

Town of Drumheller COUNCIL MEETING AGENDA

**March 28, 2011 at 4:30 PM
Council Chamber, Town Hall
703-2nd Ave. West, Drumheller, Alberta**



Page

1.0 CALL TO ORDER

2.0 MAYOR'S OPENING REMARK

- 3 2.1 Letter from Hon. Hector Goudreau, Minister of Municipal Affairs re: Municipal Sustainability Initiative (MSI)
- 4-5 2.2 Letter from Hon. Hector Goudreau, Minister of Municipal Affairs re: reduction in MSI operating funding

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

- 6-10 5.1.1 Regular Council Meeting Minutes of March 14, 2011

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

- 6.1 Elected Officials Remuneration Task Force Report
- 6.2 Elim Pentecostal Church

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

- 11-16 8.1.1 RFD - Badlands Community Facility Conference Room Rates

8.1. CAO

- 17-21 8.1.2 RFD - Appointments to the Badlands Community Facility Steering Committee
22-23 8.1.3 RFD - Adoption of Tourism Master Plan

8.2. Director of Infrastructure Services

8.3. Director of Corporate Services

- 24-26 8.3.1 Bylaw 04.11 - Supplementary Tax Bylaw
27-28 8.3.2 Bylaw 05.11 - Business Tax Bylaw

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

- 29 13.1 Councillor Lisa Hansen-Zacharuk - Drumheller Public Library Report
13.2 Councillor Sharel Shoff - Community Futures

14.0 IN-CAMERA MATTERS



ALBERTA
MUNICIPAL AFFAIRS

Agenda Item # 2.1

AR50200

Office of the Minister
MLA, Dunvegan - Central Peace

March 1, 2011

His Worship Terry Yemen
Mayor, Town of Drumheller
703 - 2 Avenue West
Drumheller, AB T0J 0Y3

Dear Mayor Yemen:

The Province of Alberta remains committed to supporting municipal sustainability and enabling municipalities to move forward on vital infrastructure. Over the last four years, Alberta municipalities received \$2.2 billion in Municipal Sustainability Initiative (MSI) funding, and I am pleased to announce that MSI will provide another \$886 million in funding to municipalities in 2011.

Your MSI allocation is \$1,562,986, which includes capital project funding of \$1,442,954 and conditional operating funding of \$120,032. The allocations are based on the formula established for the long-term program. MSI funding amounts for all municipalities will be posted on the Municipal Affairs MSI website at municipalaffairs.alberta.ca/MSI.cfm.

Additional correspondence will be sent to municipalities advising of the availability of the updated 2011 MSI guidelines and forms, which will soon be posted on the MSI website.

The province continues to recognize the importance of investing in municipal infrastructure, despite ongoing fiscal challenges. I would like to thank you again for your good work and wish you success with your projects in 2011.

Sincerely,

Hector Goudreau
Minister of Municipal Affairs
MLA,, Dunvegan-Central Peace

cc: Honourable Jack Hayden MLA, Drumheller-Stettler
Ray Romanetz, Chief Administrative Officer, Town of Drumheller



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, for Dunvegan-Central Peace*

Agenda Item # 2.2

AR50421

March 15, 2011

His Worship Terry Yemen
Mayor, Town of Drumheller
703 - 2 Avenue West
Drumheller, AB T0J 0Y3

Dear Mayor Yemen:

Further to my letter of March 1, 2011 regarding your allocation under the Municipal Sustainability Initiative (MSI) for 2011/12, I am providing the following additional information on the reduction in operating funding your municipality experienced.

Annual allocations under the MSI are based on the total of five components. Based on 2011/12 provincial funding of \$886 million for the MSI, municipalities will receive:

1. Base Funding - each municipality receives base funding of \$120,000 per year, except for summer villages which receive \$60,000.
2. Population - \$112.39 per capita based on their 2010 official population.
3. Education tax requisitions (based on property assessment) - \$0.23 per dollar of the 2010 tax requisition paid by the municipality into the Alberta School Foundation Fund under the *School Act*.
4. Local road kilometres - \$215.18 per kilometre of local roads within the municipality.
5. Sustainable Investment - a pro-rated portion of \$15 million to support municipalities with populations below 10,000 that have limited capacity to generate revenue through their tax base because their local property assessments are lower than the provincial average.

