

Town of Drumheller COUNCIL MEETING AGENDA

November 4, 2013 at 4:30 PM (following the Organizational Meeting)
Council Chamber, Town Hall
224 Centre Street, Drumheller, Alberta



Page

1.0 CALL TO ORDER

2.0 MAYOR'S OPENING REMARK

- 2.1 Alto Awards - Badlands Passion Play won the "Tourism" event of the year and the Town won the "Community of the Year" award

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

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

- 3-5 8.1.1 RFD - Ethical Guidelines

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

6-9	9.1	CAO Quarterly Report from July to September, 2013
10-15	9.2	Director of Infrastructure Services' Quarterly Report from July to September, 2013
	9.3	Director of Corporate Services' Quarterly Report from July to September, 2013
16-27	9.4	Director of Community Services' Quarterly Report from July to September, 2013

10.0 PUBLIC HEARING DECISIONS

11.0 UNFINISHED BUSINESS

12.0 NOTICES OF MOTIONS

13.0 COUNCILLOR REPORTS

13.1 Councillor Lisa Hansen-Zacharuk - Community Garden

14.0 IN-CAMERA MATTERS



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER



Request for Decision

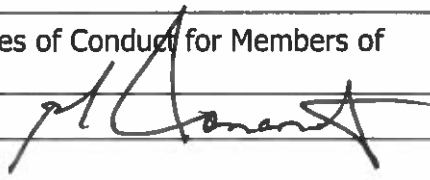
Date: November 1, 2013

Topic:	ETHICAL GUIDELINES OF CONDUCT FOR MEMBERS OF COUNCIL		
Proposal:	<p>In addition to the laws and duties imposed by legislation and the common law, Councils can benefit from a Code of Ethics to provide guidance as to the "do's" and "don'ts" of ethical behavior. Beyond laws which largely act to deter unethical behavior, ethical codes are a tool to promote ethical behavior.</p> <p>To this effect the Alberta Urban Municipalities Association (AUMA) has "<i>Ethical Guidelines of Conduct for Members of Council</i>", which in turn have been adopted by member municipalities of the Association. The Guideline's purpose is "to outline certain basic rules for elected municipal government officials in Alberta so that they may carry out their powers, duties and functions with impartiality and dignity, recognizing that the functions of Council members is, at all times service to their community and the public".</p> <p>Former Councils have adopted these guidelines.</p>		
Proposed by:	Alberta Urban Municipalities Association		
Correlation to Business (Strategic) Plan	Mission Statement: "Drumheller enables citizens and visitors to flourish with innovative leadership, careful fiscal management, and responsible for use of resources, to make the regional centre an exceptional place for citizens and visitors."		
Benefits:	♦ Members of Council will uphold the intent of these guidelines and govern their actions accordingly.		
Disadvantages:	N/A		
Alternatives:	N/A		
Finance/Budget Implications:	N/A.		
Operating Costs:		Capital Cost:	
Budget Available:	\$0.00	Source of Funds:	
Budget Cost:	\$0.00	Underbudgeted Cost:	

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

EthicalGuidelinesofConduct		1
----------------------------	--	---

Communication Strategy:	1) Guidelines will be framed and hung in the Council Chambers.		
Recommendations:	That Council adopt the Ethical Guidelines of Conduct for Members of Council.		
Report Writer:	R.M. Romanetz, P. Eng.	CAO:	
Position:	Chief Administrative Officer		

(Municipality)

Ethical Guidelines of Conduct for Members of Council



The proper operation of democratic local government requires that elected officials be independent, impartial and duly responsible to the people.

To this end it is imperative that:

- Government decisions and policy be made through the proper channels of government structure.
- Public office not be used for personal gain.
- The public have confidence in the integrity of its government.

Accordingly it is the purpose of these guidelines of conduct to outline certain basic rules for all elected local government officials in Alberta so that they may carry out their duties with impartiality and equality of service to all, recognizing that the basic functions of elected local government officials are, at all times, service to their community and the public.

To further these objectives, certain ethical principles should govern the conduct of all elected local government officials in Alberta in order that they shall maintain the highest standards of conduct in public office and faithfully discharge the duties of office without fear or favour.

Elected Local Government Officials shall:

1. Govern their conduct in accordance with the requirements and obligations set out in the municipal legislation of the Province of Alberta.
2. Not use confidential information for the personal profit of themselves or any other person.
3. Not communicate confidential information to anyone not entitled to receive same.
4. Not use their position to secure special privileges, favours, or exemptions for themselves or any other person.
5. Avoid any situation that could cause anyone to believe that they may have brought bias or partiality to a question before the Council.
6. For a period of twelve (12) months after leaving office, abide by the ethical standards of conduct listed above, except those related to confidential information which shall apply in perpetuity.

Elected local government officials shall not assume that any unethical activities not covered by or specifically prohibited by these ethical guidelines of conduct, or by any legislation, are therefore condoned.

Members of this Council agree to uphold the intent of these guidelines and to govern their actions accordingly.

Adopted by resolution this





DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER

Agenda Item # 9.1



QUARTERLY REPORT

Name:	R.M. Romanetz, P. Eng.	Month:	July to September 2013
-------	------------------------	--------	------------------------

2013 STRATEGIC BUSINESS PLAN

Corporate Priorities:

BADLANDS COMMUNITY FACILITY FUNDING REVISED STRATEGY

Council has approved seven public-at-large members with two Councillor representatives on the Committee. On July 29th, Fundraising Chair Hansine Ullberg-Kostecky provided an overview of the Committee's activities: rewrite the "ask" process; review of those donors who are entitled to naming rights (\$25,000); fundraising events held include Spaggetti Supper, October Fest and Tour of Alberta beer gardens: upcoming fundraising events include Diamond Dinner event;. The Committee proposes an etched leaf donor recognition (local artist design) which is more cost effective rather than the initial brick donor recognition idea (which costs \$25 for engraving per brick). The Town has prepared a brief outlining working relationships / procedures and contractual arrangements. The Committee is now meeting regularly and Byron Nagazina has been appointed the Administration representative to the Committee. Meeting minutes are being provided.

