

# **Town of Drumheller COUNCIL MEETING AGENDA**

**October 22, 2012 following the Organizational Meeting  
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 Proclamation in support of Central Alberta Child & Family Services Foster Parents - the week of  
October 21st to 27th
- 4 2.2 Proclamation in support of "Be a Fan Day" for Special Olympics on October 25th
- 2.3 Congratulations to the Anglican Church of St. Magloire who are celebrating their 100th Anniversary on  
October 28th

## **3.0 PUBLIC HEARING**

## **4.0 ADOPTION OF AGENDA**

## **5.0 MINUTES**

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

- 5-11 5.1.1 Regular Council Meeting Minutes of October 9, 2012

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

- 12-15 5.2.1 Municipal Planning Commission Meeting Minutes of September 6, 2012

### **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**

16-27 8.1.1 Report from Brad Wiebe, CEO / Director of Planning, PRMS re: Request for Subdivision Time Extension Legal Plan 1259JK Block 2 Lot 2

28-39 8.1.2 RFD - Town Hall Relocation / Renovation Tender Award

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

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

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

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

40-42 9.1 CAO's Quarterly Report from July 1st to September 30th, 2012

43-46 9.2 Director of Infrastructure Services' Quarterly Report from July 1st to September 30th, 2012

47-51 9.3 Director of Corporate Services' Quarterly Report from July 1st to September 30th, 2012

52-58 9.4 Director of Community Services' Quarterly Report from July 1st to September 30th, 2012

## **10.0 PUBLIC HEARING DECISIONS**

## **11.0 UNFINISHED BUSINESS**

## **12.0 NOTICES OF MOTIONS**

## **13.0 COUNCILLOR REPORTS**

13.1 Councillor S. Shoff - Communities in Bloom

## **14.0 IN-CAMERA MATTERS**

***BY THE MAYOR OF DRUMHELLER***

***A PROCLAMATION***

In Support of Central Alberta Child & Family Services Foster Parents

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**WHEREAS:**

The world needs safe and healthy families which are supported by responsible and caring communities. Foster families are the safe and healthy family alternative for children in need; and

**WHEREAS:**

The hands of society support the child – foster parents are an illustration of these hands; and

**WHEREAS:**

The Town of Drumheller and surrounding area recognizes that it is because of Foster Families that children in need can remain in their own communities alongside their previously established supports in their family, school, church, friends and neighbors;

**THEREFORE:**

I, Tom Zariski, <sup>Deputy</sup> Mayor of Drumheller, do hereby proclaim

The week of October 21<sup>st</sup> – 27<sup>th</sup> 2012 as  
FOSTER FAMILY WEEK IN  
CENTRAL ALBERTA CHILD AND FAMILY SERVICES AUTHORITY  
DRUMHELLER AND AREA

**Town of Drumheller  
Proclamation**

WHEREAS: On Thursday October 25th, 2012 Special Olympics will honor athletes, volunteers and fans in Law Enforcement. Communities around Alberta will be coming together to host events in their communities. This day is meant to raise awareness to their dedication to providing communities with sport opportunities for individuals with an intellectual disability.

WHEREAS: The Law Enforcement Torch Run for Special Olympics made its Canadian debut in 1987. Twenty-five years later, it has grown well beyond its beginnings as a small, grassroots effort. Today, the Torch Run is the organization's most cherished partnership, raising significant funds and awareness of Special Olympics in hundreds of communities across the country.

WHEREAS: Be a fan Day was created to acknowledge all the men and women of the law enforcement community who take part in the Torch Run every year. More than 12,000 officers, other members of the law enforcement and the community join together to champion the movement in Canada. With the help of these supporters and loyal fans, Special Olympics would like to see many communities involved on a national scale on October 25, 2012.

THEREFORE, I, Deputy Mayor Tom Zariski do proclaim October 25<sup>th</sup> as Be a Fan Day for Special Olympics.



**Town of Drumheller  
COUNCIL MEETING  
MINUTES**

October 9, 2012 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:**

Jack Kuzminski

**DIRECTOR OF COMMUNITY SERVICES:**

Paul Salvatore

**RECORDING SECRETARY:**

Linda Handy

**1.0 CALL TO ORDER**

- 1.1 Mayor Terry Yemen proclaimed October, 2012 as Breast Cancer Awareness the Month.

Mayor Yemen congratulated Councillor Sharel Shoff for her achievement in graduating from the Elected Officials Education Program. He noted that Sharel was one of five elected officials in Alberta who have completed the nine courses.

Mayor Yemen advised that he will be away from October 17<sup>th</sup> to November 3<sup>rd</sup> to act as a Short Term Observer for the CANADEM Mission Canada Election Observation mission at the 2012 Ukraine Parliamentary Elections.

**2.0 MAYOR'S OPENING REMARK**

**3.0 PUBLIC HEARING**

- 3.1 **Mayor T. Yemen stated that the purpose of the Public Hearing is to**

**consider Bylaw 14.12 to close a portion of undeveloped walkway in East Coulee from use and to sell or hold that portion of undeveloped walkway.**

Mayor Yemen called the Public Hearing to order at 4:35 PM.

Mayor Yemen asked Secretary, L. Handy if there were any items of correspondence. L. Handy advised there was one item of correspondence from Margaret English. The letter was read in its entirety which expressed concerns that the closure would impact access to the river, drainage and there was no notification to adjacent property owners.

Mayor Yemen asked if there was anyone who wished to speak in favor or against the proposal.

Don Gerlinger stated that he wishes to close the undeveloped walkway which would allow him to move his property line over to accommodate the development of a garage. He stated the drainage ditch will not be impacted. He further stated that he had discussed the proposal with his adjacent neighbors who have no concerns with the proposed closure.

Margaret English referred to her letter that was previously read into the record and stated that her concern is that the bylaw was not worded correctly. She stated that the undeveloped walkway as worded in the bylaw should be stated as a drainage ditch. She stated that she is opposed to the road closure bylaw if her changes were not incorporated. She further stated that she is concerned with erosion of the banks of the ditch. She stated that if the ditch remains open and maintained she would have no concerns with the proposed closure. She stated that the area has been flooded in the past and she did not want water running down her back alley. She also stated that she attempted to contact the adjacent neighbors but was not successful. She further advised that tourists use the undeveloped walkway as a path to the river.

Mayor Yemen asked Council for questions.

Councillor J. Garbutt asked D. Gerlinger if individuals use the proposed area as a walkway to the river. D. Gerlinger stated that no one uses the area as a walkway to the river.

CAO R. Romanetz clarified that a minimum of 15 ft. is being maintained for the drainage ditch and access to the river as identified on Hunter Survey Systems Ltd.'s drawing.

Councillor T. Zariski asked if the area is currently being maintained. R. Romanetz advised that Administration met with the Gerlingers on site and confirmed that the channel is cleaned and maintained by the Gerlingers. He further noted that the area is being used as a drainage

ditch.

Councillor A. Berdahl asked Margaret English if she had seen the proposed drawing which identifies that the ditch would remain as is. M. English indicated that she did see the drawing but her concern is with erosion of the ditch and that the bylaw should be reworded as such for future use. Councillor A. Berdahl asked Administration if erosion would impact the bank? A. Kendrick stated that the bank will not be impacted by erosion because the trees will remain and the area is only needed for creating the sideyard setbacks (3.3 ft.) for the garage. R. Romanetz stated that there is no substantial change to the area and the area will continue to remain as a drainage ditch and the mature trees will not be disturbed.

Mayor Yemen asked for rebuttals from the speakers. There were no rebuttals.

R. Romanetz advised that circulation to utility companies as required has been completed and they have indicated no concerns. He further noted that the information presented at the hearing today along with the bylaw will be submitted to the Minister for his review.

Mayor Yemen closed the public hearing at 4:43 PM.

#### **4.0 ADOPTION OF AGENDA**

**MO2012.136** Berdahl, Garbutt 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 September 24, 2012

**MO2012.137** Zariski, Shoff moved to adopt the minutes of the regular Council Meeting of September 24, 2012 as presented. Carried unanimously.

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

##### **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**

**8.2. Director of Infrastructure Services**

**8.2.1 RFD for Crushed Gravel Tender**

A. Kendrick advised that tenders for the supply of crushed gravel closed on September 28, 2012 with four tenders received. He advised that the engineering estimate for this project was approximately \$300,000 as outlined in the letter from Palm Engineering Ltd. The gravel would become part of our inventory funded through our cash flows and expensed against the operating budget on an annual basis until the inventory is depleted. The material is scaled in and out of the storage area at the landfill.

**MO2012.138** Hansen-Zacharuk, Shoff moved that Council award the low tender bid to McNair Sand & Gravel Ltd. In the amount of \$298,200 (includes GST).

**Clarification on the Motion**

In response to a question from Council, A. Kendrick advised that the company is located in Beiseker however the gravel will be supplied from their Wintering Hills location.

**Vote on Motion:**

Carried unanimously.

**8.3. Director of Corporate Services**

**8.3.1 2012 Tax Recovery Public Auction**

B. Wulff advised that as part of the tax recovery process under the MGA, properties with a tax caveat registered against them must be offered for public auction one year after the date of the tax caveat. The properties due for auction were registered in 2011. As another part of the process Council must set the terms and reserve bid for these properties. In the past terms have been cash and the reserve bid was equal to the current year's assessment. Reserve bid must be as close to market value as possible. All costs relating to the tax recovery notification, the public auction and if a property appraisal is carried out are passed on to the property owners.

**MO2012.139 Shoff, Stanford** moved that Council set the reserve bid price for properties for the January 25, 2013 tax recovery auction. Furthermore, the successful bidder must pay via cash, or money order.

**Clarification on Motion:**

In response to a question from Council, B. Wulff explained that following the public auction date, the Town may either take title to any unsold properties or sell the property for as reasonably close to market value as possible. If it is an abandoned property and the Town sells the property, the previous owner has up to 10 years to claim any surplus from the sale of the property. He further advised that the Town may enter into an agreement with the property owner for the payment of the tax arrears over a period not exceeding three (3) years. He explained that in most cases the property owners pay their tax arrears prior to the public auction date.

**Vote on Motion**

Carried unanimously.



**8.4. Director of Community Services**

**8.4.1 RFD - Family Recreation Membership Policy**

P. Salvatore presented the current working definition of "family" for the Badlands Community Facility which is described as follows: "2 adults and 2 children, where any additional children applied to a membership are expected to pay as 'an additional dependant'." He advised that the former verbal policy held at the Aquaplex included a membership rate for the full family, not limited to the number of children. He further advised that feedback from citizens has led Administration to evaluate policies in place for recreation services in other municipal jurisdictions. From the review, the most consistent definition of "family" within municipal recreation centers would be defined as follows: *"A family is defined as a married couple and the children, if any, of either or both spouses; a couple living common law and the children, if any, of either or both partners; or, a lone parent of any marital status with at least one child living in the same dwelling and that child or those children. All members of a particular family live in the same dwelling. A couple may be of opposite or same sex. Children may be children by birth, marriage or adoption up to the age of 18 (unless attending a post-secondary institution full-time with supporting documentation to a maximum of the age of 25) as long as they live in the dwelling and do not have their own spouse or child living in the dwelling. Grandchildren living with their grandparent(s) but with no parents present also constitute a family by this definition."* He advised that currently there are six families who have memberships that are above and beyond the family who exceed four in total. The impact of changing the definition to include the total family living under the same roof will not significantly impact revenues. He further advised that by adopting a new family definition more families may want to join the facilities.

**MO2012.140** Shoff, Zariski that Council moved to change the definition of family to the new definition as presented *"A family is defined as a married couple and the children, if any, of either or both spouses; a couple living common law and the children, if any, of either or both partners; or, a lone parent of any marital status with at least one child living in the same dwelling and that child or those children. All members of a particular family live in the same dwelling. A couple may be of opposite or same sex. Children may be children by birth, marriage or adoption up to the age of 18 (unless attending a post-secondary institution full-time with supporting documentation to a maximum of the age of 25) as long as they live in the dwelling and do not have their own spouse or child living in the dwelling. Grandchildren living with their grandparent(s) but with no parents present also constitute a family by this definition."*

Councillor J. Garbutt asked for a friendly amendment to include a reimbursement to those families currently paying a membership. Councillors Shoff and Zariski agreed.

**AMENDED MO2012.140A** Shoff, Zariski that Council moved to change the definition of family to the new definition as presented *"A family is defined as a married couple and the children, if any, of either or both spouses; a couple living common law and the children, if any, of either or both partners; or, a lone parent of any marital status with at least one child living in the same dwelling and that child or those children. All members of a particular family live in the same dwelling. A couple may be of opposite or same*

*sex. Children may be children by birth, marriage or adoption up to the age of 18 (unless attending a post-secondary institution full-time with supporting documentation to a maximum of the age of 25) as long as they live in the dwelling and do not have their own spouse or child living in the dwelling. Grandchildren living with their grandparent(s) but with no parents present also constitute a family by this definition," and further that the Town of Drumheller provide a reimbursement to those families currently paying a membership.*

**Clarification on Motion:**

Councillor A. Berdhal stated that the definition is restrictive and does include a residential component for split custody of children. P. Salvatore clarified that the family definition as worded would include the family living under one roof.

**Vote on Motion**

6 – in favour Yemen, Zariski, Stanford, Shoff, Hansen-Zacharuk, Garbutt

1 - opposed Berdahl

Motion carried.

**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 A.U.M.A. Reports**

Mayor, Council and CAO presented an overview of their attendance at the AUMA Convention in Edmonton on September 26<sup>th</sup> to 28<sup>th</sup>. While at the AUMA, Councillor J. Garbutt advised that he was able to speak with a representative from the Solicitor General's Office on acquiring an additional RCMP member for the Drumheller Institution. R. Romanetz stated that the FCM President's speech included comments that the Federal Government may extend the Building Canada Fund Program. He stated that the Town needs to put together a package for a potential shovel ready project. He further advised that the Minister of Transportation indicated that the province is willing to look at the development of trails within highway right of ways. He further advised that the Province is willing to consider applications that will not impact highway safety.