Despite a \$10 million increase in overall MSI program funding this year, your municipality received MSI funding of \$1,804,403 in 2010 and \$1,562,986 in 2011 - a net decrease of \$241,417.

Your municipality's 2011 base funding remained unchanged from the previous year (\$120,000). Furthermore, 2011 allocations under the population, education tax requisition (based on property assessment), and local road kilometre components varied slightly due to changes in your factors in relation to other Alberta municipalities, and due to the overall program funding increase.

.../2

Agenda Item # 2.2

Your funding decrease is primarily due to reduced eligibility under the Sustainable Investment component of the allocation. Eligibility for Sustainable Investment funding is determined annually by comparing each municipality's equalized assessment per capita (or per road kilometre for rural municipalities) to the provincial average. To qualify, a municipality must be below 60 per cent of the provincial average using this measure.

In 2010, your municipality received \$232,631 under the Sustainable Investment component, and this amount was included in your conditional operating project funding allocation. In 2011, your municipality was not eligible for Sustainable Investment funding.

Sustainable Investment funding is over and above the MSI funding provided under the general allocation formula set out in the program guidelines. It is subject to annual fluctuations resulting from changes in equalized assessment in relation to the provincial average. To the extent that some municipalities have reduced eligibility or cease to qualify for Sustainable Investment, the funding is redirected towards municipalities that continue to have equalized assessments that are significantly below the provincial average.

Although negative funding fluctuations are never welcome, the MSI allocation continues to be based on the formula established in 2007 following extensive consultations with municipal leaders from across Alberta, and continues to balance the needs of all sizes and types of municipalities by responding to their changing circumstances and needs.

Sincerely,



Hector Goudreau
Minister of Municipal Affairs
MLA, Dunvegan-Central Peace

cc: Honourable Jack Hayden, MLA, Drumheller-Stettler
Ray Romanetz, Chief Administrative Officer, Town of Drumheller

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

March 14, 2011 at 4:30 PM
Council Chamber, Town Hall
703-2nd Ave. West, Drumheller, Alberta



PRESENT:

MAYOR:

Terry Yemen

COUNCIL:

Andrew Berdahl

Jay Garbutt

Lisa Hansen-Zacharuk

Sharel Shoff

Doug Stanford

Tom Zariski

CHIEF ADMINISTRATIVE OFFICER/ENGINEER:

Ray Romanetz

DIRECTOR OF INFRASTRUCTURE SERVICES:

Allan Kendrick

DIRECTOR OF CORPORATE SERVICES:

Michael Roy

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

RECORDING SECRETARY:

Linda Handy

1.0 CALL TO ORDER

2.0 MAYOR'S OPENING REMARK

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

MO2011.51 Zariski, Hansen-Zacharuk moved to adopt the agenda as presented.
Carried unanimously.

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

... **MO2011.52** Shoff, Berdahl to adopt the regular Council Meeting minutes of February 28, 2011 as amended. Carried unanimously.

Agenda Item # 5.1.1

Councillor S. Shoff suggested that the words "Hope College" be added to MO2011.43.

5.1.2 Special Council Meeting Minutes of March 7, 2011

MO2011.53 moved to adopt the Special Council Meeting minutes of March 7, 2011 as presented. Carried unanimously.

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.2.1 Municipal Planning Commission Minutes of February 17, 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. CAO

8.1.1 RFD - Regional Bylaw Enforcement Services Study Project

R. Romanetz advised that at the Council meeting of March 7, 2011, Councillor Sharel Shoff asked Council to consider whether this program would have any benefit to Drumheller. The regional bylaw enforcement services study was requested by municipal members / shareholders of PRMS as a regional service that should be reviewed and considered due to the small size of the interested municipalities and the lack of efficiency of having bylaw enforcement services on an individual municipality basis. There will be a commitment of time and resources and the provision of meeting space however no commitment of funding or agreement to participate in regional bylaw enforcement.

MO2011.54 Shoff, Berdahl be it resolved that Council authorizes the Town of Drumheller to participate in an application for the "Regional Bylaw Enforcement Services Study Project" submitted by Palliser Regional Municipal Services Company under the Regional Collaboration component of the Alberta Municipal Affairs Regional Collaboration Program; further that the Town of Drumheller if the applicant, agrees to enter into, or as a participant, agrees to abide by the terms of a Conditional Grant Agreement governing the purpose and use of the grant funds."

