

Town of Drumheller COUNCIL MEETING AGENDA

December 16, 2013 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, Alberta



Page

1.0 CALL TO ORDER

- 1.1 Councillor Lisa Hansen-Zacharuk to be sworn in as Deputy Mayor for the months of January and February, 2014.

2.0 MAYOR'S OPENING REMARK

- 2.1 Motion to cancel December 30, 2013 Council Meeting

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

- 3-7 5.1.1 Regular Council Meeting Minutes of December 2, 2013

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

- 8-14 5.2.1 Municipal Planning Commission Meeting Minutes of October 4, 2013
- 15-17 5.2.2 Municipal Planning Commission Meeting Minutes of October 11, 2013
- 18-20 5.2.3 Municipal Planning Commission Meeting Minutes of October 29, 2013
- 21-26 5.2.4 Municipal Planning Commission Meeting Minutes of November 4, 2013

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

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8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

27-38 8.1.1 RFD - Appointments to the Elected Officials Remuneration Task Force

39-41 8.1.2 RFD - Appointment to Economic Development Task Force

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.3. DIRECTOR OF CORPORATE SERVICES

42-59 8.3.1 Presentation of 2014 Water and Waste Water Rates

8.3.2 Preliminary Operating Budget Discussion

8.4. DIRECTOR OF COMMUNITY SERVICES

60-62 8.4.1 Business License Fee Review

63-88 8.4.2 Update on Heritage Bylaw

9.0 PRESENATION OF QUARTERLY REPORTS BY ADMINISTRATION

10.0 PUBLIC HEARING DECISIONS

11.0 UNFINISHED BUSINESS

89-94 11.1 Bylaw 13.13 2014 Utility Rates - first reading

12.0 NOTICE OF MOTION

13.0 COUNCILLOR REPORTS

14.0 IN-CAMERA MATTERS

**Town of Drumheller
COUNCIL MEETING
MINUTES**

December 2, 2013 at 4:30 PM
Council Chamber, Town Hall
703-2nd Ave. West, Drumheller, Alberta



PRESENT:

ACTING MAYOR:

Jay Garbutt

COUNCIL:

Lisa Hansen-Zacharuk

Patrick Kolafa

Tara McMillan

Sharel Shoff

Tom Zariski

CHIEF ADMINISTRATIVE OFFICER/ENGINEER:

Ray Romanetz

DIRECTOR OF INFRASTRUCTURE SERVICES:

Allan Kendrick

CORPORATE SERVICES:

Bill Wulff

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

RECORDING SECRETARY:

Linda Handy

ABSENT: Mayor Terry Yemen
Byron Nagazina, Director of Corporate Services

1.0 CALL TO ORDER

Acting Mayor Jay Garbutt called the meeting to order at 4:30 PM.

2.0 MAYOR'S OPENING REMARK

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

Additions to Agenda: 14.2 Land Matter and 14.3 Labour Matter

MO2013.139 Zariski, Shoff moved to adopt the agenda as amended. Carried unanimously.

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

5.1.1 Regular Council Meeting Minutes of November 18, 2013

MO2013.140 Hansen-Zacharuk, McMillan moved to adopt the regular Council Meeting Minutes of November 18, 2013. Carried unanimously.

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

6.1 Barb Steeves, Manager - East Coulee School Museum (Request for in-kind support for the remediation and redevelopment of the East Coulee School Museum)

B. Steeves provided an overview of the remediation and redevelopment project scheduled for the East Coulee School Museum. The proposed upgrades will create a sustainable facility capable of hosting activities on a year round basis. She stated that the building is now almost 85 years old and three major undertakings are required over a three year period: replacement of the boiler, installation of a new fire alarm system and foundation upgrades with a total project cost of \$300,000.00. In addition to a cash contribution of \$5,000 towards Phase 1 of the redevelopment project from the Town of Drumheller, she requested in-kind support (labour and equipment) which would include: site grading on the west side of the building to eliminate water seepage into the building from heavy rain and the installation of a proper playground surface. She further advised that a grant application was submitted to the Community Facility Enhancement Program however no confirmation of approval has been received to date. Local funding efforts include activities such as the Spring Festival, admission to the East Coulee School Museum, bake sales and attendance at their dinners.