BADLANDS COMMUNITY FACILITY – ESTABLISHMENT OF A COMMUNITY FOUNDATION On April 16th Mayor Yemen, Councillor Garbutt and CAO Ray Romanetz met with Mayor Morris Flewwelling (City of Red Deer) to discuss the logistics of setting up a Foundation however it does not appear that a Foundation will meet the needs of the BCF for the following reasons:

- 1) Municipalities have no control on community foundations;
- 2) Use only the interest to support the project - the initial endowment cannot be accessed;
- 3) Need a minimum number of donors to start a foundation (5); the Town may have to contribute start up dollars.

Ryan Seifried, Municipal Projects Co-ordinator has researched the logistics of starting up a *Friends of Society* and a report will be presented to Council shortly.

ORGANIZATIONAL SERVICE CAPACITY REVIEW - COMPLETED

A workshop facilitated by Gord McIntosh was held on June 11th and 12th with Council, Management and Supervisory Staff participating in the Service Capacity Review. The review identifies program services / activities that require improvements and / or change to gain efficiencies, cost savings and proficiencies within a framework of accountability. On July 29th, Council adopted the Service Capacity Review (to be reviewed / updated annually prior to the budget process). A copy of the report has been distributed to all staff.

BADLANDS COMMUNITY FACILITY PHASE 2 CONCEPTUAL DESIGN

On July 29th, Council heard a presentation from Michael Winder – Sales Manager, Sprung Instant Structures Ltd. and Charles Olfert – Architecture, Aodbt Architecture and Interior Design on the design and benefits of a Sprung structure versus a traditional method building for a new second arena and / or curling rink. A package of information was given to Council for their consideration in making an

Office of the Chief Administrative Officer

Telephone: (403) 823-1339

application for a shovel ready project. The Town will work to finalize the functional design and include input from the Fundraising Committee and the public to finalize a package that can become an application when the new Federal Building Fund Canada is announced. The FCM provided a news release that reads *"the Government of Canada announced an infrastructure investment that would draw on the new Building Canada Fund (BCF). The government has confirmed that:*

- All new federal infrastructure investments, including this one, will be subject to the rules of the new BCF, which have not yet been established.*
- The new BCF will be in place by March 31, 2014.*
- The government will consult with FCM on the design of the new BCF program.*

This is an aggressive timeline and we anticipate that calls for applications could come quickly and with short turnaround times. Therefore, we urge members to set local priorities and identify potential projects as quickly as possible."

Next steps will include a design exercise charrette which will include the major players to come up with a functional plan to allow us to finalize an application through the Building Canada Funds once details are released.

VALLEY TRANSIT STUDY / STRATEGY (to be moved up following the completion of Top 4)
No action to date.

Advocacy (CAO / Council)

CN Rail – CAO has held discussion with Warren Chandler – CN representative. CN and Alberta Transportation will not support use of the existing CN bridge for emergency traffic access as the bridge is not designed for this purpose. CN agreed to further consider use as a pedestrian / cyclist access once the CN has finalized the ultimate use for the rail line.

Infrastructure Dollars – Mayor Yemen sent a letter to MP Kevin Sorenson requesting Federal funding for the access road into the Federal Penitentiary (requires an immediate overlay in 2013). The request was denied. The easterly ½ of the Penitentiary Road was overlaid in 2013 as part of our annual Street Improvement Program.

Seniors Housing – The Town will need to do an assessment on housing needs.

Organizational Improvements

Relocation of Town Hall – The Town of Drumheller took possession of the new Town Hall building effective Monday, July 29th with the new Town Hall open for business on August 12th. A deficiency list has been reviewed with Group2 with all deficiencies to be completed by year end. Our grand opening was held on October 3rd.

Change Reporting Format for Quarterly Reports – Completed.

Outreach Commitment – Council are attending Community Hall meetings.

Operational Strategies (CAO / Staff)

AFFORDABLE HOUSING RFP - An RFP for Hillsvieview and Elgin Hill Subdivision has been prepared by the CAO and Ryan Seifried and will be advertised shortly. The CAO has met with potential developers.

GIS and ASSET MANAGEMENT (Capital Inventory) – Administration has met to review a strategy to move this work priority forward. Ryan Seifried is working on an existing software organizational chart /inventory (what software is being used for what program / department); next step will be for Administration to meet with a consultant to review possible integration of software and identify if our existing software meets future needs and what ASSET software works best for integration purposes.

INTERNSHIP PROGRAM - Ryan Seifried has been with the Town since early May and has become familiar with municipal operations. In addition to other duties, Ryan has been assigned to assist with

Lobbying (Mayor / CAO)

- Mayor Yemen has sent correspondence this quarter to:
Municipal Affairs / Flood Recovery re Drumheller's situation regarding the Provincial Flood mapping
- Mayor Yemen has received responses from:
Hon. Richard Starke - Minister of Tourism, Parks & Recreation advised that the Province will not be able to provide any funding for improvements to the Hoodoos. In his letter, Hon. Starke suggested accessing CIP grant funding for this purpose through a non-profit organization;
Hon. Ric McIver - Minister of Transportation – advised that the *Dangerous Goods Transportation and Handling Act*, Part 17 allows local authorities to enact bylaws with respect to any highway under their direction, control and management.
Hon. Doug Griffiths - Minister of Municipal Affairs – advised that the Ministerial Task Force responsible for flood recovery has agreed that the Government of Alberta should work with the Town of Drumheller to finalize an "approved development zone" that would allow development in certain areas currently defined by the province as floodway, proving that there are adequate measures in place to protect against a 1:100 flooding event. The Province held a Public Meeting on August 28th at the BCF, Drumheller.

