

# **Town of Drumheller COUNCIL MEETING AGENDA**

**June 3, 2013 at 4:30 PM**

**Council Chamber, Town Hall**

**703-2nd Ave. West, Drumheller, Alberta**



Page

## **1.0 CALL TO ORDER**

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

- 3-4 2.1 Proclamation - June is Recreation and Parks Month  
2.2 Motion required to approve Council's Summer Meeting Schedule

## **3.0 PUBLIC HEARING**

## **4.0 ADOPTION OF AGENDA**

## **5.0 MINUTES**

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

- 5-8 5.1.1 Regular Council Meeting Minutes of May 21, 2013

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

- 9-13 5.2.1 Municipal Planning Commission Minutes of April 18, 2013

### **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**

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**8.1. CAO**

14-31 8.1.1 RFD - Regional Collaboration Program - PRISM Aerial Orthophoto Enhancement Project

**8.2. Director of Infrastructure Services**

**8.3. Director of Corporate Services**

**8.4. Director of Community Services**

**9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**

**10.0 PUBLIC HEARING DECISIONS**

**11.0 UNFINISHED BUSINESS**

**12.0 NOTICES OF MOTIONS**

**13.0 COUNCILLOR REPORTS**

13.1 Councillor Doug Stanford - Dickson Dam Meeting Update

**14.0 IN-CAMERA MATTERS**

14.1 Personnel Matter

# ... June is Recreation and Parks Month Proclamation

## Agenda Item # 2.1

WHEREAS, in Alberta, we are fortunate to have a variety of recreation and parks systems providing countless recreational opportunities for residents and visitors from around the world; and

WHEREAS, recreation participation builds family unity and social capital; strengthens volunteer and community development; enhances social interaction; creates community pride and vitality; and promotes sensitivity and understanding to cultural diversity; and

WHEREAS, the benefits provided by recreation and parks programs and service reduce healthcare and social service costs; serve to boost the economy, economic renewal and sustainability; enhance property values; attract new business; increase tourism; and curb employee absenteeism; and

WHEREAS, our parks, open space and trails ensure ecological beauty; provide space to enjoy nature; help maintain clean air and water; and preserve plant and animal wildlife; and

WHEREAS, all levels of government, the voluntary sector and private enterprise throughout the Province participate in the planning, development and operation of recreation and parks programs, services and facilities;

NOW, THEREFORE BE IT RESOLVED that ARPA does hereby proclaim that June, which witnesses the greening of Alberta and serves as a significant gateway to family activities, has been designated as Recreation and Parks Month which will annually recognize and celebrate the benefits derived year round from quality public and private recreation and parks resources at the local, regional and provincial levels and generally contributes to the quality of life in Alberta.

THEREFORE, the TOWN OF DRUMHELLER (name of municipality/ organization), in recognition of the benefits and values that recreation and parks provide, do hereby designate the month of June as June is Recreation and Parks Month.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2013 by:

MAYOR TERRY YEMEN (printed name and title)

\_\_\_\_\_  
(signature)

**JUNE**  
— is —  
**RECREATION  
& PARKS  
MONTH**



May 2013

Dear Mayor and all members of Council,

With the support of national and provincial park and recreation associations, the Alberta Recreation and Parks Association is promoting June as Recreation and Parks Month.

**What is June is Recreation and Parks Month?**

JRPM provides Albertans with an opportunity to celebrate the successes of recreation and parks as they contribute to the quality of life in Alberta.

The purpose of observing JRPM is to draw public attention to the important and varied benefits of recreation and parks to individuals, families, neighbourhoods, communities and Alberta as a whole.

**Charter for Recreation and Parks in Alberta**

The Alberta Recreation and Parks Association (ARPA) has developed a Charter for Recreation and Parks in Alberta, proclaiming that June be Recreation and Parks Month.

ARPA encourages municipalities to review the Charter and declare June as Recreation and Parks Month in their community.

The Proclamation is attached for your reference.

**JRPM Ambassadors**

Once your municipality has declared June as Recreation and Parks Month, ARPA would like to know! Become a JRPM Ambassador (it's free!) by visiting our website. Your municipality will appear on our website, along with a hyperlink to your municipality's website.

For more information about JPRM, please visit [www.june.arpaonline.ca](http://www.june.arpaonline.ca).

We thank you in advance of your support and look forward to working with you to promote the recreation and parks industry as it relates to the quality of life in Alberta.

Best,



William Wells  
CEO, Alberta Recreation and Parks Association



**Town of Drumheller  
COUNCIL MEETING  
MINUTES**

May 21, 2013 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

**DIRECTOR OF INFRASTRUCTURE SERVICES:**

Allan Kendrick

**DIRECTOR OF CORPORATE SERVICES:**

Byron Nagazina

**DIRECTOR OF COMMUNITY SERVICES:**

Paul Salvatore

**MUNICIPAL PROJECTS CO-ORDINATOR**

Ryan Seifried

**RECORDING SECRETARY:**

Linda Handy

**1.0 CALL TO ORDER @ 4:30 PM**

**2.0 MAYOR'S OPENING REMARK**

Mayor Terry Yemen proclaimed Seniors' Week June 3-9, 2013.

Mayor T. Yemen congratulated the Centennial Committee, volunteers and corporate sponsors for a successful Centennial Celebration on May 15, 2013. He further announced that Drumheller was extremely busy this May long weekend with over 5000 visitors to the Royal Tyrrell Museum.