... Councillor A. Berdahl asked what in kind contribution is expected and Community Services' ability to manage. R. Romanetz stated that he sees the Town's involvement to be minimal and does not expect that to increase. Councillor S. Shoff stated that she would be willing to act under her role as Councillor. R. Romanetz stated that the first phase of the study is to identify and assess possible options and determine whether the benefits of regional service delivery of bylaw enforcement services outweigh the costs. The study will provide various approaches to service delivery on a regional basis considering various parameters and scope.

Agenda Item # 5.1.1

Vote on Motion:

Carried unanimously.

8.1.2 RFD (Direction) - Central School (Drumheller)

R. Romanetz presented two Emails for Council's information – The first Email is from Chris Marion, representing Community Groups, requesting that the Town enter into discussions with Golden Hills on the availability of Central School. The second Email is a response from Mr. Don Hartman, Facilities Manager, Golden Hills School Division #75. Mr. Hartman included a motion by the Board of Trustees directing that the Central School building and property be sold through the tender process. R. Romanetz explained that if there is no interest from the public tendering process, the Town may then have an opportunity to discuss the availability of the building with Golden Hills. He further explained that in discussions with Mr. Hartman, an appraisal will be carried out on the property and if the property sells, these dollars will be left with the school board for improvements to their existing schools in the future. He further advised that consideration must be given to any upgrades to the building such as the roof and heating system. In response to a question from Council, R. Romanetz advised that demolition charges could be in the range of \$600,000. Councillor T. Zariski stated that the building may be assessed during the heritage inventory review process. Council directed Administration to review the market value once the appraisal is done as well as the assessment of the dollars that need to be put into the building. Following the receipt of this information, a report will be prepared for Council.

8.1.3 RFD - Badlands Community Facility - Fitness Centre Operations

R. Romanetz advised that following a presentation to the Badlands Community Facility Steering Committee from Mike Roma – RC Strategies and Roger Smolnick – Leduc's Recreation Centre Director at a meeting which took place on March 9th, 2011, the Committee unanimously voted to recommend to Council that: The fitness portion of the Badlands Facility be operated directly by the Town of Drumheller. The consultants provided information on the benefits of a municipally run facility which outweighed the lease option. He explained that the Steering Committee's recommendation enables Council to take the

... necessary next steps to begin the precise design and layout for the fitness area, including the selection of fitness equipment and spaces to meet the demand for the future use within the facility.

Agenda Item # 5.1.1

MO2011.55 Shoff, Garbutt moved that whereas, the Badlands Community Facility Steering Committee unanimously recommended to Council to move forward with a municipally operated fitness centre in the Badlands Community Facility, and hereby, Council authorizes Administration to move forward with all necessary steps to support the future municipal operation of the fitness areas within the Badlands Community Facility.

Discussion on Motion:

Council concurred that the motion is in the best interest of our community, the best option for a maximum potential of revenue and the best possible scenario for user experience. In response to a question, R. Romanetz explained that Mike and Roger, along with GEC have agreed to work with the Town on a business plan for the equipment purchase. The Town will put together a request for proposal using our consultants and make a recommendation to Council. Mayor Yemen stated that since the BCF is a family fitness centre (with limits on weights), there is still a market for the heavy weight lifters in Drumheller.

Vote on Motion:

Carried unanimously.

8.2. Director of Infrastructure Services

8.3. Director of Corporate Services

8.4. Director of Community Services

8.4.1 RFD - Heritage Steering Committee

P. Salvatore stated that the Town has advertised for public at large members to sit on the Heritage Steering Committee. Two applications were received from Annette Nielsen and Rhea Brady. Administration is recommending that Council approve both the appointments. He stated that once the membership is finalized, the Committee will move forward with a request for proposal for the heritage consultant.

MO2011.56 Zariski, Garbutt moved that Annette Nielsen and Rhea Brady be appointed to the Heritage Steering Committee. Carried unanimously.

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

... 10.0 PUBLIC HEARING DECISIONS

Agenda Item # 5.1.1

11.0 UNFINISHED BUSINESS

12.0 NOTICES OF MOTIONS

13.0 COUNCILLOR REPORTS

14.0 IN-CAMERA MATTERS

There being no further business, the Mayor declared the meeting adjourned at 5:05 PM.