Other Work Priorities:

FLOOD REPORT – Administration along with Palm Engineering and Hunter Survey Systems have prepared a draft report that identifies improvements required within the existing dyking system in Nacmine, Midland, Newcastle and Drumheller Central and identifies new dyking for unprotected developed areas. The report was forwarded to Flood Recovery Task Force on October 4th. Mayor Yemen and Byron Nagazina – Director of Corporate Services attended a flood mitigation workshop sponsored by the Alberta Government in Calgary on October 4th. The workshop only dealt with flood mitigation measures. Drumheller was identified as a best practice as a result of work that has been done over the years with dyking and the land use bylaw. The final version of the report has been forwarded to Andrew Wilson – Project Manager – Flood Mitigation Secretariat and the next steps are to be reviewed shortly.

DRUMHELLER WATER SYSTEM EXPANSION (West and East)

- **West Line** - still looking for a partnership.
- **East Line** – On July 2nd, Council awarded the contract to Knibbs Developments Ltd. in the amount of \$3,489,593. The project commenced late September. On October 7th, Council agreed to the connection cost at \$15,614.34 per property as the starting point.
- **Regional Water** – CAO met with CAO Al Hoggan from Aqua 7 and it was agreed that the Town would provide annual notification regarding water rates increases. A further meeting will be arranged in November to discuss long term strategies and water rate projections.

LANDFILL OPERATIONS – the DDSWMA is currently working with AECOM on the renewal application for the approval to operate. The intent is to have the application submitted to Alberta Environment by January 2014. The Drumheller landfill has successfully diverted and recycled 114,495 metric tonnes in a five month period. The Association continues to collect and recycle cardboard and newsprint from the region. The Association and Town of Drumheller have partnered with the installation of a fibre optic line that will service the Water and Wastewater Treatment facilities and the Landfill.

Agenda Item # 9.1

ENERGY AGGREGATION PROGRAM - Town has signed contracts with Enmax for power and Access Energy for gas for 5 and 4 years respectively. Annual savings are consistent with previous projections.

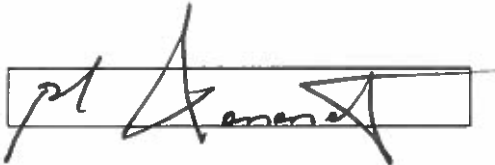
Outstanding Issues for the Next Quarter:

2013 / 2014 Operating and Capital Budgets

Drumheller Water Plant Upgrades

East Coulee / Lehigh Water Transmission Line

CAO:

A handwritten signature in black ink, appearing to read "M. A. Enmax", is written over a rectangular box. The signature is stylized and somewhat illegible.



DRUMHELLER

INFRASTRUCTURE SERVICES



2013 Infrastructure Report on Corporate Priorities Third Quarter Director of Infrastructure Services – Allan Kendrick

Town Hall Relocation:

Project has been completed with some deficiencies still to be resolved by the Consultants and General Contractor.

Water System Expansion:

East Coulee water line construction is proceeding at a reasonable pace. The River crossing was completed with all environmental monitoring concerns addressed by the contractor and consultants. The total length of the project is 9.6 kilometers. Just over 2,000 meters of directional drilling has been completed with approximately 1300 meters left to go. The other 6300 meters of the project will be completed using the open cut method. The completion date was to be 100 working days weather permitting, however it will be extended to allow service connections and a road crossing at the Hoodoo's.

Town Entrances:

Urban Systems have completed the overall layout plan with design details and cost estimates which we received October 28th. We are waiting to confirm funding from our partners to try and complete some of the work prior to freeze up. We do not anticipate completing the concrete and decorative rock this year due to the extra costs required to protect the concrete while it cures. Staff are also in the process of sourcing out materials and working to finalize plans for traffic accommodation required by Alberta Transportation to work in the Highway right away. Planters and banner poles required need to be selected so suppliers and delivery time can be determined. This project was to be start this fall however due to staffing issues and weather conditions we will not have it in the ground. We will secure materials required and have them delivered into stock so we are ready to go first thing in the spring.

Water & Wastewater Plant Upgrades:

The Water Treatment Plant has the preliminary design for the required upgrade to treat residuals completed and review by Operations Staff and AESRD. It has been suggested that we request an addendum to our Approval to Operate. We will be meeting with ASRD on November 26th to discuss the options for the addendum.

The East Coulee Wastewater Treatment Plant Upgrade is complete. We have several concerns with equipment and chemicals that still need to be worked out. Staff are working to control the plant as efficiently and effectively as possible.

Operational at both Drumheller Water and Wastewater plants we are still working with our consultants in dealing with a number of issues regarding the upgraded equipment and control systems.

A SCADA review has been completed with Probable Costs in the range of \$ 284,000 which could be phased in over several years. Other considerations for annual support for software and engineering costs at \$ 20,000 per year. These items will be considered as part of the 2014 budget.

Public Works Yard Relocation Strategy:

Town staff have started clean up and done some leveling for material storage on the site. We have started storing pit run material on site (approximately 2000 cubic yards).

2013 Flood Impact:

Town Staff are still working on clean-up efforts in some areas, as well as providing information for Consultants and the Province. Reports are being finalized and sent to the Province. The Town will be paving roadways and other areas damaged by the flood and claiming all of these costs back to the Province once they are approved.