Questions / Comments from Council:

Councillor T. McMillan asked if the East Coulee School Museum has received a heritage designation. B. Steeves stated yes and explained that the Museum upgrades will be carried out in accordance with the heritage guidelines for inside work however the outside work is not an issue. She further explained that any upgrades inside would have to be reviewed with the Historic Society as it is their intent to preserve as much as possible because they do not want to lose their status. Councillor T. Zariski asked if grant dollars are available from the Provincial Heritage Program. B. Steeves stated that the Board chose to go with CFEP because it had a faster approval process as there is an urgency to install the new boiler and fire alarm to meet safety codes. She further explained that the East Coulee Community Association is the owner of the Museum and leases it to the Dinosaur Valley Heritage Society for a nominal fee. The Provincial Heritage Program requires approval from the owner for the application process and at this time the East Coulee Community Association was not prepared to take on the responsibility of ownership for the upgrade however they did offer the use of their hall for any fundraising efforts. She further advised that once the upgrades are completed, they intend to promote events such as school sleepovers which are of interest to the schools because of the historical and culture component, weddings, workshops, etc. Councillor T. Zariski stated that the Town of Drumheller must adopt the Heritage Bylaw

before any designated buildings can acquire dollars which may be in the range of a matching grant of \$35,000 per year.

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

8.1.1 Budget / Utility Rates Update

R. Romanetz advised that Administration is moving forward with the utility rate review and a meeting will be held with staff to finalize costs, update the reserves and project surpluses to the end of the year. He further advised that the previous Council approved a three year budget with 2014 being the third year however Council reviews the budget annually to make any necessary changes. Reserves in place become part of the equation that Council must consider as part of the rate review for an utility increase including whether a surcharge is appropriate to supplement the reserves to build towards the target level identified in our capital financing strategy. He further advised that the Town wants to continue to grow the reserves as they are less than what we would like to see. Council will be presented with options on December 16th at which time Council may pass first and / or second readings with an advertising period to allow for public comments. A special Council meeting can be held on December 23rd or January 6th to adopt the bylaw. If the bylaw is adopted on January 6th there will be one utility billing that includes both the new rates and the former rates but there may be concerns expressed by the business owners with the imbalanced billing. Staff would have to read the meters if the bylaw is adopted at the January 6th Council meeting.

R. Romanetz advised staff is now using new budgeting software for the 2014 budget. He further advised that Council's direction at their Strategic Business Workshop was for Administration to look at a number of scenarios based on inflation (1% - 1.5%) as well as a zero based tax increase. He advised that staff will identify areas where they can make some changes and Council will have to decide if the impact on services is something Council wishes to pursue. It is anticipated that the 2014 budget will be approved by the third week in January with the capital budget approved by the end of February (subject to change). These timelines will allow staff to submit applications for any grant dollars for 2014.

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.3. DIRECTOR OF CORPORATE SERVICES

8.3.1 RFD - Rate Review for Animal Fees and Business License

B. Wulff presented the 2014 fee schedule for establishing new rates for animals and Business Licenses. He advised that these rates are approved on an annual basis and should be passed prior to the new year. R. Romanetz advised that Councillor Lisa Hansen-Zacharuk pointed out that animal fees are to remain for two years at the introductory rate. He stated that the animal fee rates will not be considered for an increase in 2014 and should be removed from the motion.

MO2013.141 Hansen-Zacharuk, Zariski moved to adopt the business license portion of the 2014 fee schedule.

Discussion on Motion:

Councillor L. Hansen-Zacharuk stated that the peddler license rates are out of line with other communities and are prohibitive for peddlers. R. Romanetz agreed that options are being reviewed for hawkers and peddlers and transient merchants. He recommended that Council move forward with the schedule with the intention that some areas may have to be amended. He further advised that a review was carried out three years ago and the Town's rates were generally in line with other communities. P. Salvatore clarified that a recent survey conducted by staff indicated that some municipalities do have lower business license rates. Councillor Hansen-Zacharuk stated that she would like to see a report. Council requested that a review be carried out with a report to Council at their next regular meeting on December 16th.

MO2013.142 McMillan, Hansen-Zacharuk moved that MO2013.141 be tabled until the report can be review by Council. Carried unanimously.

