LAW #23-06**

A Bylaw of the Town of Drumheller, in the Province of Alberta, to impose a local improvement tax in respect of all lands that directly benefit from the Rosedale Cambria Water Distribution System local improvement project.

WHEREAS the Council of the Town of Drumheller has decided to issue a by-law pursuant to Section 397 of the *Municipal Government Act* to authorize a local improvement tax levy to pay for the Rosedale Cambria Water Distribution System local improvement project.

WHEREAS a local improvement plan has been prepared and the required notice of the project given to the benefiting owners in accordance with the attached Schedule A and Schedule B and no sufficient objection to Rosedale Cambria Water Distribution System local improvement project has been filed with the Municipality's Chief Administrative Officer.

The Council has decided to set a uniform tax rate based on the number of **developable parcels**, as defined in Schedule A, assessed against the benefiting owners.

Plans and specifications have been prepared. The total cost of the project is estimated to be \$950,000 and the local improvement plan estimates that the following contributions will be applied to the project:

Municipality at Large	\$0.00
Benefiting Owners	\$950,000.00
Total Cost	\$950,000.00

The local improvement tax will be collected for twenty (20) years and the total amount levied annually against the benefiting owners is \$76,146.31 **of which \$7,684.49 may be deferred until subject parcels become developable.**

All required approvals for the project have been obtained and the project is in compliance with all *Acts* and *Regulations* of the Province of Alberta.

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Town of Drumheller
Bylaw 23-06

**NOW, THEREFORE, THE COUNCIL OF THE TOWN OF DRUMHELLER
DULY ASSEMBLED, ENACTS AS FOLLOWS:**

1. That for the purpose of completing the Rosedale Cambria Water Distribution System local improvement project the sum of nine hundred fifty thousand (\$950,000.00) be collected by way of an annual, uniform local improvement tax rate assessed against the benefiting owners as provided in Schedule A and Schedule B attached.
2. The net amount levied under the by-law shall be applied only to the local improvement project specified by this by-law.
3. This bylaw shall take effect upon third reading and final adoption.

READ A FIRST TIME THIS _____ DAY OF _____ 200X.

READ A SECOND TIME THIS _____ DAY OF _____ 200X.

READ A THIRD TIME THIS _____ DAY OF _____ 200X.

(CHIEF ELECTED OFFICIAL)

(CHIEF ADMINISTRATIVE OFFICER)

SEAL

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 Town of Drumheller
 Bylaw 23-06

Schedule A to By-law No. 23-06

Annual Levy For The Rosedale Cambria Water Distribution System Local Improvement Project

1. Properties to be assessed:

LEGAL DESCRIPTION	CIVIC ADDRESS	NO. OF PROPERTIES	NO OF IMPROVEMENT	NO OF CONNECTIONS (based on developable properties)	NO. of CONNECTION TAXED AS OF DATE OF LOCAL IMPROVEMENT PLAN*	NO. of CONNECTIONS TO BE TAXED AT A LATER DATE**
Lot 7, Block 9, Plan 9310274	311 Mabbott Road	1	1	1	1	0
Lot 15, Block 9, Plan 9310274	125 Starmine Drive	1	1	1	1	0
Lot 2&3, Block 8, Plan 5808G.X.	53 - 5 Avenue East	2	1	1	1	0
Lot 4, Block 8, Plan 5808G.X.	71 - 5 Avenue East	1	0	1	0	1
Lot 4, Plan 9110746	348 Mabbott Road	1	1	1	1	0
Lot 9, Block 7, Plan 5808GX	96 - 5th Avenue East	1	0	1	0	1
Lot 1-7, Block 7, Plan 5808G.X.	578 Centre Street	7	1	2	1	1
Lot 14 &15 Block 7, Plan 5808G.X.	540 Centre Street	2	0	1	1	0
Lot 1 & 2, Block 1, Plan 5808G.X.	906 - 1 Street West	2	1	1	1	0