DRUMHELLER

INFRASTRUCTURE SERVICES



2013 Infrastructure Quarterly Report

Name :	Allan Kendrick	Month:	
	Director of Infrastructure Services	July 1, 2013 - September 30, 2013	3rd Quarter

Last Quarter's Accomplishments:

Human Resources:

4 seasonal still remain, 4 returned to school

Facilities:

Exterior Arena painting, west side
 Relocated Town Hall
 M&M Electric to repair wind control at Fountain Park
 Startec is doing summer maintenance in the Arenas mechanical room
 June inspections of unoccupied buildings
 Tenders were sent out for the HVAC system for the Aquaplex and WTP including lights
 Ice installed twice, rescheduling was required
 New chiller installed at the arena
 Numerous hot tub repairs
 Exhaust fan was installed in the East Coulee WWTP
 Chiller repaired at the BCF
 Pumped out water in the Airports foundation
 Meeting held to discuss schedule for pool turnaround
 Meeting with Automatic Control to demonstrate how the BMS works at Town Hall
 Contracted Grace House to assist with mowing grass at Cemetery
 Repair air-conditioning unit at the WWTP
 Installed new 10,000 pound lift at the Fire hall for the boat
 Sound wall built around south side of Arena Condenser
 Fence installed around BCF garbage containers
 Elevator inspections
 Irrigation Blow outs
 Winterized outdoor pool
 Pesticide inventory and year end paperwork

Water:

- Water service repairs (box and rod replacements)
- Regular sampling operation and testing at WTP
- New water service installed in Nacmine and Rosedale
- New meter installed for D.O.R.V.A
- WTP chemical inventory and ordering
- WTP routine filter backwashing
- New Neptune meter install ongoing
- Monthly meter reads
- Weekly water and wastewater operator meetings
- Monthly online reporting to AENV
- Routine locates
- Hydrant Flushing completed
- Cast Iron replacement completed

Wastewater:

- Monthly sewer flushing of problem areas
- Routine operation and testing at WWTP
- Repaired 2 sewer services, Rosedale & Twin Hill Close
- Hauled daily sewage from East Coulee WWTP
- Repaired several manholes
- River Intakes cleared of debris from flood
- Lift station rounds and equipment checks 2 times per week
- Centrifuge VFD replaced
- Online reporting to Environment Canada for WWTP
- Routine locates

Operations:

- Routine Cemetery burials, columbarium opening & closings
- Flood Clean up
- Weekly tool box meetings
- Vehicle cleaning and routine servicing
- Mosquito Control
- Weed Control
- Pest Control
- Irrigation blow outs
- Parks cleanup and mowing
- Refuse container collection
- Watered new tree plantings
- Memorial bench installs at various locations
- Mowing grass in green spaces and cemetery
- Put up Dutch Elm Disease traps
- Tree Pruning

Flag inventory and replacements
Repaired decorative lights
Playground inspections

Roads

Ditch Grading
2013 SIP
Flood preparations
Flood Clean up
Dooley landscaping
Grade, gravel, water & calcium gravel on roads and hills
Street sweeping
Installed culverts
Repaired storm lines at Golf Course, Nacmine & Hoodoo's
Line painting
Rebuilt base in preparation of paving trail in Midland

Equipment:

Purchased new Lawn mower
Genset tri-annuals
Routine repairs & maintenance of fleet vehicles and equipment including Fire Dept & VBS
Commercial Vehicle inspections on applicable units

Land / Developments / Agreements / Projects:

Town Hall renovations and relocation planning
East Coulee WWTP upgrades
2013 Cast Iron Waterline replacement completed
Flood Clean up
East Coulee WWTP upgrade


Budget Performance:

- **2013 Operating Account Total % used as of**

Special Events:

**Alberta Bike Tour
Terry Fox Run
Dinosaur Half Marathon**

Director: 
(Signature)

CAO: 
(Signature)

Contributions from:

Brian Bolduc
Fred Sharrun
Kevin Blanchett
Keith Russell
Daryl McConkey



DRUMHELLER

COMMUNITY SERVICES

Agenda Item # 9.4



Name:	Paul Salvatore, Director	Quarter:	Third - 2013
-------	--------------------------	----------	--------------

Community Services – Quarterly Report

Progress on Strategic Plan Priorities

BCF Fundraising

- As per the CAO's report

Responsible Pet Owner Bylaw

- Was adopted and implemented in early 2013 (complete)

DMO

- The DMO was formed and has been registered as a not for profit organization. Currently selling marketing opportunities and identifying revenue sources for 2014. New Executive Director was hired in July, 2013.

Event Coordination

- The Centennial Celebrations, Canada Day and Tour of Alberta were supported by department staff. Additional events were undertaken by the BCF Fundraising Committee. (Pasta dinner, Oktoberfest, Diamond Dinner, etc).

Derelict Buildings

- Action on specific properties continues. (legal and otherwise).
- Other policy options are being reviewed.

Affordable Housing Policy

- A report to Council will be presented in late 2013

DMO – Tourism Master Plan

- The creation of the DMO leads us to clearly define the scope of work for the DMO and the Economic Development and Tourism / Communications Officer. This is under review and changes will be finalized by the end of 2013.

Economic Development Taskforce Priorities

- The organizational meeting of the task force will take place in November. An orientation and goal setting process will be established to guide the task force into 2014. Reference to the MSP and Strategic Plan will be part of the process – as well as connections to the Tourism Master Plan.

