

Town of Drumheller COUNCIL MEETING AGENDA

April 26, 2011 at 4:30 PM
Council Chamber, Town Hall
703-2nd Ave. West, Drumheller, Alberta



Page

1.0 CALL TO ORDER

- 1.1 Councillor Jay Garbutt to be sworn in as Deputy Mayor for the months of May and June, 2011.

2.0 MAYOR'S OPENING REMARK

3.0 PUBLIC HEARING

3-6

- 3.1 The purpose of the Public Hearing is to consider Bylaw 06.11 to close a portion of undeveloped Original Road Allowance from use and to sell or hold same (Cambria District - Applicant Sandy Brown)

4.0 ADOPTION OF AGENDA

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

7-13

- 5.1.1 Regular Council Meeting Minutes of April 11, 2011

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

14-20

- 5.2.1 Municipal Planning Committee Minutes of March 31, 2011

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

21-45

- 6.1 Curling Club
- 6.2 Gitzel Krjci Dand Peterson - Presentation of 2010 Audited Financial Statements

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

8.2. Director of Infrastructure Services

8.3. Director of Corporate Services

46 8.3.1 Bylaw 07.11 (Business Tax Rate for 2011) - third reading

47-73 8.3.2 Bylaw 08.11 (Joint Assessment Review Board Agreement) - three readings

8.4. Director of Community Services

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

74-77 9.1 CAO's Quarterly Report to March 31, 2011

78-80 9.2 Director of Infrastructure Services' Quarterly Report to March 31, 2011

81-85 9.3 Director of Corporate Services' Quarterly Report to March 31, 2011

86-90 9.4 Director of Community Services' Quarterly Report to March 31, 2011

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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PUBLIC NOTICE

Agenda Item # 3.1

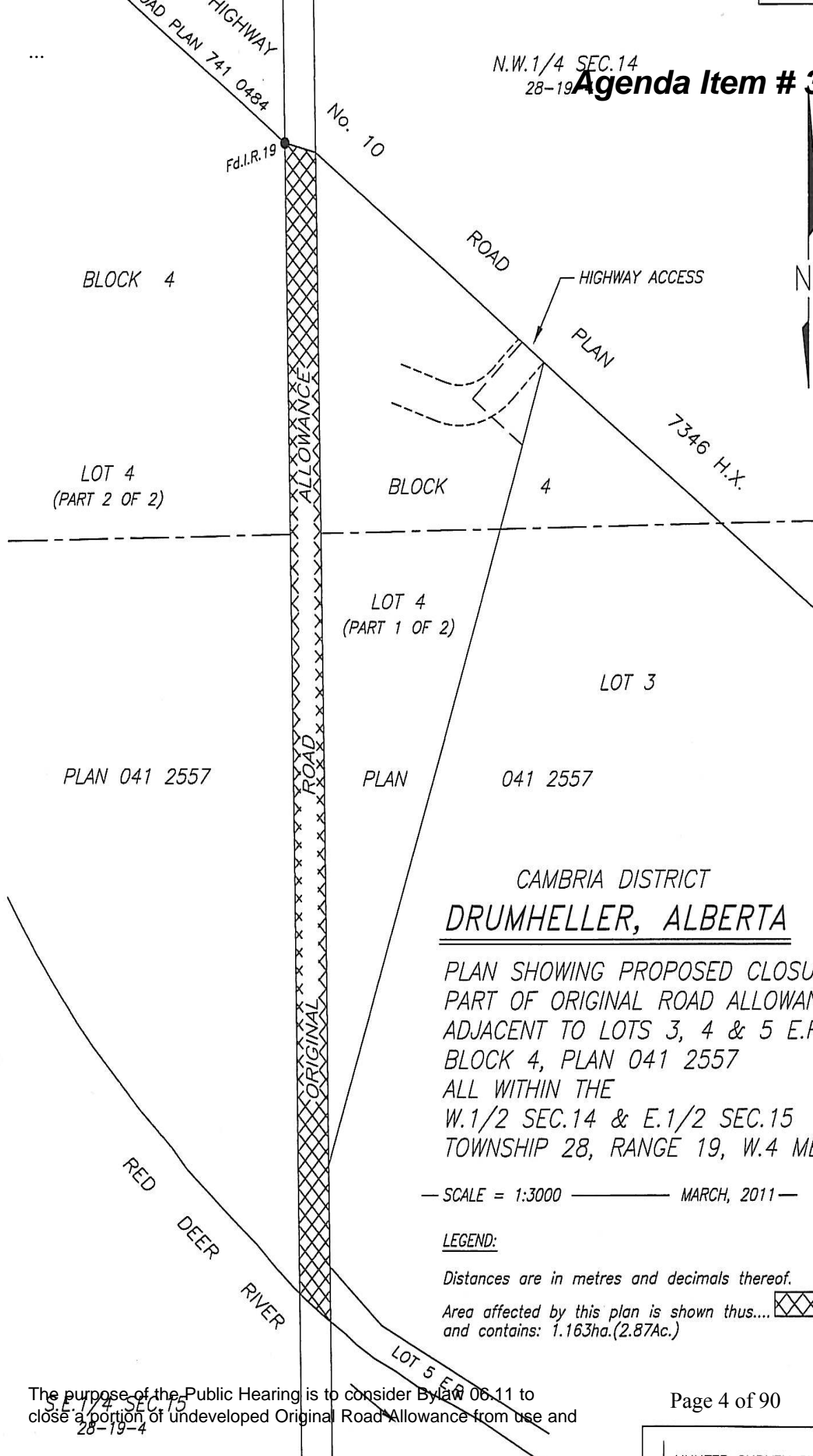
Pursuant to Section 22 of the Municipal Government Act; The Town of Drumheller intends to consider a By-Law 06.11 to close a portion of a certain undeveloped Original Road Allowance from use and to sell or hold that portion of this undeveloped Original Road Allowance shown cross-hatched on the following sketch designated as Schedule-"A".

Any person adversely affected by this proposed Original Road Allowance Closure or otherwise wishing to address Council related to this issue shall attend the Council meeting of The Town of Drumheller at 703 2nd Avenue West, Drumheller to be held in Council Chambers at the Town of Drumheller office on 26th day of April 2011 at 4:30 PM said meeting being convened to provide the public at large an opportunity to be heard in accordance with the Municipal Government Act.

N.W.1/4 SEC.14

28-19

Agenda Item # 3.1




CAMBRIA DISTRICT DRUMHELLER, ALBERTA

PLAN SHOWING PROPOSED CLOSURE OF
PART OF ORIGINAL ROAD ALLOWANCE
ADJACENT TO LOTS 3, 4 & 5 E.R.,
BLOCK 4, PLAN 041 2557
ALL WITHIN THE
W.1/2 SEC.14 & E.1/2 SEC.15
TOWNSHIP 28, RANGE 19, W.4 MERIDIAN

— SCALE = 1:3000 — MARCH, 2011 —

LEGEND:

Distances are in metres and decimals thereof.

Area affected by this plan is shown thus... 
and contains: 1.163ha.(2.87Ac.)

Agenda Item # 3.1

THIS IS A BY-LAW OF THE TOWN OF DRUMHELLER, in the Province of Alberta for the purpose of closing a portion of an unused and undeveloped Original Road Allowance to public travel and acquiring title to this land in the name of THE TOWN OF DRUMHELLER and then selling and incorporating same with the adjacent lands in accordance with the Section 22 of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended.

WHEREAS; a portion of an Original Road Allowance hereinafter described is not required for public travel and an application has been made by the Town of Drumheller to have this undeveloped Original Road Allowance closed, and

WHEREAS; this Original Road Allowance has not been developed, has never been used for public travel and will never be required for public road or other public purposes in the foreseeable future, and

WHEREAS; a notice was published in the Drumheller Mail once a week for two consecutive weeks; on **April 13, 2011** and again on **April 20, 2011** the last of such publications being at least five days before the day fixed for the passing of this By-Law, and

WHEREAS: the Council of the Town of Drumheller held a public hearing on the **26th day of April A.D., 2011** at their regular or special meeting of Council in which all interested parties were provided an opportunity to be heard, and

WHEREAS: the Council of THE TOWN OF DRUMHELLER was not petitioned for an opportunity to be heard by any person prejudicially affected by this By-Law;

NOW THEREFORE; be it resolved that THE COUNCIL of THE TOWN OF DRUMHELLER, in the Province of Alberta does hereby enact to close the following described Original Road Allowance from public use, obtain title in the name of THE TOWN OF DRUMHELLER, a Municipal Body Corporate, of 703 2nd. Avenue East, DRUMHELLER, Alberta.T0J 0Y3 and dispose of same for consolidation with adjacent lands.

ORIGINAL ROAD ALLOWANCE CLOSED BY THIS BY-LAW

THAT PORTION OF THE ORIGINAL ROAD ALLOWANCE LYING
EAST OF EAST HALF OF SECTION 15, IN TOWNSHIP 28, RANGE 19, W.4TH. MERIDIAN;
NORTH OF THE RED DEER RIVER AND SOUTH OF A LINE DRAWN BETWEEN THE
N.W.CORNER OF LOT 4 (PART 1 OF 2), BLOCK 4, SUBDIVISION PLAN 041 2557 AND
STATUTORY IRON POST NUMBERED R.19 ON ROAD PLAN 741 0484.

CONTAINING 1.163 HECTARES (2.87 ACRES) MORE LESS

EXCEPTING THEREOUT ALL MINES AND MINERALS.

.....2

THIS BY-LAW takes effect on the day of the final passing thereof.

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READ AND PASSED THE FIRST TIME BY THE
COUNCIL OF THE TOWN OF DRUMHELLER this 11th day of April A.D. 2011.

Agenda Item # 3.1

MAYOR: WORSHIP TERRY YEMEN

Seal

RAYMOND M. ROMANETZ, P.ENG.
CHIEF ADMINISTRATIVE OFFICER

**APPROVED BY:
ALBERTA TRANSPORTATION**

Seal

MINISTER OF TRANSPORTATION

READ AND PASSED THE SECOND TIME BY THE
COUNCIL OF THE TOWN OF DRUMHELLER this day of A.D. 2011.

MAYOR: WORSHIP TERRY YEMEN

Seal

RAYMOND M. ROMANETZ, P.ENG.
CHIEF ADMINISTRATIVE OFFICER

READ AND PASSED THE THIRD TIME BY THE
COUNCIL OF THE TOWN OF DRUMHELLER this day of ,A.D. 2011.

MAYOR: WORSHIP TERRY YEMEN

Seal

... **Town of Drumheller
COUNCIL MEETING
MINUTES**

April 11, 2011 at 4:30 PM
Council Chamber, Town Hall
703-2nd Ave. West, Drumheller, Alberta



PRESENT:

MAYOR:

Terry Yemen

COUNCIL:

Andrew Berdahl

Lisa Hansen-Zacharuk

Sharel Shoff

Tom Zariski

ACTING CAO:

Michael Roy

DIRECTOR OF INFRASTRUCTURE SERVICES:

Allan Kendrick

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

RECORDING SECRETARY:

Linda Handy

ABSENT: Councillor Jay Garbutt
Councillor Doug Stanford
CAO Ray Romanetz

1.0 CALL TO ORDER

- 1.1 Mayor T. Yemen presented the Leaders of Tomorrow Awards to
Landon Brown - Grades 7-9
Shelby Augurt - Grades 10-12

2.0 MAYOR'S OPENING REMARK

- 2.1 **MO2011.168** Hansen-Zacharuk, Zariski moved to change Regular Council Meeting to April 26th, 2011 due to the Easter Holiday on Monday, April 25th. Carried unanimously.
- 2.2 Mayor T. Yemen proclaimed April 22, 2011 as Earth Day.
- 2.3 Mayor T. Yemen presented a report from the Badlands Community Facility Campaign Cabinet for information. He stated that the Cabinet will present an additional report to Council in camera at a later date.

2.4 RFD - Appointment of Bryce Nimmo to the Canadian Badlands Board of Directors (Member At Large) **Agenda Item # 5.1.1**

Mayor T. Yemen advised that Bryce Nimmo has been appointed as a member at large to the Canadian Badlands Ltd. Board of Directors. This appointment would involve Bryce attending six (6) meetings at the Town's expense of \$250.00 per meeting for a total of \$1500.00

MO2011.169 Berdahl, Zariski that Council approve the expense of \$1500.00 for Bryce Nimmo to attend the Canadian Badlands Ltd. Board of Directors' meetings.

Discussion on Motion:

Councillor S. Shoff asked if mileage and hotel expense was paid by the Canadian Badlands Ltd. Acting CAO M. Roy confirmed yes however they do not pay a per diem amount. Mayor T. Yemen explained that Bryce Nimmo would be representing the Town of Drumheller. He further explained that only two elected officials from the zone are appointed and Drumheller does not have an elected official representing our community at this time. Their term of appointment is up for renewal next year and it is hopeful that an elected official from Drumheller will be appointed. The purpose of the per diem is for the compensation of lost wages. Councillor T. Zariski stated that considering that Drumheller is an integral part of the Canadian Badlands, it is important for Bryce to be an advocate for Drumheller.

Vote on Motion:

3 in favour – Zariski, Yemen, Berdahl

2 opposed - Shoff , Hansen-Zacharuk

Motion carried.

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

MO2011.170 Hansen-Zacharuk, Shoff moved to adopt the agenda as presented. Carried unanimously.

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

5.1.1 Regular Council Meeting Minutes of March 28, 2011

MO2011.171 Shoff, Hansen-Zacharuk moved to adopt the regular Council meeting Minutes of March 28, 2011 as presented. Carried unanimously.

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5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

Agenda Item # 5.1.1

5.2.1 Municipal Planning Commission Meeting Minutes of March 10, 2011

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. ACTING CAO

8.1.1 Bylaw 04.11 - Supplementary Tax Bylaw - third reading
Acting CAO M. Roy advised that Bylaw 04.11 received first and second readings at Council's meeting of March 28th and he recommended that Council proceed to third reading.

MO2011.172 Shoff, Berdahl moved third reading of Bylaw 04.11.
Carried unanimously.

8.1.2 Bylaw 05.11 - Business Tax Assessment Bylaw - third reading
M. Roy advised that the bylaw was modified a few years ago with a change to reduce the assessment percentage from 6% to 3% and to eliminate the four classifications which were no longer in existence. This is an annual bylaw which sets the assessment rate at 2% of their business tax rate.

MO2011.173 Berdahl, Hansen-Zacharuk for third reading to Bylaw 05.11.

Discussion on Motion:

Councillor S. Shoff stated that she disagrees with this tax because it is only paid by those businesses with a store front and not a home business. She felt that the bylaw discriminates against store front businesses. She stated that she is not against the business tax if it is applicable for all businesses both store front and home occupations. She requested that the matter be discussed at a Council Committee meeting to make it a fairer system. M. Roy stated that this year begins a new budget cycle and the matter can be discussed in more detail. He noted that any change would be effective for the next calendar year. Council agreed that the matter would be brought back to Council within one month.

Vote on Motion: Carried unanimously.

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undeveloped Road Allowance (applicant Sandy Brown) -- first reading
M. Roy introduced Bylaw 06.11 being a bylaw for the purpose of obtaining a portion of unused and undeveloped rural road allowance in the middle of Sandy Brown's property located in Cambria. He recommended that Council proceed to first reading only to allow for the public hearing to be held on April 26th, 2011.

Agenda Item # 5.1.1

MO2011.174 Shoff, Berdahl for first reading of Bylaw 06.11. Carried unanimously.

8.1.4 Bylaw 07.11 Business Tax Rate Bylaw

M. Roy introduced Bylaw 07.11 being a bylaw to establish the business tax rate. He stated that the bylaw is an annual requirement under Section 377(1) of the Municipal Government Act. He stated that historically the rate for business rate has been 2% and this continues to be that tradition. It was noted that there was an error with the year within the bylaw.

MO2011.175 Berdahl, Hansen-Zacharuk for first reading of Bylaw 07.11 as amended.

Discussion on Motion:

In response to questions from Council, M. Roy noted that the business tax rate has been set at 2% since the early 1990's. He further stated that there have been no comparisons with other communities with a business tax. The purpose of the bylaw is to raise the revenue for budget purposes which goes into general revenue (same as property tax revenue). Councillor S. Shoff asked that Administration provide comparisons with other communities for their discussion in one month's time.