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Bylaw 23-06

Lot 3, 4 & 5, Block 1, Plan 5808G.X.	928 - 1 Street West	3	1	1	1	0
Lot 6, Block 9, Plan 9310274	321 Starmine Drive	1	2	1	1	0
Lot 3B, Plan 9011258	117 Railway Ave	1	1	1	1	0
Lot 8&9, Block 8, Plan 5808G.X.	88 - 4 Avenue East	2	1	1	1	0
Lot 7, Block 1, Plan 5808G.X.	964 - 1 Street West	1	1	1	1	0
Part N.E. 21-28-19-4	115 Pinter Drive	1	1	1	1	0
Lot 6, Block 1, Plan 5808G.X.	952 - 1 Street West	1	1	1	1	0
Lot 3, Plan 9110746	336 Mabbott Road	1	0	1	1	0
Lot 1, Block 3, Plan 9610391	358 Railway Ave	1	1	1	1	0
Lot 2, Block 3, Plan 9610391	350 Railway Ave	1	1	1	1	0
Block 1 Plan 9412439	80 - 8 Avenue North	1	1	1	1	0
Lot 6MR, Plan 9911430	120 Railway Ave	1	0	1	1	0
Lot 1&2 Block 15, Plan 5808G.X.	333 Centre Street	2	0	1	1	0

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Town of Drumheller
Bylaw 23-06

Lot 4,5,6&7 Block 15, Plan 5808G.X.	369 Centre Street	4	0	2	1	1
Lot 10, Plan 0011980	174 Railway Ave	1	0	1	1	0
Lot 5&6, Plan 3867H.U. Lot 6, Plan 3867HU	151 Railway Ave 173 Railway Ave.	2	0	2	0	2
Lot 10, Plan 3867H.U.	276 Mabbott Road	1	1	1	1	0
Lot 9, Plan 3867HU	288 Mabbott Road	1	1	1	1	0
Lot 12, Plan 9711053	264 Mabbott Road	1	1	1	1	0
Lot 7, Plan 3867H.U.	195 Railway Ave	1	1	1	1	0
Lot 9, Block 9, Plan 9310274	339 Mabbott Road	1	1	1	1	0
Lot 13, Block 9, Plan 9310274	365 Starmine Drive	1	1	1	1	0
S.E. 28-28-19-4		1	1	1	1	0
SW 28-28-19-4		1	4	1	1	0
Lot 10 & 11, Block 8, Plan 5808G.X.	76 - 4 Street East	2	1	1	1	0
Lot 12 & 13, Block 8, Plan 5808G.X.	432 Centre Street	2	1	1	1	0
Lot 3, 4&5, Block 9, Plan 5808G.X.	73 - 4 Avenue East	3	1	1	1	0

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Lot 3, Block 15, Plan 5808GX	27 - 4th Avenue West	1	1	1	1	0
Lot 23, Block 10, Plan 9710728	376 Railway Ave	1	1	1	1	0
Lots 5, Block 10, Plan 0310340	105 Pinter Drive	1	1	1	1	0
Lot 2, Block 10, Plan 9912591	101 Pinter Drive	1	0	1	1	0
Lot 2, Plan 9110746	324 Mabbott Road	1	1	1	1	0
Lot 1, 2&3, Block 16, Plan 5808G.X.	435 Centre Street	3	0	2	1	1
N.E. 21-28-19-4	111 Pinter Drive	1	1	1	1	0
Lot 6A, Block 10, Plan 0610286	503 Railway Ave	1	1	1	1	0
Lot 18A, Block 10, Plan 9410239	492 Railway Ave	1	1	1	1	0
Block 1, Plan 9211033	30 Centre Street	1	1	1	1	0
Lot 12&13, Block 7, Plan 5808G.X.	62 - 5 Avenue East	2	1	1	1	0
Lot 8, Block 9, Plan 9310274	327 Mabbott Road	1	1	1	1	0
N.E. 21-28-19-4	109 Pinter Drive	1	1	1	1	0
Lot 4, Block 1, Plan 8410680	107 Centre Street	1	1	1	1	0
Lot 2, Block 1, Plan 8410680	141 Centre Street	1	0	1	1	0