Mayor T. Yemen advised that he received a request from St. Anthony's School principal JoAnne Akerboom for signage for a school zone area along Hwy 838. They will be lobbying Alberta Transportation and asked that Drumheller support their efforts. In discussions with CAO Ray Romanetz, it is recommended that Drumheller's support be worded "an open review that would improve overall safety for the school". Council agreed for a review.

**3.0 PUBLIC HEARING**

- 3.1 Mayor Yemen called the Public Hearing to order at 4:32 PM.

Mayor Terry Yemen stated that the purpose of the public hearing is to consider Bylaw 09.13 for the purpose of closing portions of unused and undeveloped road allowances (16<sup>th</sup> and 17<sup>th</sup> Street SW) and a portion of lane for retention or sale.

Mayor Yemen asked if there were any written correspondence. L. Handy advised that correspondence was received from utility companies which CAO R. Romanetz will speak to. R. Romanetz advised that both ATCO Electrical and AltaGas will require easements for their utility lines. The closure of these portions of the road will accommodate the needs of the Passion Play. Hunter Survey has carried out the survey. -

There were no public speakers at the public hearing.

Mayor Yemen closed the public hearing at 4:37 PM.

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

**MO2013.80** Zariski, Berdahl 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 May 6, 2013

**MO2013.81** Garbutt, Shoff moved to adopt the regular Council meeting minutes of May 6, 2013 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**

8.1.1 RFD – Appointments to the Badlands Community Facility Fundraising Cabinet  
R. Romanetz advised that Council on February 25<sup>th</sup>, 2013 reinstated the Badlands Community Facility Terms of Reference for the Fundraising Cabinet and appointed the Chair to the Fundraising Cabinet – Hansine Ullberg Kostecky. Chair Ullberg

Kostelecky had advised that she would seek individuals to serve on the Fundraising Cabinet and recommends that the following applicants be appointed: Kimberly Suntjens, Heather Colberg, Linda Lacher, Koren McDougald and John Shoff.

**MO2013.82** Shoff, Berdahl moved to approve the appointments of Kimberly Suntjens, Heather Colberg, Linda Lacher, Koren McDougald and John Shoff to the Badlands Community Facility Fundraising Cabinet for a term to be determined by Council.

Discussion on Motion

In response to a question from Council on whether a more defined term of appointment should be set, it was agreed that the Cabinet should meet first to set their goals and develop an action plan. Once their action plan has been presented to Council, it will be decided at that time whether any change to the appointment terms needs to be defined.

Vote on Motion: Carried unanimously.

**8.2. Director of Infrastructure Services**

**8.2.1 RFD – 2013 Street Improvement Program**

A. Kendrick advised that tenders closed for the above program on May 14<sup>th</sup> with a total of four tenders received ranging from \$1,082,720 to \$1,210,597. The engineer's construction estimate prepared prior to tendering was \$1,208,000. The total tender includes capital, operational items, engineering and a Alberta Transportation project. Administration is recommending that the tender be awarded to the low bidder, Brooks Asphalt & Aggregate Ltd.

**MO2013.83** Shoff, Hansen-Zacharuk moved to award the contract for the 2013 Street Improvement Program to Brooks Asphalt & Aggregate Ltd. In the amount of \$1,082,720 not including GST subject to Alberta Transportation approval.

Discussion on Motion:

In response to questions from Council, A. Kendrick stated that Brooks Asphalt has worked for the Town in previous years and are very capable of producing acceptable work and meeting the deadlines. Their start date will be June 30<sup>th</sup> however the Town is asking for the date to be moved up to June 3<sup>rd</sup>. Any concrete work has to be 100% completed prior to the paving.

Vote on Motion: Carried unanimously.

**8.2.2 RFD – 2013 Cast Iron Watermain Replacement**

A. Kendrick advised that tenders for the 2013 Watermain Replacement Project closed on May 16, 2013 with four tenders received. The engineering estimate for this project was approximately \$441,210.00. Administration is recommending that the project be awarded to the low bidder, Knibb Developments Ltd with a tender amount of \$353,493.00 including GST.

**MO2013.84** Shoff, Zariski moved that Council award the contract for the 2013 Cast Iron Waterline Replacement Program to Knibb Developments Ltd. in the amount of \$353,493 (including GST) and authorize Administration to negotiate an extension of quantities with KD not to exceed the approved budget of \$620,000.

Discussion on Motion:

In response to questions from Council, A. Kendrick advised that Administration will negotiate with the contractor to extend the project to keep disruptions to a minimal in the alley and to take advantage of the good contract price.

Vote on Motion: Carried unanimously.

In response to a question from Council, A. Kendrick advised that the water meters installation project will commence again in June with 2-3 years remaining on the project.

**8.3. Director of Corporate Services**

**8.4. Director of Community Services**

**9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**

**10.0 PUBLIC HEARING DECISIONS**

**11.0 UNFINISHED BUSINESS**

**12.0 NOTICES OF MOTIONS**

**13.0 COUNCILLOR REPORTS**

**14.0 IN-CAMERA MATTERS MO2013.** Zariski, Stanford moved to go in camera at 5:07 PM. Carried unanimously.

**14.1 Land Matter**

**MO2013.** Shoff, Garbutt moved to revert to regular Council meeting at 6:03 PM. Carried unanimously.

There being no further business, the Mayor declared the meeting adjourned at 6:03 PM

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Mayor

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Chief Administrative Officer