Mayor

Chief Administrative Officer



Request for Decision

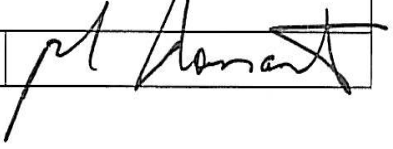
Date: March 17, 2011	
Topic:	Badlands Community Facility Proposed Banquet and Conference Rental Rate Structure
Proposal:	<p>The Badlands Community Facility Steering Committee and Council have discussed the need to book future events such as banquets and other special events once the facility opens in the fall of 2012.</p> <p>In order to accommodate future booking opportunities of the banquet spaces, an initial rate structure must be adopted. The rates included in the attached table include comparables with other communities that are currently operating banquet facilities in Alberta.</p> <p>Council approve the recommended rates to enable Administration to proceed with the future bookings of banquets and other special events within the Badlands Community Facility.</p>
Proposed by:	Paul Salvatore
Correlation to Business (Strategic) Plan	Ensures effective marketing of Badlands Community Facility. Promotes Economic Development and Tourism.
Benefits:	<p>Allows for the establishment of revenue streams to support the operation of the Badlands Community Facility.</p> <p>Will make it possible to communicate rates to prospective groups and organizations as part of a targeted marketing campaign for the Badlands Community Facility.</p> <p>Sets the stage for community partnerships and activities.</p>
Disadvantages:	N/A
Alternatives:	Adjust rates to closer meet Council objectives.
Finance/Budget Implications:	All financial effects are consistent with the budget and planning assumptions within the 2011 Operating and Capital Budgets.

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1324

...

Agenda Item # 8.1.1

Operating Costs:		Capital Cost:	
Budget Available:	\$0.00	Source of Funds:	User Fees
Budget Cost:	\$0.00	Underbudgeted Cost:	
Communication Strategy:	Advise all stakeholders of the decision. Inform media about the decision and begin marketing activities to support the operation. Progress updates will be reported to Council and the Steering Committee.		
Recommendations:	That Council approve the rental rates for the conference, meeting and major events in the Badlands Community Facility as presented.		
Report Writer:	Paul Salvatore	CAO:	
Position:	Director of Corporate Services		



PROPOSED

BCF 2011 2012 Conference and Meeting Room Rental Fee

FULL HALL (500 people)	Daily Rate	Hourly Rate
• Private	\$900.00	\$150.00
• Local	\$765.00	\$127.00
• Not For Profit	\$720.00	\$120.00
2/3 Hall (330 people)		
• Private	\$600.00	\$100.00
• Local	\$500.00	83.00
• Not For Profit	\$480.00	\$80.00
1/3 Hall (165 people)		
• Private	\$315.00	\$52.00
• Local	\$265.00	\$44.00
• Not For Profit	\$250.00	\$41.00
KITCHEN		
	\$1.00 per plate-for banquets conferences*	*
• Other functions	\$350.00	\$75.00
MEETING ROOM #131 (40-50 people)		
• Private	\$175.00	\$30.00
• Local	\$165.00	\$27.00
• Not for Profit	\$60.00	\$15.00
TERRACE (100 people)		
• Private	\$275.00	\$46.00
• Local	250.00	\$42.00
• Not for Profit	\$220.00	\$37.00
BAR SERVICES		
• Bar Rental	\$150.00	
• Corkage	\$4.00 per person	
• Bartender		\$15.00 per hour



FIELD HOUSE RATES

Private	\$151.75 per hour
Local	\$136.00 per Hour
Youth	\$67.00 per hour

These rates are for major events such as trade shows, tournaments, concerts etc.

The maximum rate will be \$1000.00 per day

Youth Rate would be for tournaments such as youth basketball, volleyball or other sporting event.

Our local rates are 15% less than the corporate/private rates. At this time local is defined as a resident/business operator who is located in Drumheller or any other area approved by council.

Our Not for profit rates are 20% less than the corporate/private rates.

Our meeting room rate for the new facility meeting room will only increase by \$12.50 per day.

Hourly rates for the rooms are based on 1/6th of daily price

*The Town of Drumheller will charge \$1.00 per person/per meal for kitchen rental.

*500 person banquet- Kitchen Rental -\$500.00

*300 person conference- 3 meals on conference day \$900.00

The charge will be included in the total Quote for conference room, meals, and accessories.

Caterer responsible for clean up of kitchen and inventory count after each event

Minimum charge is \$100.00.