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Bylaw 23-06

Lot B, Plan 5808G.X.	64 Centre Street	1	1	1	1	0
Lot 2, Block 12, Plan 7510536	136 Centre Street	1	1	1	1	0
Lot 3, Block 1, Plan 8410680	129 Centre Street	1	0	0	0	0
Lot 17, Block 9, Plan 9812373	324 Starmine Drive	1	1	1	1	0
W. 169.95' of Lot 4, Plan 3867H.U.	125 Railway Ave	1	0	1	1	0
Lot 5A, Block 10, Plan 0610286	452 Mabbott Road	1	1	1	1	0
Lot 10 & 11, Block 7, Plan 5808G.X.	84 - 5 Avenue East	2	1	1	1	0
Lot 18, Block 9, Plan 9812373	332 Starmine Drive	1	1	1	1	0
Block 2, Plan 9913475	50 - 8 Avenue North	1	1	1	1	0
Lot 11, Block 9, Plan 9310274	443 Mabbott Road	1	1	1	1	0
Lot 3A, Plan 9011258	111 Railway Ave	1	1	1	1	0
Lot 1 & 2, Block 14, Plan 5808G.X.	251 Centre St	2	1	1	1	0
Lot 3, Block 14, Plan 5808GX	16 - 3 Avenue West	1	0	0	0	0
Lot 4-7, Block 14, Plan 5808G.X.	277 Centre Street	4	1	2	1	1
Lot 7-9, Block 9, Plan 5808GX	328 Centre Street	3	1	1	1	0

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Lot 21A, Block 10, Plan 9710728	424 Railway Ave	1	1	1	1	0
E 200.05' of Lot 4, Plan 3867H.U.	139 Railway Ave	1	1	1	1	0
Lot C, Plan 5808G.X.	42 Centre Street	1	1	1	1	0
Ptn of N.E. 21-28- 19-4	117 Pinter Drive	1	0	1	1	0
Ptn of N.E. 21-28- 19-4	90 Pinter Road	1	2	1	1	0
Ptn of N.W.21-28- 19-4	95 Pinter Road	1	1	1	1	0
Lot 4, Plan 9911429	180 Railway Ave	1	1	1	1	0
Block 6, Plan 5808GX	670 Centre Street	1	0	1	1	0
Lot 1&2, Block 13, Plan 5808G.X.	185 Centre Street	2	1	1	1	0
Lot 10, Block 9, Plan 9310274	351 Mabbott Road	1	1	1	1	0
Lot 8, Plan 3867H.U.	300 Mabbott Road	1	0	1	1	0
Lot 9, Plan 0011980	166 Railway Ave	1	0	1	1	0
Lot 1, Plan 9110746	312 Mabbott Road	1	1	1	1	0
Lot 1, Block 1, Plan 8410680	163 Centre Street	1	1	1	1	0

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Lot 1&2, Block 10, Plan 5808G.X.	280 Centre Street	2	1	1	1	0
Lot 3 & 4, Block 10, Plan 5808G.X.	280 Centre Street	2	0	1	0	1
Lot 5 & 6, Block 10, Plan 5808G.X.	92 - 2 Avenue East	2	0	1	0	1
Lot 7&8, Block 10, Plan 5808G.X.	242 Centre Street	2	1	1	1	0
Lot 17, Block 9, Plan 9610671	515 Mabbott Road	1	3	1	1	0
Lot 3, Block 10, Plan 9912591	103 Pinter Road	1	1	1	1	0
Lot 8, Plan 0011980	158 Railway Ave	1	1	1	1	0
Lot 1 Block 12, Plan 7510536	158 Centre Street	1	0	1	1	0
Lot 2 &3, Block 11, Plan 5808G.X.	57 - 2 Avenue East	2	0	2	1	1
Lot 1, Block 8, Plan 5808G.X.	470 Centre Street	1	1	1	1	0
Lot 8&9, Block 1, Plan 5808G.X.	976 - 1 Street West	2	1	1	1	0
Lot D, Plan 5808G.X.	75 Centre Street	1	0	1	1	0
Lot 6, Block 9, Plan 5808G.X.		1	0	0	0	0
Block 5, Plan 5808G.X.	710 Centre Street	1	0	1	1	0
Lot 1, Block 11, Plan 5808G.X.	174 Centre Street	1	0	1	1	0

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Lot 4, Block 11, Plan 5808G.X.	69 - 2 Avenue East	1	0	1	1	0
N.E. 15-28-19-4		1	0	1	1	0
Lot 16MR, Block 9, Plan 9310274	113 Starmine Drive	1	0	1	1	0
Lot R3, Block 12, Plan 7510536		1	0	1	1	0
Lot 19, Block 10, Plan 9310274	468 Railway Ave	1	1	1	1	0
Lot 22, Block 10, Plan 9710728	412 Railway Ave	1	0	1	1	0
Lot 5, Plan 9911430	150 Railway Ave	1	1	1	1	0
Lots 4, Block 10, Plan 0310340	107 Pinter Drive	1	0	1	1	0
Lot 20A, Block 10, Plan 9710728	446 Railway Ave	1	0	1	1	0
Lot 1 & 2, Block 9, Plan 5808 G.X.	366 Centre Street	2	1	1	1	0
Lot Z, Block 8, Plan 5808G.X.	95 - 5 Avenue East	1	1	1	1	0
		145	79	109	98	11

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2. Total Developable Parcels 109

Developable parcel means

- (i) a single title parcel of land which is at least 15,000 square feet; or
- (ii) a series of adjacent and contiguous lots which make up at least 15,000 square feet but less than 30,000 square feet; or
- (iii) A single title parcel which has an improvement or is improved in the future.