**Municipal Planning Commission  
MINUTES  
Meeting of Thursday April 18, 2013**

**Present:** Paul Salvatore, Director of Community Services  
Doug Stanford, Councillor/Member  
Brad Wiebe, Palliser Regional Municipal Services  
Cindy Woods, Development Officer  
Linda Taylor, Recording Secretary  
Robert Greene, Chairperson  
Shawn Francis, Member  
Sharon Clark, Member  
Scott Kuntz, Member  
Don Ewing – Resident Re: T00025-13D  
Kevin Aulenback - Resident Re: T00025-13D  
Lorelei Martin, Executive Director for Drumheller and Region Transition Society (D.A.R.T.S.)  
Roderick (Rick) Sharpe - Resident Re: T00025-13D  
Anna Sharpe - Resident Re: T00025-13D  
Kent Walker - File No. 80/121

**Absent:** Andrew Berdahl, Councillor/Member

**1.0 CALL TO ORDER – 12:02 pm**

**2.0 MINUTES FROM PREVIOUS MEETINGS**

**2.1 April 4, 2013**

**Motion:** D. Stanford moved to accept the minutes of April 4, 2013 as presented.

**Second:** S. Kuntz – Carried

**3.0 DEVELOPMENT PERMITS**

**3.1 T00022-13D – David Pinter – Storage Shed for Campground – "A"**

C. Woods presented Development Permit T00022-13D submitted by David Pinter for new construction of an accessory building located at 90 Pinter Road, Rosedale on NE-21-28-19-W4M. Zoning is "A" Agricultural District. All uses are discretionary in this district.

C. Woods advised this application is for the storage of fire wood for the campground and is located in the flood fringe. The accessory building meets all setback requirements for this district.

The Municipal Planning Commission discussed the application.

**Motion:** D. Stanford moved Development Permit T00022-13D submitted by David Pinter for new construction of an accessory building located at 90 Pinter Road, Rosedale on NE-21-28-19-W4M 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. Construction to be in accordance with the Alberta Building Code.



4. All necessary permits (building, electrical, gas, plumbing and private sewage) to be in place prior to construction/installations.
5. All local improvements at owner's expense including, however not limited to, driveways, frontage charges, water/sewer services.
6. External finished appearance of the proposed construction to be compatible with that of existing development and to the satisfaction of the Development Authority.
7. If the holder of the permit wishes to make any changes in the proposed development from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary.
8. Must conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
9. Contractor(s) to have a valid Business License with the Town of Drumheller.

**Second:** S. Francis – Carried

### **3.2 T00025-13D – D.A.R.T.S – Occupy as Group Home & Renovations – "R-1"**

C. Woods presented Development Permit T00025-13D submitted by D.A.R.T.S. to Occupy as a barrier free group home and construction of access ramps located at 401 12 Street East, Drumheller on Plan 8157GW; Block 12. Zoning is "R-1" Residential District. Group Homes are a discretionary use in this district.

S. Clark recused herself from this presentation and left the room.

C. Woods stated that a circulation was sent out to neighbouring properties. C. Woods advised the applicant has submitted this application to develop a barrier free group home which would require installation of access ramps at front and rear entrances, as well as interior renovations. The on site parking of the home is sufficient to accommodate the staff. A maximum of 4 clients would be living in the home at one time with a staff of 3. All set backs for the development would meet bylaw requirements.

C. Woods addressed the concerns of the residents, in regards to the circulation time frame and information available on the mail out. The mail out is a form letter, which did not meet the needs of this circulation. Changes will be made on future correspondence to incorporate more information on the meeting time and participation of the residents.

C. Woods read letters submitted from the circulation. (Letters attached)

L. Martin of D.A.R.T.S. addressed the concerns of the residents; she personally went into the neighborhood and visited residents to discuss the proposed group home in the area. She found many residents were uninformed as to the type of group home, the needs of the clients, and the staffing requirements. She felt it was a good thing to have gone out into the neighborhood to learn from the residents and to inform the residents of the different types of group homes.

The floor was opened for questions and discussion. The level of care of the clients in this home would be high demand, hence the reasoning for the ramps and barrier free design required. Safety standards, health and fire standards as well as yearly inspections would be conducted and followed on this home if purchased by D.A.R.T.S. The home would be staffed at all times; when the clients are present in the home. The status of the home could change as the client's age; a change of use permit would then be required. D.A.R.T.S. would like to have the clients continue to live in the same type of environment they have lived in, in the past. The clients don't drive, and the onsite parking is sufficient to accommodate the staff vehicles. The residents of the neighborhood were concerned about the home changing the zoning of the area; this group home would not change the existing R-1 land use district. Discussion included information on other group homes in Drumheller. L. Martin informed the room she had extended the condition of the sale, to lengthen the time frame on the purchase of the property.



C. Woods informed the room; should the Municipal Planning Commission approve this application the residents of the neighborhood still have the right to appeal, as it would be advertised in the paper and appeals could be received for up to 2 weeks after the advertisement.

The Residents asked for assurances they would be informed of any changes to the old St. Anthony site and left the meeting.

The Municipal Planning Commission discussed the application. The Commission felt that should the supervisory needs of this group home change; where no staffing was necessary, then a change of use development permit would be required.