Wedding Rate: Daily Rate plus 2 hour hourly rate for set up the night before

Private Party: Daily Rate plus 2 hour hourly rate for set up the night before

Kitchen Rate by itself would be for cooking classes etc.

Included in Rental Rates

- Podium
- Linen on Tables
- Set Up and Take Down* (there will be a charge if additional set ups are required)



Bar Rental

\$150.00 for Bar Rental

Client supplies glasses/cups/napkins/swizzle sticks/ pop/ ice/2 bartenders

Corkage

Town Supplies glasses/cups/napkins/swizzle sticks/ pop/ ice/ 2 bartenders

If event has fewer than 100 people the corkage fee would be \$5.00 per person

The client supplies liquor license and the liquor for both types of rentals

Clean up- \$100.00 per hour

This is very important to charge because if the event goes until 2:00am and we have another event starting at 7:00am the next day we have make sure the room is ready and makes a great first impression.

Quotes/Invoice/Deposit

Our goal is to provide the client one contact person/department to arrange the conference for them. This person will provide information and options on everything needed and wanted for the conference. This will provide a more valuable user experience for the client. The Town of Drumheller will provide the following information and options

Once the client has requested a quote for a date the client will receive information package that could include the following

- Conference Room Rates
- Meals Costs
- AV Costs
- Optional Extra Curricular Activities- Royal Tyrrell Museum, Atlas Coal Mine, Scenic Tours, Golf
- Entertainment Options
- Options on Hotel Rates

The Town of Drumheller will invoice the client for Conference Rates, Meals, AV Costs and Extra Curricular Activities. The one invoice system will make it more convenient for the client.



There are enough options in our additional services to provide flexibility to be competitive with quotes.

The client will enter in to a signed agreement with the town and a damage/cancellation deposit will be required. The deposit should be 30% of the meeting room rate. We also recommend that there should be a variable non refundable percentage rate on cancellations. This variable rate is determined according to the date the cancellation notice was received.

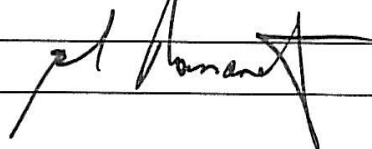


DRUMHELLER

REQUEST FOR DECISION

Agenda Item #8.1.2
Dinosaur Capital of the World

Request for Decision

		Date:	March 25, 2011
Topic:	BADLANDS COMMUNITY FACILITY STEERING COMMITTEE APPOINTMENTS		
Proposal:	Council at their meeting of January 4 th , 2011, requested The Town of Drumheller to advertise for two members to the Steering Committee. Four applications were received from Sandy Brown, Don Guidolin, Corinne Gerling, and Gary McRae. Administration is recommending that two members be appointed by secret ballot.		
Proposed by:	Mayor and Council		
Correlation to Business (Strategic) Plan			
Benefits:			
Disadvantages:			
Alternatives:			
Finance/Budget Implications:			
Operating Costs:		Capital Cost:	
Budget Available:	\$0.00	Source of Funds:	
Budget Cost:	\$0.00	Underbudgeted Cost:	
Communication Strategy:			
Recommendations:	That Council approve the appointments of (2) to the Badlands Community Facility Steering Committee.		
Report Writer:	R.M. Romanetz, P. Eng.	CAO:	
Position:	Chief Administrative Officer		

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Board applied for COMMUNITY FACILITY STEERING COMMITTEE

Date Jan 17/2011

Name of Applicant ALEXANDER (SANDY) BROWN

Address [REDACTED] Phone # [REDACTED]

Length of Residency in Town 69 YRS

Past Service on Similar Boards DOWN TOWN PARKING (2010)

BRIEF PERSONAL HISTORY (include information which you feel would assist Council in making a decision as to your capabilities to serve on this Board)

DOWN TOWN MERCHANT 30 YRS

DRUMHELLER FIRE DEPT 10 YRS

BUSINESS MAN 45 YRS

~~COMMITTEE~~


Signature of Applicant

Fax back to (403)823-8006



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER

Agenda Item # 8.1.2



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Date 20/01/11
D/M/Y

Board applied for BCF STEERING COMMITTEE

Name of Applicant DON GUIDOLIN

Full Address [REDACTED] Postal Code T0J 0Y3

Length of Residency in Town 77 YRS.