Councillor J. Garbutt stated that he attended the pre-conference session on affordable housing and of those in attendance, Drumheller was the only community who owned an affordable housing unit. He stated that Drumheller was the only example of a smaller community that took steps towards affordable housing.

Mayor T. Yemen stated that he along with Council members and some residents of the community met with Minister Doug Horner to discuss provincial spending. He

encouraged residents to view the Minister's website at [www.dollarsandsense.alberta.ca](http://www.dollarsandsense.alberta.ca) to answer the questions.

**14.0 IN-CAMERA MATTERS MO2012.141** Shoff, Stanford to move in camera at 5:32 PM. Carried unanimously.

14.1 Personnel Matter

**MO2012.142** Shoff, Hansen-Zacharuk moved to revert to regular Council meeting at 6:05 PM. Carried unanimously.

There being no further business, the Mayor declared the meeting adjourned at 6:05 PM.

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Mayor

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Chief Administrative Officer



**Municipal Planning Commission  
MINUTES  
Meeting of Thursday September 6, 2012**

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**Present:** Doug Stanford, Councillor/Member  
Paul Salvatore, Director of Community Services  
David Suen, Intern for Palliser Regional Municipal Services  
Cindy Woods, Development Officer  
Shawn Francis, Member  
Robert Greene, Chairperson  
Brad Wiebe, Palliser Regional Municipal Services  
Sharon Clark, Member  
Judy Quintin-Arvidson – Recording Secretary

**Absent:** Linda Taylor, Recording Secretary  
Andrew Berdahl, Councillor/Member

**1.0 CALL TO ORDER – 12:10 p.m.**

**2.0 MINUTES FROM PREVIOUS MEETINGS**

**2.1 August 16, 2012**

**Motion:** D. Stanford moved to accept the minutes of August 16, 2012 as presented.

**Second:** S. Clark – Carried

**3.0 DEVELOPMENT PERMITS**

**3.1 T00082-12D – Ron Davies – Single Family Dwelling – “R-1A”**

C. Woods presented Development Permit T00082-12D submitted by Ron Davies for New construction of a single family dwelling and demolition of existing dwelling located at 118 Poplar Crescent, Drumheller on Plan 4317CQ; Block 4; Lot 2. Zoning is “R-1A” Residential District. A Single detached dwelling is a discretionary use in this district.

C. Woods advised this new construction meets the requirements with the exception of the front yard setback in which they require a relaxation of 1 foot. Side yard setbacks were discussed and it was also advised the demolition permit for the existing dwelling is included in the building permit. The applicant is taking advantage of the demolition agreement that requires rebuilding within two years.

**Motion:** S. Clarke moved that Development Permit T00082-12D submitted by Ron Davies for New construction of a single family dwelling and demolition of the existing dwelling located at 118 Poplar Crescent, Drumheller on Plan 4317CQ; Block 4; Lot 2, be approved subject to the following conditions;

1. Must conform to Land Use Bylaw 10-08.
2. Placement of construction as per plot plan submitted.
3. Relaxation granted for front yard setback to 19 feet as per application.
4. Proper placement of foundation walls -- as per application -- to be determined by a Registered Alberta Land Surveyor.





5. The developer shall hold the Municipality harmless from any damage to or loss of the development caused by flooding by way of an agreement registered as a caveat or restrictive covenant against the titles of the property being developed.
6. Construction to be in accordance with the Alberta Building Code.
7. All necessary permits (building, electrical, gas, plumbing and private sewage) to be in place prior to construction/installations.
8. Make provisions for proper installation of water meter as per Town of Drumheller Water/Sewer Bylaw.
9. If the holder of the permit wishes to make any changes in the proposed development from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary.
10. Landscaping 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.
11. All local improvements at owner's expense including, however not limited to, driveways, frontage charges, water/sewer services.
12. Must conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
13. All contractor's to be in possession of a valid Town of Drumheller business license.

**Second:** D. Stanford – Carried

**3.2** T00083-12D – Ben Wegg/c.o. Stantec Architecture – Exterior Renovation, Interior Renovation, Dual – Drive Through– “Hwy-C”

C. Woods presented Development Permit T00083-12D submitted by Ben Wegg c/o Stantec Architecture for Exterior Renovation, Interior Renovation, Dual-Drive Through located at 100, 680 – 2 Street SE on Plan 951213; Block 11; Lot 5. The restaurant is permitted but the Drive Through is not. To change the Drive Through, they meet the set backs. The circulation comments show no concerns. Transportation had future comments. Owner last year added the coffee area and lost seating. They now need the seating back. The Drive Through will alleviate the backlog to the street occurring now. Discussion of the current and projected parking showed if we made them extend the current parking stalls to meet requirements, it would encroach on the right of way. They more than meet requirements for parking now.

The Municipal Planning Commission discussed the application.

**Motion:** S. Francis moved that Development Permit T00083-12D submitted by Ben Wegg c/o Stantec Architecture for Exterior Renovation, Interior Renovation, Dual Drive Through located at, Drumheller at 100, 680 – 2 Street SE on Plan 951213; Block 11; Lot 5 be approved as presented, subject to the following conditions:

1. Development shall conform to Land Use Bylaw 10-08.
2. Construction shall be in accordance with submitted site plan.
3. If the holder of the permit wishes to make any changes from the site plan, the details of the application or from any condition, guideline or restriction imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission. An additional development permit application may be necessary.
4. All necessary Safety Codes permits (building, electrical, gas, plumbing, etc.) to be in place prior to commencement of any construction/installation.
5. Prior to commencement of occupancy and business activities, confirmation must be provided to the Development Officer from the Local Fire Authority that building is occupiable for such purposes.
6. Development to conform and meet the requirements of the Regional Health Authority.
7. Parking plan as per parking regulations in Land Use Bylaw 10-08.
8. Construction shall be in conformance with the Alberta Building and Fire Codes.



9. Any and all local improvements at owner's expense including, however not limited to driveways, curb cuts, service connections, etc. All local improvements must be constructed to the Town of Drumheller standards and approval.
10. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares.
11. 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.
12. Development to conform to the Town of Drumheller Water & Sewer Bylaw (copy attached), including, but not limited to, grease traps and backflow prevention devices.
13. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
14. All signage to be made under separate development permit application.
15. All Contractors and Sub-Contractors to be in possession of a valid Town of Drumheller business license.
16. An Annual Business License is required.

**Second:** D. Stanford – Carried

**3.3** T00076-12D – Charlotte / Jane Bryant – Placement of Manufactured Home – "SCR"

C. Woods presented Development Permit T00076-12D submitted by Charlotte / Jane Bryant for demolition of existing single family dwelling and placement of manufactured home located at 150 & 170 9 Street, East Coulee on Plan 4128EQ; Block 6; Lot 1-2. Zoning is "SCR" Suburb Community Residential District. A manufactured home is a discretionary use in this district.

C. Woods advised this application was approved on August 16, 2012 however, after an in depth look at the property with the surveyor it was decided there were so many nice trees and beautiful landscaping that would have to be moved that it would suit better to change the position of the Manufactured Home. It fits better onto the property because of the shape of the lots. No relaxation will be required but there will be additional conditions required. The Municipal Planning Commission discussed the application.

**Motion:** D. Stanford moved Development Permit T00076-12D submitted by Charlotte / Jane Bryant for demolition of existing single family dwelling and placement of manufactured home located at 150 & 170 9 Street, East Coulee on Plan 4128EQ; Block 6; Lot 1-2 be approved with the following conditions:

1. Development shall conform to Land Use Bylaw 10-08.
2. Subject to the requirements of Section 71 of Land Use Bylaw 10-08 governing Manufactured Homes (copy attached).
3. Proper placement of Manufactured Home -- as per application -- to be determined by a Registered Alberta Land Surveyor.
4. Relaxation granted for Site Area to 818 sq m as per application.
5. All required Safety Codes Permits (building, electrical, gas, plumbing and private sewage) to be in place prior to placement of Manufactured Home and/or commencement of any construction or installations.
6. An over-weight/over-dimensional permit from Road-Data (1-888-830-7623) must be issued prior to relocating structures within the municipality.
7. The developer shall hold the Municipality harmless from any damage to or loss of the development caused by flooding by way of an agreement registered as a caveat or restrictive covenant against the titles of the property being developed.
8. If the holder of the permit wishes to make any changes that depart 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.



# DRUMHELLER

## COMMUNITY SERVICES

Agenda Item # 5.2.1



9. Landscaping 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.
10. All local improvements at owner's expense including, however not limited to, driveways, frontage charges, water/sewer services.
11. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
12. Water supply/source for the site must meet Alberta Environment requirements/standards.
13. Plan 4128EQ; Block 6; Lots 1 & 2 must be consolidated into one title through the Alberta Land Title Office.

**Second:** S. Clarke – Carried

- 4.0 PALLISER REGIONAL MUNICIPAL SERVICES** – There will be Land Use Bylaw amendments and maps updated to consider the option of 25 foot lots. We will bring some recommendations to the next meeting.
- 5.0 OTHER DISCUSSION ITEMS** – We have a Chairperson on the Municipal Planning Commission but no Vice Chair. Cindy will check the MPC bylaw to find the regulations regarding the vice-chair and whether a councillor can present to an SDAB hearing.
- 6.0 Adjournment** – Meeting adjourned by B. Greene at 1:05 pm.

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Chairperson

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Development Officer

**PALLISER REGIONAL MUNICIPAL SERVICES**

**REQUEST FOR SUBDIVISION TIME EXTENSION**

**ATTENTION:**

MR. BRAD WIEBE, RPP, MCIP  
CEO / DIRECTOR OF PLANNING

27 September 2012.

**YOUR FILE:**

80/110 PRMS # 2010-043  
OLD ST. ANTHONY'S SCHOOL SITE  
Lot 2, Block 2, Plan 1259 J.K.  
Within the N.W. 1/4 Sec. 1-29-20-4  
DRUMHELLER, ALBERTA.

NAME OF REGISTERED OWNER:

ELECTRA HOLDINGS LTD.

AGENT FOR OWNER:

A & A JAMES MANAGEMENT LTD.  
ATTENTION: ART JAMES, CONSULTANT

MAILING ADDRESS:

PHONE NUMBER:

email:

780-984-1561

art@artjames.ca

The allotted time limit to complete the conditions of subdivision and to obtain final subdivision approval was 24 January 2011.

We were unable to complete this task during this allotted time. As you are aware the land exchange to facilitate the construction of the new St. Anthony's School was delayed until June 1912 due to construction delays on their new site which in turn impacted our schedules accordingly.

The portable classroom building has been removed from the site in accordance with Condition of subdivision No. 8.

A Real Property Report showing a 10 ft. setback from the existing building to the new lot boundary is enclosed as required by Condition of Subdivision No. 6:

A concept plan showing the proposed R-1 residential subdivision for the remaining lands is enclosed as required by Condition of Subdivision No. 8.

In view of the foregoing we would appreciate your consideration in granting us a time extension to 31 December 2012 to complete these conditions of subdivision.

You will find our cheque in the amount of \$ 300.00 to cover your fees in this regard and thank you for this consideration.

Sincerely,

  
ELECTRA HOLDINGS LTD.  
by Agent: Art James



## REQUEST FOR DECISION

To: Town of Drumheller Council

Date: Oct 22, 2012

Re: Request for Time Extension – Subdivision File 80/ 110 (2010-043)

LEGAL DESCRIPTION:

Lot 2, Block 2, Plan 1259 JK

NW 1/4 Sec.01 - Twp. 29 - Rge 20 W4M

The following report is provided for Council consideration of a time extension request application made by the applicant in order to allow additional time to complete the conditions of subdivision and register the proposed subdivision. The file was approved on January 24, 2011. In accordance with the MGA the applicant has one year to meet all conditions of subdivision and register with land titles. This was not completed and a time extension request was submitted on September 27, 2012.

The applicable regulations that pertain to this file are as follows:

### **MGA Section 657 Subdivision Registration**

#### **Subdivision registration**

**657(1)** An applicant for subdivision approval must submit to the subdivision authority the plan of subdivision or other instrument that effects the subdivision within one year from the latest of the following dates:

- (a) the date on which the subdivision approval is given to the application;
- (b) if there is an appeal to the subdivision and development appeal board or the Municipal Government Board, the date of that board's decision or the date on which the appeal is discontinued;
- (c) if there is an appeal to the Court of Appeal under section 688, the date on which the judgment of the Court is entered or the date on which the appeal is discontinued.

(4) If the plan of subdivision or other instrument is not submitted to the subdivision authority within the time prescribed by subsection (1) or any longer period authorized by the council, the subdivision approval is void.

(5) If the plan of subdivision or other instrument is not registered in a land titles office within one year after the date on which it is endorsed pursuant to this section or within the extended period prescribed under subsection (6), the subdivision approval of the plan or instrument and the endorsement are void and the plan or instrument may not be accepted by a Registrar for registration.

#### **(6) The council may extend**

*(a) the one-year period referred to in subsection (1), or*

*(b) the one-year period referred to in subsection (5),*

*whether or not the time period under those subsections has expired.*

1995 c24 s95



## Agenda Item # 8.1.1

### Subdivision File 80/110 Information:

The purpose of the subdivision is to separate the recently closed St. Anthony's School from the remaining green space for future development. The school parcel would include 2.55 ac. +/- with a remaining parcel area of 2.68 ac. +/-.

The title area is currently classified as 'P' – Community Service District.