Vote on Motion:

4 in favour – Zariski, Hansen-Zacharuk, Yemen, Berdahl

1 opposed – Shoff

Motion carried.

MO2011.176 Zariski, Hansen-Zacharuk for second reading of Bylaw 07.11.

4 in favour – Zariski, Hansen-Zacharuk, Yemen, Berdahl

1 opposed – Shoff

Motion carried.

8.1.5 RFD - Drumheller Off Road Vehicle Association Lease

M. Roy advised that the Drumheller Off Road Vehicle Association (DORVA) have requested a renewal of their land lease for a portion of the SW ¼-36-20-W4M for the purpose of holding motocross events.

The former lease agreement expired in December 31, 2010. Clause 17 would allow for the Town to terminate the lease if the land is required for

... municipal purposes. He further stated the DORVA must provide proof of insurance coverage. The term of the lease is from January 1, 2011 to December 31, 2016.

Agenda Item # 5.1.1

MO2011.177 Zariski, Hansen-Zacharuk moved that Council approve the Drumheller Off Road Vehicles Association Lease for the purpose of holding motocross events for a period of five years, from January 1, 2011 – December 31, 2016 and further that DORVA provide proof of insurance.

Discussion on Motion:

In response to a question from Council, M. Roy stated that Administration is checking all the leases that may require renewal. Councillor A. Berdahl asked what steps would be taken if the land is required for another purpose. M. Roy stated that Clause 17 allows the Town to terminate the lease with three months notice if the land is required for municipal purposes.

Vote on Motion: Carried unanimously

8.1.6 Elected Officials Remuneration Task Force Report

M. Roy advised that the Elected Official Remuneration Review Task Force presented their report to Council on March 28, 2011. He asked Council to provide a recommendation on the report.

MO2011.178 Shoff, Hansen-Zacharuk that Council approve the Elected Official Remuneration Task Force Report as presented to Council on March 28, 2011.

Discussion on the Motion:

Councillor A. Berdahl asked if the motion included all five recommendations from the Task Force. Councillor S. Shoff clarified that the motion includes all five recommendations. Councillor A. Berdahl asked Council if the annual per diem should be capped at 10 days for the Mayor and 5 days for a Councillor. Mayor Yemen stated that it is reasonable for per diems to be set for budgeting purposes however if the Mayor or Councillor did not use their allotment, the per diem amount could be transferred to another Councillor. He stated that the per diems are assigned as a group and would be in balance at the end of the year. M. Roy stated that there is a mechanism for review if additional days are needed at Council's discretion. Councillor A. Berdahl stated that the cap was reasonable as long as there is an allowance in place for some flexibility. Councillor A. Berdahl stated that the recommendations as made by the Task Force are fair and reasonable in that Council's remuneration would follow the exact remuneration paid to the union members over the past two years and into the next three years. He further stated that the Mayor's increase would address a deficiency in the Mayor's salary and place our Mayor in the middle of the range for

other Mayors in comparison communities. In response to a question on the pension plan, the Mayor stated that RRSP's could be considered as opposed to pensions as there is no commitment as of yet.

Agenda Item # 5.1.1

Vote on Motion: Carried unanimously.

8.2. Director of Infrastructure Services

8.2.1 For Information - Solar-Powered Reservoir Mixing Units

A. Kendrick advised that the Town of Drumheller will purchase Solar-Powered Reservoir mixing units as recommended in the Stantec Consulting report presented to Council on January 24, 2011. He stated that there is a letter from the manufacturer which states that to their knowledge no competitive product and no one else who manufactures this product. He stated that the correlation to the municipal sustainability plan is that the purchase will provide chemical and energy savings which can be redirected to other priorities. It will also improve the water quality and increase flexibility to operate raw water reservoirs. He stated that the benefit will be to reduce chemical costs and improve raw water quality in the Town's raw water reservoirs. It will also reduce algae growth preventing anaerobic conditions and reducing the development of soluble manganese that has caused discoloration problems in the Town's treated water. The total purchase cost is \$232,628.00 plus GST with a delivery date of the first part of May.

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 Drumheller Heritage Inventory Steering Committee Report

Councillor T. Zariski provided an overview of the roles and responsibilities of the Heritage Inventory Steering Committee.

14.0 IN-CAMERA MATTERS

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Agenda Item # 5.1.1

Mayor

Chief Administrative Officer



DRUMHELLER

COMMUNITY SERVICES



**Municipal Planning Commission
MINUTES
Meeting of Thursday, March 31, 2011**

Present: Sharel Shoff, Councillor/Member
Irene Doucette, Member
Robert Greene, Chairperson
Shawn Francis, Member
Linda Taylor, Recording Secretary
Andrew Berdahl, Councillor
Brad Wiebe, PRMS
Cindy Woods, Development Officer
Judy Quintin-Arvidson, Acting Recording Secretary
Jeanette Neilson, Member
Dennis Simon, Member
Paul Salvatore, Director of Community Services

1.0 CALL TO ORDER – 12:05 p.m.

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 March 10, 2011

Motion: A. Berdahl moved to approve the minutes of March 10, 2011 as presented.

Second: D. Simon - Carried

3.0 DEVELOPMENT PERMITS

3.1 T00015D – John Elzinga - Placement of Moved on Dwelling – “SCR”

C. Woods presented Development Permit T00015D submitted for the placement of a moved on 1045 square foot Single Family Dwelling, at 369 Centre Street in Cambria, Plan: 1011347 Block: 15 Lot: 8. Zoning is “SCR” Suburb Community Residential District. Moved on dwellings are a discretionary use in this district. The site area and setbacks all meet the minimum requirements under Land Use Bylaw 10-08.

C. Woods read Land Use Bylaw 10-08 Part VI Section 27

“SCR” – Suburb Community Residential District

(b) Discretionary Uses

Dwelling – Moved on

(c) Minimum Requirements

1. Site Area:

(b) Residential lots serviced by a public water system but not a public sewer system: 19,500 sq. Ft. (1,800 sq. m)

2. Front Yard:

(a) 6.1 m (20ft) for residential uses

3. Side Yard:

(a) 1.5 m (5ft) for residential uses



DRUMHELLER
COMMUNITY SERVICES



4. Rear Yard:

(a) 7.6 m (25ft);

5. Floor Area:

(a) 74.3 m² (800 sq. Ft) for dwellings:"

C. Woods read Land Use Bylaw 10-08 Part VII Section 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.

(b) All renovations to a relocated building are to be completed within one year of the issuance of the development permit."

C. Woods presented pictures of the Single Family Dwelling to be moved to Cambria, the Municipal Planning Commission noted the exterior finish, and C. Woods mentioned that the applicant felt the exterior was in good shape however the Planning Commission did note that the window casings would require some paint or other updating.

The Municipal Planning Commission discussed Private Sewage in Cambria. The applicant would have enough area on the site, as per the Land Use Bylaw, to have a holding tank or a field septic system for Private Sewage. B. Wiebe stated that the Private Sewage system would require an assessment before either system could be implemented on 369 Centre Street in Cambria.

Motion: S. Shoff that Development Permit T00015D submitted for the placement of a moved on 1045 square foot Single Family Dwelling, to 369 Centre Street in Cambria, Plan: 1011347 Block: 15 Lot: 8 to be accepted as presented 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. All necessary Safety Codes Permits (building, electrical, gas, plumbing and private sewage) to be in place prior to construction/installations.
4. 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.
5. Assessment by certified Private Sewage contractor to be provided to the Development Officer prior to any construction or placement.
6. Landscaping to be in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Authority.
7. 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.
8. All renovations to the dwelling must be completed within one year of the issuance of the development permit.
9. An over-weight/over-dimensional permit from Road-Data 1-888-830-7623 must issued prior to relocating structures within the municipality.



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10. Development to conform to the Town of Drumheller Community Standards Bylaw (16-10).
11. 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.
12. All local improvements at owner's expense including, however not limited to, driveways, frontage charges, water/sewer services.
13. Development to conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
14. Contractor and subcontractors to have a valid business license with the Town of Drumheller.

Second: J. Neilson - Carried

3.2 T000017D – David & Bobbi Jo Lyren – Addition to SFD – “R-1A”

C. Woods presented Development Permit T00017D to add a garage and a second storey to an existing Single Family Dwelling, at 750 2 Avenue West, Drumheller, Plan: 2193CC Block: 45 Lots: 11-12. Zoning is “R-1A” Residential District. The site area is non-conforming, as the front and side minimum requirements do not meet Land Use Bylaw 10-08. The front yard setback is 2.86 m, the left side yard setback is .73 m and the right side would require a 20% relaxation if the proposed addition is allowed.

C. Woods read Land Use Bylaw 10-08 Part VI Sec 19 which states;

“R-1a – Residential District

(c) Minimum Requirements

1. Site Area:

(a) 278.7 m² (3,000 sq ft.) for single-detached dwelling;

2. Lot Width:

(a) 7.6 m (25ft.) for single-detached dwellings;

3. Front Yard:

(a) 6.1 m (20ft.) for single detached dwellings;

4. Side Yard;

(a) 1.5 m (5ft.) on lots with a width greater than 12.2 m (40ft.) and 1.2 m (4 ft.) on lots with a width less than 12.2 m (40 ft.);

5. Rear Yard;

(a) 7.6 m (25 ft.);

(d) Maximum Limits

1. Height:

(a) 10.67 m (35 ft.) or 2 ½ stories for dwellings;

C. Woods read Land Use Bylaw 10-8 Part VII Section 69;

“Non-Conforming Buildings and Uses

(d) A non-conforming building may continue to be used but the building shall not be enlarged, added to, rebuilt or structurally altered except:

(iii) If, at the discretion of the Development Authority, the alterations do not increase the extent of non-compliance and are within all other requirements of this Bylaw, the development may be permitted.”

C. Woods stated that the addition to this Single Family Dwelling will not increase the extent of non-compliance. The proposed addition would require relaxation of 20% to the right side yard setback. The height of the 2 storey Single



DRUMHELLER
COMMUNITY SERVICES



Family Dwelling would be 30 feet which is within the maximum limits in the Land Use Bylaw and is compatible with existing development in the neighbourhood. This dwelling is not located within the 1:100 year flood plain.

Motion: A Berdahl that Development Permit T000017D to add a garage and a top storey to an existing Single Family Dwelling, at 750 2 Avenue West, Drumheller, Plan: 2193CC Block: 45 Lots: 11-12. Zoning is "R-1A" Residential District, be accepted as presented subject to the following conditions:

1. Development shall conform to Land Use Bylaw 10-08.
2. Placement of construction as per plans submitted with application.
3. Relaxation granted for side yard setback as per plans submitted.
4. External finished appearance of the proposed construction to be compatible with that of existing development
5. Any required Safety Codes permits (i.e. building, electrical, etc.) to be obtained prior to commencement of construction/installation.
6. All contractor's to be in possession of a valid Town of Drumheller business license.
7. Landscaping Plan to be in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.
8. All local improvements including, however not limited to driveways, frontage charges, water/sewer services, are at the expense of the owner.
9. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.

Second: D. Simon - Carried

3.2 T00018D – Newcastle Towing – Occupy as a Storage/Salvage Yard – "M-2"

C. Woods presented Development Permit T00018D to occupy as a towing service with a storage and salvage yard at 1050 Premier Close, Drumheller on Plan: 7911034 Block: 2 Lot: 7. Zoning is "M-2" – Medium Industrial District. Storage and salvage yards are a discretionary use in this district. This business was found to be in operation with no prior approval.

C. Woods read Land Use Bylaw 10-08 Part VI Section 34;

"M-2 – Medium Industrial District

(b) Discretionary Uses

Recycling, storage, salvage and wrecking yards"

C. Woods described that the business stores derelict and/or vehicles involved in collisions on the property until the vehicle owner and/or insurance company come to a conclusion on the claim of each vehicle. Environmental concerns may arise when storing these types of vehicles.

C. Woods read Land Use Bylaw 10-08 Part VI Section 34;

"M-2 – Medium Industrial District

(e) Special Requirements

2. Performance standards: the operation of all uses shall comply with the environmental and public health performance standards of the Provincial Government."



DRUMHELLER
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Motion: S. Shoff that the Development Permit T00012D to occupy as a towing service with a storage and salvage yard at 1050 Premier Close: Plan: 7911034 Block: 2 Lot: 7 be accepted as presented subject to the following conditions:

1. Development shall conform to Land Use Bylaw 10-08.
2. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares. Separate containment should be provided for the disposal and recycling of cardboard materials.
3. Any/all 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.
4. Development to conform and meet the requirements of Alberta Environment and the local Fire Authority.
5. Authorization from the registered landowner required prior to construction/installations.
6. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
7. 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.
8. Development application is required for new signage placement and to be made under separate application prior to placement.
9. Annual business license from the Town of Drumheller is required.

Second: D. Simon - Carried

3.4 T00005S – Neon Sales & Service – Placement of Freestanding & Fascia Sign - "C-B"

C. Woods presented Development Permit T00005S to place one freestanding sign and one fascia sign at 249 - 3 Avenue West, Drumheller on Plan: 5952JK Block: 21. Zoning is "C-B" Central Commercial District.

C. Woods read Land Use Bylaw 10-08 Part VII Section 81;

"Signs"

2. Free-Standing Signs

One (1) free-standing sign may be permitted per non-residential sites, and a second free-standing sign may be approved on highway commercial sites at the discretion of the Municipal Planning Commission, provided that;

(a) Height of the sign does not exceed 9 m (30ft.);

(b) The sign does not exceed 13.9 m² (150 sq. ft.) in area, unless otherwise approved by the Municipal Planning Commission.

(c) The sign is setback a minimum of 6.1 m (20 ft.) from a curb or 1.5 m (5 ft.) from a property line, which ever is the greater distance unless otherwise approved by the Municipal Planning Commission.

(j) There is a 30 metre (100ft.) separation form any other sign along the same street unless otherwise approved by the Municipal Planning Commission.

C. Woods stated that the sign was originally to be placed in the highway right of way however this location has since been moved to the location shown on the site plan provided. As per recommendations made in 2010 there will be changes made to the parking lot, the far east entrance / exit is to be closed / removed, and the north side entrances are to be modified from two to one entrance / exit.

Discussion of feedback on the freestanding sign and landscaping placement, Alberta Transportation asked that it be kept low to keep the sight lines clear for traffic and there is a possibility that future changes may be made to the



highway on the east side. The accessibility to the parking lot with the change to the entrances / exits was subject to discussion as to the safety and ease of entrance and exit to the lot. The height of the sign was in question, as per the design drawing of the sign, the freestanding sign is to be 29 feet six inches, which is within the Land Use Bylaw 10-08 noted above.

C. Woods read Land Use Bylaw 10-08 Part VII Section 81;

"Signs

3. Fascia Signs

Fascia signs shall be permitted on non-residential sites 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 13.9 m2 (150 sq. ft) in area unless otherwise approved by the Municipal Planning Commission.***

Discussion on the fascia sign to be placed on the side of the building as per site plan is discretionary as noted in 2.(j) above. Discussion on the fascia sign also included a reminder, (of the previously presented sign(s) for this same location), Alberta Transportation felt the fascia sign would not obstruct traffic or pedestrian vision therefore was not a concern at that time.

Motion: S. Schoff for the Sign Placement Development Permit T00005S to place one freestanding sign and one fascia signs at 249 3 Avenue West in Drumheller, Plan: 5952JK Block: 21. Zoning is "C-B" Central Commercial District, to be accepted as presented subject to the following conditions:

1. Must conform to Land Use Bylaw 10-08.
2. Placement, components and appearance of signs as per application. Development Officer/Municipal Planning Commission must first approve any modifications.
3. Relaxation granted for freestanding sign setback from north curb and property line.
4. Landscaping Plan to be in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission. Landscaping must not impede site lines for vehicular traffic and/or pedestrians.
5. Any/all Safety Codes Permits to be obtained prior to the installation of sign.
6. Contractor(s) to have a valid Business License with the Town of Drumheller.
7. Appearance of signs shall be maintained to the satisfaction of the Development Officer/Municipal Planning Commission.
8. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
9. All Signs shall be removed if business ceases operations or the use of the site is terminated.

Second: – I. Doucette - Carried

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

B. Wiebe reported he has been working on the amendments to the sign Land Use Bylaw, and will have the new Land Use Bylaw for the signs drafted soon. Research, into other Land Use Bylaws in regards to issues that have come up over the last year is on going.