Affordable Housing Proposal

- As noted in the CAO's report

Alberta First Responder Communications Upgrade

- No update (pending provincial action)

Safety Audit / Risk Management Procedures

- Health and Safety Committee continues to refine the process / procedures

Telephone: (403) 823-1316

Badlands Community Facility

Guy Latour, Business Manager

Memberships

1114 active memberships: for both facilities (BCF and Aquaplex):

1466 active membership passes for both facilities, duplicate passes include 10 passes and upgrades

Reservations

- Current bookings: (504 permits) - \$76,583.61 in revenue
- 236 billable permits
- 167 internal permits
- 101 non-billable permits
- Conference (1) – June – Alberta Chamber of Commerce
 - *"The staff at the Badlands Community Facility is well aware of what superior customer service is all about. Everyone was accommodating, friendly, and intuitive to our needs. They worked with us in creating a fabulous event. This first-class facility made our conference one of the best we've ever had." Allison Roberge, Events Manager, Alberta Chambers of Commerce*
- Memorials (2)
- Weddings (4)
- Concert (1) – June Nitty Gritty
- Major Event (Tour of AB) (1)
- Expo (1)
- Piano recitals (2)
- Drumheller Dragon's Evening with the stars
- Oktoberfest
- Two blood donor clinics

Financial

- \$484,339.44 in revenue from ActiveNet

Program

- Major work done on implementing three new youth programs Child Minding, Fit kids after school activities, and Flex day programming
 - Marketing went to all schools, our before and after program, out to all members via e-mail, posted on facebook, posters in town
 - Fit kids program revamped. New hours 3:00 – 6:00 – unsuccessful relaunch. Limited participation. Further research shows lots and lots of free options after school in community for youth
 - Child minding will be on Tuesday's and Thursday's from 10:00 – 12:00, potty trained kids only, \$10 fee for two hours. – Limited participation with only 3 youth participating on one day
 - Flex day programming for when school is out on Friday's and holidays – some success with 3-8 youth regularly participating. Feel there is lots of potential as parents realize that this program is being offered consistently.
- Contacts made with school bussing.
 - Both schools open to idea if we have numbers in programs
- Sports Expo
- Training
 - Two Program staff working on their child attendant certifications

Telephone: (403) 823-1316

Agenda Item # 9.4

- Three program staff took two day apple fitness equipment maintenance training
 - New program equipment maintenance and tracking procedures implemented
 - Summer fun surveys done – 14 returned – initial response is 88% overall rating of satisfaction in programs
 - Fitness Classes started
1. **Spin Cycle** class, Current Round -- **Tuesdays**, commenced Sept. 17th running thru until Oct. 22nd. 7:00 to 8:00 p.m. **FULL** presently.
 2. **Spin Cycle** class, Current Round -- **Wednesdays**, commenced Sept. 18th running through until Oct. 23rd. 5:45 to 6:45 p.m. **Eight** out of 12 spots taken to date.
 3. **Spin Cycle** class, Second Round -- **Tuesdays**, commencing on Oct. 29th running until Dec. 3rd. 7 – 8 p.m. **Twelve** spots still available.
 4. **Spin Cycle** class, Second Round -- **Wednesdays**, commencing on Oct. 30th running until Dec. 4th. 5:45 – 6:45 p.m. **Twelve** spots still available.
- ** Please note:** Drop-in opportunities are usually available for Spin Class, as long as only 11 or less registrants are indicated in ActiveNet, under "Enroll". "Drop-ins" are found in the POS function.
5. **Bend with Jenn Yoga** class, one round until Christmas -- **Wednesdays**, commenced on Sept. 25th running until Dec. 18th. 7:00 to 8:00 p.m. **Five** spots taken to date. **Drop-in's** are welcome and encouraged.
 6. **Kidz Taekwondo** class, one round until Christmas -- **Mondays**, commenced on Sept. 23rd running until Dec. 9th. 7:15 to 8:00 p.m. **Twelve** kids registered (awesome !!). Drop-in's are **Not Applicable** because the program is progressive and continuous, etc.
 7. **Adult Taekwondo** class, one round until Christmas -- **Mondays and Thursdays**, commenced on Sept. 23rd running until Dec. 12th. 8:00 to 9:00 p.m. **Three** registrants. Drop-in's are **Not Applicable** because the program is progressive and continuous, etc.
 8. **Monday eve. Power Yoga** class, 6:00 to 7:15 p.m.: **Two** rounds; **Round One** -- Sept. 16th until Oct. 28th. **One** registrant, **Drop-in's** are welcomed. Tarren has been averaging 3 to 5 Drop-in participants per class.
**** Round Two** -- Nov. 4th until Dec. 16th. Registration is open / available.
 9. **Wed. early Morning Power Yoga** class, 6:30 to 7:30 a.m.: **Two** rounds; **Round One** -- Sept. 18th until Oct. 23rd. No registrants yet; Tarren has been averaging 3 to 5 **Drop-in's** per early-morning class.
**** Round Two** -- Oct. 30th until Dec. 4th. Registration is open / available.
 10. **Early-Bird Boot-Camp**, with Amber -- 6:15 to 7:15 a.m.: **Two** rounds; **Round One** -- Sept. 16th until Oct. 28th Mondays and Fridays. **Five** registrants to date. **Drop-in** is an option.
**** Round Two** -- Nov. 4th to Dec. 16th. No registrants yet, but Registration is open / available.
 11. **Post-Mommy Boot-Camp**, with Amber -- 10:00 to 11:00 a.m.; or 11:00 a.m. to 12:00 Noon. Tuesdays and Thursdays.
**** Two** rounds; **Round One** -- Sept. 17th until Oct. 24th. Zero registrants, **Drop-in** is an option.
Round Two -- Nov. 5th until Dec. 12th. No registrants yet, **Drop-in** is an option.