**Motion:** S. Francis moved Development Permit T00025-13D submitted by D.A.R.T.S. to Occupy as a barrier free group home and construction of access ramps located at 401 12 Street East, Drumheller on Plan 8157GW; Block 12 be approved, subject to the following conditions:

1. Development shall conform to Land Use Bylaw 10-08.
2. **Occupancy and approval for Group Home as defined in Land Use Bylaw 10-08, Part I, 2;**
  - a. **"Group Home" means a use:**
    - (a) *where social, physical or mental care is provided to four (4) or less persons who live full time in the facility; and*
    - (b) *that has at least one staff person at the facility at all times;*
  - b. **Any change in supervision or in the application as submitted will require an additional Development Permit application and approval from the Development Authority/Municipal Planning Commission.**
3. All necessary permits (building, electrical, plumbing, etc) to be in place prior to any construction/installations.
4. All contractors and/or sub-trades to possess a valid Town of Drumheller Business License.
5. Must conform to the Town of Drumheller Community Standards Bylaw (16-10).
6. Development to conform and meet the requirements of the Regional Fire and Health Authority. Prior to commencement of occupancy and activities, confirmation must be provided to the Development Officer from the Local Fire and Health Authority that the building is occupiable for such purposes.
7. If the holder of the permit wishes to make any change in the conduct of the use or construction that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission. An additional development application may be necessary.
8. Landscaping in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.
9. Development to conform to any/all Municipal, Provincial and Federal regulations, guidelines and/or legislation that may apply.
10. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares. Separate containment must be provided for the disposal and recycling of cardboard materials.

**Second:** S. Kuntz – Carried

#### 4.0 PALLISER REGIONAL MUNICIPAL SERVICES

##### File No. 80/121 – Kent Walker Subdivision – Additional Information

This File No. 80/121 for Kent Walker Subdivision was original brought to Municipal Planning Commission at the April 4, 2013 meeting.



*"The Municipal Planning Commission discussed the proposed subdivision with PRMS and Kent Walker. Boundaries were clarified and it was noted the four parcels were adjusted to make the fifth parcel comply. The discussion turned to the ER requirement. PRMS confirmed the requirement for ER does apply and is brought into all subdivisions. The recent subdivision on the adjacent property had the ER reserve taken, however Mr. Walker stated the land taken was unusable due to the slope. The next discussion revolved around the amount of ER being requested (80 ft.), Mr. Walker would prefer 25 ft. The slope and use of the land in question needs to be assessed.*

*There was a request sent into Alberta Environment to request their recommendations. G. Wilson explained they were included in the circulation but did not respond. C. Woods suggested we request their input as well as possibly do a site visit to confirm K. Walker's statements before any decision is recommended. The board agreed to get Alberta Environment's recommendation as well as a site visit prior to any recommendation."*

Alberta Environment has not yet responded to inquiries for their input into this subdivision application.

B. Weibe presented and read from the following articles;

- Standard Sustainable Resource Development Recommendations to Municipal Subdivision Referrals Including Recommended Minimum Environmental Reserve Widths (attached)
  - Goal and conditions on development permits.
  - Sustainable Resource Development Recommended Guidelines for Minimum Environmental Reserve/Easement Widths (attached)
    - Table 1
    - Table 2
- Town of Drumheller – Land Use Bylaw 10-08

### **61. Land Adjacent to a Water Body or Water Course**

Where a building or a structure is approved adjacent to a watercourse or water body, no part of such building or structure shall be sited less than 38 m (125 ft.) from said watercourse, or water body. For a number of developed areas in the Town this standard is not practical. In these instances, each application for development is to be reviewed and a setback appropriate to the area in question is to be established; however, in all such cases, a minimum distance of 11 m (35 ft.) must be observed. The high-water mark (1:100 year flood risk elevation) as determined by Alberta Environmental Protection shall be used in determining the required setbacks.

- Environmental Guidelines For The Review Of Subdivision In Alberta, Alberta Environment 1998 (attached)
  - C. Recommended Steps to be Taken by the Subdivision Authority to Avoid or Mitigate Adverse Flooding and Erosion Impacts
  - E. Environmental Factors a Subdivision Authority must consider when making a Decision on a Subdivision Application
  - I. Approval of a Subdivision Application – Suitability of Land for the Purpose for which the Subdivision is Intended
  - K. Environmental Reserve

B. Weibe and K. Walker discussed the proposed environmental reserve. The Environmental Guidelines for the Review of Subdivision in Alberta, from Alberta Environment section 663 and 664 were on the table for debate. K. Walker stated that 664 is subject to Section 663 which states the subdivision authority may not require the reserve if the subdivision is less than 0.8 hectares or less. The subdivision lots are in the flood plain and B. Wiebe felt the floodway line could act as a guide for the Environmental Reserve. K. Walker felt the area required as an Environmental Reserve may inhibit the sale of these lots; as the water front is what people want in their back yard. B. Weibe stated the Environmental reserve is to help maintain the integrity of Alberta waterways.





K. Walker left at 1:00pm.

The Municipal Planning Commission continued to discuss the subdivision application. B. Wiebe recommended an Environmental Reserve of 25' and an Environmental Reserve Easement for the remaining area of the floodway. The Environmental Reserve is there for the integrity of the vegetation and to maintain the riverbank during high water times. Members of the Municipal Planning Commission still felt they would like confirmation from Alberta Environment before making decisions on Environmental Reserves. B. Weibe advised that PRMS does not normally receive responses to circulations from Alberta Environment.

The Municipal Planning Commission agreed that subdivision application 80/121 be approved with the conditions recommended by PRMS.