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

### **The application was approved with the following conditions:**

- (1) Registration of the subdivision by means suitable to the Registrar of the Land Titles Office, [Section 81 and 89 of the Land Titles Act];
- (2) All outstanding taxes to be paid to the municipality, [Section 654 (1)(d) of the Municipal Government Act];
- (3) Satisfactory arrangement to be made with the municipality for the provision of services, at the cost of the developer, [Section 655 of the Municipal Government Act].
- (4) Concurrent registration of utility easements and right-of-ways as required by relevant authorities [Section 654(1)(a) of the Municipal Government Act].
- (5) The structure (steel sided portable building) located on the proposed property line be removed or demolished prior to final endorsement of documents [Section 655(1)(a) of the Municipal Government Act].
- (6) Applicant/ owner are to provide a Real Property Report (RPR) to ensure that any existing structures or other developments are not encroaching on any property lines and to ensure required minimum setbacks are met with the new property boundary. ( minimum of 10 feet [3.048m] side yard requirement is met [Section 7(h) of the Subdivision Regulation];
- (7) Deferral of reserve by caveat against the vacant parcel in the amount of 0.523 acres (0.212 ha.)
- (8) Prior to further subdivision into individual titled lots, land use district amendments or development, a concept plan / ASP (area structure plan) shall be required in accordance with the Town of Drumheller MDP (Municipal Development Plan) to provide a planning framework and public consultation to determine the future land use potential of the site [MDP Bylaw 11-08: Section 4.2.2. Policies of Area Plan Development & Section 6.1.2. Policies Urban Residential Development];

### **Subdivision Extension Considerations:**

A subdivision extension request is reviewed in terms of the current Town policies and bylaws to ensure the application is still consistent with those requirements. It appears that there have been no changes that would negatively affect this extension request.

Another consideration is if there have been any changes to the proposed land use of the site. At the time of the original subdivision application the applicant was proposing future residential uses. Since the application was approved with conditions there have been a number of considerations that have occurred.

- The existing St. Anthony's school facility on the site has been proposed as the Hope College site. The redevelopment of this site was not a consideration at the time of subdivision as there was not a proposed use at that time. The redevelopment of the site may require different site requirements including building footprint, setbacks, parking considerations, etc. and the pre-subdivision of this site may constrain potential future land uses.
- The applicant has recently presented potential residential development concepts for the proposed east parcel to the Municipal Planning Commission for review. The pre-subdivision of the site appears to constrain the potential future subdivision and development options on the site with the division of the existing parcel with an arbitrary line.

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

### **Recommendation:**

Due to the recent proposed developments on the site it may be prudent to deny the request for extension and allow the subdivision to expire with a new application to be considered that takes into account an approved future concept for the existing building and remaining vacant land area prior to subdivision approval that ensures all subdivision and development factors are considered for the proposed future land uses. This process would improve transparency for the decision makers and affected public in the surrounding area and provide for a concept with land use considerations related to the actual proposed land uses at this time.





January 24, 2011

File No: 80/110  
PRMS #2010-043

MPE Geomatics Ltd.  
Suite 300, 714 5 Avenue South  
Lethbridge, AB T1J 0V1

Attn: Michael Thompson, P. Eng, ALS, BCLS

**RE: PROPOSED SUBDIVISION**  
**Lot 2, Block 2, Plan 1259 JK**  
**NW 1/4 -SEC.01-TWP.29 – RNG. 20 - W4M**  
**Town of Drumheller**  
**Owner: The Board of Trustees of Christ the Redeemer Catholic Separate Regional Division**  
**No.8**  
**[Applicant: Art James – Electra Holdings Ltd.]**

This is to advise that on January 24, 2011, Palliser Regional Municipal Services approved the above-mentioned application subject to the following conditions:

- (1) Registration of the subdivision by means suitable to the Registrar of the Land Titles Office, [Section 81 and 89 of the Land Titles Act];
- (2) All outstanding taxes to be paid to the municipality, [Section 654 (1)(d) of the Municipal Government Act];
- (3) Satisfactory arrangement to be made with the municipality for the provision of services, at the cost of the developer, [Section 655 of the Municipal Government Act].;
- (4) Concurrent registration of utility easements and right-of-ways as required by relevant authorities [Section 654(1)(a) of the Municipal Government Act].;
- (5) The structure (steel sided portable building) located on the proposed property line be removed or demolished prior to final endorsement of documents [Section 655(1)(a) of the Municipal Government Act].;
- (6) Applicant / owner are to provide a Real Property Report (RPR) to ensure that any existing structures or other developments are not encroaching on any property lines and to ensure required minimum setbacks are met with the new property boundary. (minimum of 10 feet [3.048m] side yard requirement is met [Section 7(h) of the Subdivision Regulation].;
- (7) Deferral of reserve by caveat against the vacant parcel in the amount of 0.523 acres (0.212 ha.).;
- (8) Prior to further subdivision into individual titled lots, land use district amendments or development, a concept plan / ASP (area structure plan) shall be required in accordance with the Town of Drumheller MDP (Municipal Development Plan) to provide a planning framework and public consultation to determine the future land use potential of the site [MDP Bylaw 11-08: Section 4.2.2. Policies of Area Plan Development & Section 6.1.2. Policies Urban Residential Development].

115 Palliser Trail, P.O. Drawer 1900, Hanna, Alberta T0J 1P0 tel 403-854-3371 tollfree 1-877-854-3371  
fax 403-854-4684 www.palliserservices.ca



As the owner/applicant, you are responsible to check with the municipality and or other agencies related to the above conditions to make sure the requirements have been fulfilled before Palliser endorses (finalizes) your approval. Should you have difficulty understanding the conditions, please contact this office.

In accordance with Section 657(1) of the Municipal Government Act, the applicant for subdivision shall submit for final endorsement to the subdivision approving authority, the plan of subdivision or other instrument that effects or will effect the subdivision within one (1) year of the date of conditional approval. It is stressed that the conditional approval is invalid after the one-year period. Once this office endorses the plan or other instrument, you have one additional year from the date of endorsement to register the document in the appropriate land titles office.

We must point out that it is the owner/applicant's responsibility to hire a surveyor to prepare the necessary plans. In accordance with Section 657(1) of the Municipal Government Act, **this conditional approval is valid for one (1) year from this date.** The appropriate Plan (descriptive plan or plan of survey depending on Land Titles requirements) must be submitted to this office within this one-year period. Once this office endorses the plan, you have one additional year from the date of endorsement to register the document in the appropriate land titles office.

When your final plan or other instrument is complete and conditions of subdivision are met, forward the document in the same digital format that is submitted to Land Titles to this office for endorsement along with an endorsement fee of \$300.00.

An appeal resulting from this decision may be made pursuant to Section 678 of the Municipal Government Act. A written statement of appeal must be sent within 14 days to:

The Secretary  
Subdivision & Development Appeal Board  
Town of Drumheller  
703 – 2<sup>nd</sup> Avenue W  
DRUMHELLER, AB  
T0J 0Y3

Please feel free to contact this office if you have any questions.

Sincerely,

Garry Wilson  
Planner

Enc. Subdivision Report and Approved Sketch

cc –Town of Drumheller

115 Palliser Trail, P.O. Drawer 1900, Hanna, Alberta T0J 1P0 tollfree 1-877-854-3371 tel: 1-403-854-3371 fax  
403-854-4684 [www.palliserservices.ca](http://www.palliserservices.ca)

## SUBDIVISION REPORT

**AGENDA:** January 20, 2011 **MUNICIPALITY:** Town of Drumheller  
**FILE No. 80/110** **PRMS No.** 2010-043 **PROPOSAL:** Lot Split - School  
**LOCATION:** Located east of central Drumheller, bounded by 12 Street East, 14 Street East, 6<sup>th</sup> Avenue East and 7<sup>th</sup> Avenue East, north of the Canadian National Railway and Highway 10.  
**LEGAL DESCRIPTION:** Lot 2, Block 2, Plan 1259 JK  
 NW 1/4 Sec.01 - Twp. 29 - Rge 20 W4M  
**APPLICANT:** Electra Holdings Ltd. Art James - Devon Remax Realty  
**OWNERS:** The Board of Trustees of Christ the Redeemer Catholic Separate Regional Division No. 3  
**TITLE AREA:** 5.23 ac. (2.12 ha.)

**PROPOSED** Proposed Lot 4 2.55 ac. (1.03 ha) (111078sq. ft.) (10319.5 m<sup>2</sup>)  
**SUBDIVISION AREA:** Remaining Lot 3 2.68 ac. (1.085 ha.) (116741sq.ft.) (10845.6 m<sup>2</sup>)

**NUMBER OF PROPOSED PARCELS:** One (1) with one (1) remaining parcel

**EXISTING USE:** Institutional

**PROPOSED USE:** Institutional / Potential Future Residential

**LAND USE CLASSIFICATION:** "P" – Community Service District

**RESERVE STATUS:** May Be Required [Section 661(b) of the Municipal Government Act].  
 Developable Land 5.23 acres (2.12ha)  
 Less: Environmental Reserve 0.00 acres (0.00 ha)  
 Possible Reserve Dedication (10%) 0.523 acres (0.212 ha.)

It is recommended that the reserve dedication be deferred by caveat until the time of further subdivision or development of the parcel.

**APPEAL STATUS:** Provincial (Proximity to a Highway 10[Municipal Government Act, RSA 2000 Section 678(2)(a)]). Deferred by Alberta Transportation to the Local Government Board level.

The Secretary  
 Subdivision & Development Appeal Board  
 Town of Drumheller  
 703 – 2<sup>nd</sup> Avenue W  
 Drumheller, Alberta  
 T0J 0Y3

**CIRCULATION:** Thirty (30) signed form letters were received from adjacent landowners noting their objection to the proposed subdivision. Below is an example of the objections listed within these letters.

Dear Mr. Wilson and members of the Municipal Planning Commission,

As a resident of (address) affected by the proposed subdivision of the original St. Anthony's School site (420-12St. East, Drumheller, Alberta – Lot 2, Block 2 Plan 1259 JK)

I/We \_\_\_\_\_ strongly object to the proposed subdivision on the following grounds:

- Christ the Redeemer School Division and Electra Holdings do not provide any details relating to the proposed future use of the lands – other than Multi-Family Residential.
- Multi-Family Residential (either R2, R3, or R4) would not conform to the existing land use in our neighbourhood nor would it be a good fit within this, one of Drumheller's earliest established communities
- Other than retaining the parcel as it exists (P-Community Services District) the only acceptable land use within the district would be R1 – low density residential
- In their previous dealings related to the new St. Anthony's School(Hwy. 838 – Dinosaur Trail North), both Christ the Redeemer School Division and Electra Holdings, appeared to have issues with rezoning and demonstrated little regard for any consultation with the community regarding compatibility issues
- While history may, in fact, be repeating itself, that is difficult to determine given the lack of sufficient detail describing the subject parcel, or any consultation regarding the developer's true intent for the future of the site.



In closing, you will receive under separate cover, the copy of a letter from our residents dated September 9, 2008, which was copied to David Amos, CEO – Palliser Regional Municipal Services. While not a legal petition, it along with this submission, voices our long held conviction against rezoning of this property and the detrimental effects resulting from non-conforming land use within our district.

A petition which was presented/given to the Town of Drumheller, mayor and councilors September 9, 2008 was re-forwarded to note past objection to the sale of this property to a developer.

**Alberta Transportation** has responded that access to all parcels appears to be via the local street system and should have no significant impact on the provincial highway network. Therefore Alberta Transportation has no concerns regarding this proposal

Any appeals regarding this application may be dealt with at the Local Government Board level. (Contact Frank Vidmar, Operations Services Coordinator, at 403-854-550)

**ATCO Electric** has notified that they have no concerns or objections, but note there is existing service to a light. (Contact: Marilyn Sallows at 403-823-1470).

**AltaGas Utilities** has no objection to the proposed subdivision.

They have returned one copy of an AltaGas Utilities Inc.'s as-built on which they have indicated the approximate location of their existing underground facilities.

They wish to advise that any relocation of existing facilities will be at the expense of the developer and payment of contributions required for new gas facilities will be the responsibility of the developer.

Please notify Alberta 1<sup>st</sup> Call at 1-800-242-3447 to arrange for "field locating" should excavations be required within the described area. (Contact: Alynne Kugler, Surface Land Administrator, at 780-986-5215).

**Alberta Health Services** have reviewed the subdivision proposal to create two parcels from Lot 2, Block 2, Plan 1259JK within the NW1/4 1-29-20-W4M in the Town of Drumheller, and have no objections provided that both lots are serviced by the municipal water and sewerage systems. If you have any questions regarding these comments, please do not hesitate to call me at the Drumheller office of Alberta Health Services 1-403-823-3341. – Keith Lee, Executive Officer/Public Health Inspector.

**TELUS** has no concerns provided that the subdivided lot has no trespassing cable or facilities feeding the existing lot. (Contact: Grace Ford, Engineering Technician, at 403-341-8343).

**STAFF COMMENTS:** The purpose of this subdivision is to create two (2) lots by splitting an existing lot essentially in half. The existing parcel contains a school and associated school grounds that will no longer be needed once the Catholic Separate School moves to their new location located within Midland. The new easterly proposed lot currently contains two baseball diamonds, bleachers, and playground equipment all connected by a grass field. The applicant would like to eventually have this area sold to be developed to construct multi-family residential units, however this may be at a future time depending on the economy. The westerly half of the current parcel with the remaining area, creating proposed Lot 3 and containing most of the existing school building and to be possibly used as a community college. The applicant has indicated that an attached structure, consisting of a steel sided portable building, which crosses over the proposed property boundary, will be removed. Considering that the proposed subdivision proposes to divide the existing lot into two pieces at this time and no supporting information was received to determine future land uses as residential or otherwise, the application is considered based on the P - Community Service District requirements. Prior to further subdivision into individual titles lots, land use district amendment or development a concept plan / ASP shall be required in accordance with the Town of Drumheller MDP to provide a planning framework and public consultation to determine the future land use potential of the site. (MDP Bylaw 11-08: Section 4.2.2 Policies of Area Plan Development & Section 6.1.2 Policies Urban Residential Development)

**Surrounding Area Features:** The affected parcel is surrounded on three sides by an "R-1" – Residential District consisting of low density residential development in the form of single-detached housing. The Red Deer River lies about 650 feet (200 m) to the north while the Canadian National Railway line, with its extra widening for a railway yard, lies across 7<sup>th</sup> Avenue East to the south.