Improvement Means

- (i) a structure
- (ii) any thing attached or secured to a structure, that would be transferred without special mention by a transfer or sale of the structure; and
- (iii) a designated manufactured home

*Total # of Units subject to Local Improvement Tax Today: 98

**Total # of Units with deferred Local Improvement Tax: 11

- | | |
|---|--------------|
| 3. Total Levy | \$950,000.00 |
| 4. Total Levy per Developable Parcel | \$ 8,715.60 |
| 5. Annual Unit Rate per Developable Parcel
for a Period of Twenty (20) years at 4.987% | \$ 698.59 |

6. Total Yearly Assessment against all properties
to be assessed (A portion of which may be deferred) \$ 76,14.31

7. Unusual Parcels pursuant to Section 404 of the Municipal Government Act	0
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- (a) The total cost of the local improvement shall be evenly distributed between all developable parcels.
- (b) All developable parcels shall be liable to pay for the local improvement
- (c) Where an owner has more than one developable parcel that is contiguous at the time of the approval of the local improvement plan:
 - i. the owner shall be liable to pay the local improvement tax for one developable parcel immediately; and
 - ii. a local improvement tax shall be applied to the remaining developable parcels upon the placement of an improvement on that developable parcel.
- (d) Where an owner owns more than one developable parcel which are not contiguous, the owner shall be liable for the local improvement tax on all developable parcels immediately.
- (e) A change in ownership will result in a local improvement tax on a developable lot where a local improvement tax has not yet been levied.
- (f) The Town shall have the right to register the local improvement bylaw against all developable parcels as a caveat in accordance with the Land Titles Act.
- (g) A caveat registered against a developable parcel shall not be discharged until the local improvement tax for the developable parcel has been paid in full.

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Schedule B to Bylaw No. 23-06

Annual Levy For The Rosedale Cambria Water Distribution System Local Improvement Project

1. Properties to be assessed:

No. of Parcels	Annual Rate of Assessment Per Developable Parcel	Amount of Annual Assessment
109	\$698.59	\$76,146.31 (subject to deferred properties)

2. Total number of parcels 109

*Total # of Units subject to Local Improvement Tax Today: 98

**Total # of Units with deferred Local Improvement Tax: 11

3. Total annual assessments \$76,146.31
(A portion may be deferred)

**Parcels deferred will be subject to the local improvement tax once the parcel(s) meet the criteria of developable. The local improvement tax will be recalculated and re-amortized based on the number of years remaining in the local improvement tax bylaw as per section 402(2) of the Municipal Government Act. Parcels that meet the criteria for the local improvement tax after the life of the local improvement tax will be required to be the full tax levy immediately.

4. Term of annual assessments 20 Years

5. Total assessment against all parcels \$1,522,926.20



Request for Decision

Date:	16 Dec 2010
Meeting Type:	Regular Council
Topic:	Information Technology Support Agreement
Proposal:	<p>Administration issued a Request for Proposals for Information Technology Managed Services with a closing date of December 10, 2010 for a five year term starting January 1, 2011. The Town received 4 proposals (MSI Systems Integration, Reality Bytes, Glenbriar, and Longview) with a total contract price ranging from \$165,709 to \$313,379. MSI Systems Integration, who are our current support company, was the lowest priced proposal. The proposals were reviewed based on the following criteria:</p> <ul style="list-style-type: none"> • Vendor capabilities 50% • Capability to provide professional services in a timely manner 20% • Cost of Agreement 30% <p>The result of this review resulted in MSI Systems Integration being the highest ranked of the four proposals. Over the 5 years their proposal is \$65,291 cheaper than the next lowest cost proposal.</p>
Proposed by:	Michael Roy
Correlation to Business (Strategic) Plan	
Benefits:	<ul style="list-style-type: none"> • Provides information technology support services for the Town • Sets costs for the next 5 years for current infrastructure
Disadvantages:	<ul style="list-style-type: none"> • Information Technology (IT) costs can still be incurred for items outside of the scope of the agreement. • Costs may need to be adjusted should current IT infrastructure be expanded.
Alternatives:	<ul style="list-style-type: none"> • Council approve the awarding of the Information Technology Managed Services agreement for a five year term starting January 1, 2011 for a maximum cost of \$165,709 to MSI Systems Integration. • Council approve the awarding of the Information Technology Managed Services to another provider. • Council accept for information.