DRUMHELLER
COMMUNITY SERVICES



5.0 OTHER DISCUSSION ITEMS

C. Woods stated that she has received an application from the Bohemia Group and is sending a circulation to neighbouring property owners. The scheduled hearing for MPC will be April 14, 2011.

Tourism Master Plan

A. Berdahl presented the following:

The Tourism Master Plan was approved on Monday March 28, 2011.

The Municipal Planning Commission should be aware of the Tourism Master Plan and how the changes to the guidelines and designations will affect the Land Use Bylaws.

The Municipal Planning Commission needs to review the Municipal Sustainability Plan and make recommendations to the board to integrate into similar program. This will lead into conformity with signage, the development of the districts within the Town, and even street scapes.

A. Berdahl suggested all Municipal Planning Commission members read over the Executive Summary for the Tourism Master Plan, to be familiar with the areas that affect the Committee.

6.0 Adjournment – D. Simon motion to adjourn at 12:43 pm.

Chairperson

Development Officer

TOWN OF DRUMHELLER

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2010

FINANCIAL STATEMENTS

AS AT DECEMBER 31, 2010

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Agenda Item # 6.2

AUDITORS' REPORT

TO: The Mayor and Council

Town of Drumheller

We have audited the accompanying financial statements of the Town of Drumheller, which comprise the consolidated statement of financial position as at December 31, 2010, and the consolidated statements of operations, changes in net financial assets/debt and cash flows for the year then ended, and notes to the financial statements.

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Town of Drumheller as at December 31, 2010, and its financial performance and its cash flows for the year then ended in accordance with generally accepted accounting principles.

Stettler, Alberta
April 26, 2011


CHARTERED ACCOUNTANTS

... **TOWN OF DRUMHELLER**
Agenda Item # 6.2
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2010

	2010 \$	2009 \$
FINANCIAL ASSETS		
Cash and short term investments (Note 2)	14,547,962	6,543,174
Taxes and grants in place of taxes receivable (Note 3)	881,621	707,316
Trade and other receivables	3,733,798	8,866,587
Accrued interest receivable	16,776	13,817
Inventory held for resale	1,043,677	1,023,022
Investments (Note 4)	2,639,946	2,516,292
	<u>22,863,780</u>	<u>19,670,208</u>
LIABILITIES		
Accounts payable and accrued liabilities	4,050,948	3,606,015
Deferred revenue (Note 5)	2,964,727	8,475,669
Employee benefit obligations (Note 6)	487,378	488,890
Long-term debt (Note 7)	12,494,639	3,775,336
	<u>19,997,692</u>	<u>16,345,910</u>
NET FINANCIAL ASSETS (DEBT)	<u>2,866,088</u>	<u>3,324,298</u>
NON-FINANCIAL ASSETS		
Inventory for consumption	292,061	336,924
Tangible capital assets (Schedule 2)	123,249,659	110,938,226
Prepaid expenses	103,417	102,891
	<u>123,645,137</u>	<u>111,378,041</u>
ACCUMULATED SURPLUS (Schedule 1, Note 12)	<u>126,511,225</u>	<u>114,702,339</u>
CONTINGENCIES (Note 17)		

TOWN OF DRUMHELLER

Agenda Item # 6.2

CONSOLIDATED STATEMENT OF OPERATIONS

FOR THE YEAR ENDED DECEMBER 31, 2010

	Budget \$ (Unaudited)	2010 \$	2009 \$
REVENUES			
Net municipal taxes (Schedule 3)	6,660,208	6,734,103	6,442,842
Sales and user fees	5,313,037	5,321,715	5,365,341
Franchises and concessions	883,492	1,128,366	1,056,126
Government transfers (Schedule 4)	739,381	1,110,144	1,110,611
Investment income	76,034	166,493	177,317
Penalties and costs on taxes	79,700	119,226	101,193
Rentals	261,571	298,128	290,052
Other	6,536,708	652,846	81,558
Gain on disposal of tangible capital assets	-	8,193	35,762
Total Revenue	20,550,131	15,539,214	14,660,802
EXPENSES (Schedule 5)			
Legislative	196,000	170,006	166,726
Administration	1,349,160	1,278,163	1,202,966
Protective services	2,146,127	1,908,572	1,850,662
Transportation services	1,606,252	1,953,171	2,913,362
Water and wastewater	3,134,564	3,509,448	2,696,446
Waste management	305,250	562,017	242,730
Planning and development	497,700	581,062	528,231
Recreation and parks	2,225,589	2,012,355	2,745,739
Other	796,956	176,666	401,454
Amortization (Note 9)	-	3,324,930	3,015,395
Loss on disposal of tangible capital assets	-	36,233	9,993
Total Expenses	12,257,598	15,512,623	15,773,704
EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES — BEFORE OTHER	8,292,533	26,591	(1,112,902)
OTHER			
Government transfers for capital (Schedule 4)	13,905,311	11,782,295	11,917,110
EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES	22,197,844	11,808,886	10,804,208
ACCUMULATED SURPLUS — BEGINNING OF YEAR	114,702,339	114,702,339	103,898,131

CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS (DEBT)

FOR THE YEAR ENDED DECEMBER 31, 2010

	Budget \$ (Unaudited)	2010 \$	2009
EXCESS (SHORTFALL) OF REVENUES OVER EXPENSES	22,197,844	11,808,886	10,804,208
Acquisition of tangible capital assets	(37,293,873)	(15,698,203)	(16,091,991)
Proceeds on disposal of tangible capital assets	61,841	33,800	45,457
Amortization of tangible capital assets	3,324,930	3,324,930	3,015,395
(Gain) loss on sale of tangible capital assets	-	28,040	(25,769)
	<u>(33,907,102)</u>	<u>(12,311,433)</u>	<u>(13,056,908)</u>
Net use (Acquisition) of supplies inventories	-	44,863	(142,892)
Net use (Acquisition) of prepaid assets	-	(526)	(24,580)
	<u>-</u>	<u>44,337</u>	<u>(167,472)</u>
INCREASE (DECREASE) IN NET FINANCIAL ASSETS	(33,907,102)	(458,210)	(2,420,172)
NET FINANCIAL ASSETS (DEBT)			
- BEGINNING OF YEAR	<u>3,324,298</u>	<u>3,324,298</u>	<u>5,744,470</u>
NET FINANCIAL ASSETS (DEBT)			
- END OF YEAR	<u>(30,582,804)</u>	<u>2,866,088</u>	<u>3,324,298</u>

TOWN OF DRUMHELLER ~~Agenda Item # 6.2~~

CONSOLIDATED STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2010

	2010 \$	2009 \$
OPERATING ACTIVITIES		
Excess (shortfall) of revenues over expenses	11,808,886	10,804,208
Non-cash items included in excess (shortfall) of revenues over expenses:		
Amortization of tangible capital assets	3,324,930	3,015,395
(Gain) loss on disposal of tangible capital assets	28,040	(25,769)
Non-cash changes to operations (net change):		
Taxes and grants in place of taxes receivable	(174,305)	(70,668)
Trade and other receivables	5,129,830	(5,722,289)
Inventory held for resale	(20,655)	-
Prepaid expenses	(526)	(24,580)
Accounts payable and accrued liabilities	443,421	1,032,797
Inventory for consumption	44,863	(142,892)
Deferred revenue	(5,510,942)	(130,181)
Net cash provided by (used in) operating activities	<u>15,073,542</u>	<u>8,736,021</u>
CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(15,698,203)	(16,091,991)
Proceeds from sale of tangible capital assets	33,800	45,457
Net cash provided by (used in) capital activities	<u>(15,664,403)</u>	<u>(16,046,534)</u>
FINANCING ACTIVITIES		
Debt issued	9,000,000	-
Long-term debt repaid	(280,697)	(185,022)
Net cash provided by (used in) financing activities	<u>8,719,303</u>	<u>(185,022)</u>
INVESTING ACTIVITIES		
Change in long-term investments	(123,654)	(65,127)
Net cash provided by (used in) investing activities	<u>(123,654)</u>	<u>(65,127)</u>
CHANGE IN CASH AND EQUIVALENTS DURING THE YEAR	8,004,788	(7,560,662)
CASH AND CASH EQUIVALENTS		
- BEGINNING OF YEAR	<u>6,543,174</u>	<u>14,103,836</u>
CASH AND CASH EQUIVALENTS		
- END OF YEAR (Note 2)	<u><u>14,547,962</u></u>	<u><u>6,543,174</u></u>

**TOWN OF DRUMHELLER
SCHEDULE 1 - CHANGES IN ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2010**

	Unrestricted Surplus \$	Restricted Surplus \$	Equity in Tangible Capital Assets \$	2010 \$	2009 \$
BALANCE, BEGINNING OF YEAR	<u>542,769</u>	<u>6,996,680</u>	<u>107,162,890</u>	<u>114,702,339</u>	<u>103,898,151</u>
Excess (deficiency) of revenues over expenses	11,808,886	-	-	11,808,886	10,804,208
Unrestricted funds designated for future use	(2,499,945)	2,499,945	-	-	-
Restricted funds used for operations	662,989	(662,983)	-	-	-
Restricted funds used for tangible capital assets	-	(617,154)	617,154	-	-
Current year funds used for tangible capital assets	(6,081,050)	-	6,081,050	9,000,000	-
Capital debased for tangible capital assets	-	-	9,000,000	(9,000,000)	-
Long term debt issued	-	-	(9,000,000)	-	-
Disposal of tangible capital assets	51,841	-	(61,841)	-	-
Amortization expense	3,324,930	-	(3,324,930)	-	-
Long term debt repaid	(280,690)	-	280,690	-	-
Change in accumulated surplus	<u>6,996,940</u>	<u>1,219,808</u>	<u>3,492,130</u>	<u>11,808,886</u>	<u>10,804,208</u>
BALANCE, END OF YEAR	<u>7,539,717</u>	<u>8,216,488</u>	<u>110,755,020</u>	<u>126,511,225</u>	<u>114,702,339</u>

Agenda Item # 6.2

TOWN OF DRUMHELLER

SCHEDULE 2 – SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2010

	Land \$	Land Improvements \$	Buildings \$	Engineered Structures \$	Machinery and Equipment \$	Vehicles \$	2010 \$	2009 \$
BE – BEGINNING OF YEAR	13,066,168	3,974,099	14,970,728	133,545,636	4,571,969	1,348,065	171,083,545	155,447,107
ADDITION OF TANGIBLE CAPITAL ASSETS	-	317,207	-	11,261,851	411,444	333,000	12,329,502	7,169,884
DISPOSAL OF TANGIBLE CAPITAL ASSETS	-	-	3,326,244	48,458	(302,427)	-	(3,002,427)	(455,553)
END OF YEAR	13,066,168	3,692,206	18,302,952	144,855,945	4,580,986	1,881,065	186,479,322	171,083,545
ACCUMULATED AMORTIZATION:								
BE – BEGINNING OF YEAR	-	1,678,582	6,174,823	49,195,618	2,323,512	772,784	60,145,219	57,565,789
ADDITION OF AMORTIZATION	-	164,227	300,480	2,392,516	328,304	139,403	3,324,939	3,015,395
DISPOSAL OF AMORTIZATION ON DISPOSALS	-	-	-	-	(52,250)	(188,336)	(240,586)	(435,865)
END OF YEAR	-	1,842,809	6,475,303	51,588,134	2,599,566	723,851	69,229,663	67,145,319
BOOK VALUE OF TANGIBLE CAPITAL ASSETS	13,066,168	1,849,397	11,827,649	93,267,811	2,081,420	1,157,214	123,249,659	111,938,226
BOOK VALUE OF TANGIBLE CAPITAL ASSETS	13,066,168	1,849,397	11,827,649	74,819,140	2,248,457	775,281	110,938,226	110,938,226

Agenda Item # 6.2

Agenda Item # 6.2

TOWN OF DRUMHELLER

SCHEDULE 3 – PROPERTY AND OTHER TAXES

FOR THE YEAR ENDED DECEMBER 31, 2010

	Budget \$ (Unaudited)	2010 \$	2009 \$
TAXATION			
Real property taxes	8,491,086	8,599,112	8,207,243
Linear property taxes	536,053	536,053	580,497
Special assessments and local improvement taxes	68,735	73,981	69,350
	<u>9,095,874</u>	<u>9,209,146</u>	<u>8,857,090</u>
REQUISITIONS			
Alberta School Foundation Fund	1,954,213	1,954,213	1,961,992
Christ the Redeemer Separate School Division	392,028	392,028	378,099
Sunshine Seniors' Lodge	89,425	128,802	74,157
	<u>2,435,666</u>	<u>2,475,043</u>	<u>2,414,248</u>
NET MUNICIPAL TAXES	<u><u>6,660,208</u></u>	<u><u>6,734,103</u></u>	<u><u>6,442,842</u></u>

TOWN OF DRUMHELLER**Agenda Item # 6.2****SCHEDULE 4 – GOVERNMENT TRANSFERS****FOR THE YEAR ENDED DECEMBER 31, 2010**

	Budget \$ (Unaudited)	2010 \$	2009 \$
TRANSFER FOR OPERATING			
Federal government	2,000	4,000	81,899
Provincial government	737,381	1,106,043	1,028,712
Other local government	-	101	-
	<u>739,381</u>	<u>1,110,144</u>	<u>1,110,611</u>
TRANSFERS FOR CAPITAL			
Provincial government	<u>13,905,311</u>	<u>11,782,295</u>	<u>11,917,110</u>
	<u>13,905,311</u>	<u>11,782,295</u>	<u>11,917,110</u>
TOTAL GOVERNMENT TRANSFERS	<u>14,644,692</u>	<u>12,892,439</u>	<u>13,027,721</u>

SCHEDULE 5 – CONSOLIDATED EXPENSES BY OBJECT**FOR THE YEAR ENDED DECEMBER 31, 2010**

	Budget \$ (Unaudited)	2010 \$	2009 \$
CONSOLIDATED EXPENSES BY OBJECT			
Salaries, wages, and benefits	4,432,178	4,329,621	4,111,289
Contracted and general services	4,925,450	5,092,637	6,256,436
Materials, goods, and utilities	2,050,463	1,839,750	1,724,505
Transfer to local agencies	324,026	341,009	341,190
Transfer to individuals and organizations	2,500	1,000	1,000
Interest on long-term debt	457,981	426,992	193,180
Amortization of Tangible Capital Assets (Note 110)	-	3,324,930	3,015,395
Loss on sale of Tangible Capital Assets	-	36,233	9,993
Other expenditures	<u>65,000</u>	<u>120,451</u>	<u>120,716</u>
	<u>12,257,598</u>	<u>15,512,623</u>	<u>15,773,704</u>

...
TOWN OF DRUMHELLER
Agenda Item # 6.2
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2010

1. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements are the representations of management prepared in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting and Auditing Board of the Canadian Institute of Chartered Accountants.

The financial statements have, in management's opinion, been properly prepared within reasonable limits of materiality and within the framework of significant accounting policies adopted as follows:

a. Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues and expenditures, and changes in financial position of the reporting entity, which comprises all the organizations that are accountable for the administration of their financial affairs and resources to the council and are owned or controlled by the municipality.

The schedule of taxes levied also includes operating requisitions for many educational, health care, social and other external organizations that are not part of the municipal reporting entity. The statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

b. Basis of Accounting

The basis of accounting followed in the financial statement presentation includes revenues in the period in which the transactions or events occurred that gave rise to the revenues. Expenditures are recognized in the period the goods and services are acquired and a liability is incurred with the exception of pension expenditures as disclosed in Note 14.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2010

1. SIGNIFICANT ACCOUNTING POLICIES --(Continued)

c. Use of Estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditure during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from these estimates.

d. Government Transfers

Government transfers are recognized in the financial statements as revenues in the period that the events giving rise to the transfer occurred, providing the transfers are authorized, any eligibility criteria have been met by the municipality, and reasonable estimates of the amounts can be made.

e. Investments

Investments are recorded at cost. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

f. Inventories

Inventories of materials and supplies for consumption are valued at the lower of cost or net realizable value with cost determined by the first-in, first-out method.

Land held for resale is recorded at the lower of cost or net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping and levelling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks and street lighting are recorded as physical assets under their respective function.

g. Requisition Over-levy and Under-levy

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2010

1. SIGNIFICANT ACCOUNTING POLICIES - (Continued)

h. Prepaid Local Improvement Charges

Construction and borrowing costs associated with local improvement projects are recovered through annual special property assessments during the period of the related borrowings. These levies are collectible from property owners for work performed by the municipality.