**Access:** Legal access to all parcels is via the local street network.

**Land Use Considerations:** Within the current Town of Drumheller Land Use Bylaw 10-08 the proposed subdivision lies within a district that is currently designated as:

### 36. P – Community Service District

The purpose of this district is to provide recreational, educational and community uses.

#### (a) Permitted Uses

- Accessory buildings and uses

- Fire hall
- Permitted signs
- Public Library
- Public swimming pool
- Public Park

**(b) Discretionary Uses**

Amended:  
Bylaw # 06-09  
March 16, 2009

- Accessory Building – Portable
- Assisted Living
- Active and passive recreational uses, where consistent with the general purpose of this district
- Campground
- Cemetery
- Clinic
- Curling rink
- Education Facility – Unconventional
- Exhibition grounds
- Hockey arena
- Hospital
- Museum
- Out-of-School Care Centre
- Public and quasi-public building
- Public utility buildings and installations
- Residential Care Facility
- Satellite dish
- School – Private
- School – Public
- Senior's Lodge
- Small Wind Energy System
- Supportive Living
- Worship facility

Amended:  
Bylaw # 11-10  
April 23, 2010

**(c) Minimum Requirements**

1. Front Yard:
  - (a) 6.1 m (20 ft.).

## 2. Side Yard:

- (a) 3 m (10 ft.).

## 3. Rear Yard:

- (a) 7.6 m (25 ft.).

**(d) Maximum Limits**

## 1. Height:

- (a) 10.67 m (35 ft.) unless otherwise approved by the Municipal Planning Commission.

**(e) Parking**

Type of Development	Parking Spaces Required
Public places of assembly including: race tracks, exhibition halls, sports arenas, ball parks and other recreational or amusement places	One (1) Per eight (8) seating spaces
Elementary / Jr. High Schools	One (1) Per classroom
Senior High Schools	Four (4) Per classroom
Hospitals	One (1) Per 93 m <sup>2</sup> (1,000 sq. ft.) of gross floor area
Libraries	Two (2) Per 93 m <sup>2</sup> (1,000 sq. ft.) of gross floor area
Clinics	Two (2) Per 93 m <sup>2</sup> (1,000 sq. ft.) of gross floor area
Worship facilities	One (1) Per 15 seats

**Title Encumbrances:** There are no encumbrances that appear to affect the proposed subdivision area.

**Sewage and Water System Details:** Services are available through the municipality

**STAFF RECOMMENDATIONS:**

That the application be approved, subject to the following conditions:

- (1) Registration of the subdivision by means suitable to the Registrar of the Land Titles Office, [Section 81 and 89 of the Land Titles Act];
- (2) All outstanding taxes to be paid to the municipality, [Section 654 (1)(d) of the Municipal Government Act];
- (3) Satisfactory arrangement to be made with the municipality for the provision of services, at the cost of the developer, [Section 655 of the Municipal Government Act].
- (4) Concurrent registration of utility easements and right-of-ways as required by relevant authorities [Section 654(1)(a) of the Municipal Government Act].
- (5) The structure (steel sided portable building) located on the proposed property line between proposed Lots 3 and 4, be removed or demolished prior to final endorsement of documents [Section 655(1)(a) of the Municipal Government Act].
- (6) Applicant/ owner are to provide a Real Property Report (RPR) to ensure that any existing structures or other developments are not encroaching on any property lines and to ensure required minimum setbacks are met with the new property boundary. ( minimum of 10 feet [3.048m] side yard requirement is met [Section 7(h) of the Subdivision Regulation];
- (7) Deferral of reserve by caveat against the vacant parcel in the amount of 0.523 acres (0.212 ha.)

**MUNICIPAL RECOMMENDATION:**

That the application be approved in accordance with staff recommendations as well as with the addition of the following condition:

- (1) Prior to further subdivision into individual titled lots, land use district amendments or development, a concept plan / ASP (area structure plan) shall be required in accordance with the Town of Drumheller MDP (Municipal Development Plan) to provide a planning framework and public consultation to determine the future land use potential of the site [MDP Bylaw 11-08: Section 4.2.2. Policies of Area Plan Development & Section 6.1.2. Policies Urban Residential Development];

**DECISION:**

That the application be approved subject to the following conditions:

- (1) Registration of the subdivision by means suitable to the Registrar of the Land Titles Office, [Section 81 and 89 of the Land Titles Act];
- (2) All outstanding taxes to be paid to the municipality, [Section 654 (1)(d) of the Municipal Government Act];
- (3) Satisfactory arrangement to be made with the municipality for the provision of services, at the cost of the developer, [Section 655 of the Municipal Government Act].
- (4) Concurrent registration of utility easements and right-of-ways as required by relevant authorities [Section 654(1)(a) of the Municipal Government Act].
- (5) The structure (steel sided portable building) located on the proposed property line be removed or demolished prior to final endorsement of documents [Section 655(1)(a) of the Municipal Government Act].
- (6) Applicant/ owner are to provide a Real Property Report (RPR) to ensure that any existing structures or other developments are not encroaching on any property lines and to ensure required minimum setbacks are met with the new property boundary. ( minimum of 10 feet [3.048m] side yard requirement is met [Section 7(h) of the Subdivision Regulation];
- (7) Deferral of reserve by caveat against the vacant parcel in the amount of 0.523 acres (0.212 ha.)
- (8) Prior to further subdivision into individual titled lots, land use district amendments or development, a concept plan / ASP (area structure plan) shall be required in accordance with the Town of Drumheller MDP (Municipal Development Plan) to provide a planning framework and public consultation to determine the future land use potential of the site [MDP Bylaw 11-08: Section 4.2.2. Policies of Area Plan Development & Section 6.1.2. Policies Urban Residential Development];

Brad Wiebe RPP, MCIP  
C.E.O., Director of Planner

January 24, 2011  
BW/gw



# DRUMHELLER

## INFRASTRUCTURE SERVICES

Agenda Item # 8.1.2



### Request for Decision

Date: October 18, 2012

<b>Topic:</b>	Town Hall Relocation / Renovation		
<b>Proposal:</b>	<p>Tenders for Town Hall Relocation / Renovation Project closed on October 17, 2012 at 2 PM. Eight (8) tenders were received from: Phoenix , Everest, Krawford, Govan Brown, Lear, Carbon, Read and Westcor. The consultants estimate was \$2,000,000 including consulting fees. Administration is recommending that the tender bid be awarded to the low bidder, GovanBrown in the amount of \$1,630,000.00 (not including GST) which is the base bid plus Alternate 1 and separate pricing of \$111,377 for a total of \$1,741,377.00.</p> <p>The low base from GovanBrown along with consulting fees and an allowance for construction contingency fall closely within the approved \$2,000,000 capital budget.</p> <p>A budget for signage, furnishings, audio visual equipment, security, shelving and data / telecommunications cabling is not included in this project costing. A detailed listing will be presented for Council review as part of our 2013 capital plan. This cost is estimated to be in the range of \$300,000 to \$400,000. Separate pricing for various components such as: fossil wall hanging and boiler replacement are not included in the recommended project award and will only be approved based on current budget availability / additional budget from 2013 Capital and from energy grant programs that are awaiting approval.</p> <p>See attached Review and Tender Summary Letter from Group 2.</p>		
<b>Proposed by:</b>	Allan Kendrick, Director of Infrastructure Services		
<b>Correlation to Strategic Business Plan</b>	The project is a corporate priority approved by Council in the 2012 Strategic Business Plan. The project is identified in the Capital Plan approved by Council. Current Town Hall is antiquated and does not meet Safety Code standards.		
<b>Benefits:</b>	New Town Hall will be handicapped accessible; Improved services to the residents of Drumheller; and Improved location.		
<b>Disadvantages:</b>	N/A		
<b>Alternatives:</b>	Council reject this proposal. Council retender the project.		
<b>Finance/Budget Implications:</b>	Approved projects within the 2012 Capital budget		
<b>Operating Costs:</b>	N / A	Capital Cost:	\$2,000 ,000
<b>Budget Available:</b>		Source of Funds:	Capital Program \$2,000,000
<b>Budget Cost:</b>		Over-budgeted Cost:	
<b>Communication Strategy:</b>	Affected parties will be notified.		

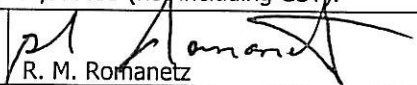
#### INFRASTRUCTURE SERVICES

Telephone: (403) 823-1354

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## Agenda Item # 8.1.2

<b>Recommendations:</b>	<ul style="list-style-type: none"><li>Council award the tender bid for the Town Hall Relocation / Renovation Project to GovanBrown in the amount of \$1,741,377.00 (not including GST).</li></ul>		
<b>Report Writer:</b>	Allan Kendrick	CAO:	 R. M. Romanetz
<b>Position:</b>	Director of Infrastructure Services		



Project No.: 12034

October 19, 2012

Mr. Ray Romanetz  
Town of Drumheller  
2nd Avenue West  
Drumheller AB  
T0J 0Y3

RE: **DRUMHELLER TOWN HALL RELOCATION**  
Tender Results / Recommendation

Dear Mr. Romanetz;

Tenders closed for the above noted project on October 17, 2012 at 2:01pm. The public bid opening took place at 2:01pm on October 17, 2012 at the current Drumheller Town Office.

Eight (8) General Contractors submitted with base bids as follows:

Phoenix Construction	\$ 1,796,000. <sup>00</sup>	Lear Construction	\$ 1,774,800. <sup>00</sup>
Krawford Construction	\$ 1,814,900. <sup>00</sup>	Carbon Constructions	\$ 2,113,643. <sup>00</sup>
Everest Construction	\$ 1,719,660. <sup>00</sup>	Read Contracting	\$ 2,114,000. <sup>00</sup>
Govan Brown Ltd.	\$ 1,630,000. <sup>00</sup>	Westcor Construction	\$ 1,768,000. <sup>00</sup>

Upon analysis, we have concluded the following:

- The lowest valid Bid Submission – at \$ 1,630,000.<sup>00</sup>
- Base Bid by Govan Brown Ltd. is \$89,660.<sup>00</sup> lower than next valid Bidder.
- Upon review of the Bid submitted by Govan Brown Ltd., we can confirm all Tender Submittals are in compliance with the Tender Call.

Based on the above noted evaluation, and follow up conversations with both Raymond Douma, Project Manager and Troy Braithwaite, Partner In Charge (both of Govan Brown Ltd.) we recommend Govan Brown Ltd. be awarded the project. Although not widely known, Govan Brown Ltd. is in the process of establishing a presence in the Southern Alberta Market and has completed projects both large and small in the Calgary Region. Govan Brown has provided personnel profiles for the following; Partner In Charge, Project Manager, and Site Superintendent.

Edmonton > Red Deer >  
Calgary > Saskatoon

## Red Deer Studio

Group2 Architecture Interior Design Ltd.  
200 - 4706 48th Avenue  
Red Deer, AB, T4N 6M4  
T. 403.340.2200  
F. 403.346.6570  
E: general@group2.ca  
www.group2.ca

## Principals

David Cheetham  
Architect AAA SAA BArch MRAIC LEED<sup>®</sup> AP REFP  
Craig Webber  
Architect AAA SAA BComm MArch FRAIC REFP  
Nancy Vrusink  
Dip AT Senior Architectural Technologist  
Kari Anne Gaume  
Licensed Interior Designer AAA BID LEED<sup>®</sup> AP  
HCDQ Certificate No. 019535  
Douglas Ramsey  
Architect AAA FRAIC  
Stacy Christensen  
Architect AAA BES MArch MRAIC LEED<sup>®</sup> AP  
Susan Taff  
Architect AAA BScArch BArch LEED<sup>®</sup> AP  
Sheldon Quinn  
Architect AAA SAA BSc BArch MRAIC  
Rob Young  
Architect AAA SAA MAIBC BES BArch

## Studio Associates

Constance Casovan  
Jon Gulayets  
Ron (RJ) Murdoch

## Executive Director of Design

Barry Johns  
Architect AAA BArch MAIBC FRAIC (Hon) FAIRA RCA  
LEED<sup>®</sup> AP

## Executive Director of Integrated Practice

Allan Partridge  
Architect AAA MAIBC MRAIC SCO LEED<sup>®</sup> AP

## Agenda Item # 8.1.2

The following Alternate price **addition** to the contract from Govan Brown Ltd. which we recommend accepting (not included in base bid).

1. Alternative A-1 Supply and Install Glass and Metal Railings

<b>Add:</b>	<b>\$ 3,300.<sup>00</sup></b>
-------------	-------------------------------

Separate price **additions** to contract from Govan Brown Ltd. which we recommend accepting (not included in base bid).

· New Exterior Windows	<b>\$ 31,200.<sup>00</sup></b>
· Feature Wall in Council Chambers	<b>\$ 8,742.<sup>00</sup></b>
· Feature Ceiling in Meeting Room	<b>\$ 5,415.<sup>00</sup></b>
· Polyurethane Insulation	<b>\$ 62,720.<sup>00</sup></b>

Separate Prices for Boiler Replacement and Fossil Wall Hanging installation are not to be included in the contract. These scopes of work are dependent on securing grant funding or other alternative funding. These additional items are estimated at approximately **\$ 210,000.<sup>00</sup>**

The following is a summary of recommendations based on the tender results received:

1. Award construction contract to Govan Brown Ltd. based on lowest valid bid of **\$ 1,630,000.<sup>00</sup>**
2. Accept alternate price as follows:

· Supply and Install Glass Railings	<b>\$ 3,300.<sup>00</sup></b>
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3. Accept separate price additions as follows:

· New Exterior Windows	<b>\$ 31,200.<sup>00</sup></b>
· Feature Wall in Council Chambers	<b>\$ 8,742.<sup>00</sup></b>
· Feature Ceiling in Meeting Room	<b>\$ 5,415.<sup>00</sup></b>
· Polyurethane Insulation	<b>\$ 62,720.<sup>00</sup></b>

Total recommended construction costs (excludes GST):	<b>\$ 1,741,377.<sup>00</sup></b>
Recommended Owner Held Contingency 5% (excludes GST):	<b>\$ 87,068.<sup>85</sup></b>
Professional Service Fees (excludes disbursements and GST):	<b>\$ 217,012.<sup>50</sup></b>

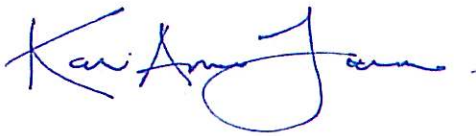
Total recommended construction costs including Professional Fees: (excludes disbursements and GST):	<b>\$ 2,045,458.<sup>35</sup></b>
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## Agenda Item # 8.1.2

Please advise us in writing once Town Council approves this recommendation at which time we will issue a Letter of Intent on your behalf to the low bidder Govan Brown Ltd.