Phone (403) [REDACTED] E-mail Address _____

Past Service on Similar Boards DESIGN COMMITTEE

BRIEF PERSONAL HISTORY (include information which you feel would assist Council in making a decision as to your capabilities to serve on this Board)

WORKED FOR CITY OF DRUMHELLER

SAT ON TOWN COUNCIL FOR A TERM

Don Guidolin
Signature of Applicant

Fax back to (403)823-8006



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Board applied for Civic Center Steering Committee

Date Feb 14, 2011

Name of Applicant Corinne Gerling

Address [REDACTED] Phone # [REDACTED]

Length of Residency in Town 50+ Years

Past Service on Similar Boards 2 Years Ski Hill Board,
11 Years Teacher's Convention Board

BRIEF PERSONAL HISTORY (include information which you feel would assist Council in making a decision as to your capabilities to serve on this Board)

I have supported the community facility project since the idea was first proposed. I have a strong background in organization and recreation. I feel I have the time to devote to the board.
(retired)

Corinne Gerling
Signature of Applicant

Fax back to (403)823-8006

- Background - Bachelor of Phys. Ed.



DRUMHELLER
DINOSAUR CAPITAL OF THE WORLD

Agenda Item # 8.1.2



**APPLICATION TO SERVE ON
TOWN PUBLIC SERVICE BOARDS**

Board applied for Drumheller Community Facility Steering committee

Date February 19, 2011

Name of Applicant Gary W. McRae

Address [REDACTED]

Phone # [REDACTED]

Length of Residency in Town 12 Years

Past Service on Similar Boards Sundown Saturdays, Relay for life, Drumheller

Navy League, Drumheller Church of the Nazarene

BRIEF PERSONAL HISTORY (include information which you feel would assist Council in making a decision as to your capabilities to serve on this Board)

I have owned and operated Prestige Sound and lighting since 2002. I have had hands on experience with most of the "Live Events" in Drumheller. I have participated in the planning, setting up and operations of multiple events. Not only do I provide professional sound reinforcement and lighting systems I have also been asked to consult for large events such as the local high school graduation ceremonies. My experience in this industry has allowed me to develop the skills to plan, organize, and participate with a wide range of the general public in many different venues. I feel that sharing my knowledge and experience with a committee for the new Community Facility would be an asset to the Town of Drumheller.

McRae

Gary W.

Signature of Applicant

Fax back to (403) 823-8006



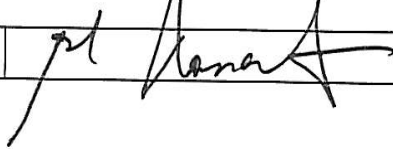
Request for Decision

Date: March 25, 2011	
Topic:	TOURISM MASTER PLAN
Proposal:	<p>On February 7th, the consultants Malone Given Parsons Ltd. provided an overview of the Tourism Master Plan to Council. The plan includes 26 recommendations of which Council takes a leadership role in 18. Implementation will start immediately and go 5+ years (2011 to 2015). The 2011 top five prioritized tasks include:</p> <ol style="list-style-type: none">1. Advocate and demonstrate the importance of tourism;2. Position, brand and market the Town in the conference and meetings market;3. Increase the efficiency and effectiveness of stakeholder's role in destination development by commencing a Business Revitalization Zone (BZR);4. Establish a BRZ policy framework; and5. Amend the MDP to foster high quality tourism development. <p>Council, at their retreat held on March 3 & 4, 2011, identified the Tourism Master Plan as one of their top five priorities.</p>
Proposed by:	Administration and Tourism Master Plan Steering Committee
Correlation to Business (Strategic) Plan	
Benefits:	<ul style="list-style-type: none">◆ Ensures leadership by Council;◆ Provides guidance to the Town staff; tourism industry and Town residents that will enable the Town's continued transformation as a tourist destination in a predictable and coordinated manner;◆ Define a destination development cycle;◆ Enhance the role of the Town as a four-season tourist destination and optimize the economic benefits of tourism throughout the region; and◆ Supports the recommendations in the Municipal Sustainability Plan.
Disadvantages:	