### 5.0 OTHER DISCUSSION ITEMS

### 6.0 Adjournment – Meeting adjourned by B. Greene at 1:30 pm.

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Chairperson

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Development Officer

#### Attachments:

- ✓ Letters submitted from the circulation for the proposed group home for D.A.R.T.S. clients
- ✓ Standard Sustainable Resource Development Recommendations to Municipal Subdivision Referrals Including Recommended Minimum Environmental Reserve Widths
- ✓ Sustainable Resource Development Recommended Guidelines for Minimum Environmental Reserve/Easement Widths. Tables
- ✓ Environmental Guidelines For The Review Of Subdivision In Alberta, Alberta Environment 1998



# DRUMHELLER

## CHIEF ADMINISTRATIVE OFFICER

Agenda Item # 8.1.1



### Request for Decision

Date: May 31, 2013

<b>Topic:</b>	<b>Regional Collaboration Program PRISM Aerial Orthophoto Enhancement Project</b>		
<b>Background:</b>	<p>Palliser Regional Municipal Services has prepared a grant application to fund enhancements to their aerial orthophoto program for 28 shareholder municipalities. All the municipalities will benefit from the enhancement of the PRISM web based GIS product. Background information is attached from Brad Wiebe, CEO, Palliser Regional Municipal Services.</p> <p>With the Town of Drumheller's support for the application Palliser will be in a position to proceed with the enhancement project.</p>		
<b>Proposed by:</b>	Palliser Regional Municipal Services		
<b>Correlation to Business (Strategic) Plan</b>	The Strategic Business Plan emphasizes regional partnerships as a priority for effective municipal governance.		
<b>Benefits:</b>	<ul style="list-style-type: none"><li>• Expands on the working relationship with Palliser.</li><li>• Shows cooperation for new initiatives (Geographical Information Systems project).</li><li>• Requires no direct costs to the Town of Drumheller.</li><li>• Ensures participation in the determination of future GIS enhancements.</li><li>• May result in future GIS enhancements that could supplement our existing Town of Drumheller GIS systems.</li></ul>		
<b>Disadvantages:</b>			
<b>Alternatives:</b>	The Town could decline its support		
<b>Finance/Budget Implications:</b>	The grant would be fully funded by the Province.		
<b>Operating Costs:</b>	-0-	<b>Capital Cost:</b>	-0-
<b>Budget Available:</b>	-0-	<b>Source of Funds:</b>	\$242,000.00 (provincial grant)
<b>Budget Cost:</b>	-0-	<b>Underbudgeted Cost:</b>	
<b>Communication Strategy:</b>	The media should be aware of the Town's decision related to the grant application. Palliser will be responsible for the balance of communication for the project including status updates and progress reports.		
<b>Recommendations:</b>	As attached.		

#### CAO OFFICES

Telephone: (403) 823-1339

RFD - Regional Collaboration Program - PRISM Aerial Orthophoto Enhancement Project.doc	Created By: Linda Handy	1
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**Regional Collaboration Program  
COUNCIL RESOLUTION**

1. "Be it resolved that Council authorizes the Town of Drumheller to participate in an application for the

**"PRISM Aerial Orthophoto Enhancement Project"**

submitted by Starland County with Palliser Regional Municipal Services as Primary Contractor under the Regional Collaboration component of the Alberta Municipal Affairs Regional Collaboration Program; further

2. That the Town of Drumheller if the applicant, agrees to enter into, or as a participant, agrees to abide by the terms of a Conditional Grant Agreement governing the purpose and use of the grant funds."

\_\_\_\_\_  
Chief Elected Official or Signing  
Officer Duly Authorized by Council

\_\_\_\_\_  
Date

May 31, 2013

Town of Drumheller Council

**RE: RCP Application – Aerial Orthophoto Regional GIS Enhancement Background Information**

A Regional Collaboration Grant Application is being proposed in the amount of \$242,000.00 for a significant enhancement to the Palliser Regional Information System Management (PRISM) with the addition of current high resolution aerial orthophoto imagery and enhancements for the 28 shareholder municipalities.

The Palliser Regional Information System Management (PRISM) Program is a web based mapping system using Geographical Information Systems as a means of disseminating spatial information on a regional scale. The current application is proposed to provide current aerial orthophoto imagery for the uses of; regional projects, municipal planning and budgeting, tourism and recreation and rural economic development through a web based medium easily accessible to each municipality and the public. The imagery will be developed for the purpose of enhancing the regional web based GIS system with high quality accurate and up-to-date information. The 28 member municipalities of Palliser Regional Municipal Services will directly benefit from the addition of current aerial orthophotos for the PRISM Development Strategy. Palliser Regional Municipal Services is to be the lead consultant on the project for the municipalities.

**Project Details:**

The project is to include the flight of new 2013 RGBI aerial photography and produce a 10 cm resolution digital orthophoto, create a new Digital Elevation module (DEM) with 0.5 m contours for the Towns of Drumheller, Trochu, Coronation, Castor, Hanna and Oyen. The counties will benefit from updated 2011-12 aerial photography. This will also be a significant upgrade from the current 2007 aerial photography in terms of resolution and data accuracy.

Support of this grant application will assist municipal councils and administrations in enhancing the GIS capabilities of participating municipalities by tracking and maintaining spatial databases and information. The citizens of the respective municipalities will also benefit from up-to-date aerial imagery that is connected to locally created and easy to access property information as well as regional recreation and tourism options to further economic development in the Palliser region of Alberta.

We thank you for your consideration. Should you have any questions or require additional information, please do not hesitate to contact myself at [bwiebe@palliserservices.ca](mailto:bwiebe@palliserservices.ca).

Yours truly,

Brad Wiebe RPP, MCIP  
CEO/ Director of Planning  
Palliser Regional Municipal Services

BW





# Regional Collaboration Program

## Application Form

This program supports strategic activities that improve the viability and long-term sustainability of municipalities through regional collaboration and capacity building.