We trust you will find the above satisfactory. Should you have any questions, please do not hesitate to call. Once again, we look forward to working with the Town of Drumheller on a successful completion of this project.

Sincerely,  
Group2 Architecture Interior Design Ltd.

A handwritten signature in blue ink, appearing to read "Kari Anne Gaume".

Kari Anne Gaume, Principal  
Licensed Interior Designer AAA BID LEED® AP BD+C  
NCIDQ® Certificate No. 019535

Attachments: Govan Brown Ltd. Personnel resumes.



**TROY BRAITHWAITE, PARTNER-IN-CHARGE**

Troy Braithwaite is a Partner at GovanBrown. He is responsible for business development, client relations, geographic expansions and overall oversight of all GovanBrown Calgary office project at the executive level. Prior to becoming a partner at GovanBrown, Troy oversaw business development with PCL Construction Management. He currently sits on the Board of Directors for the Canada Green Building Council and is a LEED Accredited Professional.

**EXPERIENCE**

**GOVANBROWN CONSTRUCTION MANAGERS, PARTNER, CURRENT**

- Responsible for all business development, client relations, geographic expansions and overall oversight of all GovanBrown business operations for the Prairie Provinces at the executive level.

**PCL CONSTRUCTION MANAGEMENT INC., BUSINESS DEVELOPMENT MANAGER, 2008–2012**

- Oversaw Business Development for Southern Alberta.
- Responsible for securing new construction contracts and maintaining ongoing business relationships with city, provincial, federal and private clients.
- Worked with clients in pre-construction periods to design and develop projects that meet pro-forma requirements and LEED objectives.
- Worked with City of Calgary as an industry representative shaping and forming Development Planning and Policy.
- As a Board Member of both the national and provincial chapter of CaGBC, worked closely with institutional and private clients to meet objectives on sustainable building practices and obtain LEED certification levels.
- As a member of Calgary Chamber of Commerce, International Council of Shopping Centres, NAIOP Commercial Real Estate Development Association and Calgary Construction Association, promoted industry practices that are sustainable, safe and profitable.

**WINDERMERE COMMERCIAL LANDS LTD., VICE PRESIDENT DEVELOPMENT, 2006–2008**

- Primary duties were to oversee complete development responsibility for a \$350 million development in SW Edmonton, Alberta.
- A mixed use commercial/residential project which aims to set a new standard in Edmonton for higher density, urban village style condominiums, set in a contemporary work and shopping environment.
- Leasing, marketing, construction and financial responsibility to hit targets on a pro-forma basis.

## **Agenda Item # 8.1.2**

- Reported to a board of owners and secured over 300,000 s.f. of deals over the two-year period.

### **BASSETT FURNITURE DIRECT, NEW ENGLAND LLC, PRESIDENT, C.O.O., 2002–2006**

Bassett Furniture is a \$300-million publicly listed (nasdaq:BSET) national leader in home furnishings. As one of the founding partners in the New England Distribution arm, built the organization from zero to 120 people:

- Negotiated exclusive development agreement with Bassett Furniture Industries, Inc. (BFI).
- Agreement included committed access to capital from the public entity and various forms of Real Estate Financing and Operating Financing over a four-year period to finance the growth curve.
- Mandate included buy, lease, develop, acquire and/or joint venture in first class locations covering "A" markets only in the defined geography.
- Sales grew over 30% annually for four years and grew into a 120-person organization.
- Negotiated Development Agreement that produced \$10 million of Real Estate Finance and Operating Finance to fund real estate growth and operating needs.
- Acquired two existing stores on an asset-based purchase price formulae.
- Site selection, budget accountability, finance, construction development and buy vs. lease decisions on an additional eight locations.

### **ETHAN ALLEN CANADA INC., PRESIDENT, C.O.O., 1997–2001**

- Responsible for all aspects of the expansion and growth of Ethan Allen Canada into an eight store National Chain. Based out of Toronto, with locations also in Vancouver, Calgary and Edmonton.
- Responsible for the entire organization's growth, capital deployment, site selection, construction management and operations once open.
- Direct reports included: Finance, Accounting, Leasing and Construction, Architect/Designers, Sales and Warehousing. Managed all aspects of site selection, zoning, construction management and operations after openings.
- Site selection, budget accountability, construction development and buy vs. lease decisions on six other locations.

### **CAPITAL MARKETS AND INSTITUTIONAL BROKERAGE EXPERIENCE, 1992–1997**

#### **HSBC JAMES CAPEL INC. – INSTITUTIONAL STOCK BROKER/CAPITAL MARKETS – TORONTO, 1992–1994**

- Served on the institutional dealing desk, servicing pension funds, hedge funds and other institutional clients.



**EAGLE & PARTNERS INC. – TORONTO, 1994–1995**

- Serviced institutional clients, traded in primarily in oil and gas, precious metals and technology related firms.

**GRIFFITHS McBURNEY AND PARTNERS – TORONTO, 1995–1997**

- Serviced institutional clients, traded primarily in real estate, oil and gas and technology related firms.

**EDUCATION AND TRAINING**

- MBA, Queens University, Kingston, Ontario – Finance Major, Marketing Minor, 1990–1992
- ACS Administrative and Commercial Studies Degree, University of Western Ontario, London, Ontario, 1988–1990

**PROFESSIONAL ASSOCIATIONS**

- |   |           |
|---|-----------|
| • Young Presidents Organization - Member of the Toronto Chapter | 1998–2002 |
| • Member – ICSC   | Current   |
| • Member – NACD (National Association of Corporate Directors)   | Current   |
| • Member – Calgary Chamber of Commerce                          | Current   |
| • Member – Calgary Construction Association                     | Current   |
| • National Board of Directors Canada Green Building Council     | Current   |
| • Board of Directors Alberta Chapter – CaGBC                    | Current   |

**RAYMOND DOUMA, PROJECT DIRECTOR**

Raymond Douma is a dedicated and technically skilled project director with extensive project management and estimating skill set. He has over 33 years of experience in general contracting since graduating from the Civil Engineering Technology program at SAIT.

**EXPERIENCE****GOVANBROWN CONSTRUCTION MANAGERS, PROJECT DIRECTOR, CURRENT****Significant Project List:**

- CIBC Renovation Regina
- CIBC Renovation Edmonton
- Bow Valley College
- Canada Post Distribution Centre Calgary

**SOUNDTX INTERIORS LTD., PROJECT ESTIMATOR/PROJECT MANAGER, 2004–2012****Significant Project List:**

- RCMP relocation (3.0 Million)
- Federal Government Ceremony Room (3.5 Million)
- ASC New Office (6.3 Million)
- Viterro Corporation (3.8 Million)
- Credit Suisse (.7 Million)
- Canetic Resources (2.1 Million)
- Renfrew Insurance (2.2 Million)
- Calgary Lab Services (1.5 Million)
- Canera Resources (1.5 Million)
- BMO Nesbitt Burns (2.1 Million)
- BMO Capital Market (2.1 Million)
- BMO Royal Oak (.6 Million)

**LABBE LEECH INTERIORS, PROJECT ESTIMATOR/PROJECT MANAGER, 1993–2003****Significant Project List:**

- Telus Advanced Communications (2.2 Million)
- Trimac House renovations (2.0 Million)
- Royal Bank Service Centre (.5 Million)
- Bow Valley Women Fitness Centre (.75 Million)
- Elan Energy (.7 Million)



- Regus Business Centre (2.0 Million)
- Telus Video Convergence (.5 Million)
- Courthouse Relocation (1.6 Million)

**STUART OLSEN CONSTRUCTION, PROJECT ESTIMATOR/PROJECT MANAGER, 1987–1993****Significant Project List:**

- Eatons Centre Lethbridge (4.1 Million)
- Eatons Northland mall (5.0 Million)
- Coaldale Hospital (10 Million)
- Lethbridge College Physed Building (11 Million)
- Medicine Hat Water Treatment Plant (13 Million)
- Royal Bank Building, Lethbridge (5.0 Million)
- Royal Bank building, Lethbridge (4.5 Million)
- P.D.S. Rail Car Centre (3.6 Million)
- Fort Macleod Senior Citizens renovations (2.4 Million)
- Lutheran Senior Citizen Apartments (1.7 Million)
- Brook Water Reservoir (1.2 Million)
- City of Calgary Water Reservoir (6.2 Million)
- Engine Repair Facility Suffield (1.6 Million)
- Tankshed Building Suffield (2.0 Million)
- Oil Lubrication Facility Suffield (1.9 Million)

**CANA CONSTRUCTION, PROJECT ESTIMATOR, 1978–1986**

- Full time estimating position involving quantity surveys, firm price tenders, construction management with various tender packages for commercial buildings and civil projects
- Quantity surveys for all G.C. work for excavations, masonry, concrete forms, reinforcing steel, rough carpentry etc.

**Significant Projects List:**

- Petro Canada Tower
- Trimac House
- Strathmore Hospital
- Taber Hospital
- Didsbury Hospital
- Beddington Mall
- Calgary Saddledome



**Vladimir Kukolj**  
Site Superintendent

## Agenda Item # 8.1.2

T: 403.333.6790 F: 403.208.8754

E: VKukolj@govanbrown.com

With over twenty two years of experience in the construction industry, Vladimir has worked on a large variety of projects in various roles including project manager, estimator, and site superintendent. As a part of the Govan Brown team since November 2011, he brings with him a great deal of hands-on experience and a passion for the construction industry.

### Experience

*Some of Vladimir's experience includes the following:*

#### **CIBC World Market**

Supervisory role included overseeing day to day operations and strictly enforcing and implementing Alberta Health and Safety guidelines while ensuring the client received work held to the highest standards of interior office design and construction.

#### **Edelman Calgary Office**

Supervisory role included overseeing the construction of unique design features held to the highest standards of interior design and construction.

#### **Peter Lougheed Hospital Emergency Room Addition & Renovation**

Complete renovation of the emergency room facilities to meet new clean room medical specifications. This project involved a complete ceiling and partition reconstruction.

#### **Cancer Center, Foothills Hospital**

Reconstruction and renovation of the Tom Baines Cancer Center including the addition of a floor and remodeling of a five story foyer.

#### **Leon's Furniture Superstore**

Two year, multimillion dollar complete renovation project involving a large amount of specialty products for customizes and unique ceiling, partition and decorative/aesthetic work as per design requests.

#### **Gold's Gym Canada**

Construction of two separate Gold's Gym Canada training facilities (Northgate Location: over 29,000 sq. feet, Mackenzie Location: over 32,000 sq. feet). Project involved consultation to the owner including advising on design and build features as well as project budgeting to embrace the high standards reflected by the Gold's Gym brand.

T: 403.333.6790 F: 403.208.8754

E: VKukolj@govanbrown.com

**Avatamsaka Buddhist Monastery**

Three floor complete renovation and conversion of an older office building into a Buddhist monastery with emphasis on traditional oriental design aspects as well as a strong aesthetic appeal. Special considerations included accommodating a gold plated Buddha statue measuring over twenty feet in height.

**Borden Ladner Gervais National Law Firm**

Four and a half floor renovation (over 70,000 sq. feet) in the Canterra Office Tower. Work included a complete renovation to accommodate the specific needs of this law firm and its large number of staff.

**Bankers Hall Shopping Center**

Construction featuring cutting edge design for a high-end clothing retailer in Calgary's downtown shopping core.