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

Agenda Item # 8.1.3

Alternatives:			
Finance/Budget Implications:			
Operating Costs:		Capital Cost:	
Budget Available:	\$0.00	Source of Funds:	
Budget Cost:	\$0.00	Underbudgeted Cost:	
Communication Strategy:	1) The Tourism Master Plan will be available to the public and media via the website upon approval.		
Recommendations:	That Council adopt the Master Tourism Plan as presented and authorize 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.		
Report Writer:	R.M. Romanetz, P. Eng.	CAO:	
Position:	Chief Administrative Officer		

BEING A BYLAW TO AUTHORIZE THE SUPPLEMENTARY ASSESSMENT FOR IMPROVEMENTS WITHIN THE TOWN OF DRUMHELLER FOR THE PURPOSE OF IMPOSING A TAX UNDER PART 10 OF THE MUNICIPAL GOVERNMENT ACT FOR THE 2011 TAX YEAR.

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

1. In this Bylaw unless the context otherwise requires:
 - (a) "Act" means the Municipal Government Act;
 - (b) "assessor" means the assessor for the Town of Drumheller;
 - (c) "improvement" means:
 - (i) a structure,
 - (ii) any thing attached or secured to a structure, that would be transferred without special mention by a transfer or sale of the structure,
 - (iii) a designated manufactured home, and
 - (iv) machinery and equipment;
 - (d) "linear property" and other words and phrases defined in the Act have the meanings provided in the Act.
 - (e) "Town" means the Town of Drumheller;
2.
 - (a) The assessor is authorized to prepare the supplementary assessments contemplated in Part 9 Division 4 of the Act for the purpose of imposing a tax under Part 10 of the Act for the 2011 tax year.
 - (b) The improvement tax contemplated in Section 2(a) shall be imposed on all improvements.
 - (c) The assessor shall not prepare supplementary assessments for linear property.
3.
 - (a) The assessor shall prepare supplementary assessments for machinery and equipment used in manufacturing and processing if those improvements are completed or begin to operate in the year in which they are to be taxed under Part 10 of the Act.

...

Agenda Item # 8.3.1

- (b) The assessor shall prepare supplementary assessments for the improvements if:
 - (i) they are completed in the year in which they are to be taxed under Part 10 of the Act;
 - (ii) they are occupied during all or any part of the year in which they are to be taxed under Part 10 of the Act; or
 - (iii) they are moved into the Town during the year in which they are to be taxed under Part 10 of the Act and they will not be taxed in that year by another municipality.
 - (c) A supplementary assessment shall reflect:
 - (i) the value of an improvement that has not been previously assessed; or
 - (ii) the increase in value of an improvement since it was last assessed.
 - (d) Supplementary assessments shall be prepared in the same manner as assessments are prepared under Division 1 of Part 9 of the Act, but must be pro-rated to reflect only the number of months during which the improvement is complete, occupied, located in the municipality or in operation, including the whole of the first month in which the improvement was completed, was occupied, was moved into the municipality or began to operate.
4. Before the end of the year in which supplementary assessments are prepared, the municipality shall prepare a supplementary assessment roll in accordance with section 315 of the Act.
5. Before the end of the year in which supplementary assessments are prepared, the municipality shall:
- (a) prepare a supplementary assessment notice for every assessed improvement shown on the supplementary assessment roll; and
 - (b) send the supplementary assessment notices to the assessed persons

in accordance with section 316 of the Act.

...

6. Town of Drumheller Bylaw No 14.10 is hereby **Agenda Item # 8.3.1**
7. This Bylaw shall take effect on the day of the final passing thereof.

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

TOWN OF DRUMHELLER

BYLAW NO. 05.11

A BYLAW OF THE TOWN OF DRUMHELLER PROVIDING FOR THE ASSESSMENT OF ALL BUSINESSES AND FOR THE PAYMENT OF A BUSINESS TAX BY ANY PERSON, PARTNERSHIP AND/OR CORPORATION CARRYING ON ANY BUSINESS THEREIN.