8.4. DIRECTOR OF COMMUNITY SERVICES

8.4.1 RFD - Drumheller Association of Skateboarding Enthusiasts' Request for Land

P. Salvatore presented the site location for the skateboard park as recommended by DASE at Council's Committee meeting of November 12, 2013. The site is located east of pool and northwest of the arena and will not interfere with future development of recreational facilities.

MO2013.143 Kolafa, McMillan moved that Council support the Drumheller Association of Skateboarding Enthusiasts (DASE)'s new proposed location for a skateboard park – described as the current location of the single-court tennis court in Centennial Park – and as identified in the attached conceptual drawing of the site as provided by DASE.

Discussion on Motion:

Councillor L. Hansen-Zacharuk asked what if DASE has requested in-kind support. R. Romanetz advised that when DASE initially looked at the project, it would be tied in with the Town's centennial legacy and we expected these dollars which did not materialize so we anticipate there will be a further request. He further explained that the Town has made a commitment to the tennis court group as well the Town heard this evening that the Dinosaur Valley Heritage Society has requested in-kind support. He stated that there are limited resources (staff and equipment) that can be dedicated to these special projects. In response to Councillor S. Shoff's concern on the impact the skateboard park will have on the designated parking lot for Phase II, R. Romanetz advised that a parking lot was identified in this area in the Facilities Master Plan; however it can be moved to another area.

Vote on Motion:

Carried unanimously.

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

10.0 PUBLIC HEARING DECISIONS

11.0 UNFINISHED BUSINESS

12.0 NOTICE OF MOTION

13.0 COUNCILLOR REPORTS

13.1 Councillor S. Shoff - Community Futures Strategic Plan

Councillor S. Shoff presented a report on Community Futures which she agreed to be made available via Email.

14.0 IN-CAMERA MATTERS MO2013.144 Shoff, Zariski moved in camera at 5:35 PM. Carried unanimously.

14.1 Land Matter

14.2 Land Matter

14.3 Labour Matter

MO2013.145 Hansen-Zacharuk, McMillan moved to go out of camera at 6:45 PM. Carried unanimously.

14.2 Land Matter

MO2013.146 Zariski, Shoff moved that Council approve the Offer to Purchase and Sell for land legally described as LSD 16 and East Half of LSD 9 in the NE ¼ 7-29-20-W4M and LSD 8 in the SE ¼ 7-29-20-W4M as presented. Carried unanimously.

There being no further business, the meeting was adjourned at 6:50 PM.

Mayor

Chief Administrative Officer



Municipal Planning Commission MINUTES Meeting of Friday October 4, 2013

Present: Paul Salvatore, Director of Community Services – entered 12:20 pm
Doug Stanford, Councillor/Member
Brad Wiebe, Palliser Regional Municipal Services
Cindy Woods, Development Officer
Linda Taylor, Recording Secretary
Donna Kittridge, Job Shadow the Recording Secretary
Shawn Francis, Chairperson
Sharon Clark, Vice Chairperson
Stacey Gallagher, Member

Absent: Andrew Berdahl, Councillor/Member
Scott Kuntz, Member

1.0 CALL TO ORDER – 12:06 pm

1.1 Additions to the agenda

- **5.0 - Other discussion items**
 - * Concept plan for Nacmine
 - * Round table meeting to set priorities for Municipal Planning Commission

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 August 8, 2013

Motion: S. Clark moved to accept the minutes of August 8, 2013, with change to page 4, updated conditions.

Second: S. Gallagher – Carried

Note: page 4 minutes updated to reflect correct conditions, and circulated to members.

2.2 September 19, 2013

Motion: D. Stanford moved to accept the minutes of September 19, 2013 as presented.

Second: S. Clark – Carried

2.3 September 27, 2013

Motion: S. Gallagher moved to accept the minutes of September 27, 2013 as presented.

Second: D. Stanford – Carried

3.0 DEVELOPMENT PERMITS

3.1 T00078-13D – Shawn Bulechowsky – Placement of Moved on Dwelling - SCR

C. Woods presented Development Permit T00078-13D submitted by Shawn Bulechowsky for placement of a moved on dwelling located in Rosedale on Block 12; Lot 2. Zoning is "SCR" Suburb Community Residential District. A moved on dwelling is a discretionary use in this district.