Effective April 1, 2012

[http://www.municipalaffairs.alberta.ca/MC\\_regionalcollaborationprogram.cfm](http://www.municipalaffairs.alberta.ca/MC_regionalcollaborationprogram.cfm)



## 1. Program Highlights

The objective of the Regional Collaboration Program is to improve the viability and long-term sustainability of municipalities through strategic activities related to regional collaboration and capacity building. Strategic activities should demonstrate that they clearly respond to shared provincial and municipal priorities.

### 1.1 Grant Application Deadline

The deadline for the Municipal Internship component is October 1 of the program year.

Applications for the other components can be submitted throughout the year; however, it is recommended that applications be submitted before November 30 for the Regional Collaboration component.

### 1.2 Eligibility Criteria

Refer to the eligibility criteria on the [RCP website](#) for additional information.

## 2. Applicant Information

### 2.1 Legal name of entity

Starland County and Town of Drumheller

### 2.2 Legal status of entity

Municipalities

### 2.3 Contact name and title

Ross Rawlusyk, CAO Starland County

### 2.4 Contact primary phone number

403-772-3793

### 2.5 Contact email address

ross@starlandcounty.com

### 2.6 Contact mailing address

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

### 2.7 Contact fax number

403-772-3807

## 3. Project Information

3.1 Under which program component does your project apply? Only check one.

Complete the required application sections as identified for each component

☒ Regional Collaboration

Sections 2 - 7, Section 10 (only required for new vendor profiles), and Supplementary Form 1 (questions 1 and 2)

☐ Mediation and Cooperative Processes

Sections 2 - 7 and Section 10 (only required for new vendor profiles).



## 3.1 Continued

Under which program component does your project apply? Only check one.

Complete the required application sections as identified for each component

### ☐ Municipal Internship

Section 2 (in full);

Section 3 subsections: 3.1 (in full); 3.3 (insert "hire an intern"); and 3.8 (insert 100% in "Municipal Careers");  
Section 4 (insert "1" for either the Administrator or Land Use Planner under "Municipal Careers");

Section 5 (only if formally collaborating with another municipality to host an intern);

Sections 6 and 7, and Section 10 (only required for new vendor profiles); and

Supplementary Forms 2 and 3

### ☐ Strategic Initiatives

Sections 2 - 7, 10 (only required for new vendor profiles), and Supplementary Form 1 (all three questions)

## 3.2 Is this an amendment?

For amendments, contact a Grant Compliance Advisor for further instructions.

## 3.3 Name of project

Palliser Regional Information System Management (PRISM) Aerial Orthophoto Enhancement

## 3.4 Project description

Should include project activities, scope and anticipated outputs.

Applicants may attach additional information if required.

The Palliser Regional Information System Management (PRISM) Program is a web based mapping system using Geographical Information Systems as a means of disseminating spatial information on a regional scale. The current application is proposed to provide current aerial orthophoto imagery for the uses of; regional projects, municipal planning and budgeting, tourism and recreation and rural economic development through a web based medium easily accessible to each municipality and the public. The imagery will be developed for the purpose of enhancing the regional web based GIS system with high quality accurate and up-to-date information.

## 3.5 Project start date and project completion date (DD/MM/YYYY)

If project start date depends on receipt of the grant funding decision then indicate "After grant funding approval" as the project start date.

Project Start Date:

1-May-2013

Project Completion Date:

31-Dec-2014

3.6 If you are not collaborating with other municipalities/organizations to administer the project, are there other municipal beneficiaries of the program funds? If so, please describe.

Palliser Regional Municipal Services offers planning and GIS/ mapping services to 28 municipalities in our region. All the municipalities will benefit from the enhancement of the PRISM web based GIS product.



Complete the following table with project cost information. Please include dates along with the project phase milestones.

3.7 Project Milestones and Costs (see Appendix 2 of the Program Guidelines for example)						
Project Phase Milestone(s) and Output(s)	{A} Estimated eligible project cost (\$)	{B} Other provincial grants expected	{C} Amount (\$)	{D} Non-provincial sources of funding (\$)		{E} Funding request under this grant program [A-(C+D)] (\$)
		Grant Name	Amount (\$)	Source	Amount (\$)	
Aerial Orthophoto flight	\$42,000					
orthophoto production	\$125,000					
GIS integration	\$50,000					
Project Management	\$25,000					
<b>Total</b>	<b>\$ 242,000</b>	<b>N/A</b>	<b>\$ 0</b>	<b>N/A</b>	<b>\$ 0</b>	<b>\$ 242,000</b>



## Agenda Item # 8.1.1

### 3.8 Functional Category of the Project

### % of Total Project Costs

Government-wide Objective 1: Project supporting the viability and long-term sustainability of municipalities.

Governance

50

Planning and Development

50

Government-wide Objective 4: Project supporting capacity building within municipalities.

Municipal Careers

TOTAL

100%

### 3.9 Will the project involve the use of municipal forces to carry out the project?

N/A

If you have answered yes to this question, please attach a brief business case with this profile (refer to Program Guidelines Appendix 2) – NOT APPLICABLE TO THIS PROGRAM

## 4. Functional Category Details

Identify the outputs expected from this project.