Where a taxpayer has elected to prepay the outstanding local improvement charges, such amounts are recorded as deferred revenue. Deferred revenue is amortized to revenue on a straight line basis over the remaining term of the related borrowings.

In the event that the prepaid amounts are applied against the related borrowings, the deferred revenue is amortized to revenue by an amount equal to the debt repayment.

i. Cash and Cash Equivalents

Cash and cash equivalents can consist of cash on hand, cash in banks and investments in money market instruments.

TOWN OF DRUMHELLER **Agenda Item # 6.2**

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2010

1. SIGNIFICANT ACCOUNTING POLICIES - Continued

j. Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Assets (Debt) for the year.

(i) Tangible Capital Assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over the estimated useful life as follows:

	YEARS
Land Improvements	10 - 45
Buildings	25 - 50
Engineered structures	
Water system	45 - 75
Wastewater system	45 - 75
Road system	5 - 65
Machinery and equipment	5 - 40
Vehicles	10 - 40

The annual amortization charge in the year of acquisition is 50% of the annual charge. Assets under construction are not amortized until the asset is available for productive use.

(ii) Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

k. Pension Expenditure

The town participates in a multi-employer defined benefit pension plan. The plan is accounted for as a defined contribution plan.

Contributions for current and past service pension benefits are recorded as expenditures in the year in which they become due.

TOWN OF DRUMHELLER
Agenda Item # 6.2
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2010

l. Financial Instruments

A financial instrument is any contract that gives rise to a financial asset of one party and a financial liability or equity instrument of another party.

The municipality's financial instruments consist of cash, accounts receivable, long-term investments, accounts payable and capital leases. It is administration's opinion that the municipality is not exposed to significant interest or currency risks. The fair values approximate their carrying values, unless otherwise noted.

m. Taxes and Grants in Place of Taxes Receivables

Current and arrears taxes and grants in place of taxes receivables consist of current tax levies and tax levies of prior years which remain outstanding at December 31st.

n. Allowances for Operating Assets

Allowances for asset valuations are netted against the related asset. Increases in allowances are recorded as an expenditure while decreases in allowances are recorded as a revenue in the operating fund.

2. CASH AND SHORT TERM INVESTMENTS

	2010	2009
	\$	\$
Cash in banks	1,467,279	525,128
Redeemable Guaranteed Investment Certificate at 0.5%	<u>13,080,683</u>	<u>6,018,046</u>
	<u>14,547,962</u>	<u>6,543,174</u>

Short term investments are those which are redeemable upon demand or term deposits with original maturities of three months or less.

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2010

3. TAXES AND GRANTS IN PLACE OF TAXES RECEIVABLES

	2010	2009
	\$	\$
Current taxes and grants in place of taxes	681,065	522,677
Arrears taxes	397,556	356,639
	<u>1,078,621</u>	<u>879,316</u>
Less: Allowance for uncollectible taxes	<u>197,000</u>	<u>172,000</u>
	<u>881,621</u>	<u>707,316</u>

4. INVESTMENTS

	2010	2009
	\$	\$
Long term bonds, maturing at various dates	2,588,480	2,464,893
Equity in ALARIE	11,618	11,618
Shares	3,240	3,173
Guaranteed Investment Certificate at 1.9% maturing July 2014	<u>36,368</u>	<u>36,608</u>
	<u>2,639,946</u>	<u>2,516,292</u>

5. DEFERRED REVENUE

	2010	2009
	\$	\$
MSI grant	33,556	300,188
MUNI grant	-	87,456
New Deals for Cities and Communities	190,540	752,412
Policing grant and crime education	65,864	65,864
Kneehill Regional Water	1,425,647	1,500,681
Municipal Infrastructure Program	-	5,265,705
Community Facility donations	918,723	167,028
Other	<u>330,397</u>	<u>336,335</u>
	<u>2,964,727</u>	<u>8,475,669</u>

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2010

6. EMPLOYEE BENEFIT OBLIGATIONS

Vacation and Long Service Benefit

The liability is comprised of the vacation that employees are deferring to future years. Employees have either earned the benefits (and are vested) or are entitled to these benefits within the next budgetary year.

7. LONG-TERM DEBT

	2010 \$	2009 \$
Self supported debentures	<u>12,494,639</u>	<u>3,775,336</u>

Principal and interest repayments are as follows:

	Principal \$	Interest \$	Total \$
2011	441,830	554,334	996,164
2012	462,032	534,133	996,165
2013	483,173	512,930	996,103
2014	505,299	490,866	996,165
2015	528,456	467,709	996,165
Thereafter	<u>10,073,849</u>	<u>3,524,669</u>	<u>13,598,518</u>
	<u>12,494,639</u>	<u>6,084,641</u>	<u>18,579,280</u>

Debenture debt is repayable to Alberta Capital Finance Authority and CMHC and bears interest at 4.252% to 7.875% per annum, and mature in periods through 2033. Debenture debt is issued on the credit and security of the municipality at large. Interest on long-term debt totalled \$426,992 in 2010 (2009 - \$193,180).

NOTES TO THE FINANCIAL STATEMENTS**FOR THE YEAR ENDED DECEMBER 31, 2010****8. DEBT LIMITS**

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 for the municipality be disclosed as follows:

	2010 \$	2009 \$
Total debt limit	23,308,821	21,991,203
Total debt	12,494,639	3,775,336
Amount of debt limit unused	<u>10,814,182</u>	<u>18,215,867</u>
Debt servicing limit	3,884,803	3,665,201
Debt servicing	707,690	323,067
Amount of debt servicing limit unused	<u>3,177,113</u>	<u>3,342,134</u>

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

9. AMORTIZATION OF TANGIBLE CAPITAL ASSETS

Amortization is a non-cash expense and has been allocated to the different functions as follows:

	2010 \$	2009 \$
Administration	104,731	97,124
Protective services	111,307	113,177
Transportation services	992,418	979,197
Water and wastewater	1,772,874	1,530,775
Planning and development	96,619	56,075
Recreation and parks	244,436	235,758
Other	2,545	3,289
	<u>3,324,930</u>	<u>3,015,395</u>

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2010

10. EQUITY IN TANGIBLE CAPITAL ASSETS

	2010 \$	2009 \$
Tangible Capital Assets (Schedule 2)	123,249,659	110,938,226
Long-term debt (Note 7)	<u>(12,494,639)</u>	<u>(3,775,336)</u>
	<u>110,755,020</u>	<u>107,162,890</u>

11. RESTRICTED SURPLUS

Council has identified parts of the accumulated surplus for specific future purposes.

	2009 \$	Increases \$	Decreases \$	2010 \$
Ambulance	37,895	-	-	37,895
Management Incentive Fund	33,840	-	-	33,840
Scholarship	36,608	-	-	36,608
Building - long term	523,764	26,407	1,764	548,407
Municipal reserves	2,257	-	-	2,257
Contingencies	1,124,612	75,707	-	1,200,319
Contingency - long term	864,213	43,570	2,911	904,872
Equipment	535,417	287,311	163,030	659,698
Equipment - long term	445,200	22,445	1,499	466,146
Facilities	1,568,444	368,608	240,724	1,696,328
General capital	195,428	308,457	662,336	(158,451)
Land	(120,182)	-	-	(120,182)
Legacy	1,069,057	167,146	-	1,236,203
Offsite	339,036	15,375	-	354,411
Sewer	486,416	444,408	68,568	862,256
Transportation - long term	203,515	39,609	2,646	240,478
Water	<u>(348,840)</u>	<u>709,719</u>	<u>145,476</u>	<u>215,403</u>
Total	<u>6,996,680</u>	<u>2,508,762</u>	<u>1,288,954</u>	<u>8,216,488</u>

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2010

12. ACCUMULATED SURPLUS

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2010	2009
	\$	\$
Unrestricted surplus (deficit)	7,601,558	542,769
Equity in tangible capital assets (Note 10)	110,693,179	107,162,890
Restricted surplus (Note 11)	8,216,488	6,996,680
	<u>126,511,225</u>	<u>114,702,339</u>

13. SALARY & BENEFITS DISCLOSURE

Disclosure of salaries and benefits for elected municipal officials, the chief administrative officer and designated officers as required by Alberta Regulation 313/2000 is as follows:

	2010		2009	
	Salary (1)	Benefits	Total	Total
	\$	\$	\$	\$
Mayor Nimmo, Bryce	22,534	1,058	23,592	26,168
Councillor Bertamini, Karen	15,742	1,164	16,906	20,485
Councillor Berdahl, Andrew	17,173	484	17,657	16,887
Councillor McDonald, Blaine	14,492	2,214	16,706	18,794
Councillor Guidolin, Don	13,992	1,058	15,050	17,612
Mayor/Councillor Yemen, Terry	19,024	751	19,775	17,145
Councillor Shoff, Sharel	17,173	1,358	18,531	17,614
Councillor Zariski, Thomas	3,181	89	3,270	-
Councillor Stanford, Douglas	3,181	222	3,403	-
Councillor Garbutt, W. Joy	3,181	494	3,675	-
Councillor, Hansen-Zacharuk,	3,181	494	3,675	-
Chief Administrative Officer,				
Romanetz, Ray (3)	167,511	7,297	174,808	308,199

(1) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.

(2) Employer's share of all employee benefits and contributions or payments made on behalf of employees including Retirement Pension, Canada Pension, Employment Insurance, Health Care, Extended Health, Vision, Group Life, Accidental Death and Disability, Long and Short Term Disability plans.

(3) Benefits for the CAO include the use of an automobile.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2010

14. LOCAL AUTHORITIES PENSION PLAN

Employees of the Municipality participate in the Local Authorities Pension Plan (LAPP), which is covered by the Alberta Public Sector Pension Plans Act. The Plan serves about 199,849 people and 418 employers. It is financed by employer and employee contributions and investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Municipality is required to make current service contributions to the Plan of 9.49% of pensionable earnings up to the Canada Pension Plan Year's Maximum Pensionable Earnings and 13.13% for the excess.

Employees of the municipality are required to make current service contributions of 8.49% of pensionable salary up to the year's maximum pensionable salary and 12.13% on pensionable salary above this amount.

Total current service contributions by the municipality to the plan in 2010 were \$238,227 (2009 - \$203,033). Total current service contributions by employees to the plan in 2010 were \$216,967 (2009 - \$205,626). At December 31, 2009, the plan disclosed an actuarial deficiency of \$4.0 billion.

15. CONTINGENCIES

The municipality is a member of the Alberta Local Authorities Reciprocal Insurance Exchange. Under the terms of membership, the municipality could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

The municipality is a member of the Drumheller and District Solid Waste Management Association. The municipality may be liable for future site reclamation costs if these costs prove to be in excess of the Association's reserves.

TOWN OF DRUMHELLER Agenda Item # 6.2

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2010

16. FINANCIAL INSTRUMENTS

i) Interest rate risk

The investments have been classified as held to maturity. The Municipality is subject to interest rate risk on its debenture debt as the value can fluctuate as a result of changes in market rates. It is management's opinion that the Municipality is not exposed to significant currency risks arising from these financial instruments. Unless otherwise noted, the fair value of these financial instruments approximates their carrying values.

ii) Credit Risk

The municipality is subject to credit risk with respect to taxes and grants in place of taxes receivable and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the municipality provides services may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

iii) Operating Lines of Credit

At December 31, 2010 the municipality had short-term bank lines of credit aggregating \$ 2,000,000 (2009 - \$2,020,000) of which \$NIL (2009 - \$NIL) had been drawn down. Lines of credit are revolving operating and term facilities that bear interest at the prime less .6%. They are reviewed annually and are secured by a general security agreement.

17. COMPARATIVE AMOUNTS

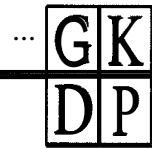
Certain 2009 comparative figures have been reclassified in order to conform with the financial statement presentation for 2010.

18. APPROVAL OF FINANCIAL STATEMENTS

Council and management have approved these financial statements.

19. BUDGET AMOUNTS

Budget figures for the year ended December 31, 2010 were approved by Council on May 25, 2010 and are for information purposes. These amounts have not been audited.



MANAGEMENT LETTER

April 26, 2011

Council
Town of Drumheller
703 - 2nd Avenue West
Drumheller, AB
T0J 0Y3

Dear Sir or Madam ::

The purpose of this report is to **make management aware of deficiencies in the accounting system and internal controls.**

The objectives of internal controls **are to provide reasonable, but not absolute assurance, as to the safeguarding of assets, maintenance of reliable accounting records and compliance with established organization policies.**

The responsibility for internal control **belongs to management. Internal controls can be circumvented by errors resulting from frequent turnover of employees, misunderstandings of instructions, mistakes of judgment, carelessness or collusion. Consequently, our examination would not necessarily disclose all weaknesses in internal controls.**

Our examination was conducted **in order to obtain reasonable assurance that the financial statements are free of material misstatement; it is not designed and cannot necessarily be expected to disclose incidents of fraud and other irregularities. Nevertheless, their discovery might well result from our examination.**

We would like to congratulate your accounting staff on their attention to **accounting procedures and internal controls.**

During the course of our audit for the year ended December 31, 2010 we **did not identify any of the following matters: misstatements, other than trivial errors; fraud; misstatements that may cause future financial statements to be materially misstated; illegal or possibly illegal acts; or significant weaknesses in internal control.**

This communication is **prepared solely for the information of management and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.**

There are certain other areas within the accounting system that have not been examined by us. We will comment on these areas, if necessary.

...

We appreciate the co-operation and assistance of your staff during this audit. Should you require any further information or explanations, please do not hesitate to call.

Agenda Item # 6.2

Yours very truly,

GITZEL KRJCI DAND PETERSON

A handwritten signature in cursive script, appearing to read "E.A. Peterson".

E.A. Peterson, CA

**BEING A BYLAW OF THE TOWN OF DRUMHELLER ESTABLISHING THE
BUSINESS TAX RATE FOR 2011.**

WHEREAS Section 377 of the Municipal Government Act, R.S.A. 2000, as amended, provides that a council that has passed a business tax bylaw must pass a business tax rate bylaw annually: and

WHEREAS, Business Tax Bylaw No. 05.11 has been duly enacted by the Council for the Town of Drumheller.

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

1. This bylaw may be called the "2011 Business Tax Rate Bylaw."
2. That all businesses included in the 2011 Business Assessment Roll be levied a business tax.
3. The 2011 Business Tax Rate be set as follows:

All Businesses: 2% of current business assessment
4. Town of Drumheller Bylaw 15.10 is hereby repealed.
5. This Bylaw takes effect on the date of third reading and final adoption by Council.

READ A FIRST TIME THIS 11th Day of April, 2011.

READ A SECOND TIME THIS 11th Day of April, 2011.

READ A THIRD AND FINAL TIME THIS ____ Day of _____

MAYOR

CHIEF ADMINISTRATIVE OFFICER

BEING A BYLAW OF THE TOWN OF DRUMHELLER, ALBERTA TO
ESTABLISH A JOINT ASSESSMENT REVIEW BOARD.

WHEREAS Section 456 of the *Municipal Government Act*, permits two or more Councils to jointly establish assessment review boards to have jurisdiction in their respective municipalities;

WHEREAS The Member Municipalities agree to establish a Joint Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by taxpayers of a Member Municipality;

WHEREAS Member Municipalities will pay for the costs associated with the establishment, training and operations of the Joint Assessment Review Board and each respective Member Municipality will bear the full costs relative to any complaints or hosting of hearings related to complaints from the local municipality.

NOW THEREFORE This Bylaw authorizes the member municipality to enter into an agreement with other municipalities to establish Joint Assessment Review Boards

COUNCIL OF THE TOWN OF DRUMHELLER ENACTS AS FOLLOWS:

Short Title

- 1 The short title of this Bylaw shall be the "Joint Assessment Review Board Bylaw".

Definitions

- 2 (1) Except as otherwise provided herein, terms in this Bylaw shall have the meanings prescribed in Part 11 of the MGA.