*Further Projects of Vladimir's experience includes the following:*

- CIBC Wood Gundy
- TD Canada Trust Calgary Prairie
- JP Morgan Chase
- TD Bank 4<sup>th</sup> floor Calgary Place
- Telus b concept
- Citi Bank 34<sup>th</sup> floor Canterra
- BLG five floor in Canterra
- CIBC first line
- Enerchem International
- HSBC Calgary South
- HSBC Downtown
- Concept Control
- Phil & Sebastian Coffee
- Gemini
- Planet Organic Market
- Alberta College of Art and Design
- Liv Spa
- Delta Bow Valley Hotel

**Education and Training**

- SAIT: 1997-1998
  - Computer Networking
  - WHMIS
  - Building Operator "A"
- Nikola Tesla Banja Luka: 1981, BiH, Yugoslavia
  - Electronic Technician



# DRUMHELLER

## CHIEF ADMINISTRATIVE OFFICER

Agenda Item # 9.1



### QUARTERLY REPORT

Name:	R.M. Romanetz, P. Eng.	Month:	July to September 2012
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#### Last Quarter's Accomplishments:

- **Mayor and Council:**

- On July 18<sup>th</sup>, MLA for Drumheller-Stettler Rick Strankman was in attendance to introduce himself.
  - Debenture Bylaw 10.12 for the purpose of an implementation process / engineering upgrade at the East Coulee WWTP received second and third readings;
  - Debenture Bylaw 11.12 for the purpose of extending the water transmission line from Cambria to East Coulee received second and third readings;
  - Council agreed to participate in an application for the PRMS Development Strategy Implementation Program; and
  - Council agreed to the Offer to Lease for the BCF Kiosk to Sree Rameshwari & Jayalakshmi Ltd. for a term of 10 years without the option of renewal and for removal of Clause 18.
- On August 13<sup>th</sup>, Mayor Yemen presented the Drumheller Sports Room RAGE Girls Baseball Team with a congratulatory plaque.
  - Council heard a presentation from the Green Team (T. Nygaard and A. Kendrick) on their current and proposed initiatives.
- On August 27<sup>th</sup>, Council gave first reading to Bylaw 12.12 to adopt an Area Structure Plan "The Portion of Aerial, Rosedale Area Structure Plan"; as well as Bylaw 13.12 to amend the Land Use Bylaw 10.08 by redesignating a portion of the S ½-28-28-19W4M from UT – Urban Transitional District to SCR – Suburb Community Residential District;
  - Councillor Sharel Shoff provided an overview of MLA Ron Casey's Health Forum;
  - Council agreed to enter into a lease agreement with the Canadian Badlands Passion Play.
- On September 4<sup>th</sup>, Richard Kracher – General Manager – Global Traffic Group provided an overview of Automated Traffic Enforcement;
  - Council heard a report on the water slide deterioration. Council agreed that the water slide needs to be removed during turnaround and that HVAC improvements including a dehumidifier should be purchased as soon as possible;
  - Councillor Doug Stanford provided an overview on the Badlands Ambulance Society operations; and
  - Councillor Andrew Berdahl advised that the Town's Senior Co-ordinator's office is located in the Drumheller Public Library for a period of one year.
- On September 10<sup>th</sup>, Public Hearings held for Bylaw 12.12 and Bylaw 13.12. Bylaw 12.12 received second and third readings. Bylaw 13.12 was defeated
  - Council awarded the tender bid for the construction of treatment upgrades for the East Coulee WWTP to Wildstone Construction & Engineering in the amount of \$900,795.
  - Council voted in favor of signing the agreement with Alberta Health Services for ambulance services effective April 1, 2012;

Office of the Chief Administrative Officer

Telephone: (403) 823-1339

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## Agenda Item # 9.1

- Council agreed to cancel the municipal portion of Sandstone Manor taxes in the amount of \$8556.42 for the 2012 tax year; and
- Councillor Sharel Shoff provided an overview of the Heritage Garden Project.
- On September 17<sup>th</sup>, P. Salvatore provided a report to Council on the BCF Fundraising and Marketing Strategy; Council requested that Heather Little – Marketing Coordinator and Nine Lions – Fundraising Consultant provide reports to Council at an upcoming meeting;
- Councillors Stanford / Zariski provided an overview on the Nacmine Community Hall meeting; and
- Council discussed school bus parking.
- On September 24<sup>th</sup>, Council gave first reading to Bylaw 14.12 which proposes to close a portion of an undeveloped walkway in East Coulee;
  - A. Kendrick provided an overview on several Town projects;
  - Council awarded the "Town Page" contract to Inside Drumheller;
  - Council approved the Drumheller Centennial Budget in the amount of \$19,692.50;
  - Council approved that the Town exercise the 180 days exit clause in turning the Ambulance Society over to the Province; and
  - Mayor Terry Yemen provided an update on the Drumheller & District Chamber of Commerce Meeting: The Chamber donated \$25,000 to the Skateboard Park.

### **2012 Strategic Business Plan - Corporate Priorities:**

#### BADLANDS COMMUNITY FACILITY FUNDING STRATEGY

A BCF strategy session for fundraising was held on July 24<sup>th</sup>. A further meeting was held with P. Salvatore / Jeff Hall / Heather Little on September 20, 2012. A plan is being developed with Scott Decksheimer – our consultant and will be available to Council by the end of October, 2012.

#### PENITENTARY UTILITY RATES CONTRACT – Completed.

#### TOWN HALL RELOCATION DECISION

The Inmate Program along with the Town's Supervisor have been working on the tear down phase of the Civic Center. Administration has worked with Group 2 to complete the final design. The project went to tender on September 19<sup>th</sup> with a closing date of October 17<sup>th</sup>.

#### BADLANDS COMMUNITY FACILITY PHASE 2 DESIGN / COMMITTEE

While at the AUMA, the FCM President's speech included comments that the Federal Government may extend the Building Canada Fund Program. A package will be prepared for a shovel ready project.

#### EAST TRANSMISSION WATERLINE

Alignment for the transmission water line has not been finalized yet.

#### CN RAIL

A conference call was held on July 5<sup>th</sup> with the parties and the consensus was that CN's proposal was too costly for municipalities to move forward.

#### BROWNFIELDS REDEVELOPMENT WORKING GROUP

The final draft report *Alberta Brownfields Redevelopment – Practical Approaches to Achieve Productive Community Use* has been forwarded to the Ministers of Environment & Water and Municipal Affairs for their review and comments. Awaiting approval from the Minister's Office for the public release.

#### AFFORDABLE HOUSING RFP

A meeting was held with the Calgary-Alberta Home Builders Association in early mid-July. Based on research, an RFP will be prepared and submitted to the Calgary-Alberta Home Builders Association to seek interested developers in the affordable range for Drumheller.



**LANDFILL OPERATIONS**

- The Landfill's operating renewal has been deferred until 2014 due to Alberta Environment's request for a water quality assessment to be completed in 2012 and 2013.
- Illegal dumping at both local drop offs began an issue in the last few months. Advertising has been completed through radio, news and facebook in an effort to curb the illegal dumping. The public has been cooperating.
- K & K Metal Recycling from Ponoka arrived on site and serviced the landfill removing over 100 metric tonnes of recyclable metal leaving the site in a clean orderly condition. They serviced the site in three days.

**Seminars / Meetings Attended on Various Dates:**

BCF Fundraising / Deficiencies Inspection / Dasher Boards / Dawson Wallace  
Centennial Legacy Project / Skateboard Park  
EC WWTP Upgrades / East Coulee Transmission Water Line (Stantec) / Regional Water  
Certification Advisory Committee (Edmonton)  
Landfill re: Ridgeline / Solid Waste Executive  
Land Matters / Rosedale Area Structure Plan / Land Use Amendment  
Legal Matters  
Personnel Matters  
Group 2 New Town Hall / Inmate Program Tear Down  
Red Deer River Municipal Users Group  
Cast Iron Watermain Replacement  
Associated Eng – Residual Treatment / Optimization of Water & WW Plants  
Citizens Advisory (Institution)  
Urban Systems (Landscaping)  
Green Team  
Western Canada Water and Waste Water Conference – September 18<sup>th</sup> - 21<sup>st</sup>  
AUMA Convention – Sept 26<sup>th</sup>-28<sup>th</sup>

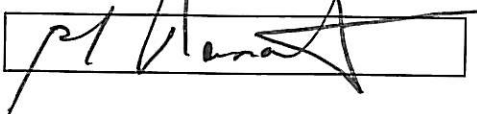
**Upcoming Seminars / Meetings**

Council / Administration Annual Strategic Workshop – November 29 & 30

**Outstanding Issues for the Next Quarter:**

BCF Funding Strategy / BCF Deficiencies  
New Town Hall Renovations  
Internship Grant Program Submission (Awaiting Approval)  
Drumheller Water Plant Upgrades  
Water Rate Discussion with Council  
Upgrades to Wastewater East Coulee  
Operating and Capital Budget

CAO:





### 2012 Infrastructure Quarterly Report

Name :	Allan Kendrick	Month:	
	Director of Infrastructure Services	July 1 – Sept 30, 2012	3 <sup>st</sup> Quarter

### Last Quarter's Accomplishments:

#### Human Resources:

- WHMIS Training for all staff
- Chief Plant Operator Retired
- Eight Seasonal Layoffs

#### Facilities:

- Overhead door inspections completed
- Building Security Monitoring – Changed Service Provider
- Annual Facility Inspections
- Follow up repairs to electrical equipment as identified by infrared scanning
- Outdoor Pool repairs
- Started Aquaplex Turnaround and Waterslide Demolition
- Town Hall Relocation – Commenced inside demolition of Civic Centre, including furnishing relocation
- BCF – Landscaping still ongoing
- BCF – Deficiency repairs
- Fire Suppression repairs at Arena
- Install Arena ice, including repairs and painting
- Arena plant room upgrade and automation
- Fire Hall misc repairs
- Old City Cells – Painted and repaired doors
- Removal of old Skateboard Park equipment
- Ongoing Fountain and Spray Park repairs
- RCMP Building – Carpet Replacement. Misc repairs to counters, baseboards, fire control panel and doors
- HVAC maintenance – All facilities

#### Water:

- Box and Rod Replacement at 9 locations
- Terminated the old water service at the Credit Union
- Routine lab testing and sampling
- SCADA – program updates
- UV disinfection system reporting discrepancies coordinated with Stantec, AENV and Calgon

- ...
- Sample Collection for Associated Engineering for River Study
  - Cast Iron Line Replacement, yearly program commenced
  - Installation of new water meters, quotations, prepared and reviewed
  - Meter reading

## **Agenda Item # 9.2**

### **Wastewater:**

- Monthly sewer flushing of problem areas
- Replaced impellers and bearings on pumps at North Drum Lift Station
- 4<sup>th</sup> Ave SW sewer main repairs completed and data loggers installed for monitoring
- Repaired the storm sewer line on the south end of the Gordon Taylor Bridge
- Installation of 4' culverts on the WWTP road including the installation of a sluice gate for spill containment
- Repaired 2 sewer services
- Annual sewer flushing program by contractor done in Midland, North Drum and West Newcastle, including camera work at identified problem areas.
- Sewer line replacement by pipe bursting, one location
- Routine lab testing
- Weekly lift station rounds
- Wastewater Treatment Plant upgrade at East Coulee was awarded.

### **Operations:**

- Grass control ( Full time for 6 personnel)
- Cemetery maintenance and mowing ( Full Time person)
- Chemical Weed control
- Burials, Cremains and Niche services
- Numerous tree removals and clean up after wind storms
- Equipment cleaning and operator maintenance on equipment
- Seasonal irrigation and repairs
- Seasonal trail maintenance in conjunction with Drumheller Penitentiary
- Gravelling Nacmine Ball Diamond area for Nacmine Community Association campsites
- Built 6 dugouts for Newcastle ball diamonds
- Watering trees and shrubs, weekly all summer
- Garbage Collection and washroom facilities cleaning daily. (May long weekend to Sept long weekend)
- Mosquito larvae monitoring and control
- Dutch Elm Disease seasonal monitoring (Traps)
- Entrance Beatification meetings and review with Urban Systems
- Landscaping at Medical Clinic
- Tree Pruning
- Solid Waste Management recycling site preparation
- Landscaping at the Professional building
- Assisted with various tasks at the petro Canada Park including new irrigation installation
- John Anderson relocation ( Newcastle #3 Ball Diamond expansion and upgrade
- Year end flower bed cleanup

### **Roads**

- Annual SIP Program schedules A & B completed.
- Alley and hill grading (ongoing)
- Ditching (silt removal) in Rosedale and Wayne
- Landscaping of disturbed areas from SIP program
- Hauled in winter road sand
- Dust control in various problem areas (Calcium Chloride)
- Sign maintenance, repairs and replacement
- BCF signage installation
- Annual crack filling program at various locations including Airport
- Pothole patching of complaint areas
- Culvert installation on Highway 10X

### **Equipment:**

- Mower Maintenance during cutting season
- Zamboni pre season preparation
- Ongoing maintenance on weed whips and chainsaws
- Sold unit #148 – ½ ton
- Lift Station Genset triannuals and associated repairs
- CVIP inspections on heavy fleet vehicles
- CVIP for VBS c/w maintenance and repairs
- CVIP's and fleet maintenance of Fire Trucks
- Annual preparation of snow blowers for community users
- Trash Pump review and repairs
- Repair shop provincial audit for inspection Facility Licence
- Numerous fabrication projects
- Sign repairs
- New snow plow purchase and install
- Routine maintenance and repairs on all fleet vehicles in addition to: Community Enforcement, Town machinery, VBS, SWM and associated attachments

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

- Pool turnaround and waterslide demolition
- John Anderson relocation to Newcastle Diamond #3
- Town Hall relocation
- Annual Cast Iron water line replacement
- 2012 SIP Program, Schedules A & B

**Budget Performance:**

Total Tax Supported Budget used as of October 9, 2012

**Special Events:**

- Dinosaur ½ Marathon
- Quilt Show
- Motorcycle Madness
- Family Fun Day
- Fall Fair and Alberta Cultural Days
- Provincial Girls Softball playoffs

Director:   
(Signature)

CAO:   
(Signature)

**Contributions from:**

Brian Bolduc  
Fred Sharrun  
Dave Kakuk  
Keith Russell  
Daryl McConkey





# DRUMHELLER

## CORPORATE SERVICES



### Quarterly Report - July to September 2012

#### Utility Rate Review

An extensive amount of work was done with these spreadsheets to properly calculate the 2013 rates. We are working with the Consultants to obtain a date for a Council Workshop.

#### Staffing

The position of Human Resources, Payroll, and Risk Management was filled and we are now well into the training stage.

Our Receptionist, Cashier, Licensing, and Accounts Receivable clerk accepted a position at the Public Works shops, and this position is now being re-advertised.

#### Town Hall Relocation

This office looks after the Information Technology, so I have been involved in that area of the renovations. This includes the Audio/Visual as well as the Networking.

#### Area Structure Plan – Rosedale

The CAO was approached by some individuals affected by this Area Structure and I spent some time with them in research to help be more informed to discuss their circumstances with the land owner.

#### Town Page

The 'Town Page' was awarded for a period of one year to the Drumheller Insider.

#### Risk Management

With the re-organization of job descriptions in the Front Office, Risk Management is now centralized to this location. Some work has been done to centralize records and accumulate data to get ready for data entry for the Human Resources module.

#### Labor Management

We have been reviewing the job descriptions for the outside union, CUPE Local 135.

#### In Progress

#### Tax Recovery

The Tax Recovery for 2011 is moving forward as discussed in the Council Meeting of October 15<sup>th</sup>. There has already been a reduction in the count of properties for the January 2013 auction.