...

Agenda Item # 8.3.2

Finance/Budget Implications:	Sufficient budget has been established to cover the costs.		
Operating Costs:	\$31,212 for 2011	Capital Costs:	
Budget Available:	\$192,974	Source of Funds	
Budget Cost:		Underbudgeted Cost:	
Communication Strategy:	Successful proponent will be notified.		
Recommendations:	Council approve the awarding of the Information Technology Managed Services agreement for a five year term starting January 1, 2011 for a maximum cost of \$165,709 to MSI Systems Integration.		
Report Writer:	Michael Roy		
Position:	Director of Corporate Services		
	CAO:		



Request for Decision

Date:	17 Dec 2010																								
Meeting Type:	Regular Council																								
Topic:	Business Tax - Request for refund																								
Proposal:	<p>A letter was received from Blair Potter of Potter Denture Clinic. He is requesting a refund of business taxes for the years 2006-2009. A calculation error regarding the percentage of property assessment being used for business purposes was identified and corrected for 2010 by administration.</p> <p>The Municipal Government Act (MGA) section 371(1) states:</p> <p>347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:</p> <p>(a) cancel or reduce tax arrears;</p> <p>(b) cancel or refund all or part of a tax;</p> <p>(c) defer the collection of a tax.</p> <p>The billings and corrected billings are:</p> <table><tr><td></td><td>Billed</td><td>Correct Billing</td><td>Difference</td></tr><tr><td>2006</td><td>223.08</td><td>55.77</td><td>167.31</td></tr><tr><td>2007</td><td>291.34</td><td>72.83</td><td>218.51</td></tr><tr><td>2008</td><td>446.42</td><td>111.61</td><td>334.81</td></tr><tr><td>2009</td><td>95.94</td><td>23.99</td><td>71.95</td></tr><tr><td></td><td></td><td></td><td>792.58</td></tr></table>		Billed	Correct Billing	Difference	2006	223.08	55.77	167.31	2007	291.34	72.83	218.51	2008	446.42	111.61	334.81	2009	95.94	23.99	71.95				792.58
	Billed	Correct Billing	Difference																						
2006	223.08	55.77	167.31																						
2007	291.34	72.83	218.51																						
2008	446.42	111.61	334.81																						
2009	95.94	23.99	71.95																						
			792.58																						
Proposed by:	Michael Roy																								
Correlation to Business (Strategic) Plan																									
Benefits:																									
Disadvantages:																									
Alternatives:	<p>Council directs Administration to refund \$792.58 of business taxes to Potter Denture Clinic</p> <p>Council directs Administration to refund another amount of business taxes to Potter Denture Clinic.</p> <p>Council accepts report for information.</p>																								

Agenda Item # 8.3.3

Finance/Budget Implications:	\$792.58 reduction in business taxes for 2010.		
Operating Costs:		Capital Costs:	
Budget Available:		Source of Funds	
Budget Cost:		Underbudgeted Cost:	
Communication Strategy:	Potter Denture Clinic will be notified of Council decision.		
Recommendations:	Council provide direction to Administration.		
Report Writer:	Michael Roy		
Position:	Director of Corporate Services		
	CAO:		

Agenda Item # 8.3.3

Potter Denture Clinic
13 Larch Avenue
Drumheller, AB T0J 0Y1

December 15, 2010

Town of Drumheller
703 – 2 Avenue West
Drumheller, AB T0J 0Y3

ATTENTION: Town Council

Dear Councillors:

RE: Business Tax

In discussions with staff at Town Hall, an error was made in the calculation of my business tax account. An adjustment was made to correct the billing for 2010. I am requesting Council to adjust the previous billings from 2006 to 2009 inclusive.

This matter has been brought up a number of times in years past but has never been rectified.

Thank you for your attention to this matter.



Blair Potter