Telephone: (403) 823-1316

Marketing

- Attended two wedding shows
 - Total of 200 people talked to and given wedding package
 - 1200 follow up e-mails sent out to
- Looked into attending local bridal fair. Not allowed to participate
- Calgary businesses outreach
 - Business in Calgary magazine – adds in two additions(September and October) – “corporate fitness and health” & “Event planning” completed
 - Adds placed in Calgary elevators
- Tour of Alberta VIP tent
 - Cactus centerpieces with layer sand
 - Table gift of local soap with advertizing attached
 - Very well received
- Sports convention – Lyle and Heather attended
- Dragons Marketing – add in each game program, sponsor and logo on visiting media box, and team track suits
- New youth programming marketing out
 - Marketing went to all schools,
 - our before and after program,
 - out to all members via e-mail,
 - posted on facebook,
 - posters in town
 -
- Working on add in wedding bells magazine
 - The magazine has a reach of over 15,000 people in Alberta
 - It is published twice per year
 - Have the magazine on-line as well and have an average of 3,500 views per page
 - They estimate that 24,000 brides will get married in 2014!!!
- Christmas membership push and weekday discount for Christmas parties

Operations

- Technical preparation for Tour of Alberta and Tour of Alberta event
- Lots of time working on staff schedule and staffing issues
- Waiting on Campaign Cabinet to confirm donation sign text with
- Meeting with cleaners to address cleaning concerns
- Staffing review revisions done
- Lots of time spent on staffing evaluations
- Major revamping of supervisors procedures and expectations
- Lots of work done getting digital signs redone for marketing
- Major review and work done for risk management and internal safety audit
 - 13 job surveys done
 - 13 procedures developed
- New radio system researched and implemented in building
- New program equipment maintenance and tracking procedures implemented
- Current ongoing Business Manager projects
 - Field house signage
 - Drop in facility and supervisor inspections
 - Donor signage – Waiting on Campaign Cabinet name confirmations

Telephone: (403) 823-1316

- Banking Machine RFP –
- Supervisors drop in inspections
- Staff evaluations
- Class B liquor license –
- Summer fun surveys review
- Member retention
- Membership value sheet
- Kitchen organization project
- Christmas membership and parties marketing
- Year end equipment repair purchases
- Business plan for 2014

Economic Development and Communication

Economic Development and Communication

Bob Cromwell

Economic Development and Communication

Economic Development and Communication

Bob Cromwell

Communications

- Regular updates to www.dinosaurvalley.com and the Town Page in addition to significant attention to the Town's efforts on Facebook linked to radio, print and other media sources (initially 1,332 members, now 2692 with post reach of 4134 and currently 425 engaged communications with the Town).
- Met with the Drumheller Mail to review the year and arrangement for the towns ½ page.
- Currently researching Towns Web site. Possible new hosting rebuild. We are looking at streamlining efforts and spending between Palliser, DMO, Chamber, Canalta, and Towns. All are looking at building apps for Smartphone's. And would benefit from shared knowledge and technology.
- TNC magazine how has a full board working on the project. Chamber DMO and EDTF have input. Material is now being uploaded to the designer. All material is to be uploaded by Nov. 8th.
- Tourism Radio has been moved to Town Hall Server Room, a much safer place to be located.
- Doing a weekly Bylaw office Face Book push for "Did You Know" reminding residence of commonly abused bylaws. Show, weeds, abandoned cars etc.

Future Event Discussions

- Tough Mudders – Iron Man style mud race event
- New Year's Event – Review and Discussion

Economic Development

- Boot and Jean – court ordered demolition by November 21, 2013
- Met with East Coulee Tavern and Community Futures to establish a program for business retention and growth.
- Met with community futures regarding possible home building industry coming to Drumheller. Wayne and I went to Calgary to meet with Akal Homes and Genesis Home
- Met with a developer and have sent land information from Art James & land owner surrounding former school lands.
- New restaurant coming to previous Cafe Italiano, a gluten free restaurant cafe'

Telephone: (403) 823-1316

Agenda Item # 9.4

- Meeting weekly with town development officer do discuss opportunities and red tags
- Attending the Buildex trade show in Calgary Nov. 5 & 6 (Builders, developers, resorts and home building trends)
- Have met with several franchisees brokers for potential stores in Drumheller. Cobs Bakery being one of them. Sent them floor plans of a building they were interested in.
- Working with Talisman Energy, Alberta Works and FCSS to match grant opportunities for funding of a Boys & Girls club in Drumheller.
- Paramount, Legendary and one Independent film has agreed to shoot film in Drumheller in 2014
- Hell on Wheels and Fargo are TV series that have also shown interest in shooting in and around the valley.
- A film study has been tendered and the province is throwing in 5 mill towards it. Drumheller will continue to have input and involvement as it develops.
- Despite the state of emergency, 2013 produced record crowds, record accommodations, and record exposure.
- In excess of 200,000,000 viewers have seen Drumheller via various Medias and coverage over and above of previous years.
- Shaw EXO WiFi trial is up and running. Meeting next week to learn of marketing opportunities it provides for advertising.

Family and Community Support Services

Jeannie Lutz Community Services Coordinator

Rose Poulson -Seniors Program Coordinator

Jocelynn Peevey Before and Afterschool Care Program Coordinator

Before and After School Care (BASC)

- Currently Registered 19, *Attendance numbers have increased on average from last year. 11 full time children and 8 part time. Five kindergarten children are in program so we are at full capacity on that age group according to daycare regulation.*
- *This year has seen some changes to our room size as the school enlarged two rooms nearby into two classrooms. This was accomplished by taking about 6 feet from the Library for one class and by taking 6 feet from our program room.*

Senior Services

- Total clients served 360, not including 10 to 20 calls a day.
- Seniors Summer Art series at the BCF Art Gallery consisting of 4 weekly sessions over the summer to promote socialization and encourage seniors to learn something new. Continued art class monthly in the fall.
- Arranged an opportunity for seniors to attend a free rehearsal of a local play performed at Kaleidoscope Theatre.
- Partnered with the Summer Fun Program to host a Senior Summer Games with youth from the program to promote physical activity and socialization for seniors. All activities were held at the Horseshoe Park with lunch to follow at the BCF banquet hall.
- Organized a free monthly Seniors Computer Assistance class at the Drumheller Public Library. Volunteer instructor to assist seniors with different levels of computer knowledge.
- Continue to offer the Volunteer Tax Program to low income seniors as well as low income individuals who did not file their taxes on time.
- Bridging the Years Initiative – In partnership with Starland County, met with members of the committee to organize upcoming Bridging the Years fall sessions in Drumheller.