Town of Drumheller

Town Hall

703 2 Avenue West

Drumheller, AB T0J 0Y3

Director of Corporate Services' Quaterly Report from  
July 1st to September 30th, 2012



Telephone: (403) 823-1311

Fax: (403) 823-7739

e-mail: [bwulff@dinosaurlvalley.com](mailto:bwulff@dinosaurlvalley.com)

[www.dinosaurlvalley.com](http://www.dinosaurlvalley.com)

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Quarterly Report: Corporate Services

### **Information Systems**

We are exploring various methods of creating a viable network between our facilities at a reasonable cost in order to alleviate the problems we are experiencing with our wireless system. We experienced some corporate wide telephone outages that have been repaired; however some 'quality of service' issues remain.

### **Cell Phone Contract**

Our cell phone contract has just expired and we are about to issue a 'Request for Proposals' to the companies providing this service in the area. The change in technology during the past few years has required more extensive research than anticipated to make sure that we properly meet our needs.

### **Legal Services Contract**

The Legal Services Contract has just expired, and the 'Request for Proposals' will be issued during the week of October 22nd.

### **Water Meter Replacement Program**

We are in the first stages of deploying this program, so we are assembling data to assist with this major undertaking.

### **Zoning and Mapping Issues**

It came to light that there was some confusing data for zoning. Once discovered this was quickly addressed and is resolved other than for a small handful of accounts. We are also working with the redesign of our public interactive map. This should be released in a couple of weeks.

### **Risk Management**

There has been a lot of work done in this area during the past few months and are working at collating the data for data entry to our Human Resources section of the Payroll software. This will centralize the data to one location rather than having a variety of spreadsheets stored independently by the various departments.

Respectfully submitted,



Bill Wulff

**Town of Drumheller  
Financial Report  
For The Month Ending September 2012 (un-audited) (75% through the year)**

						19-Oct-12						
			Revenue			Expenditures			Net of Revenue and Expenses			
			Actual	Budget	%%	Actual	Budget	%%	Actual	Budget	%%	Variance
General Operating Revenues												
0001	General Revenues		7,001,528	9,159,494	76.44	-	-		(7,001,528)	(9,159,494)	NA	2,157,966
			7,001,528	9,159,494	76.44	-	-		(7,001,528)	(9,159,494)		2,157,966
General Government												
1101	Legislature		-	-	NA	135,990	205,236	66.26	135,990	205,236	66.26	(69,246)
1201	Administration		25,645	87,700	29.24	724,487	984,192	73.61	698,842	896,492	77.95	(197,650)
1202	Town hall		-	-	NA	57,420	97,900	58.65	57,420	97,900	58.65	(40,480)
1203	Computer Services		12,900	37,200	34.68	147,926	240,189	61.59	135,026	202,989	66.52	(67,963)
			38,545	124,900	30.86	1,065,823	1,527,517	69.77	1,027,278	1,402,617		(375,339)
Protective Services												
2101	Policing		304,142	554,731	54.83	1,010,330	1,429,754	70.66	706,188	875,023	80.71	(168,835)
2301	Fire Department		131,010	37,000	354.08	225,827	303,444	74.42	94,817	266,444	35.59	(171,627)
2401	Disaster Services/Risk Mngmnt		-	-	NA	20,219	39,076	51.74	20,219	39,076	51.74	(18,857)
2501	Ambulance Services		-	-	NA	5,000	5,000	100.00	5,000	5,000	100.00	-
2601	Safety Codes - Drumheller		82,966	109,650	75.66	(124,325)	66,108	(188.06)	(207,291)	(43,542)	476.07	(163,749)
2602	Safety Codes - Palliser		-	63,345	-	42,032	59,715	70.39	42,032	(3,630)	(1,157.91)	45,662
2603	Development Permits		20,280	19,250	105.35	54,344	67,442	80.58	34,064	48,192	70.68	(14,128)
2610	Animal and Pest Control		24,725	31,000	79.76	17,870	39,064	45.75	(6,855)	8,064	(85.01)	(14,919)
2611	Weeds		4,950	6,000	82.50	41,966	53,108	79.02	37,016	47,108	78.58	(10,092)
2612	Mosquito		-	-	NA	49,259	71,837	68.57	49,259	71,837	68.57	(22,578)
			568,073	820,976	69.19	1,342,522	2,134,548	62.89	774,449	1,313,572		(539,123)
Transportation Services												
3101	Administration		(225)	18,000	(1.25)	243,335	358,186	67.94	243,560	340,186	71.60	(96,626)
3102	Workshop and Yards		48,555	30,000	161.85	174,361	222,094	78.51	125,806	192,094	65.49	(66,286)
3103	Parking Lots		-	-	NA	-	-	NA	-	-	NA	-
3202	Roads and Streets		7,968	209,000	3.81	272,112	870,796	31.25	264,144	661,796	39.91	(397,652)
3203	Street Lighting		-	40,000	-	234,593	336,002	69.82	234,593	296,002	79.25	(61,409)
3204	Traffic Services		-	-	NA	53,479	60,781	87.99	53,479	60,781	87.99	(7,302)
3211	Secondary/Primary Hiways		(11,072)	-	NA	4,063	-	NA	15,135	-	NA	15,135
3301	Airport		27,826	42,520	65.44	27,198	108,440	25.08	(628)	65,920	(0.95)	(66,548)
			73,052	339,520	21.52	1,009,141	1,956,299	51.58	936,089	1,616,779		(680,690)

**Town of Drumheller  
Financial Report  
For The Month Ending September 2012 (un-audited) (75% through the year)**

		Revenue			Expenditures			19-Oct-12 Net of Revenue and Expenses			
		Actual	Budget	%%	Actual	Budget	%%	Actual	Budget	%%	Variance
Water Works											
4101	Water Revenue	1,983,965	3,117,187	63.65				(1,983,965)	(3,117,187)	63.65	1,133,222
4101	Administration				1,190,610	1,847,980	64.43	1,190,610	1,847,980	64.43	(657,370)
4102	River Intake & Pump Station	-	-	NA	70,830	76,800	92.23	70,830	76,800	92.23	(5,970)
4103	Low Lift Pump Station	-	-	NA	3,693	16,838	21.93	3,693	16,838	21.93	(13,145)
4104	Raw Water Reservoir	-	-	NA	2,041	170,576	1.20	2,041	170,576	1.20	(168,535)
4105	Purification & Treatment	-	29,700	-	770,856	1,093,706	70.48	770,856	1,064,006	72.45	(293,150)
4106	Transmission	-	7,000	-	336,204	566,824	59.31	336,204	559,824	60.06	(223,620)
4107	Distribution	-	-	NA	-	-	NA	-	-	NA	
		1,983,965	3,153,887	62.91	2,374,234	3,772,724	62.93	390,269	618,837		(228,568)
Environmental Health - Sewer											
4201	Sewage Admin - Drumheller	1,428,185	1,499,399	95.25	697,814	836,805	83.39	(730,371)	(662,594)	110.23	(67,777)
4202	Sewage Admin - Rosedale	-	-	NA	-	-	NA	-	-	NA	-
4203	Sewage Admin - East Coulee	38,243	35,000	109.27	12,416	16,555	75.00	(25,827)	(18,445)	140.02	(7,382)
4211	Sewage Collection - Drumheller	-	58,000	-	260,099	468,487	55.52	260,099	410,487	63.36	(150,388)
4212	Sewage Collection - Rosedale	-	-	NA	-	-	NA	-	-	NA	-
4213	Sewage Collection - East Coulee	-	-	NA	4,380	27,251	16.07	4,380	27,251	16.07	(22,871)
4221	Sewage Treatment - Drumheller	-	-	NA	457,494	561,664	81.45	457,494	561,664	81.45	(104,170)
4222	Sewage Treatment - Rosedale	-	-	NA	-	-	NA	-	-	NA	-
4223	Sewage Treatment - East Coulee	-	-	NA	37,114	75,998	48.84	37,114	75,998	48.84	(38,884)
		1,466,428	1,592,399	92.09	1,469,317	1,986,760	73.96	2,889	394,361		(391,472)
Environmental Health - Other											
4301	Garbage	66,100	86,000	76.86	297,968	357,004	83.46	231,868	271,004	85.56	(39,136)
		66,100	86,000	76.86	297,968	357,004	83.46	231,868	271,004		(39,136)
Public Health and Welfare											
5101	FCSS Administration	146,282	195,042	75.00	75,999	114,068	66.63	(70,283)	(80,974)	86.80	10,691
5102	Handyman Services	3,113	8,755	35.56	17,862	36,622	48.77	14,749	27,867	52.93	(13,118)
5103	Seniors	37	-	NA	29,414	49,102	59.90	29,377	49,102	59.83	(19,725)
5105	Volunteer Program	8,221	25,600	32.11	18,910	55,940	33.80	10,689	30,340	35.23	(19,651)
5106	After School Care	8,787	12,674	69.33	38,298	59,857	63.98	29,511	47,183	62.55	(17,672)
5121	Indirect Programs	1,050	-	NA	6,359	30,300	20.99	5,309	30,300	17.52	(24,991)
5151	Employment Services	-	-	NA	-	-	NA	-	-	NA	-
5301	Health Services	227,739	304,000	74.91	303,715	304,000	99.91	75,976	-	NA	75,976
5302	Non-FCSS Programs	92,540	88,948	104.04	41,711	92,251	45.21	(50,829)	3,303	(1,538.87)	(54,132)
5601	Cemetery	19,235	30,000	64.12	35,073	78,091	44.91	15,838	48,091	32.93	(32,253)
		507,004	665,019	76.24	567,341	820,231	69.17	60,337	155,212		(94,875)

**Town of Drumheller  
Financial Report  
For The Month Ending September 2012 (un-audited) (75% through the year)**

19-Oct-12

19-Oct-12													
Revenue				Expenditures			Net of Revenue and Expenses			Variance			
Actual	Budget	%%	Actual	Budget	%%	Actual	Budget	%%					
Environmental Development													
6101	Municipal Planning	25,000	25,000	107,683	107,683	100.00	82,683	82,683	100.00	-			
6201	Economic Development	5,000	-	84,544	138,343	61.11	79,544	138,343	57.50	(58,799)			
6202	Valley Bus Society	9,480	23,000	75,373	87,646	86.00	65,893	64,646	101.93	1,247			
6203	Community Lotteries Board	-	-	-	-	NA	-	-	NA	-			
6204	Tourism Bureau	-	-	35,498	109,160	32.52	35,498	109,160	32.52	(73,662)			
6601	Subdivision & Developments	18,394	-	18,394	-	NA	-	-	NA	-			
6602	Land Rentals	1,300	1,750	-	-	NA	(1,300)	(1,750)	74.29	450			
6701	Public Housing Operations	16,759	22,346	18,696	68,718	27.21	1,937	46,372	4.18	(44,435)			
6902	Community Centre	-	-	-	-	NA	-	-	NA	-			
6903	Daycare	-	-	-	-	NA	-	-	NA	-			
6904	Old City Cells	-	-	3,445	4,427	77.82	3,445	4,427	77.82	(982)			
6905	Police Building	-	-	-	-	NA	-	-	NA	-			
		31,914	42,552	87,925	118,587	74.14	56,011	76,035	73.66	(20,024)			
		107,847	114,648	431,558	634,564	68.01	323,711	519,916		(196,205)			
Recreation and Culture													
7201	Administration	2,624	-	66,498	83,779	79.37	63,874	83,779	76.24	(19,905)			
7202	Aquaplex	175,393	263,700	603,787	825,931	73.10	428,394	562,231	76.20	(133,837)			
7203	Arena	58,145	165,500	395,300	620,372	63.72	337,155	454,872	74.12	(117,717)			
7204	Parks and Playgrounds	7,009	28,000	346,647	535,670	64.71	339,638	507,670	66.90	(168,032)			
7205	Seasonal Recreation Programs	15,950	22,500	23,965	32,002	74.89	8,015	9,502	84.35	(1,487)			
7206	Curling Club	-	-	12,746	5,000	254.92	12,746	5,000	254.92	7,746			
7401	Civic Centre	214	2,000	45,887	74,308	61.75	45,673	72,308	63.16	(26,635)			
7402	Library	-	-	185,411	260,000	71.31	185,411	260,000	71.31	(74,589)			
7403	Community Halls	-	-	-	-	NA	-	-	NA	-			
7404	Badlands Community Facility	258,113	844,145	893,078	1,315,578	67.88	634,965	471,433	134.69	163,532			
7411	Community Events	6,500	4,000	35,451	30,000	118.17	28,951	26,000	111.35	2,951			
		523,948	1,329,845	2,608,770	3,782,640	68.97	2,084,822	2,452,795		(367,973)			
Fiscal Services													
9701	Operating Contingencies	-	-	1,106,074	1,474,765	75.00	1,106,074	1,474,765	75.00	(368,691)			
9702	Education	1,952,270	-	1,082,162	-	NA	(870,108)	-	NA	(870,108)			
		1,952,270	-	2,188,236	1,474,765	148.38	235,966	1,474,765		(1,238,799)			
Total Operating Accounts													
	Amortization Expense	14,288,760	17,386,688	13,354,910	18,447,052	72.40	(933,850)	1,060,364		(1,994,214)			
	(Surplus) Deficit without Amortization	14,288,760	17,386,688	13,354,910	17,433,854		(933,850)	1,013,198		(981,016)			
Summary													
		after '11 surplus	YTD actual										
General	(1,327,008)	(1,327,008)	Expected Year to Date Percentage							75.00%			
Water	61,079	390,269	Total Revenue							14,288,760	17,386,688	82.18	(3,097,928)
Sewer	(382,923)	2,889	Total Expenses							13,354,910	17,433,854	76.60	(4,078,944)
Total	(1,648,852)	(933,850)	Net (Surplus) Deficit							(933,850)	47,166		(981,016)
transfer of 2011 surplus to reserve in 2012 of \$329,190													
transfer of 2011 surplus to reserve in 2012 of \$385,812													
1-2-****-930	Amortization Expense	-	1,013,198	Amortization entries are not made until December 31st									
1-2-41**-930	Water	-	618,837										
1-2-42**-930	Sewer	-	394,361										





# DRUMHELLER

## COMMUNITY SERVICES

Agenda Item # 9.4



<b>Name:</b>	<b>Paul Salvatore, Director</b>	<b>Quarter:</b>	<b>Third - 2012</b>
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### Community Services – Quarterly Report

#### Badlands Community Facility – Programming and Operations

Guy Latour, Business Manager

##### Highlights

##### Membership

- We have 1161 active memberships including the BCF and Aquaplex
- Total Entries to BCF: 21,914

##### Reservations

- We have a high volume of bookings projected for Q4

##### Financial

- Revenue at \$381,339.79
- 116% of budget (year to date)

##### Program

- New program options were offered at the Sports, Recreation and Culture Expo
- Examples: Yoga, Spin, Tae Kwon Do, Pilates
- Seniors Drop-in Walking Club numbers are strong
- Drumheller Minor Hockey and Drumheller Valley Figure Skating Clubs have introduced dryland training programs to their members. This increases overall use of the Fieldhouse and Studio spaces.