WHEREAS Section 371 of the Municipal Government Act, R.S.A., 2000, Chapter M-26, as amended, provides that a Council of a Municipality may pass a Business Tax Bylaw;

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

1. This Bylaw shall be known as the "Business Tax Bylaw".
2. In this Bylaw, unless the context otherwise requires, "person" shall include a corporation or partnership.
3. The Chief Administrative Officer or his delegate shall be the assessor for the purpose of making business assessments.
4. All businesses operating out of any property assessed as non-residential within the corporate limits of the Town of Drumheller shall be assessed a business assessment equal to 3% of the current annual assessment for the premises;
5. The assessor shall assess any person that:
 - (a) carried on any business for a temporary period; or
 - (b) commenced business after the final revision of the business assessment roll and whose name is not entered on such roll; or
 - (c) moved into new premises or opened new premises or branches of an existing business after the final revision of the business assessment roll, notwithstanding that his or her name is not entered on such roll; or
 - (d) commenced business before the final revision of the Business Assessment Roll but whose name is omitted from such Roll.
6. The Business Assessment Roll shall be completed not later than the 30th day of April in each year.
7. In each year a business tax shall be levied as a percentage of the current business assessment;
8. The business tax levy shall be calculated by the Assessor utilizing the annual business tax rate as established annually by Council in accordance with the Municipal Government Act.
9. If the Assessor is satisfied that any person subject to the business assessment has given up, sold, or disposed of such business to any person who is continuing the same, the Assessor shall, in preparing the Business Tax Roll, charge such person with the business tax pro-rata in respect to the number of months during which he has carried on such business, a portion of the

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month being taken as a month, and the Assessor shall, upon the same basis of assessment, charge the successor in business on such premises, with the remainder of the tax in respect of the year in question.

10. If it appears to the Assessor that any person has resumed business in assessed premises or that any other person has subsequently commenced business therein, he may charge against the party so resuming or commencing business a business tax pro-rata for the proportion of the remainder of the year in which the business is carried on in the premises.
11. The business tax levied in respect of business assessments shall be on a pro-rata basis in respect to the number of months during which such business has been carried on, a portion of a month being taken as a month and shall be on the same basis as regards percentages and classes of businesses herein before set forth.
12. Business Taxes are due and payable on August 31, 2011.
13. In the event of any Business Tax remaining unpaid after December 31 in the year for which the same has been levied, there shall be added thereto on January 1 of the succeeding a penalty of such tax or unpaid balance and thereafter on each January 1 of succeeding year an 8% penalty shall be levied on the unpaid balance so long as the said tax remains unpaid.
14. Bylaw 08.10 is hereby repealed.
15. This Bylaw takes effect on the date of the third and final reading.

READ A FIRST TIME this ____ day of _____.

READ A SECOND TIME this ____ day of _____.

READ A THIRD AND FINAL TIME this ____ day of _____.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Report January & February for Lisa Hansen-Zacharuk

Agenda Item # 13.1

1. CIRCULATION & USAGE OF THE LIBRARY

The Library is well used. In the first two months of 2011 there were 7,190 entrances, 765 computer users, staff handled 2,892 parcels, and 10,196 items were checked out. There have been 14 users of the Microfilm Reader Printer over a total of 40 hours, many preparing for the Centennial of Coal Mining in the Valley and the Centennial of the Drumheller Mail. There were 27 sessions with Tutors, assisting students of all ages.

2. COLLECTION

Our Library holds books, magazines, books on CD, music CDs, DVDs, Blu Rays, videos, and jig-saw puzzles – all of which can be borrowed. In-library use is restricted to newspapers, toys, children's puzzles, and the Reference Collection.

3. PROGRAMS

There have been 16 free videoconference sessions attended by 64 people, including two sessions organized by Seniors Worker Cathy Smoliak for area accountants to be trained by Canada Revenue Agency to help seniors with tax returns. "Autism and Literacy" will be offered in the Library Gallery Friday April 1st, 10 to 11am. There were 6 Alphasaurus Storytime with 25 children. There were 2 Travel Nights, drawing 60 people. The first one-week Book Sale of 2011 raised \$465.00.

4. TECHNOLOGY

The Library has collaborated with AFSC for temporary use of its Supernet connection, until the new office is opened. Several computer parts have required immediate upgrading, due to age and unexpected power surges. This has been covered by the Drumheller Library Society's Casino Account. Library staff have been busy assisting people with their new e-Book readers (Kobo & Sony), so they can enjoy our collection of e-books. There's a free videoconference on this March 30, 6-7pm.

5. FINANCES

The Library has significant challenges for basic operations, and 10 applications for funding assistance have gone out so far this year. Two more are almost ready. The Board has decided that the Summer Reading Program will only run if there is enough funding in place ahead of the start. In addition to a bare bones administration cost, the Board is also working optimizing the staff hours to open hours, in efforts to hold the line. However, it is two years since the Library staff has had a wage increase.

Linde Turner