Output	Expected Type and Quantity		Unit
	Type	Quantity	
<b>Governance:</b> Activities that support the ongoing management of the municipality through its elected officials.			
Reports and studies	Regional governance exploration or implementation	1	Number of reports/studies
Agreements	Resolved conflict		Number of resolved conflicts
	Cooperation protocols	1	Number of cooperation protocols established
Policies	New		Number of policies developed
	Revised		Number of policies revised
Revenue/cost-sharing models	Models		Number of models developed
Regional Services Commission (RSC)	Start-up Costs		Number of RSC start-ups



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Output	Expected Type and Quantity		Unit
	Type	Quantity	
<b>Planning and Development:</b> Activities that contribute to land use planning, integrated community sustainability planning, or planning related to specific municipal function or service.			
Reports or studies	Capacity building	1	Number of reports/studies
	Regional collaboration	1	Number of reports/studies
	Cooperation assessment		Number of reports/studies
Regional plans	Land Use		Number of plans developed
	Service delivery	1	Number of plans developed
	Business Plan		Number of plans developed
Start-up activities	Communications		Number of activities undertaken
	Information management systems	1	Number of systems established
Consultation	Consultations	1	Number of consultations undertaken
<b>Municipal Careers:</b> Activities that support the retention and attraction of skilled employees of local governments.			
Placement of municipal intern in a participating municipality or service agency	Administrator		Number of municipal interns
	Land Use planner		Number of municipal interns
For any of the above Functional Categories (Governance, Planning and Development, or Municipal Careers)			
Other output _____	_____		Number of _____



## 5. Collaboration Information

5.1 Will you be collaborating with another municipality/organization?

☒ Yes ☐ No

5.2 If yes, provide the names of the eligible municipalities/organizations with whom you are collaborating.

Counties of Paintearth and Starland, MD of Acadia, Special Areas. Towns of Drumheller, Castor, Coronation, Hanna, Oyen, and Trochu. Villages of Acme, Beiseker, Carbon, Cereal, Consort, Delia, Empress, Halkirk, Hussar, Linden, Morrin, Munson, Rockyford, Standard, Veteran, Youngstown.

5.3 Briefly describe the nature of the collaboration (maximum of 100 words).

Collaboration with the membership of Palliser Regional Municipal Services for the enhancement of a web based GIS mapping system for municipal and public use.

5.4 If there is a resulting asset, please indicate who will own the asset.

N/A

## 6. Supporting Documentation and Application Submission

### 6.1 Application Form Checklist

Did you:

Check ☒

Ensure that the application was signed by the Chief Administrative Officer or Duly Authorized Signing Officer?

☐

### 6.2 Program Component

I confirm that I have:

Check ☒

Regional Collaboration

Completed all sections of the application form;

☒

Completed Supplementary Form 1 (questions 1 and 2);  
and

☒

Ensured resolutions are in place for all project participants (including Project Manager).

☒

Mediation and Cooperative Processes

Sent a letter from my municipality's Chief Elected Official to the Minister of Municipal Affairs, describing the nature of the issue and requesting provincial government support;

☐

Contacted Municipal Dispute Resolution Services Staff for assistance in completing the application; and

☐

Completed all sections of the application form.

☐



## Agenda Item # 8.1.1

6.2 Program Component	I confirm that I have:	Check <input checked="" type="checkbox"/>
Municipal Internship	Completed all required sections of the application form;	<input type="checkbox"/>
	Completed Supplementary Forms 2 and 3; and	<input type="checkbox"/>
	Ensured that resolutions are in place if formally partnering to host an intern.	<input type="checkbox"/>
Strategic Initiatives	Completed all sections of the application form;	<input type="checkbox"/>
	Completed Supplementary Form 1 (all three questions); and	<input type="checkbox"/>
	Ensured resolutions or motions are in place if required.	<input type="checkbox"/>

### 6.3 Method of submission

Submit the grant application via mail, fax or email. Please submit your application using only one method.

### 6.4 Submission address

Alberta Municipal Affairs  
Grants and Education Property Tax Branch  
Municipal Grants Unit  
17<sup>th</sup> Floor, 10155-102 Street  
Edmonton AB T5J 4L4  
Fax: 780-422-9133  
Email: [rcp.grants@gov.ab.ca](mailto:rcp.grants@gov.ab.ca)

**Reminder: Applications for the Municipal Internship component are due by October 1 of the program year. Applications for the other components can be submitted throughout the year; however, it is recommended that applications be submitted before November 30 for the Regional Collaboration component.**

## 7. Application Certification

Ross Rawlusk

Printed Name

Original or e-Signature

Date

Chief Administrative Officer or Duly Authorized Signing Officer

I certify that the information contained in this application is correct, that all Regional Collaboration Program funds will be used in accordance with the Regional Collaboration Program Guidelines and that the allocated grant amount will be applied in the year(s) and manner described above should this application be accepted by the Minister.



## 8. Useful Resources

Office of program contact	Contact phone number	Contact email address
Grants and Education Property Tax Branch - Municipal Affairs	780-427-2225 (dial toll-free 310-0000)	<a href="mailto:rcp.grants@gov.ab.ca">rcp.grants@gov.ab.ca</a>
Resource	Website address	
Regional Collaboration Program guidelines and application form	<a href="http://www.municipalaffairs.alberta.ca/MC_regionalcollaborationprogram.cfm">http://www.municipalaffairs.alberta.ca/MC_regionalcollaborationprogram.cfm</a>	
Municipal Internship	<a href="http://www.municipalaffairs.alberta.ca/ms/internship/">http://www.municipalaffairs.alberta.ca/ms/internship/</a>	
Collaborative Governance Initiative	<a href="http://www.municipalaffairs.alberta.ca/1488.cfm">http://www.municipalaffairs.alberta.ca/1488.cfm</a>	
Mediation Services for Municipalities	<a href="http://municipalaffairs.alberta.ca/MDRS.cfm">http://municipalaffairs.alberta.ca/MDRS.cfm</a>	
Municipal Grants Web Portal	<a href="http://municipalaffairs.alberta.ca/municipalgrants.cfm">http://municipalaffairs.alberta.ca/municipalgrants.cfm</a>	
Government of Alberta Strategic Business Plan	<a href="http://www.finance.alberta.ca/publications/budget/index.html">http://www.finance.alberta.ca/publications/budget/index.html</a>	
Municipal Affairs Vision, Mission, Core Business and Goals	<a href="http://www.municipalaffairs.alberta.ca/mc_mah_vision.cfm">http://www.municipalaffairs.alberta.ca/mc_mah_vision.cfm</a>	