C. Woods advised this property was used by squatters in the past and has just recently been subdivided; an address is pending. The dwelling was built between 1978 – 1981; is a 2040 square foot home with attached garage to be moved as one unit. This placement will meet all required setbacks. The home is 81 feet long and 32 feet wide, the



property is about 113 feet wide and over 150 feet long. The exact setting location of the dwelling will be determined by constraints on the mover for placement; a new site plan will be submitted should it differ from the submitted plan.

C. Woods included *the Town of Drumheller Land Use Bylaw 10-08*,

53. Relocation of Buildings

(a) Where a development permit has been granted for the relocation of a building on the same site or from another site, the Municipal Planning Commission shall require the applicant to provide a Performance Bond in an amount suitable to complete any renovations required as set out as a condition of development permit approval and may be determined by a quote provided from a certified contractor. The amount of a performance bond shall not be less than \$10,000 (\$1,000 where the building to be relocated is accessory to a dwelling) to ensure completion of any renovations set out as a condition of approval of the permit and repair or replacement of any damaged municipal infrastructure as a result of the building relocation (may include curb stops, valve boxes, manhole cover, catch basins, culverts, pipelines, sidewalks, curbs and gutters, lanes, roads and any surface or underground improvement on or abutting the land).

Municipal Planning Commission discussed the application. Discussion included the STANDATA construction standards and the elevation requirements for buildings.

Motion: D. Stanford moved Development Permit T00078-13D submitted by Shawn Bulechowsky for placement of a moved on dwelling located in Rosedale on Block 12; Lot 2 be approved, subject to the following conditions:

1. Must conform to Land Use Bylaw 10-08.
2. Confirmation that subdivision has been finalized and registered with Alberta Land Titles required prior to the issuance of Safety Code permits and/or any construction/renovations of the land.
3. If the holder of the permit/property owner wishes to make any changes in the proposed development or additions to same from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary.
4. Proper placement of foundation walls -- as per application -- to be determined by a Registered Alberta Land Surveyor. Real Property Report to be provided to the Town of Drumheller for verification and upon completion.
5. All buildings located on the property shall be constructed so that elevations are above the 1:100 year flood plain as described in documents registered against the property with the Alberta Government Land Titles office. Documentation that required elevations are met to be provided to the Town of Drumheller.
6. Construction to adhere and meet the Flood Mitigation Measures of the Alberta Building Code Standata(s) issued by the Alberta Government and Safety Code Council dated August 15, 2013 and September 20, 2013 (copies attached).
7. Lot to be serviced from the existing Municipal water system as per Development Service Agreement registered on title (copy attached). Local improvement service connection fee required prior to issuance of Safety Code permits. Make provisions for installation of water meter as per the Town of Drumheller water/sewer bylaw.
8. All necessary Safety Codes Permits (building, electrical, gas, plumbing and private sewage.) to be in place prior to any construction/installations.
9. Offsite levies and local improvement to be paid prior to the issuance of Safety Code Permits.
10. External appearance of residence to meet to the satisfaction of the Development Officer after placement. Repairs/upgrades as/if deemed required to be completed within one year of placement.
11. Prior to commencement of construction and issuance of Safety Code permits, applicant must submit to the Town of Drumheller a cashiers cheque or cash in the amount \$10,000.00 (held in trust) that will be returned to applicant when so deemed by Development Officer that the development has been satisfactorily completed. A payment will be returned to applicant in the amount of 75% when so deemed that building



placement, exterior finishing and/or upgrading is to the satisfaction of the development officer with the balance payable when landscaping of entire site has been completed to the satisfaction of the development officer.

12. Must conform to Land Use Bylaw 10-08; Part VII; Sec S3 Relocation of Buildings (copy attached), including but not limited to; (j) *If damage has occurred or renovations have not been completed within the time frame determined, the deposit shall be used to cover the cost of completion/repair and any outstanding amount shall be directed to the property owner. And; (k) If the deposit/bond is not sufficient to cover the costs of work completed by the town, or agents of the Town, the additional costs shall be added to the tax roll of the property.*
13. An over-weight/over-dimensional permit from Road-Data 1-888-830-7623 must issued prior to relocating structures within the municipality.
14. Any/all local improvements or upgrade required for development are at owner/applicants expense. All local improvements, and construction thereof, must be approved by the Town of Drumheller including, but not limited to, approaches, driveways, frontage charges, water/sewer services, etc. Please contact 403-823-1330 for approval and specifications.
15. Development to conform to any and all Municipal, Provincial and Federal legislation or guidelines that may apply.
16. Contractor and subcontractors to have a valid business license with the Town of Drumheller.