(2) In this bylaw the following terms shall have the meanings shown:

- (a) "Board" means the Joint Assessment Review Board;
- (b) "CARB" means the Composite Assessment Review Board established in accordance with the MGA;

Agenda Item # 8.3.2

- (c) "Citizen-at-large" means a person who does not represent a specific organization;
- (d) "Designated Officer" means the person appointed to carry out the duties and functions of the clerk of the assessment review board as required under section 455 of the *Municipal Government Act*;
- (e) "Elected Official" means a Councillor duly elected by the electors of a respective municipality in compliance with the rules and regulations of the *Local Authorities Election Act*;
- (f) "Hearing" means the act of hosting a formal meeting by an officially constituted body to listen to evidence and pleadings initiated by a complainant;
- (g) "LARB" means the Local Assessment Review Board established in accordance with the MGA;
- (h) "Member" means a member of the Joint Assessment Review Board;
- (i) "MGA" means the *Municipal Government Act of Alberta, RSA 2000, Ch. M-26*, as amended and Regulations passed under that Act;
- (j) "Provincial Member" means a Composite Assessment Review Board member appointed by the Minister;
- (k) "Member Municipality" means those municipalities who enter into an agreement to establish a Joint Assessment Review Board and who enact a bylaw substantially in the form of this bylaw.

Appointment of Board Members

- 3 (1) The Board shall consist of members who shall be Citizens-at-Large or Elected Officials appointed by the respective Member Municipalities.
- (2) In addition, when sitting as the CARB, the Board shall include the provincial member appointed by the Minister.
- (3) Each member municipality should submit a minimum of one eligible person to be available as a Board member.

Agenda Item # 8.3.2**Terms of Appointment**

- 4 (1) Unless otherwise stated, all Members are appointed for three year terms.
- (2) If a vacancy on the Board occurs at any time the Member Municipality must appoint a new person to fill the vacancy for the remainder of that term.
- (3) A Member may be re-appointed to the Board at the expiration of his/her term.
- (4) A Member may resign from the Board at any time on written notice to the Designated Officer to that effect.
- (5) The Member Municipalities may remove a Member at any time on the recommendation of a Designated Officer.

Panels of the Board

- 5 (1) The Board shall sit in panels to hear assessment complaints as the nature of the complaint may permit or require, such panels to consist of:
- (a) three persons selected by the Designated Officer from the Board Members when the panel is acting as a Local Assessment Review Board; or
- (b) two persons selected by the Designated Officer from the Board Members plus one person appointed by the Minister when the panel is acting as a Composite Assessment Review Board; or
- (c) a single member selected by the Designated Officer when the Board is acting as a Single Member Local Assessment Review Board or a Single Member Individual Composite Assessment Review Board.
- (d) where possible, the Designated Officer shall include at least one member from the municipality where the complaint arises on a 3 person panel.
- (2) Each panel shall choose the Chairperson among themselves, provided however that:

- (a) the provincial member must be the Chairperson of a panel sitting as the Composite Assessment Review Board; and
- (b) the provincial member must be the sole member of a panel sitting as a Single Member Composite Assessment Review Board.

Chairperson

- 6 (1) The Chairperson of a panel:
- (a) will preside over and be responsible for the conduct of meetings;
 - (b) may limit a submission if it is determined to be repetitious or in any manner inappropriate; and
 - (c) will vote on matters submitted to the panel unless otherwise disqualified.

Jurisdiction of the Board

- 7 The Board shall have jurisdiction to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by taxpayers of a Member Municipality.

Designated Officer of the Board

- 8 (1) The Designated Officer of the Board shall be a person designated by the Administrator of the municipality where the complaint arises, who shall determine the remuneration of the Designated Officer, or if the Designated Officer is Palliser Regional Municipal Services, the remuneration is in accordance with this bylaw.
- (2) The Designated Officer shall:
- (a) assist the Board in fulfilling its mandate; and
 - (b) coordinate the remuneration and expenses payable to each member of the Assessment Review Board.

Meetings

- 9 (1) Meetings will be held within the municipality where the complaint arises or

at such time and place as determined by the Designated Officer. **Agenda Item # 8.3.2**

- (2) The proceedings and deliberations of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.

Remuneration

- 10 (1) Board Members shall receive honorariums for adjudicating at formally scheduled Hearings. Honorariums shall be awarded by the municipality where the appeal was filed in consideration of reimbursement of regular travel expenses (mileage, meals, etc.) and meeting fees as per the policy of the municipality where the appeal was filed. Guidance to limitations can be derived from the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation.

Quorum and Voting

- 11 (1) The quorum for panels of the Board shall be as established by the MGA, namely:
 - (i) two members of a panel acting as a local assessment review board; and
 - (ii) one citizen-at-large or elected official and the provincial member of a panel acting as a composite assessment review board.
- (2) All Members must vote on all matters before the Board unless a pecuniary interest or a conflict of interest is declared.
- (3) The majority vote of those Members present and voting constitutes the decision of the Board.
- (4) Where a member of a panel absents himself or herself from the proceedings due to a conflict of interest or a pecuniary interest, the Designated Officer shall appoint a replacement member of the panel.

Conflict of Interest

- 12 (1) Where a member of the Board is of the opinion that he or she has a conflict of interest in respect of a matter before the Board, the member may absent himself or herself from

board proceedings while that matter is being discussed, provided that prior to leaving the meeting, the member:

Agenda Item # 8.3.2

- (a) declares a conflict of interest; and
 - (b) describes in general terms the nature of the conflict of interest.
- (2) The Designated Officer shall cause a record to be made in the Minutes of the members' absence and the reasons for it.
- (3) For the purposes of this provision, a member has a conflict of interest in a respect of a matter before the Board when the member is of the opinion that:
- (a) he or she has a personal interest in the matter which would conflict with his or her obligation as a member to fairly consider the issue; or
 - (b) substantial doubt as to the ethical integrity of the member would be raised in the minds of a reasonable observer, if that member were to participate in the consideration of that matter.

Pecuniary Interest

- 13 (1) The pecuniary interest provisions of the MGA apply to all Members of the Board while attending meetings of the Board, as though they were councillors attending meetings of council.
- (2) A Board member who fails to declare a pecuniary interest in a matter before the Board, or fails to absent himself or herself from proceedings dealing with such a matter, ceases to be a member of the Board.

Commencement of Appeals

- 14 (1) A taxpayer may commence an assessment complaint by:
- (a) mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the *'Matters Relating to Assessment Complaints'* regulation and within the time specified in the MGA; and
 - (b) paying the applicable fee as listed in the service fee schedule as amended by Council resolution.

Agenda Item # 8.3.2

Rules of Order

- 15 The Board shall make its own procedural rules, having due regard for the principles of procedural fairness.

Adjournments

- 16 (1) Except in exceptional circumstances as determined by the Board, the Board may not grant postponement or adjournment of a hearing.
- (2) A request for a postponement or an adjournment must be in writing and contain reasons for the postponement or adjournment, as the case may be.
- (3) Subject to the timelines specified in Section 468 of the MGA, if the Board grants a postponement or adjournment of a hearing, the Board must schedule the date, time and location for the Hearing at the time the postponement or adjournment is granted.

Notice of Decisions & Record of Hearing

- 17 (1) After the hearing of a complaint, the Designated Officer shall:
- (a) under direction of the Chairperson, prepare Minutes of the hearing, the decision or order of the board and the reasons for the decision in compliance with the MGA; and
- (b) arrange for the order or decision of the Board to be signed; and distributed in accordance with the requirements under the MGA.
- (2) The Designated Officer will maintain a record of the hearing.

Delegation of Authority

- 18 In accordance with its authority under MGA section 203(1) to delegate power, Council hereby delegates:
- (a) its authority to appoint members of the Joint Assessment Review Board to hear and decide on issues relative to assessment complaints to the Designated Officer.

Reimbursement of Costs

Agenda Item # 8.3.2

- 19 The Member Municipality where the complaint arises shall pay for the administrative costs associated with the operation of the Joint Assessment Review Board. Recovery of costs from Member Municipalities will be as set out in the agreements established.

Severability

- 20 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

Repeal

- 21 Town of Drumheller Bylaw 09.10 is hereby repealed.

In Force

- 22 This bylaw shall come into full force and effect on the day that it is finally passed by Council by giving it third and final reading and it is signed in accordance with the MGA.

READ A FIRST TIME ON THE ____ Day of _____.

READ A SECOND TIME ON THE ____ Day of _____.

READ A THIRD AND FINAL TIME ON THE ____ Day of _____.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

...

Agenda Item # 8.3.2

Dated this ____ day of _____, 2011

Between

**Town of Drumheller
Starland County
Village of Hussar
Village of Standard
Village of Rockyford
Village of Beiseker
('member municipalities')**

AGREEMENT FOR JOINT ASSESSMENT REVIEW BOARD SERVICES

BACKGROUND

- A. The Member Municipalities wish to partner together to create a Joint Assessment Review Board.
- B. The Joint Assessment Review Board shall include a Local Assessment Review Board (LARB) and a Composite Assessment Review Board (CARB).
- C. The Joint Assessment Review Board shall have the jurisdiction to hear assessment complaints from each of the municipalities party to the agreement.

The Parties agree as follows:

1. AGREEMENT

The following schedules form part of this agreement:

Schedule A – List of Member Municipalities

Schedule B – Sample Bylaw

Schedule C - Statement of Work

Schedule D – Member Municipality Fees

2. DEFINITIONS

In this Agreement, unless the context provides otherwise, the following words or phrases shall have the following meanings:

Bylaw 08.11 (Joint Assessment Review Board Agreement) the Member Municipality to assess residents' property.
readings "Assessor" is the person appointed by the Member Municipality to assess residents' property.

- ...
- b. **"CARB"** is Composite Assessment Review Board as defined by the Municipal Government Act;
- c. **"Clerk"** is a municipal staff person or Palliser Regional Municipal Services as appointed by the member municipality administrator to act as the Designated Officer to the Regional Assessment Review Board;
- d. **"Complainant"** is an assessed person or taxpayer of the Member Municipality who files a complaint regarding that person's tax or assessment notice;
- e. **"Hearing"** is the act of hosting a formal meeting by an officially constituted body to listen to evidence and pleadings initiated by a complainant;
- f. **"LARB"** is Local Assessment Review Board as defined by the Municipal Government Act;
- g. **"Member Municipality"** is any municipality listed in Schedule A;
- h. **"Joint Assessment Review Board"** means the Board appointed to hear complaints on tax and assessment notices established in accordance with section 454 and 456 of the Municipal Government Act.

3. MEMBER MUNICIPALITY RESPONSIBILITIES

- 3.1. The Member Municipality shall be entitled to participate in the Joint Assessment Review Board once it passes a Bylaw in the form attached as Schedule B.
- 3.2. The Member Municipality where the complaint was filed shall be responsible for coordination of all procedures in accordance with the Municipal Government Act. If Palliser Regional Municipal Services is utilized to provide the clerk requirements the member municipality shall pay the member fees in consideration for the coordination and services provided by the Clerk on an occurrence basis. The member fees cover coordination and services as defined in Schedule C and D.
- 3.3. In addition to the Member Municipality fees, the Member Municipality will pay additional fees as required for a Merit Hearing, a LARB Hearing and/ or a CARB Hearing. All of the cumulative costs (i.e. Clerk wages, administration, stationery, postage, Board honorariums, subsistence, travel kilometres, meals and lodging) associated with coordinating and staging a Hearing will be borne by the Member Municipality required to summon it.
- 3.4. If legal services are required for a complaint, the cost of the service will be paid by the member municipality required to summon it.

4. CLERK RESPONSIBILITIES

- 4.1 The Clerk will provide services for the Member Municipality as identified in Schedule C.

4.2 The Clerk is responsible for ensuring the Joint Assessment Review Board members have received the required training in accordance with the MGA and regulations.

4.3 The Clerk will keep a record of the complaint in accordance with the MGA and regulations.

4.4 The Clerk will retain paper records such as background information, correspondence, appeal notices and withdrawn appeals for ten (10) years upon receipt of such paper records. However, agendas and minutes are permanent records.

4.5 The Clerk will obtain legal services when required.

4.6 The Clerk will, when required, administer withdrawn appeals in accordance with the Member Municipality's practice.

4.7 The Clerk will, upon receiving an appeal, review the documents for validity and compliance with the MGA and regulations.

4.8 Any other responsibilities as identified in Schedule C or the Municipal Government Act and regulations.

4.9 The Clerk will make every reasonable effort to ensure that personal information that will be or is intended to be used to make a decision in an assessment review is both complete and accurate.

5. TERM

5.1 The term of this Agreement is for three years from the execution date. The term may be extended for another five (5) years in one year increments at the member municipality's sole discretion.

6. PAYMENT OF FEES

6.1 The Member Municipalities agree to pay the associated fees for the services within 30 days of receipt of invoice. Fees are set out in Schedule D.

7. PRIVACY

7.1 The Clerk is subject to the *Freedom of Information and Protection of Privacy Act* (FOIP) and will protect the confidential information provided from unauthorized access or disclosure.

7.2 The Member Municipalities shall ensure that any information of a confidential nature which it provides to the Clerk is clearly marked as such.

8. INFORMATION SHARING

8.1 In order to process reviews for a property tax or assessment notice, the Clerk is authorized to collect the following types of personal information:

.1 Tax Roll #

.2 Legal Address

.3 Civic Address

...
.4 Registered Owner Name(s)

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.5 Registered Owner(s) mailing address and phone number

.6 Assessed Value and Assessment Class of the property under review

.7 Name, address and phone number of Registered Agent for the Owner

8.2 The specific personal information will be collected from the Member Municipality.

8.3 The collection of personal information from a source other than the individual the information is about is authorized by FOIP Section 34(1)(b).

9. TERMINATION OF AGREEMENT

9.1 The Member Municipality may withdraw at any time upon ten (10) days written notice, forfeiting the full amount of any Member Municipality fees paid as well as honouring any outstanding debts owed.

10. DISPUTE RESOLUTION

10.1 All claims, disputes, and other matters arising out of this Agreement or relating to a breach thereof may, upon agreement of both parties, be referred to either:

- .1 Should a Member Municipality identify an issue related to this Agreement that may result in a serious disagreement between the Member Municipalities, the Chief Administrative Officer of that Municipality shall approach the Chief Administrative Officer of the other Municipality to consider the issues and attempt to resolve the disagreement.
- .2 Should the Chief Administrator Officers be unable to resolve the disagreement then the Member Municipalities shall request a joint meeting of the Councils of the Municipalities who shall attempt to resolve the disagreement.
- .3 Should the Councils be unable to resolve the disagreement, the Municipalities could elevate the dispute and move to a more formal and structured resolution process.
- .4 Mediation – voluntary, no risk, non-binding process bringing the parties to a resolution. The mediator will be appointed upon the agreement of both parties; or
- .5 Arbitration – upon the agreement of both parties, be referred to a single arbitrator under the Arbitration Act, and if so referred, the decision of the arbitrator shall be final, conclusive and binding upon the parties. If the parties are not able to agree on an arbitrator, the Alberta Court of Queens Bench shall select one. All costs associated with the appointment of the arbitrator shall be shared equally unless the arbitrator determines otherwise in accordance with the Arbitration Act of Alberta.

- ...
- Agenda Item # 8.3.2**
- 11.1 The Member Municipality agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Clerk, its Officers, Directors and Employees against all damages, liabilities or costs arising out of the property assessment or disputes related to the property assessment.
- 11.2 The Member Municipality is solely responsible for the property assessments and compliance with the outcome of the disputed property assessments.
- 11.3 In the furnishing of any services by the Clerk, the Clerk shall not assume any responsibility, obligations or duties in respect to the services.

12. NOTICES

- 12.1 Any notices or other correspondence required to be given to an opposite party shall be deemed to be adequately given if delivered to the Member Municipality at:

Town of Drumheller 703 2nd Avenue West Drumheller, Alberta T0J 0Y3

Starland County P.O. Box 249 Morrin, Alberta T0J 2B0

Village of Rockyford P.O. Box 294 Rockyford, Alberta T0J 2R0

Village of Standard P.O. Box 249 Standard, Alberta T0J 3G0

Village of Hussar P.O. Box 100 Hussar, Alberta T0J 1S0

Village of Beiseker P.O. Box 349 Beiseker, Alberta T0M 0J0

13. FORCE MAJEURE

- 13.1 Each party reserves the right, at its option, either to suspend or cancel this Agreement, in whole or in part, at any time, without incurring any costs or damages whatsoever, where such suspension or cancellation is caused by force majeure, including, but not limited to, acts of God, the public enemy of the government, strikes or other labour disputes, fires, floods, freight embargoes, unusually severe weather or other contingencies beyond the control of either party.