Telephone: (403) 823-1316

- Provide assistance to seniors for address changes to government agencies.

Community Services Coordinator

- The Community Services Coordinator (Jeannie Lutz) was hired as the new FCSS Coordinator.
- Sits on Early Childhood Development committee
- met with a CFSA staff (foster care) to support Foster Parent appreciation and recruitment.
- Talked with CFSA staff about the new Youth Center. CFSA staff shared with CBI that there is a need for a Youth Shelter here in Drumheller and wondered if this group would support this idea.
- Worked with Drumheller Early Childhood Development committee to gather assets from the Drumheller community. This program will allow people from the community to access this program so that they can look at any community and see (map like) where and what services are available.
- Met with Boys and Girls club steering committee to discuss sponsorship ideas, also discussed how Airdrie Boys and Girls Club is no longer able to support Drumheller due to funding. Steering Committee will research more on this new Youth Center in order to make a decision on whether or not to continue to move forward.
- Developed and facilitated an advanced facilitation skills workshop for the grief support group facilitators.
- Met with Parent Link Central committee to discuss needs and gaps in the Central Region.
- Met with the Director of Community Services and Service Canada to discuss the inclusive community project.

Family Resource Worker programs

The FCSS Coordinator, Community Services Coordinator, the FRW's from St. Anthony's, Greentree and DVSS and a representative from CFSA will continue to meet on a quarterly basis to discuss issues and trends within the school systems. Mental Health has been invited to sit at the table but has yet to attend.

South Central FASD Committee

- The South Central FASD Committee is funded by CFSA and the Central FASD Network. The Town of Drumheller continues to hold the funds provided by CFSA. The Town will hold a total of \$34,500.
- South Central FASD Committee has secured an agency (Growing Families Society For East Rural Counties) to oversee the management and supervision of the Program Coordinator, relieving the committee of these responsibilities.

Big Country Anti-Violence Association (BCAVA)

- The FCSS Coordinator has stepped down as the Treasurer on this committee as of Sept 2013.
- FCSS Coordinator facilitated the transportation of the Angles Corner Sign from the drop off location to storage through the town's infrastructure department.
- Committee has picked a location and they also have received the go ahead from Alberta Transportation and the Town of Drumheller. The contractor that has been secured for the project will move forward with construction in the spring.

Art Therapy Training

- FCSS Coordinator is working with community partners to offer Art Therapy Training level 1 and 2 to professionals within the area.

Drumheller Early Childhood Development Coalition (DECD)

- FCSS sits on the Coalition and helped with the Planning for the Annual Childhood Development Fair.

Telephone: (403) 823-1316

- The FCSS Coordinator also sits on the DECD Asset Mapping subcommittee. They have met several times over the past quarter and cataloged early childhood development community assets and entered them on a Palliser mapping website. This information will be made available to anyone that accesses it via the website. There by allowing people to see what assets the Town of Drumheller has and where they are located.

Asset Development Committee:

- The Town of Drumheller continues to hold Cenovus proceeds granted in 2012.
- Duke of Edinburgh Program and Positive Ticket Program.

Parenting After Separation

- On Sept 14th, 8 individuals attended the Parenting After Separation Session.
- A new contract was signed for the period of March 31st 2013 to March 31st 2015.

Roots of Empathy

Protective Services

Fire Department

Bill Bachynski, Fire Chief

The Drumheller Fire Department continues service with a total compliment of 43 members in Drumheller, Rosedale and East Coulee Fire Halls.

Community Enforcement

Greg Peters, Supervisor

- This unit has had a steady workload over the spring summer months with increased calls for service regarding lost/found animals and cat trapping. In addition members Urlacher and Pozzolo constantly patrol the town for weed/grass problems and seek to deal with same through the issuance to citizens of remedial notices asking them to cut weeds/grass and/or deal with prohibited or noxious weeds. It is unfortunate that many citizens simply do not care for their yards in a reasonable manner. Remedial notices have also been issued to several citizens seeking their compliance with the Community Standards bylaw regarding messy and unkept properties.
- The feral cat problem remains an issue. Bylaw members have trapped and relocated approximately 40 feral cats. Younger feral cats have been re-homed with the help of the local vet office. In addition to the approximately 40 that have been trapped and relocated, approximately 15 have found new homes.
- Members of this unit also have dealt with business license issues, several abandoned vehicles, parking issues and various traffic complaints directed to us instead of the RCMP.
- Community Enforcement continues to support preparations for the Tour of Alberta pro cycle race stage 3 in Drumheller September 5th and 6th has also occupied members time in recent weeks.

Aquaplex

Ann Wade, Pool Supervisor

October Lessons – St. Anthonys Grade 1 (30 students) Greentree School Grade 5 (59 students)
Also had after school lessons – Preschool to Swim Kids Level 4, in October.

Edutours- October – 346 students

Aqua Fit - 5 times a week, day and night times.

Aquazumba – 4 times a week.

Both Aqua Fit and Aquazumba are still very well attended – averaging 23 -25 people per class.
Public swim numbers are down quite a bit – due to no water slide.

Had Flex Day Program here 2 times during October (3-7 kids and leaders), this is the program ran through the BCF.

Telephone: (403) 823-1316

Agenda Item # 9.4

November and December we will be closed for the HVAC upgrades

The contractors have allowed us to use the first 2 weeks of Nov. to fit the remainder of our 2013 school swim lessons in and also are allowing Swim Club to train for 2 extra weeks. (to November 18/13)

Meeting with Canadian Badlands Swim Club – took place with the Director on October 30, 2013. The Swim Club has been provided options for future dryland and swim programs in partnership with the Three Hills Neons Club and the BCF.