Second: S. Gallagher – Carried

3.2 T00080-13D – Ann Howells – Occupy as Residential Dwelling – C1

C. Woods presented Development Permit T00080-13D submitted by Ann Howells for occupancy as residential dwelling located at 11 2 Avenue, Rosedale on Plan 4676CH; Block 2; Lots 14-19. Zoning is "C-1" Local Commercial District. Residential accommodation accessory to the principal commercial use is a discretionary use in this district.

C. Woods advised the applicant would like to develop the unused portion of the building into a living area, which was formerly a drinking establishment. There would be no major structural changes, several windows would be added and some interior walls. The building size is 3295 square feet, 1035 square feet is used for commercial business and 2240 square feet vacant.

Municipal Planning Commission discussed the application. This entire block is zoned C-1; MPC discussed the types of zoning in the area. What are the options, should the commercial side of this building close; it should not be changed to residential. This property has lots of parking. Rosedale has numerous non-conforming developments and the businesses are struggling. Discussion on the requirements of the AGLC; distance from major center and how it affects the diversity available to a merchant.

Motion: Municipal Planning Commission, in regards to, Development Permit T00080-13D submitted by Ann Howells for occupancy as a residential dwelling located at 11 2 Avenue, Rosedale on Plan 4676CH; Block 2; Lots 14-19 be tabled until proper plans are submitted to the Development Officer.

3.3 T00082-13D – Andrew Cartwright – Addition to SFD (Relaxation Req'd) – R-1

C. Woods presented Development Permit T00082-13D submitted by Andrew Cartwright for addition to Single Family Dwelling located at 212 3 Street, Nacmine on Plan 7935EM; Block 2; Lot 8. Zoning is "R-1" Residential District.

C. Woods advised the proposed bedroom addition to the principal building would be 13' x 9'; located to the rear of the home and adjacent to the detached garage. This is an older home. The applicant is requesting a three foot separation from the garage; Alberta Building Code is one inch.



The Town of Drumheller Land Use Bylaw 10-08,

48. Accessory Buildings & Uses

(c) An accessory building shall be located at least 2 m (6.1 ft.) from any principal building.

(7) (a) The Municipal Planning Commission at its discretion may relax the minimum requirements or maximum limits in any land use district beyond the standards outlined in the Land Use Bylaw up to 20% if in the opinion of the Municipal Planning Commission the proposed development would not:

(b) Notwithstanding the above, the Municipal Planning Commission at its discretion may relax the minimum requirements beyond the standards outlined in the Land Use Bylaw in the following cases:

(ii) an addition to an existing residential development in an established area; the minimum requirements may be relaxed if the proposed development would be compatible with existing developments in the surrounding area and will not unduly interfere with the amenities of the neighbourhood.

The Municipal Planning Commission discussed the application.

Motion: D. Stanford moved Development Permit T00082-13D submitted by Andrew Cartwright for addition to Single Family Dwelling located at 212 3 Street, Nacmine on Plan 7935EM; Block 2; Lot 8 be tabled until submission of further information is received.

Requested information: pictures and distance measurements by the Development Officer for distribution to the MPC members.

Thu 10/17/2013 9:05 AM

I viewed the site with the property owner and have the additional information requested from our last meeting.

The plans he submitted do not reflect the true shape of the home, thank you Stacey, however the square footage of the dwelling is 1262 sq ft including the sun room. The site coverage including the addition would be 26% which meets the requirement in the LUB. Please let me know if you need any additional information or would prefer to wait until our next meeting for approval.

Cindy Woods

Thu 10/17/2013 11:14 PM

Thanks for performing the on-site visit. If the proposed addition adequately fits on the property with reasonable distance to the garage, I see no problems with this application.

Shawn

Fri 10/18/2013 11:34 AM

What is the required distance from the house (new extension) to the garage? I think you have it as 3 feet. Is it not supposed to be 6 feet due to fire regulations.