## 9. Legal Statements

The personal information being collected on this form will be used to administer the Regional Collaboration Program. The personal information is being collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be managed in accordance with the privacy provisions in the FOIP Act. If you have any questions concerning the collection of this information, please contact the Director, Municipal Grants, Alberta Municipal Affairs, 17<sup>th</sup> floor, 10155-102 Street, Edmonton AB T5J 4L4.



**10. Vendor Profile** (Provide vendor information only if it is NOT on file with Municipal Affairs)

Required information	Vendor profile information collection
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Financial institution name

Address

City

Province

Postal code

Transit number

Account title

Type of account

.....



**Supplementary Form 1 – Regional Collaboration or Strategic Initiatives**  
**Supplementary Questions**

1. **What are the short and long-term project benefits? (i.e. how does the project respond to municipal and regional needs?)**

For example:

Short-term benefit - a study, service delivery plan or strategy (decision tool) to assist the collaborating municipalities with determining the viability of regional municipal service delivery.

Long-term benefit - a coordinated and well-planned regional service delivery method that will contribute to the overall municipal viability and quality of life.

Short and Long Term benefits - the coordinated and well planned regional service delivery method for an updated accurate and more detailed set of aerial orthophoto imagery that is easily accessible for municipal, regional and public purposes to assist in operational effectiveness, rural economic development and tourism.

2. **How will project benefits be shared among the participating municipalities/organizations in the region?**

For example:

All participating municipalities will form a regional governance structure (decision body, communication network) in support of the service delivery.

A regional consultation group (PRISM) is established for ongoing review and governance/enhancement of the web based GIS project. The participating municipalities will benefit from the ability to easily access up-to-date GIS information of municipal interest.

If this project falls under the **Strategic Initiatives component**, also answer the following:

3. **How do the project outcomes respond to provincial priorities?**



## Supplementary Form 2 – Municipal Internship – Project Financial Allocations

Please indicate which stream you are applying for: Administrator ☐ Land Use Planner ☐

**Table 1 – Salary and Benefits** (Refer to Appendix 2 of the guidelines for instructions on completing this form.)

The grant portion that must be allocated to the intern's salary is \$30,000 and to benefits is \$2,000.

For the Land Use Planner stream there is a second instalment of the grant for Year 2. The second year instalment portion allocated to salary is \$15,000 and to benefits is \$2,000.

**Host organizations are expected to top up these amounts to a salary and benefit level that is appropriate for the organization.**

The Salary and Benefit allotments **cannot** be reallocated to Intern Expenses.

Indicate what contribution your municipality/organization will make towards intern salary and benefits.

Municipal Internship Stream	Municipal Internship Grant	Municipal/ Organization's Contribution	Total
Salary - Administrator	\$30,000		
Benefits - Administrator	\$2,000		
Salary - Land Use Planner	\$30,000 (Year 1)		
	\$15,000 (Year 2)		
Benefits - Land Use Planner	\$2,000 (Year 1)		
	\$2,000 (Year 2)		



## Supplementary Form 2 – Municipal Internship – Project Financial Allocations (Continued)

**Table 2 – Expenses**

The grant portion for mandatory professional development opportunities and discretionary expenses is \$11,000. Refer to the table below for specific types of expenses.

For the Land Use Planner stream there is a second instalment of the grant for Year 2 of \$2,000 for expenses.

**Host organizations may incur additional expenses beyond the \$11,000 depending on the organization's professional development policies, priorities and the organization's geographic location (as travel costs to participate in professional development opportunities will vary).**

The Expenses allotment **cannot** be reallocated to Intern Salary and Benefits.

This table is provided for information and planning purposes. Applicants are strongly encouraged to consider how the \$11,000 expense portion will be allocated and to be prepared to supplement with additional funding if necessary. At the time of application it is not necessary to specify how the internship expenses will be allocated.

<p>Hosts <b>WILL</b> incur expenses for the following Municipal Internship requirements:</p> <ul style="list-style-type: none"> <li>- Intern's attendance at one conference;</li> <li>- Intern's enrollment in one course or workshop;</li> <li>- Intern's attendance at ministry Internship workshops; and</li> <li>- Supervisor's attendance at ministry Internship workshops.</li> </ul>	<p>Hosts <b>MAY</b> incur expenses for the following discretionary items:</p> <ul style="list-style-type: none"> <li>- Recruitment of intern;</li> <li>- Relocation costs for intern;</li> <li>- Additional conferences for intern;</li> <li>- Additional courses or workshops for intern;</li> <li>- Association memberships for intern;</li> <li>- Safety gear for intern; and/or</li> <li>- Electronic equipment (up to \$1,500) for use by the intern during the internship.</li> </ul>
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The detailed financial breakdown for project expenses will be part of the information provided by successful host organizations in the final financial reporting.



Please indicate which stream you are applying for: Administrator ☐ Land Use Planner ☐

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