14. SINGULAR AND MASCULINE

- 14.1 Words importing the singular number shall include the plural number and vice versa and words importing one gender only in this Agreement shall include all genders and words importing parties or persons in this Agreement shall include individuals, partnerships, corporations, and other entities, legal or otherwise.

15. GOVERNING LAW

- 15.1 This Agreement shall be deemed to have been made in accordance with the laws of the Province of Alberta except the International Sale of Goods Act, which is specifically excluded. The Courts of Alberta shall have sole and exclusive jurisdiction over any dispute or lawsuit between the parties.

16. **INTERPRETATION**

Agenda Item # 8.3.2

16.1 The headings in the Agreement are for ease of reference only and shall not affect the meaning or the interpretation of this Agreement.

17. **SUCCESSORS**

17.1 This Agreement shall inure to the benefit of and be binding upon the Parties and, except as herein before provided, the successors and assigns thereof.

18. **ENTIRE AGREEMENT**

18.1 This Agreement is the whole agreement between the parties and may not be modified, changed, amended or waived except by signed written agreement of the parties.

19. **COUNTERPART**

19.1 This Agreement may be executed in any number of counterparts by the parties. All counterparts so executed shall have the same effect as if all parties actually had joined in executing one and the same document.

The parties to this Agreement have affixed their corporate seals signed by the hands of their proper officers.

Town of Drumheller Mayor

Town of Drumheller Administrator

Starland County Reeve

Starland County Administrator

Village of Hussar Mayor

Village of Hussar Administrator

...
Village of Standard Mayor

Village of Standard Administrator
Agenda Item # 8.3.2

Village of Rockyford Mayor

Village of Rockyford Administrator

Village of Beiseker Mayor

Village of Beiseker Administrator

LIST OF MEMBER MUNICIPALITIES

Town of Drumheller 703 2nd Avenue West Drumheller, Alberta T0J 0Y3

Starland County P.O. Box 249 Morrin, Alberta T0J 2B0

Village of Rockyford P.O. Box 294 Rockyford, Alberta T0J 2R0

Village of Standard P.O. Box 249 Standard, Alberta T0J 3G0

Village of Hussar P.O. Box 100 Hussar, Alberta T0J 1S0

Village of Beiseker P.O. Box 349 Beiseker, Alberta T0M 0J0

SAMPLE BY-LAW

BYLAW NO. XXXX

Being a bylaw of (local authority), Alberta to establish a Joint Assessment Review Board.

WHEREAS Section 456 of the *Municipal Government Act*, permits two or more Councils to jointly establish assessment review boards to have jurisdiction in their respective municipalities;

WHEREAS The Member Municipalities agree to establish a Joint Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by taxpayers of a Member Municipality;

WHEREAS Member Municipalities will pay for the costs associated with the establishment, training and operations of the Joint Assessment Review Board and each respective Member Municipality will bear the full costs relative to any complaints or hosting of hearings related to complaints from the local municipality.

NOW THEREFORE This Bylaw authorizes the member municipality to enter into an agreement with other municipalities to establish Joint Assessment Review Boards

COUNCIL OF THE (local authority) ENACTS AS FOLLOWS:

Short Title

1 The short title of this Bylaw shall be the "Joint Assessment Review Board Bylaw".

Definitions

2 (1) Except as otherwise provided herein, terms in this Bylaw shall have the meanings prescribed in Part 11 of the MGA.

(2) In this bylaw the following terms shall have the meanings shown:

(a) "Board" means the Joint Assessment Review Board;

(b) "CARB" means the Composite Assessment Review Board established in accordance with the MGA;

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- (d) "Designated Officer" means the person appointed to carry out the duties and functions of the clerk of the assessment review board as required under section 455 of the *Municipal Government Act*;
- (e) "Elected Official" means a Councillor duly elected by the electors of a respective municipality in compliance with the rules and regulations of the *Local Authorities Election Act*;
- (f) "Hearing" means the act of hosting a formal meeting by an officially constituted body to listen to evidence and pleadings initiated by a complainant;
- (g) "LARB" means the Local Assessment Review Board established in accordance with the MGA;
- (h) "Member" means a member of the Joint Assessment Review Board;
- (i) "MGA" means the *Municipal Government Act of Alberta, RSA 2000, Ch. M-26*, as amended and Regulations passed under that Act;
- (j) "Provincial Member" means a Composite Assessment Review Board member appointed by the Minister;
- (k) "Member Municipality" means those municipalities who enter into an agreement to establish a Joint Assessment Review Board and who enact a bylaw substantially in the form of this bylaw.

Appointment of Board Members

- 3 (1) The Board shall consist of members who shall be Citizens-at-Large or Elected Officials appointed by the respective Member Municipalities.
- (2) In addition, when sitting as the CARB, the Board shall include the provincial member appointed by the Minister.
- (3) Each member municipality should submit a minimum of one eligible person to be available as a Board member.

Terms of Appointment

- 4 (1) Unless otherwise stated, all Members are appointed for three year terms.
- (2) If a vacancy on the Board occurs at any time the Member Municipality must appoint a new person to fill the vacancy for the remainder of that term.

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- (4) A Member may resign from the Board at any time on written notice to the Designated Officer to that effect.
- (5) The Member Municipalities may remove a Member at any time on the recommendation of a Designated Officer.

Panels of the Board

- 5 (1) The Board shall sit in panels to hear assessment complaints as the nature of the complaint may permit or require, such panels to consist of:
- (a) three persons selected by the Designated Officer from the Board Members when the panel is acting as a Local Assessment Review Board; or
 - (b) two persons selected by the Designated Officer from the Board Members plus one person appointed by the Minister when the panel is acting as a Composite Assessment Review Board; or
 - (c) a single member selected by the Designated Officer when the Board is acting as a Single Member Local Assessment Review Board or a Single Member Individual Composite Assessment Review Board.
 - (d) where possible, the Designated Officer shall include at least one member from the municipality where the complaint arises on a 3 person panel.
- (2) Each panel shall choose the Chairperson among themselves, provided however that:
- (a) the provincial member must be the Chairperson of a panel sitting as the Composite Assessment Review Board; and
 - (b) the provincial member must be the sole member of a panel sitting as a Single Member Composite Assessment Review Board.

Chairperson

- (1) The Chairperson of a panel:
- (a) will preside over and be responsible for the conduct of meetings;
 - (b) may limit a submission if it is determined to be repetitious or in any manner inappropriate; and
 - (c) will vote on matters submitted to the panel unless otherwise disqualified.

Jurisdiction of the Board

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- 7 The Board shall have jurisdiction to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by taxpayers of a Member Municipality.

Designated Officer of the Board

- 8 (1) The Designated Officer of the Board shall be a person designated by the Administrator of the municipality where the complaint arises, who shall determine the remuneration of the Designated Officer, or if the Designated Officer is Palliser Regional Municipal Services, the remuneration is in accordance with this bylaw.
- (2) The Designated Officer shall:
- (a) assist the Board in fulfilling its mandate; and
 - (b) coordinate the remuneration and expenses payable to each member of the Assessment Review Board.

Meetings

- 9 (1) Meetings will be held within the municipality where the complaint arises or at such time and place as determined by the Designated Officer.
- (2) The proceedings and deliberations of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act*.

Remuneration

- 10 (1) Board Members shall receive honorariums for adjudicating at formally scheduled Hearings. Honorariums shall be awarded by the municipality where the appeal was filed in consideration of reimbursement of regular travel expenses (mileage, meals, etc.) and meeting fees as per the policy of the municipality where the appeal was filed. Guidance to limitations can be derived from the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation.

Quorum and Voting

- 11 (1) The quorum for panels of the Board shall be as established by the MGA, namely:
- (i) two members of a panel acting as a local assessment review board; and
 - (ii) one citizen at large or elected official and the provincial member of a panel acting as a composite assessment review board.

- ...
- Agenda Item # 8.3.2**
- (2) All Members must vote on all matters before the Board if a conflict of interest or a conflict of interest is declared.
 - (3) The majority vote of those Members present and voting constitutes the decision of the Board.
 - (4) Where a member of a panel absents himself or herself from the proceedings due to a conflict of interest or a pecuniary interest, the Designated Officer shall appoint a replacement member of the panel.

Conflict of Interest

- 12 (1) Where a member of the Board is of the opinion that he or she has a conflict of interest in respect of a matter before the Board, the member may absent himself or herself from board proceedings while that matter is being discussed, provided that prior to leaving the meeting, the member:
- (a) declares a conflict of interest; and
 - (b) describes in general terms the nature of the conflict of interest.
- (2) The Designated Officer shall cause a record to be made in the Minutes of the members' absence and the reasons for it.
- (3) For the purposes of this provision, a member has a conflict of interest in a respect of a matter before the Board when the member is of the opinion that:
- (a) he or she has a personal interest in the matter which would conflict with his or her obligation as a member to fairly consider the issue; or
 - (b) substantial doubt as to the ethical integrity of the member would be raised in the minds of a reasonable observer, if that member were to participate in the consideration of that matter.

Pecuniary Interest

- 13 (1) The pecuniary interest provisions of the MGA apply to all Members of the Board while attending meetings of the Board, as though they were councillors attending meetings of council.
- (2) A Board member who fails to declare a pecuniary interest in a matter before the Board, or fails to absent himself or herself from proceedings dealing with such a matter, ceases to be a member of the Board.

Commencement of Appeals

- 14 (1) A taxpayer may commence an assessment complaint by:
- Bylaw 08.11 (Joint Assessment Review Board Agreement) - 1998
readings
- Page 67 of 90

- Agenda Item # 8.3.2**
- (a) mailing or delivering to the address specified in the assessment or tax notice a complaint in the form set out in the 'Matters Relating to Assessment Complaints' regulation and within the time specified in the MGA; and
- (b) paying the applicable fee as listed below:

Category of Complaint	Complaint Fee
Residential 3 or fewer dwellings and farm land	\$50.00
Residential 4 or more dwellings	\$650.00
Non-residential	\$650.00
Business Tax	\$50.00
Tax Notices (other than business tax)	\$30.00
Linear property-power generation	\$650.00 per facility
Linear Property - other	\$50.00 per LPAUID*
Equalized assessment	\$650.00

*Linear Property Assessment Unit Identification

Rules of Order

- 15 The Board shall make its own procedural rules, having due regard for the principles of procedural fairness.

Adjournments

- 16 (1) Except in exceptional circumstances as determined by the Board, the Board may not grant postponement or adjournment of a hearing.
- (2) A request for a postponement or an adjournment must be in writing and contain reasons for the postponement or adjournment, as the case may be.
- (3) Subject to the timelines specified in Section 468 of the MGA, if the Board grants a postponement or adjournment of a hearing, the Board must schedule the date, time and location for the Hearing at the time the postponement or adjournment is granted.

Notice of Decisions & Record of Hearing

- 17 (1) After the hearing of a complaint, the Designated Officer shall:
- (a) under direction of the Chairperson, prepare Minutes of the hearing, the decision or order of the board and the reasons for the decision in compliance with the MGA; and
- (b) arrange for the order or decision of the Board to be signed, and distributed in accordance with the requirements under the MGA.

(2) The Designated Officer will maintain a record of all complaints. **Agenda Item # 8.3.2**

Delegation of Authority

18 In accordance with its authority under MGA section 203(1) to delegate power, Council hereby delegates:

- (a) its authority to appoint members of the Joint Assessment Review Board to hear and decide on issues relative to assessment complaints to the Designated Officer.

Reimbursement of Costs

19 The Member Municipality where the complaint arises shall pay for the administrative costs associated with the operation of the Joint Assessment Review Board. Recovery of costs from Member Municipalities will be as set out in the agreements established.

Severability

20 If any portion of this by-law is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the by-law is deemed valid.

Repeal

21 By-Law #????, the ????? By-Law, is repealed. (Any existing ARB Bylaw within the municipality)

In Force

22 This by-law shall come into full force and effect on the day that it is finally passed by Council by giving it third and final reading and it is signed in accordance with the MGA.

RECEIVED FIRST READING THIS
DAY OF _____, A.D. 2011
IN THE (MUNICIPALITY), IN THE
PROVINCE OF ALBERTA

* _____
*REEVE/ MAYOR
* _____
*ADMINISTRATOR

RECEIVED SECOND READING THIS
DAY OF _____, AD 2011
PROVINCE OF ALBERTA
IN THE (MUNICIPALITY),, IN THE
PROVINCE OF ALBERTA

* _____
* REEVE/ MAYOR
* _____
*ADMINISTRATOR

RECEIVED THIRD AND FINAL
READING THIS DAY OF _____, A.D. 2011. IN THE (MUNICIPALITY).
Bylaw 0811 Joint Assessment Review Board Agreement) - three

* REEVE/ MAYOR

...
IN THE PROVINCE OF ALBERTA

*
*ADMINISTRATOR

Agenda Item # 8.3.2

Agenda Item # 8.3.2

Schedule C STATEMENT OF WORK CLERK RESPONSIBILITIES

A = assessor from member municipality

C = Clerk for Joint ARB (municipality where complaint is filed)

C	RECEIPT OF COMPLAINT
C	✓ collect fee
C	✓ review appeal for validity / compliance with legislation
C	✓ open file & send to assessor and clerk
	INITIAL STAGES
A / C	✓ preliminary discussions & disclosure of information occurs between complainant and assessor
A / C	✓ assessor advises clerk if matter is resolved or proceeding to appeal
C	✓ if resolved, the clerk administers withdraw in accordance with local practice
C	✓ if proceeding, clerk forwards copy of all appeal documents
C	✓ clerk will determine hearing location preference
C	CONFIRMATION OF RECEIPT OF COMPLAINT
C	✓ review complaint for type / validity / compliance with legislation
C	✓ determine if issue exists for merit hearing
C	ASSIGNMENT OF RESOURCES
C	✓ open file / identify all parties involved
C	✓ assign administrative support and board members
C	✓ establish hearing date, schedule facility, board members
C	SEND NOTICE OF HEARING TO COMPLAINANT
C	✓ copies to assessor & Minister (if CARB)
C	✓ copies if necessary to property owner, agent, lessee etc.
C	DISCLOSURE
C/A	✓ complainant provides 1 st disclosure to clerk and assessor
C	✓ clerk date stamps submission and provides 1 electronic and 6 paper copies
C/A	✓ assessor submits response to clerk and complainant
C	✓ clerk date stamps assessors submission
C	✓ complainant provides rebuttal to clerk and assessor
C	✓ clerk date stamps submission and provides 1 electronic and 6 paper copies
C	AGENDA
C	✓ clerk verifies all disclosure
C	✓ clerk verifies attendance of all parties
C	✓ clerk will produce agenda packages & provide six copies at

...	the hearing	Agenda Item # 8.3.2
C	✓ clerk will liaise with the Board and provide all materials necessary – including legislation	
C	✓ clerk will prepare templates for minutes and decisions of the Board	
C	APPEAL HEARING	
C	✓ clerk will attend hearing and produce minutes that identify all issues presented to the board	
C	✓ clerk will attend deliberations and produce a decision from the Board that identifies all issues, arguments, reasons for the decision (including both conformist and dissenting reasons)	
C	SEND NOTICE OF DECISION TO COMPLAINANT	
C	✓ copies to assistant clerk, assessor & Minister (if CARB)	
C	✓ copies if necessary to property owner, agent, lessee etc.	
C	REPORTING	
C	✓ clerk will provide a reporting package of the appeal which includes:	
C	✓ copy of hearing minutes	
C	✓ statistics (where necessary)	
C	✓ feedback form to establish best practices and service standards for quality control	
C	✓ clerk will compile and retain a record of the hearing in accordance with the regulations	
	HEARING OR APPEAL RECONCILIATION	
C	✓ Clerk will keep track of their time devoted to each respective municipality's appeals and record separately	
C	✓ Clerk will gather and collect all receipts or expense vouchers from panel members for disbursements or expenses such as travel kilometers, meals and lodging	
C	✓ Clerk will validate and recommend authorization and forward these expenses to be paid by the local municipality where the complaint arises directly to the respective panel members within a reasonably accepted time frame	
C	✓ Where Palliser Regional Municipal Services has acted as the clerk, the agency will tabulate the net costs for a municipality to engage in an appeal or hearing and invoice the respective municipality accordingly	
C	✓ Clerk will follow these procedures on a case by case and occurrence basis for training or whatever administrative, coordination and operational work was engaged	

Schedule D

Member Municipality Fees

1. Board Administration

Associated costs and expenses for training and education (i.e. training costs, honorariums, subsistence, travel, meals and lodging) related to the Joint Assessment Review Board Clerk and Members, shall be paid by the Member Municipality for those clerks and members trained in that municipality.