Doug

Fri 10/18/2013 2:59 PM

The LUB requires 6' but the MPC is able to relax this distance under Part III 9(b)(ii) as attached to original email. Neither the building or fire code restricts the distance requirement as garages are allowed to be attached to a home. The only requirement for attached is to drywall and fire tape the garage. Please let me know if you need any additional information.

Cindy Woods



1. Must conform to Land Use Bylaw 10-08.
2. Placement of construction as per plot plan submitted.
3. Relaxation granted for rear setback distance to garage to 3' as per application.
4. Construction to be in accordance with the Alberta Building Code.
5. All necessary permits (building, electrical, gas, plumbing and private sewage) to be in place prior to construction/installations.
6. All local improvements at owner's expense including, however not limited to, driveways, frontage charges, water/sewer services.
7. External finished appearance of the proposed construction to be compatible with that of existing development and to the satisfaction of the Development Authority.
8. 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.
9. Must conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
10. Contractor(s) to have a valid Business License with the Town of Drumheller.

Second: S. Gallagher – Carried

3.4 T00083-13D – Ed Lehn – Occupy as a Retail Print Shop - DT

C. Woods presented Development Permit T00083-13D submitted by Ed Lehn to occupy as a retail print shop located at 631 S Street East, Drumheller on Plan 2448GG; Parcel E. Zoning is "D-T" Downtown Transition District. Professional, Financial and Administrative Office as well as Retail Store are discretionary uses in this District.

C. Woods advised the applicant wants to start a retail printing business with printing equipment much like photo copiers; these machines emit sound no louder than a regular photo copier. The printing would not include newspaper printing. The building is existing, with no immediate neighbors. A print shop is not defined in the Downtown Transitional District; there are no permitted uses in the District. Access for this business would be off 5 Street East.

The Town of Drumheller Land Use Bylaw 10-08,
30. DT—Downtown Transition District

The purpose of this district is to provide for mixed-use development, including secondary commercial uses, institutional and office uses as well as single-detached and multiple unit residential development in downtown fringe areas. This district is intended to enhance downtown vitality, to promote tourism service businesses, and to retain the residential character of the neighbourhood. It is not the intent of this district to make any existing uses non-conforming but rather to provide for a wider range of residential and complimentary uses.

(h) Special Requirements

2. Non-residential developments shall not include any use or operation that will cause or create a nuisance by means of vibration, smoke, dust, odors, or heat. The Municipal Planning Commission may require measures to be taken to minimize nuisance factors that extend beyond what is normal and incidental to residential uses.

Municipal Planning Commission members discussed the application.

Motion: S. Gallagher moved Development Permit T00083-13D submitted by Ed Lehn to occupy as a retail print shop located at 631 S Street East, Drumheller on Plan 2448GG; Parcel E be approved, subject to the following conditions:



1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Development shall conform to the Town of Drumheller Community Standards Bylaw (16-10).
3. All necessary safety code 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. Development to conform and meet the requirements of the Regional Fire and Health Authority.
6. If the holder of the permit wishes to make any change in the conduct of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission. An additional development application may be necessary.
7. Development application is required for signage placement and made under separate application prior to placement.
8. Any and all local improvements including, however not limited to driveways, frontage charges, water/sewer services, are at the expense of the owner. Driveway and curbs to meet the Town of Drumheller standards and approval. Please contact 403-823-1330 for specifications and approval prior to any installation.
9. Development to conform to any/all Municipal, Provincial and Federal regulations and/or legislation that may apply.
10. Landscaping Plan to be in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.
11. 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.
12. Applicant to ensure buildings and land are kept in a neat and tidy manner and that the use and land do not become a nuisance or detrimental to the area.
13. Annual Business License is required.

Second: S. Clark – Carried

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

B. Wiebe advised the web mapping program for the public is now accessible on the Palliser Regional Municipal Services website; www.palliserwebmap.ca or by accessing www.palliserservices.ca, and clicking on the link. The web mapping has many usable layers, assessment reports and several search options. Anything FOIP related has been removed from the public site. Circulations are very quick with the use of buffers and excel spreadsheets. This site enables Realtors and Lawyers to look up information for all Palliser Municipal members. Many devices are supported on this site; however android phones are still a little uncertain.

Please use the web site and report your feedback, so this site will become a site that will supply information the public would require. The 2007 maps were good however the 2011 imagery is better with more accuracy on the lot lines. The site is working well and log in passes will be available soon for the administration staff.