A work program for our full time employees is under development and minimal staff will be deployed throughout the pool closure period.

Director's Office

Paul Salvatore, Director

Judy Quintin-Arvidson, Administrative Support

Staffing – Performance

- Performance Evaluations (one remaining)
- Updates to job description for key positions at BCF

Arena

- The catastrophic failure of the chilling unit at the Memorial Arena – required the Town to reschedule Summer activities in the arena (Dragons Training Camp, Hockey School, Figure Skating camps, etc.). We were fortunate to be able to source another chiller within the province at short notice.
- An ice allocation meeting was held on September 14, 2013 as there was a dispute related to the fair and equitable distribution of ice for the 2013-14 season. Following the meeting a report was released to all user groups. The report outlined the schedule as prescribed by the input from the meeting and the analysis by the Director of Community Services. The most notable changes to the schedule included the Dragon's decision to have games that were moved from a 7:30p start – to a 7:00pm start (6.5 hours). The Dragons will consider changing the game start times in the 2014-15 season. The Dragon's request to extend their weekday practices until 4pm was denied. The 2013-14 practices will run from 2:00pm to 3:30pm and allows figure skating to occupy the ice at 4:00pm as in previous seasons. User groups were offered the option to use ice times – early mornings on weekdays however this was option was rejected.

Tour of Alberta – Stage 3 Finish

Race conditions and the stage results themselves marked Drumheller as a major highlight of the Tour of Alberta. Significant positive feedback and media coverage was achieved – as the presentation of an original / registered Edmontosaurus fossil – was given to the stage winner – Rohan Dennis from Australia.

Follow-up to the Tour of Alberta has led to interest in other cycling related events in 2014. The Director's office has been working with an organizing group projecting that a future amateur cycling event could attract over 500+ cyclists with significant positive effect on building on our shoulder season (tourism).

Board Development Workshop

- A board development workshop has been scheduled for November 21, at 6pm. This is intended as a general overview for good board governance and is open for board members to attend (up to 30 maximum).

Heritage Management

- Working on the draft of the Heritage Management Bylaw. Delivery in late 2013.

Telephone: (403) 823-1316

Agenda Item # 9.4

Website ReDevelopment

- Working with Town staff on strategies for website redevelopment. This includes a review of current site and options. (very preliminary and includes standard procedures and role definitions for staff).

Welcoming and Inclusive Communities Project

- Secured support for and development of the welcoming communities project – in collaboration with key local and provincial partners (Alberta Works, Tallisman Energy, etc.)

Review of Chemical Storage – part of Land Use Bylaw amendments

Relocation – Moving

Various Bylaw Complaints – directed through Council

Horseshoe Club – dissolution agreement

Review – Alberta Social Policy Framework – Bill 30

Various CUPE matters

Flood – Follow-up reporting

Skateboard Park – Liaison with DASE

Review of "speed signs" options, quotes etc.

Boys and Girls Club – Project Committee discussion

Development and Safety Codes

Cindy Woods, Development Officer

Linda Taylor, Safety Codes Clerk

See Attached Report

RCMP Report

A.A.HOPKINS S/SGT

NCO I/C DRUMHELLER DET.

See Attached Report

Director:

M. Paul Salvatore

CAO:

Raymond M. Romanetz

Telephone: (403) 823-1316

TOWN OF DRUMHELLER QUARTERLY STATISTICS

Agenda Item # 4 Town of Drumheller Building Permits Quarterly Report Ending September 30, 2013

Category		Values		Date									Grand Total
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep			
COMMERCIAL	Permits Issued	1	1	3	1	2	1	4	5	1	19		
	Construction Value	\$450,000	\$6,000	\$457,000	\$2,500	\$45,000	\$500	\$274,000	\$563,000	\$30,000	\$1,828,000		
INSTITUTIONAL	Permits Issued	1				1					2		
	Construction Value	\$50,000				\$60,000					\$110,000		
RESIDENTIAL	Permits Issued	5	2	5	9	11	7	13	3	10	65		
	Construction Value	\$344,500	\$55,000	\$446,500	\$169,500	\$1,023,700	\$102,000	\$412,800	\$28,950	\$915,000	\$3,497,950		
Total Permits Issued		7	3	8	10	14	8	17	8	11	86		
Total Construction Value		\$844,500	\$61,000	\$903,500	\$172,000	\$1,128,700	\$102,500	\$686,800	\$591,950	\$945,000	\$5,435,950		

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							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	\$4,079,489
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

Quarterly Update – July – Sept 2013

- Staffing
- During this quarter we were short two members for two months due to Maternity and Paternity Leave. Those two members are now back to work
- On 2013-08-30, Cpl. Rod Guthrie arrived to fill Cpl. Peters position that had been vacant for a year.
- -Cst. Ruban transferred and was replaced by Cst. Barry Allison.
- We have been tasked with supplying a member to assist with flood relief in High River almost continually for the three months. We will continue supplying one member until Jan 10/ 2014. The town will not be getting charged for this member.
- Due to other changes and needs I have discussed the requirement for an additional clerk. A formal request has been Forwarded
- Crime Trends
- We do not have any emerging crime trends. I am still cognizant of the increase in Frauds or their attempts.
- The number of mischief offences is slightly elevated and we are watching it. The best remedy is increased visibility and that is not possible under our present needs.
- False / Abandoned 911 calls are up. Those are generally associated to Cell phones.
- Other
- During this summer, from May Long weekend until September Long weekend, I have assigned a member to work in Red Serge for 4hrs. on Saturday and Sundays. This member is to move throughout our tourist locations. It has been very well received.

A.A.HOPKINS S/SGT
NCO i/c Drumheller Det