##### Building

- Correcting sound system issues
- Door Access and security issues – being addressed

#### Heather Little – Marketing, Events and Fundraising

- Sports Recreation & Arts Expo
  - Preparations for Sports, Recreation & Arts Expos – September 5, 2012 and March 6, 2013
  - Researching future Expo format (potential to include Sports Swap and field house demonstrations)
- Marketing
  - Ongoing consultation with prospective business social and sports events

##### Fundraising

- Designed and arranged for the installation of Donor Wall signage
- Donor meetings including Suncor, Cenovus and Trican (and others)
- Photo opportunities between media and new donors
- Administration of thank you letters and tax receipts to donors
- Ongoing submission of corporate donor proposals

Telephone: (403) 823-1316

- Developed brick donation program including brochure, site planning and mock ups
- Organized Community Campaign launch including invitation and arrangements for hospitality
- Reviewed naming opportunities and prepared naming offers for all donors over \$25,000
- Coordinated Library naming rights
- Coordinated event meeting to encourage special events in support of facility fundraising

## Economic Development and Communication

### Economic Development and Communication

Bob Cromwell

### Film Industry Liaison

Ongoing support of the coordination of film crews for shooting in Drumheller and area.

### Communications

Regular updates to [www.dinosaurvalley.com](http://www.dinosaurvalley.com) and the Town Page in addition to significant attention to the Town's efforts on Facebook.

**Dinosaurvalley.com** ongoing work on department updates.

### Town 1/2 Page was moved to the Insider in October

Continued efforts with **TNC publishing** in creating Drumheller's new and improved Community Profile and Relocation Guide.

**Future Event Discussions** Roller Derby (Summer 2013) Canadian Weight Lifters Championships (2013)

### Economic Development

Contacted Restaurant chains, hotel chains, professional office service centers, lumber and construction equipment suppliers on various business investment attraction opportunities.

Communication with **Canadian Badlands as a regular monthly meeting for information** updates

Continued groundwork on the development of a **Drumheller Destination Marketing Organization.**

### Real Estate

Met with 6 Calgary based developers and prepared specific development packages for their consideration

Researching the feasibility of a **Custom Built – Ready to Move Home Building Company** in Drumheller.

Organized an ongoing monthly real estate meeting with our industrial and commercial real estate agent

I have met with several **significant land owners** and discussed possibilities and potentials for future development of their lands.

Working directly with **National office of the Federated Co-Op** to assist with the Greentree Mall situation and find additional tenants.

Telephone: (403) 823-1316

...  
Currently preparing a presentation package on the **Elgin Hill project** to present to the **Alberta Home Builders Association**. Eventually all available lands within the Drumheller will be present to AHBA to attract outside investment and development.

## **Family and Community Support Services**

Cathy Smoliak, Acting Coordinator

Rose Poulson -Seniors Program Coordinator

Jocelynn Peevey Before and Afterschool Care Program Coordinator

Jeannie Lutz Community Services Coordinator

### **Senior Service Coordinator**

Total clients served, 361 (Direct Contact).

Partnered with the BCF to offer Senior fitness classes every weekday morning. Seniors enjoy a variety of activities including Seniors Walking Group, Pickle Ball, Seniors Fitness Orientation and a Seniors Fitness Class.

### **Before and After School Care**

The Before and After School Care Program implemented changes to rates and policies including the introduction of a Grant Subsidy Program administered by Child and Family Services Authority.

### **Community Services Coordinator**

New Coordinator – commenced work on October 2, 2012

Bridging the Years

Interagency

Mental Health First Aid Workshop in September

### **St. Anthony's Family School Liaison Program**

Direct Contact (consented + walk -in + groups) 117

Indirect Contact 41

### **Greentree Family Wellness Worker Program**

Direct Contact: 97

Adult Consultation 12

Family Consultation 5

### **FCSS – Administration**

Provincial FCSS reporting for 2011 was finalized agreement for 2013 finalized

### **Parenting After Separation (PAS)**

The September PAS session seen its highest numbers since inception of the program one year ago with 12 individuals in attendance.

### **Family Resource Worker (FRW) Program**

The FRW programs for Golden Hills School Division and Christ the Redeemer have completed the new FCSS Funding Applications. Funding will be awarded to both school divisions shortly.

### **Roots of Empathy (ROE)**

We will have an additional program operate in Greentree School, bringing 4 ROE Programs to our community.

### **Canada Day Celebrations:**

Canada Day 2013 preparations are underway - will require more volunteers to assist with activities

Telephone: (403) 823-1316

## Agenda Item # 9.4

### Sports, Recreation & Arts Expo- Wednesday, September 5<sup>th</sup>

Feedback was extremely positive and all exhibitors see it as a valuable event that they want to continue to offer

### COMMITTEE WORK

#### Asset Development Committee:

- Awarded \$1,500 for Bronze Award Ceremony expenses by Cenovus Energy. Also received \$1,000 from Big Country Victim Services.
- Partnered with Golden Hills School Division (Greentree School) to host a series of informative parenting workshops starting in November 2012.

#### Family Fun Committee:

Family Fun Committee hosted monthly events for the last quarter including:

**August - Family Barbeque**, over 80 parents and children attended to enjoy a barbeque in the park, equipped with inflatable structures, a huge bounce house, 12 foot slide and numerous family activities.

**September – Movie Under the Stars**, the Family Fun Committee partnered with the Passion Play to host their very first outdoor movie event at the Passion Play site. Between 400 – 500 parents and children enjoyed the movie *Despicable me* on a huge outdoor screen with amazing sound.

#### Drumheller and Area Early Childhood Development Coalition

- Hosted the first Early Years Fair in Drumheller in September for families with children between 0 – 4 years. This helps to access developmental screening tools, fun activities and themes and numerous valuable exhibitors including professionals from Alberta Health Services, Family Literacy, a Optometrist, a Dentist, a Dietician and many more.

#### South Central FASD Committee

The FCSS Coordinator has assumed the Treasurer Position, effective October 2011. The FCSS Coordinator will assume financial management of the contracts and funds from Child and Family Services on behalf of the Town and South Central FASD and the FASD Network.

- Due to the limited time of committee members, we have been investigating partnering with an agency to take on the direct supervision of the Program Coordinator.
- Currently reviewing and discussing administrative and supervision expenses, WCB and insurance associated with the transition.

#### Country Anti Violence Association:

The FCSS Coordinator is providing training direction for their new Treasurer

#### Aquaplex

Kim Masson, Acting Supervisor

Ann Wade (returned from extended leave on October 1, 2012)

#### Summer Swim Lessons – Lifeguard Training

Summer swim lessons were well subscribed. Lifeguard training took place in September. 8 new lifeguards were trained – this will help to meet our staffing needs in 2012-13.

Aquaplex was re-opened after a one month closure – on October 17, 2012

Telephone: (403) 823-1316

## **Protective Services**

### **Fire Department**

Bill Bachynski, Fire Chief

- Year to date the Drumheller Fire Department has responded to 129 calls. The number of firefighters including Rosedale and East Coulee is 43 including officers. The new S.C.B.A.'s have been ordered and we are expecting them to arrive about the middle of November. Thanks to a grant from Cenovus Energy of \$100,000 making this purchase possible this year.
- Fire prevention week starts October the 7<sup>th</sup> to the 13<sup>th</sup> and this year's theme is "HAVE 2 WAYS OUT".

### **Drumheller Community Enforcement**

Greg Peters, Supervisor (commenced work on Sept 12)

Work has commenced on the a new livery vehicle bylaw in consultation with members of the Taxi Commission. The intent of the update is to establish and manage a level playing field for all to conduct business.

The Humane Society's facility was quarantined for 3 weeks – limiting our ability to place stray animals. The development of a new Responsible Pet Owner's Bylaw is ongoing in addition to the development of a Memo of Understanding with the Humane Society which is underway. This will establish clear guidelines for the operation and application of the future Bylaw. This is expected to be in the hands of the Town Solicitor for his review by early part of November.

A review of the School Bus Parking policy took place in September / October. We will continue to monitor complaints on this issue and report back to council in early 2013.

A new MOU for coordination of service with the RCMP is also underway.

Focus continued on issuing many notices regarding weed issues, unsightly premises, tree and shrub overgrowth issues, trailer and motor home parking on streets in violation, and found, stray and nuisance animal problems. With the Fall here and Winter on its way we will continue to focus on unsightly premises in the fall and snow removal/sidewalk issues during winter as well as the ever present animal issues regarding strays, found and nuisance animals. Our staff continues to share information and provide helpful assistance to RCMP detachment members on a variety of matters.

**RCMP Report** – submitted to Council by S/Sgt. Hopkins

Telephone: (403) 823-1316

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## Development and Safety Codes

Cindy Woods, Development Officer  
Linda Taylor, Safety Codes Clerk

## Agenda Item # 9.4

### Town of Drumheller Building Permits

#### Quarterly Report Ending September 30, 2012

Category	Values	Date									Grand Total
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
COMMERCIAL	Permits Issued	2		1	5		1	3	5	3	20
	Construction Value	117,000		100,000	991,400		10,000	410,000	82,000	2,179,000	3,889,400
INDUSTRIAL	Permits Issued					1				1	2
	Construction Value					146,000				8,000	154,000
INSTITUTIONAL	Permits Issued			1		1			1		3
	Construction Value			32,000		30,000			300,000		362,000
RESIDENTIAL	Permits Issued	2	1	3	10	11	12	6	11	6	62
	Construction Value	32,000	200,000	23,500	726,000	864,100	635,639	588,400	676,050	333,500	4,079,189
Total Permits Issued		4	1	5	15	13	13	9	17	10	87
Total Construction Value		149,000	200,000	155,500	1,717,400	1,040,100	645,639	998,400	1,058,050	2,520,500	8,484,589

### Town of Drumheller Building Permits

#### Quarterly Report Ending September 30, 2011

Category	Values	Date									Grand Total
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	
COMMERCIAL	Permits Issued	1			3	1		2	3	2	12
	Construction Value	\$20,000			\$357,780	\$48,000		\$390,000	\$164,990	\$225,000	\$1,205,770
FARM	Permits Issued		1								1
	Construction Value		\$140,000								\$140,000
INDUSTRIAL	Permits Issued					1					1
	Construction Value					\$305,000					\$305,000
INSTITUTIONAL	Permits Issued							1			1
	Construction Value							\$160,000			\$160,000
RESIDENTIAL	Permits Issued	1	6	4	3	12	17	12	6	6	67
	Construction Value	\$2,000	\$57,000	\$197,500	\$132,000	\$315,000	\$1,696,035	\$880,900	\$628,800	\$62,000	\$3,971,235
Total Permits Issued		2	7	4	6	14	17	15	9	8	82
Total Construction Value		\$22,000	\$197,000	\$197,500	\$489,780	\$668,000	\$1,696,035	\$1,430,900	\$793,790	\$287,000	\$5,782,005

Telephone: (403) 823-1316

**Director's Office**

Paul Salvatore, Director

Judy Quintin-Arvidson, Administrative Support

- Taxi / Livery Bylaw Review
- School Bus Parking Policy Review
- Update to the definition of Family memberships in recreation facilities
- Development of Marketing Plan for Badlands Community Facility
- Liaison with Fund Raising Cabinet for Badlands Community Facility
- Support to Group Program Development (Drumheller Minor Hockey, etc.)
- Responsible Pet Owner's Bylaw (Development)
- Review of Special Events Policies and Coordination of Process (with Development and Enforcement staff)
- Staff training and orientation (Community Enforcement and Community Services Coordinator)
- Commencement of Arena activities for 2012-13 season
- Drumheller Dragons Volunteer program (Fitness / Fieldhouse Monitor program)
- Alberta Development Officers Association (Conference liaison – at Badlands Community Facility)
- Aquaplex Annual Turnaround – Liaison
- Centennial Committee – Development of decorative banners, adoption of logo, liaison with marketing committee for New Year's Eve event and the sale of commemorative calendars
- Heritage Management – initial review and development of heritage designation bylaw
- Discussion on redevelopment of Newcastle Ball diamonds (to accommodate baseball)
- Community Activity Guide was distributed in September
- Community Sports Recreation and Arts Expo
- Arena Ice Scheduling and Coordination

**Grant Applications**

- CIIF - Community Infrastructure Improvement Fund – submitted on August 2, 2012
- Heritage Marker Program – Alberta Historical Resources Foundation (Drumheller's north entrance)

**Support for Committees**

Centennial Committee

Risk Management – Health and Safety

Drumheller Association of Skateboarding Enthusiasts

Town Hall Relocation

Policing Committee

Municipal Planning Commission

Economic Development Task Force Taxi Commission

**Director:**



**M. Paul Salvatore**

**CAO:**



**Raymond M. Romanetz**

Telephone: (403) 823-1316