2. Cost of Administering & Hearing Complaints

Associated costs and expenses (i.e. honorariums, subsistence, travel, meals and lodging) related to the Joint Assessment Review Board Clerk and Members involved in a complaint or scheduled Hearing shall be solely borne by the respective Member Municipality whose jurisdiction was involved, plus any fees imposed for a Provincial Member to attend.

3. Regional Assessment Review Board Clerk Fees

The Member Municipality involved in a complaint process or Hearing shall pay the fees listed above and where the member municipality requires the services of a clerk, Palliser regional Municipal Services will provide those services at an hourly rate of thirty dollars (\$30.00) per hour for the Clerk to assist them as well as coordinate all of the duties, tasks, roles and responsibilities involved in performing the function of Designated Officer to the Joint Assessment Review Board.

4. Remuneration and Subsistence

Board Members shall receive honorariums for adjudicating at formally scheduled Hearings. Honorariums shall be awarded by the municipality where the appeal was filed in consideration of reimbursement of regular travel expenses (mileage, meals, etc.) and meeting fees as per the policy of the municipality where the appeal was filed. Guidance to limitations can be derived from the most current published Alberta Government Public Service Subsistence, Travel and Moving Expenses regulation.



QUARTERLY REPORT

Name:	R.M. Romanetz, P. Eng.	Month:	January to March 2011
-------	------------------------	--------	-----------------------

Last Quarter's Accomplishments:

- **Mayor and Council:**

- On January 4th, Administration requested Council's direction on whether the ski hill land should be sold. Council passed a motion for the Town to enter into a lease agreement with the Drumheller Valley Ski Club (1997) to expire on April 30, 2011 with no option to purchase the Town owned land.
- On January 10th, Linda Digby presented a monologue depicting J.F. Moody's character and the political problems in the mines as a prelude to their upcoming 100 Years of Coal Mining in the Valley celebrations.
- On January 10th, Council reviewed the cost service levels for snow removal for Nacmine and East Coulee.
- On January 17th, Bylaw 02.11 being the Utility Rate Bylaw received first reading, second and third readings were given on January 31st.
- CAO and Directors' Quarterly Reports were presented to Council on January 17th.
- On January 24th, Council heard a presentation from Bernie Gold, Director of Retirement Services, AMSC Pensions.
- On January 24th, Consultants from Stantec provided an overview of the water discoloration issues.
- On January 24th, Council heard Administration's Report on how the Town can provide assist to Communities in Bloom.
- On January 24th, Council directed Administration to prepare a report on the Humane Society in relation to cat registration, establishment of a joint kennel, and partnership on future animal care matters.
- On January 24th, Councillor L. Hansen-Zacharuk provided an update on the Drumheller Ag Society's activities.
- Development Officer, Cindy Woods presented the 2010 Building Stats to Council on January 31st.
- On January 31st, Councillor S. Shoff provided an overview on the activities of the following Committees: Municipal Planning Commission; Community Futures and Economic Development Task Force.
- On February 7th, Consultants from Malone Given Parsons, ITRANS and Reid Marketing Planning presented the Tourism Master Plan.
- On February 14th, Bryce Nimmo presented an overview of the Canadian Badlands Limited Board of Directors' meeting held on February 3rd.
- On February 14th, Council passed a motion to close a portion of unused, undeveloped streets and lanes to public travel (Hillsview Phase 2).
- On February 22nd, Brad Wiebe, CEO/Director of Planning, PRMS provided an overview of their services and Land Use Planning in Alberta.

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- On February 28th, Mayor T. Yemen provided an overview of the meeting with Hon. Jack Hayden, the CAO and himself held on February 18th.
- Council heard a presentation from Chris Marion, Badlands Community Gardens Society on the proposed Heritage Garden at Munchie Park (Petro Canada Park) on February 28th.
- Council heard a presentation from EMS Coordinator Bruce Coad, Badlands Ambulance Services Society on their operations on February 28th.
- Council heard a presentation from Jon Ohlhauser, President and Jordan Webber, Community Futures on the Hope Health Initiative on February 28th.
- On February 28th, Council approved the Town's 2011 Operating Budget (as amended) and the 2011 Capital budget as presented.
- Council held their annual retreat on March 3rd and 4th facilitated by Wayne Hove.
- At a Special Council Meeting held on March 7th, Council approved the Memorandum of Agreement between the Town of Drumheller and CUPE Local 135 dated February 23rd, 2011 and the Memorandum of Agreement between the Town of Drumheller and CUPE Local 4604 dated March 2nd, 2011 for the term January 1, 2011 to December 31, 2012.
- On March 7th, Councillor T. Zariski provided an overview of the operating deficit the Drumheller and District Seniors Foundation will be facing now and in the future years.
- On March 7th, Council held a discussion on the 72 hours parking rule under the Traffic Bylaw.
- On March 7th, Councillor J. Garbutt provided an update on the Taxi Commission meeting held on March 3, 2011.
- On March 14th, Council passed a motion that authorizes the Town to participate in an application for the Regional Bylaw Enforcement Services Study Project (submitted by PRMS).
- On March 14th, Council directed Administration to review the market value of Central School once the appraisal is done as well as the assessment of the dollars needed to be put into the building. A report to be provided to Council.
- Following a presentation to the Badlands Community Facility Steering Committee from Mike Roma – RC Strategies and Roger Smolnicky – Leduc's Recreation Centre Director which took place on March 9th, Council passed a motion on March 14th to move forward with a municipally operated fitness centre in the Badlands Community Facility and authorized Administration to move forward with all necessary steps to support the future municipal operation of the fitness areas within the BCF.
- On March 21st, Mayor provided an overview of the Boom Town Trail Convention held on March 18th that he and Ray Telford attended.
- On March 21st, Councillor J. Garbutt provided an overview of the Drumheller Housing Administration meeting.
- On March 21st, Councillor T. Zariski provided an overview of the Seniors Housing Conference held in Edmonton on March 16th – 18th. Council directed Administration to invite Kathy Smoliak, Seniors Coordinator to a Council Committee Meeting to provide an overview of the Seniors Program.
- On March 21st, Councillor T. Zariski directed Administration to invite the Newcastle Recreation Association to a Council Meeting to discuss a resolution on the needs of their hall.
- The Elected Officials Remuneration Task Force presented their report to Council on March 28th.
- On March 28th, Council hear a presentation from Elim Pentecostal Church on their intentions to either purchase the former St. Anthony's school or the former Central School in order to meet the growth demands of their church and also meet the needs of the community.
- On March 28th, Council approved the rental rates for the conference, meeting and major events in the Badlands Community Facility.

- On March 28th, Council adopted the Tourism Master Plan and authorized the existing Drumheller Valley Buying Group to facilitate the first steps in the implementation of the Tourism Master

Agenda Item # 9.1

- On March 28th, Councillor L. Hansen-Zacharuk provided a report on the Drumheller Public Library's activities.
- On March 28th, Councillor S. Shoff provided a report on the operations of Community Futures.

2011 Strategic Business Plan as set in March, 2011 - Corporate Priorities:

IMPLEMENTATION OF MUNICIPAL SUSTAINABILITY PLAN

The MSP which was adopted by Council on September 27th, 2010 will be reviewed annually to ensure it meets the needs of the community into the long term. A staff member will be assigned to meet with community groups to discuss an implementation plan of the recommendations and to clarify expectations as may be required (the Province is preparing an implementation template to assist with the process).

TOURISM MASTER PLAN

The Tourism Master Plan was adopted by Council on March 28th, 2011 and authorized the existing Drumheller Valley Buying Group to facilitate the first steps in the implementation of the Tourism Master Plan and report to Council on progress quarterly.

FOCUS ON AESTHETICS' ENFORCEMENT

Community Enforcement Work Plan presented to Council at their Committee Meeting of April 4th, 2011. Areas of Focus: property protection, regulation and matters of public safety. The spring and summer work schedule includes unsightly premises, weeds, animal control, RV parking, parking, road infrastructure protection, weights and dimensions, etc. In addition to being proactive and reactive, the enforcement process will include progressive enforcement which is an approach that seeks to change negative behavior (or actions) in favour of improving the current circumstances.

CAPITAL FINANCING STRATEGY

Council to review the Capital Financing Strategy within the next few months.

DRUMHELLER FEASIBILITY TRANSIT STUDY

Council needs to review the Transit Feasibility Study and set direction.

BADLANDS COMMUNITY FACILITY PROJECT MANAGEMENT

- On March 9th, 2011, Council and the BCF SC heard a presentation from Mike Roma – RC Strategies and Roger Smolnick – Leduc's Recreation Centre Director. The consultants provided information on the benefits of a municipally run facility which outweighed the lease option. Council at their meeting of March 14th, moved that the BCF fitness centre be municipally run and authorized Administration to move forward with all necessary steps to support the future municipal operation of the fitness areas within the BCF.
- On March 28th, Council approved the rental rates for the conference, meeting and major events in the Badlands Community Facility.
- David Edmunds, GEC provided a detailed update on the construction schedule to the BCF SC as recorded in the minutes of April 6th, 2011.
- MPE and Knibb will complete the remainder of the storm water work by June 15th. The parking lot base and pavement along with the concrete work will be tendered by GEC shortly. The road on the east side is included in the SIP.

LANDFILL OPERATIONS

- All balers have been purchased and installed and are working properly.
- The Rural Regional Recycling program is progressing and all newsprint bins have been delivered CAO's quarterly since the inception of the program.
- The Annual Spring Cleanup is scheduled for May 2nd through to the 12th which will see Town crews collecting the larger bulkier items to be delivered to the landfill.

Agenda Item # 9.1

- The Annual Toxic Waste Roundup will be held this year during the same time as the spring cleanup. All residents will be encouraged to bring their household toxic wastes to the landfill for proper disposal or recycling during the annual spring clean up.

Seminars / Meetings Attended:

Bohemia Group – Jan. 4th, Mar. 22nd
Utility Rates – Jan. 7th, 10th
Emergency Management – Jan. 11th
BCF Steering Committee – Jan. 12th, Jan. 26th, Feb. 9th, Feb. 23rd, Mar. 9th
Budget Review – Jan. 13th
Ski Hill – Jan. 14th, Jan. 24th
Red Deer River Municipal Users Group – January 20th
Superior Safety Codes – Jan. 20th, Feb. 1st
CN Rail – Jan. 28th
Emergency Trends (Brownlee LPP, Calgary) – Feb. 3rd
WW Plant Tour – Feb. 4th
Alberta Transportation – Feb. 8th
Greengate Power Corporation – Feb. 11th
DDSWMA (Solid Waste) – Feb. 17th
MLA Jack Hayden – Feb. 18th
Project Team with GEC – Mar. 3rd; Mar. 31st
2011 Strategic Business Plan (Annual Retreat scheduled for Mar 3rd @ 4:00 PM and Mar 4th full day)
Disaster Services Meeting – Mar. 10th
CAO / Mayor of Hanna – Mar. 11th
CAO / Councillor of Kneehill County – Mar. 15th
ATCO – Mar. 14th, Mar. 25th
Road Data – Mar. 14th
LGAA – Mar. 16th & 17th
Municipal Law Seminar – Mar. 18th
Village of Acme Transfer Station – Mar. 23rd
Shaw Cable – Mar. 29th
Sunshine Lodge – Mar. 29th
Bob Sheddy (various dates)
Ski Hill Legal Matter (various dates)
Citizens Advisory Committee (Institution) - monthly
BCF Construction Meetings - every second Wed.
Other Construction Projects Meetings (as required)
Union Negotiations (various dates)
Other Meetings include - Various Land Matters / Development / Legal Matters

Upcoming Seminars / Meetings

Signing of CUPE Collective Agreements – April 27th
Municipal Administration Leadership Workshop – May 17th – 20th
Canadian Association of Municipal Administrators – May 29th – June 2nd
Federation of Canadian Municipalities – June 3rd - 6th

Outstanding Issues for the Next Quarter:

Water Plant Upgrades
Upgrades to Wastewater East Coulee
Capital Financing Strategy
CAO's Quarterly Report to March 31, 2011
BCF – Kitchen Design Tender



2011 Infrastructure Quarterly Report

Name :	Allan Kendrick	Month:	
	Director of Infrastructure Services	Jan 1 st – March 31 st	1 st Quarter

Last Quarter's Accomplishments:

Human Resources:

- Hired new Equipment Operator I
- Hired new Facility Attendant In Training

Facilities:

- Ongoing HVAC maintenance – all facilities
- Regular arena scheduling and ice maintenance
- Infrared inspections of electrical
- OH&S compliance issue resolutions
- Suspension Bridge repairs as a follow-up to engineering report
- Marquee board service and repairs
- Pump and motor service
- Automated Control Issues
- Facilities – change out lights and ballasts
- Inventory order and supplies
- Arena provincials
- Arena – exterior flooding
- Arena – roof inspections and repairs
- Ladder Audit
- Development of work procedures
- Facilities – roof scupper clearing
- Aquaplex – Boiler control issues
- Mechanical freeze up issues
- Aquaplex – replumbing of public washrooms because of freeze up issues
- Safety training
- Arena/Aquaplex – Pressure relief valves
- Arena – door repairs
- Arena – replace glass
- Arena – Boiler repairs
- Zamboni repairs
- Civic Centre – Humidifier repairs
- Aquaplex – Humidifier repairs
- Cabinet repairs
- RCM – Isolation valves, plumbing repairs

- Firehall – MUA repairs
- RCMP – Valve for men's shower
- Aquaplex – New boiler loop installation

Agenda Item # 9.2

Water:

- Cleaned #1 and #2 settling tanks, installed new drain valve
- Box and rod service valves replaced at various locations
- Waterbreak stock order
- Waterbreak repairs at 16th Street E, 2nd Ave W, 3 Street SW, and 12th Ave SE
- Daily lab testing
- Ordered bulk treatment chemicals
- Routine lift station rounds
- New Neptune Meter Pilot Program initiated
- Year ends for the diverted and water use
- SCBA training and fit testing for staff
- Working with AENV on diversion license
- AWWOA annual conference
- Locates
- 104 works orders (81 TWACS errors)
- Hydrant repairs

Wastewater:

- Year ends for East Coulee Wastewater Treatment
- Installed frames and cover on STP primary clarifier
- Dealing with ongoing deficiencies list with Stantec and Graham for the STP upgrade
- Worked with Stantec programmer for new STP programming issues
- Monthly sewer flushing of problem lines
- Thawed frozen sewer lines – Various locations
- Bi-Weekly Hydrovac at East Coulee Lift Station (old pumps cannot handle accumulated rags)
- Backed up sewer line from restaurants on Hwy #9 south (grease issues)

Operations:

- Cemetery burials
- Routine Equipment Operator cleaning and greasing of equipment
- Updated MSDS information sheets
- Decorative light repairs
- Removed Christmas decorations
- Routine fleet maintenance and servicing
- Garbage pickup weekly at town sites
- Annual Fire Extinguisher Inspections and Maintenance
- Recertification training for weed and mosquito control
- Tree pruning
- Seasonal safety materials order
- Power activated tool training

... **Roads**

Agenda Item # 9.2

- Snow removal and ice control
- Steaming Wayne culvert bi-weekly
- Drainage re-routing for Drumheller Inn waterbreak
- Stockpiled gravel at Town Shop
- Sign repairs various locations
- Thawing frozen culverts and catch basins
- Sweeping sidewalks for snow removal
- Tender preparation and finalization for line painting
- Quote preparation and finalization for yearly crack filling program

Equipment:

- Gen set triannuals and repairs
- New backhoe orientation and service training
- Seasonal overhaul of street sweeper
- Hydrovac warranty issues
- Grader warranty issues
- Tender preparation for new bylaw vehicle
- 4 post shop hoist specifications and preliminary pricing – Capital purchase
- Routine servicing and repairs of fleet vehicles

Land / Developments / Agreements / Projects:

- Community Facility
- 2011 Street Improvement Program Planning
- WWTP Upgrade - Deficiencies

Budget Performance:

- Operational Budget – percentage used as of Mar 31st, 2011 – 8 %

Special Events:

- Ice Carnival
- Sports Expo set up at Stampede Barn

Director:


(Signature)

CAO:


(Signature)

Contributions from:

Brian Bolduc

Fred Sharrun

Dave Kakuk

Keith Russell



Quarterly Reports

Name:	Michael Roy Director of Corporate Services	Quarter:	1 st Quarter 2011 January to March 2011
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Accounting and Finance

- Adopted 2011 operating budget modifications
- Adopted 2011 capital budget
- Continued 2010 year-end work with auditors
- 2011 Utility rates established
- Assessment information updated into finance system

Administration

- Attended disaster services meeting
- Participated in rental rate review for facility

Disaster Service

- Attended training session for Emergency Public Warning System.

Information Technology


- Cartegraph installed and training for work orders and asset management received

Human Resources

- Union negotiations completed with both local 135 and 4604
- Work with the council remuneration committee was initiated per policy

Outstanding Issues for the Quarter

- Phone system, redundant site installation
- 10 year capital plan
- Capital Financing Strategy

Director:	 Michael Roy	CAO:	Ray Romanetz, P.Eng.
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Financial Report

Attached is the financial report for the first quarter, we still need to refine the financial report to adjust for the changes that have occurred to reporting requirements from 2009 changes.

In the financial report:

- Computer services is at 30% of budget, several of the annual software support items are paid for in the first part of the year as they are tied to the calendar year.
- Revenues on policing is below budget, but the first quarter grant has not been receipted
- 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.
- Municipal Planning requisition is paid for ½ in first quarter and the remainder is paid in third quarter

Agenda Item # 9.3

Town of Drumheller Financial Report For The Month Ending March 2011 (un-audited) (25% through the year)

	Revenue			Expenditures			Net of Revenue and Expenses		
	Actual	Budget	%%	Actual	Budget	%%	Actual	Budget	%%
General Operating Revenues	451,174	8,527,985	5.29	-	-		(451,174)	(8,527,985)	NA
General Revenues	451,174	8,527,985	5.29	-	-		(451,174)	(8,527,985)	NA
General Government	1101	1,000	-	34,441	202,471	17.01	34,441	201,471	17.09
1201	2,729	315,950	0.86	229,404	1,075,851	21.32	226,675	759,901	29.83
1202	1,500	10,000	15.00	20,162	100,827	20.00	18,662	90,827	20.55
1203	3,300	33,200	9.94	82,635	226,174	36.54	79,335	192,974	41.11
Computer Services	7,529	360,150	2.09	366,642	1,605,323	22.84	359,113	1,245,173	
Protective Services	2101	521,456	7.42	326,290	1,494,668	21.83	287,574	973,212	29.55
2301	1,500	48,700	3.08	54,771	372,149	14.72	53,271	323,449	16.47
2401	-	-	NA	6,749	34,871	19.35	6,749	34,871	19.35
2501	-	-	NA	(18)	-	NA	(18)	-	NA
2601	6,472	139,800	4.63	6,238	178,120	3.50	(234)	38,320	(0.61)
2602	-	58,350	-	8,695	48,661	17.87	8,695	(9,689)	(89.74)
2603	9,440	18,000	52.44	14,758	76,423	19.31	5,318	58,423	9.10
2610	19,818	17,293	114.60	8,266	42,012	19.68	(11,552)	24,719	(46.73)
2611	-	6,000	-	2,353	50,404	4.67	2,353	44,404	5.30
2612	-	-	NA	140	62,058	0.23	140	62,058	0.23
Mosquito	75,946	809,599	9.38	428,242	2,359,366	18.15	352,296	1,549,767	
Transportation Services	3101	16,353	4.13	73,159	385,588	18.97	72,484	369,235	19.63
3102	7,990	34,600	23.09	41,060	220,900	18.59	33,070	186,300	17.75
3103	-	-	NA	-	-	NA	-	-	NA
3202	-	193,000	-	141,160	1,639,091	8.61	141,160	1,446,091	9.76
3203	-	17,000	-	50,899	228,748	22.25	50,899	211,748	24.04
3204	-	-	NA	5,009	56,390	8.88	5,009	56,390	8.88
3211	99,553	74,000	NA	-	-	NA	(99,553)	-	NA
3212	213	0.29	0.29	7,920	165,561	4.78	7,707	91,561	8.42
Airport	108,431	334,953	32.37	319,207	2,696,278	11.84	210,776	2,361,325	

Agenda Item # 9.3

Town of Drumheller Financial Report For The Month Ending March 2011 (un-audited) (25% through the year)

	Revenue			Expenditures			Net of Revenue and Expenses		
	Actual	Budget	%%	Actual	Budget	%%	Actual	Budget	%%
Water Work									
4101 Water Revenue	588,736	2,770,801	21.25	401,027	2,322,684	17.27	(588,736)	(2,770,801)	21.25
4101 Administration	-	-	NA	8,142	70,500	11.55	401,027	2,322,684	17.27
4102 River Intake & Pump Station	-	-	NA	973	13,428	7.25	8,142	70,500	11.55
4103 Low Lift Pump Station	-	-	NA	68	68,518	0.10	973	13,428	7.25
4104 Raw Water Reservoir	-	-	NA	198,154	974,454	20.33	68	68,518	0.10
4105 Purification & Treatment	-	-	NA	102,839	565,890	18.17	198,154	974,454	20.33
4106 Transmission	-	7,000	-	-	-	NA	102,839	565,890	18.40
4107 Distribution	-	-	NA	-	-	NA	-	-	NA
	588,736	2,777,801	21.19	711,203	4,015,474	17.71	122,467	1,237,673	
Environmental Health - Sewer									
4201 Sewage Admin - Drumheller	420,062	1,613,191	26.04	218,858	1,209,469	18.10	(201,204)	(403,722)	49.84
4202 Sewage Admin - Rosedale	-	-	NA	-	-	NA	-	-	NA
4203 Sewage Admin - East Coulee	10,917	32,220	33.88	4,115	16,616	24.77	(6,802)	(15,604)	43.59
4211 Sewage Collection - Drumheller	-	59,500	-	77,072	495,243	15.56	77,072	435,743	17.69
4212 Sewage Collection - Rosedale	-	-	NA	-	-	NA	-	-	NA
4213 Sewage Collection - East Coulee	-	-	NA	6,643	12,224	54.34	6,643	12,224	54.34
4221 Sewage Treatment - Drumheller	-	-	NA	102,314	699,672	14.62	102,314	699,672	14.62
4222 Sewage Treatment - Rosedale	-	-	NA	-	-	NA	-	-	NA
4223 Sewage Treatment - East Coulee	-	5,000	-	12,855	65,405	19.65	12,855	60,405	21.28
	430,979	1,709,911	25.20	421,857	2,498,629	16.88	(9,122)	788,718	
Environmental Health - Other									
4301 Garbage	21,817	85,800	25.43	93,641	380,557	24.61	71,824	294,757	24.37
	21,817	85,800	25.43	93,641	380,557	24.61	71,824	294,757	
Public Health and Welfare									
5101 FCSS Administration	88,713	191,218	46.39	24,335	113,551	21.43	(64,378)	(77,667)	82.89
5102 Handyman Services	1,561	8,500	18.36	6,810	50,215	13.56	5,249	41,715	12.58
5103 Seniors	200	-	NA	9,426	48,956	19.25	9,226	48,956	18.85
5105 Volunteer Program	-	-	NA	7,816	6,267	124.72	7,816	6,267	124.72
5106 After School Care	1,930	16,444	11.74	13,332	84,954	15.69	11,402	68,510	16.64
5121 Indirect Programs	-	-	NA	16,150	27,000	59.81	16,150	27,000	59.81
5151 Employment Services	-	-	NA	-	-	NA	-	-	NA
5301 Health Services	(1)	151,094	(0.00)	-	151,094	-	1	-	NA
5302 Non-FCSS Programs	30,076	-	NA	16,088	-	NA	(13,988)	-	NA
5601 Cemetery	5,214	79,782	6.54	3,934	98,879	3.98	(1,280)	19,097	NA
	127,693	447,038	28.56	97,891	580,916	16.85	(29,802)	133,878	(6.70)

**Town of Drumheller
Financial Report
For The Month Ending March 2011 (un-audited) (25% through the year)**

Agenda Item # 9.3

Environment Development

6101	Municipal Planning
6201	Economic Development
6202	Valley Bus Society
6203	Community Lotteries Board
6204	Tourism Bureau
6601	Subdivision & Developments
6602	Land Rentals
6701	Public Housing Operations
6902	Community Centre
6903	Daycare
6904	Old City Cells
6905	Police Building

Creation and Culture

7201	Administration
7202	Aquaplex
7203	Arena
7204	Parks and Playgrounds
7205	Seasonal Recreation Programs
7206	Curling Club
7401	Civic Centre
7402	Library
7403	Community Halls
7404	Multi-Use Recreation
7411	Community Events

Local Services

9701	Operating Contingencies
9702	Education

Local Operating Accounts

	Revenue			%	Expenditures			%	Net of Revenue and Expenses			%
	Actual	Budget	%%		Actual	Budget	%%		Actual	Budget	%%	
20-Apr-11												
14.154	112,250	12,61	1,609	3,800	42,34	16,91	1,609	3,800	10,195	31,716	42,34	32.14
205,655	140,966	145,89	175,615	617,515	28,44	(30,040)	476,549					

26,810	251,000	NA	18,663	573,511	3,25	18,663	573,511	3,25				
39,423	175,554	10,68	132,432	726,271	18,23	105,622	475,271	22,22				
-	23,917	22,46	134,450	558,898	24,06	95,027	383,344	24,79				
-	-	-	40,256	719,011	5,60	40,256	695,094	5,79				
-	-	NA	-	500	-	-	500	-				
551	8,442	NA	18,938	3,000	16,05	18,387	109,524	16,79				
-	-	6,53	56,838	117,966	33,58	56,838	169,251	33,58				
-	-	-	-	-	NA	-	-	NA				
500	-	NA	126,134	551,814	22,86	126,134	551,814	22,86				
67,284	458,913	14,66	532	25,546	2,08	32	25,546	0,13				
			528,243	3,445,768	15,33	460,959	2,986,855					

2,085,221	15,653,116	13,32	3,529,009	19,419,911	18,17	1,443,788	3,766,795					
Summary												
General	1,330,443		Expected Year to Date Percentage									25,00%
Water	122,467		Total Revenue	2,085,221	15,653,116							13,32
Sewer	(9,122)		Total Expenses	3,529,009	19,419,911							18,17
Total	1,443,788		Net (Surplus) Deficit	1,443,788	3,766,795							

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Name:	Paul Salvatore, Director	Quarter:	2011 1 st Quarter
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Economic Development and Communication

Ray Telford, Coordinator

Tourism

Tourism Master Plan

- Tourism Master Plan was completed on February 1st.

Other Tourism Tasks

- Did a presentation for the Chamber regarding the Best Practices Mission in Colorado and Utah
- Organized a Focus Group to provide input on a New Drumheller Application for iPod and Blackberry
- Developed marketing plan with the Chamber for the Drumheller Valley Buying Group. This year we have incorporated two trade shows in to the plan

Community Facility

- Provided research and recommendations on the Rental Rates for meetings/conferences/conventions

Meetings

1. Met with a power company (windmill)
2. Met with an investor who is interested in developing water based activity in Drumheller (area)
3. Met with ABC Technology Corporation. This is a "think tank" type of group that develops many blue sky action plans and does a great job in networking

Projects

The Retail/Professional Survey was on line from February 25 – March 31st. The survey also went out in the water bills.

6 days of negotiations on behalf of the staff with Town Management.

Telephone: (403) 823-1316

1. Community Program Highlights:

Program	January/February/March (1 st Quarter)
Seniors Program	Started a new community volunteer income tax center and has completed 34 returns, this program is dedicated to OAS and CPP recipients only, but may expand in following years.
Play Time	Runs on Wednesday mornings from 10:00-11:30.
Before and After School Care Program	Currently 5 children on the waiting list.
Roots of Empathy	There are 4 Roots of Empathy classes happening this year at the Drumheller schools.
Family Resource Worker Programs	<i>St. Anthony's School-Amber Channell</i> <i>DCHS-Michele Salvatore</i> <i>GreenTree-Dave Watson</i>
Volunteer Drumheller	-launching a new website to help volunteer organizations recruit volunteers and volunteers to access opportunities -www.volunteerdumheller.com
Healthy Families	In Jan-Mar, Healthy Families had 10 clients in Drumheller, 1 in Orkney and 2 in Carbon.
July 1 st , 2011	-7 of 8 entertainment slots have been filled by local entertainers. The group is working closely with Linda Digby to incorporate Coal mining history.

2. Committee Work

3. *Prevention of Family Violence- Family Fun Night*

4. *Asset Development-* Members include RCMP, FCSS, Addictions and Family Resource Workers.

5. Next Quarter's Objectives

- Prep for Canada Day 2011

-Volunteer BBQ implementation April 10

-Volunteer Week gifts and distribution April 10-16

-Parenting After Separation course offered in community

-FASD support for separation from Town, perhaps becoming a not-for-profit?

Telephone: (403) 823-1316

Coordinator: Amy Jopp

Agenda Item # 9.4

CFSA Priorities

1. Casework Practice Model

The CBI Coordinator will engage community leaders and agencies in the communities of Drumheller and within Starland County to build community capacity.

2. Programming focused on High-Risk Youth

3. Family Violence

4. Foster Parenting

5. Aboriginal Supports

Recreation Administration

Judy Quintin-Arvidson

Transition to Lacrosse and Softball / Baseball seasons.
Scheduling ice allocation meetings for June, 2011.

Support for Committees

Policing Committee

Municipal Planning Commission

Economic Development

Taxi Commission

Sports, Recreation and Culture Expo – March 10/11

Aquaplex

Ann Wade , Aquaplex Supervisor

Easter swim lessons, planning for Summer Swim registrations

Arena

The arena ran a very successful season at high capacity for serving minor hockey, figure skating, Fun team hockey, gentlemen's and women's hockey in addition to a small amount of prime time public skating.

Protective Services

Fire Department

Bill Bachynski, Fire Chief

- There are currently 48 active firefighters
- Preparations for Firefit Challenge (June – well under way)

Telephone: (403) 823-1316

- Community Enforcement
- 2011 presentation was given to Council on March 28th.

...

RCMP Report – forthcoming from the detachment. Development and Planning Town of Drumheller Building Permits

Cindy Woods, Development Officer

Ending March, 2011

Agenda Item # 9.4

Category	Values	Date			Grand Total
		Jan	Feb	Mar	
COMMERCIAL	Permits Issued	1			1
	Construction Value	\$ 20,000.00			\$ 20,000.00
RESIDENTIAL	Permits Issued	1	5	4	10
	Construction Value	\$ 2,000.00	\$ 44,000.00	\$ 197,500.00	\$ 243,500.00
Total Permits Issued		2	5	4	11
Total Construction Value		\$ 22,000.00	\$ 44,000.00	\$ 197,500.00	\$ 263,500.00

Town of Drumheller Building Permits Ending March, 2010

Category	Values	Date			Grand Total
		Jan	Feb	Mar	
COMMERCIAL	Permits Issued	1		1	2
	Construction Value	\$ 235,000.00		\$ 10,000.00	\$ 245,000.00
INDUSTRIAL	Permits Issued			1	1
	Construction Value			\$ 560,000.00	\$ 560,000.00
INSTITUTIONAL	Permits Issued			1	1
	Construction Value			\$ 20,000.00	\$ 20,000.00
RESIDENTIAL	Permits Issued	4	3	9	16
	Construction Value	\$ 230,590.00	\$ 14,000.00	\$ 389,110.00	\$ 633,700.00
Total Permits Issued		5	3	12	20
Total Construction Value		\$ 465,590.00	\$ 14,000.00	\$ 979,110.00	\$ 1,458,700.00

Telephone: (403) 823-1316

... • Support to Developers for future development projects

- Preliminary discussions with School Boards regarding planning aspects of projects

Agenda Item # 9.4

General Municipal Administration – Director's Office

- Community Facility Stakeholder Meetings, February 22, 23, 24
 - Preparation and presentation to Council on Community Enforcement Plan
- Community facility / design / project committees
- Chamber of Commerce Memo of Agreement review

Meetings Attended:

- Community Facility Steering Committee
- Economic Development Task Force
- Risk Management/Safety Committee
- Municipal Planning Commission
- Aquaplex Project

Director: _____ **M. Paul Salvatore**

CAO: _____ **Raymond M. Romanetz**

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