B. Wiebe advised the MPC he would be attending the Monday Council meeting through Skype, in regards to Chemical storage.

Discussion on Chemicals and containment;

- Letters and questionnaires to be completed for mail out to area companies throughout the entire industrial area.
- MPC would like to see more guidance for the Commission and Council members.
- Containment is 110% of the inserted vessel.
- Berms and liners.



- Environmental concerns.

5.0 OTHER DISCUSSION ITEMS

5.1 Concept Plan for Nacmine

C. Woods advised this concept is for an oversize three car detached garage in front of an existing home, in Nacmine. The existing single family dwelling is 1550 sq. ft. Zoning is split with the "UT" Urban Transitional District and "R-1" Residential District. An accessory building and uses is a discretionary use in both districts. Many trees are existing in the front of the property and with the angle the garage would look like it was attached to the home.

Municipal Planning Commission discussed the concept plan. MPC would like to have a circulation done of the area before the applicant puts forth a development permit for the project.

5.2 Setting priorities for the Municipal Planning Commission

Members discussed some of the priorities that they would like to see on the agenda.

- Flooding
- Mapping
- Time limits for building homes, and moved on homes
- Downtown revitalization
- Parking
- Would like Council to add some direction to the MPC
- Identify issues
- Take a closer look at the Municipal Sustainability Plan

After some discussion it is felt best to set the priorities after the October 21, 2013 election, as there will be two new Council members joining the Municipal Planning Commission. A meeting after appointments to the MPC would work well to prioritise and orientate the new members.

6.0 Adjournment – Meeting adjourned by S. Francis at 1:45 pm.

Chairperson

Development Officer

Attachments:



Municipal Planning Commission MINUTES

Online Review of Application Friday October 11, 2013

Respondants;

Doug Stanford, Councillor/Member
Andrew Berdahl, Councillor/Member
Cindy Woods, Development Officer
Linda Taylor, Recording Secretary
Shawn Francis, Chairperson
Sharon Clark, Vice Chairperson
Scott Kuntz, Member
Stacey Gallagher, Member

1.0 ON LINE REVIEW OF APPLICATION – October 10, 2013 1:26pm

Platinum Chemical is in the process of purchasing a lot in the Rosedale Industrial District, zoned M-2. I have been asked to expedite the process of approval and as this is a discretionary use, the application must go to MPC. I have attached the application including some information Platinum provided on the LUB amendment application as it gives a good description of their business.

I spoke with Bill Bachynski on this application and he has asked that the security fencing be placed prior to the chemicals being moved in. If you approve he would like to have this as a condition on the Notice of Decision. Conditions should also include meeting the requirements the Alberta Fire and Health Authority as well as Alberta Environment.

Please let me know if you have any questions or require additional information.
Cindy Woods

2.0 DEVELOPMENT PERMIT

Development Permit T00091 13-D submitted by Platinum Chemical Solutions for storage of Chemicals in containers and on dock located in Rosedale on Plan 0614150; Block 16; Lot 10. Zoning is "M-2" Medium Industrial District. Chemical and chemical product industries are a discretionary use in this district.

October 10, 2013 12:16 pm

Thanks for this Cindy. It's good to see this moving forward. In principle, the application looks ok to me – if Platinum is moving forward moving their chemical storage, it fits with the Rosedale M2 Industrial Area.
To clarify:

1. Platinum will maintain their existing M-1 lot for their main service yard, office, etc. ?
2. Platinum wishes to purchase this new M-2 lot in Rosedale for chemical storage only (related to above) ?
3. The need for berms, liners, etc. – this is covered off in the bylaw under M2, Section (e) 1-3? " ...in accordance with the requirements of Provincial Legislation,." Etc.

Shawn

October 10, 2013 12:17 pm

I've reviewed the application...don't know if you are wanting a vote via e-mail, but if so, I see nothing wrong with this application...provided the approval is subject to the conditions Cindy (and the fire chief) have requested..
Sharon



October 10, 2013 1:26pm

In response to all inquiries;

- Platinum will maintain the lot and building in the M-1 district to use for office use and a training facility. The yard on this property can be used for storage, however not chemical.
- The M-2 lot in Rosedale will be used for chemical storage.
- There is a drainage ditch running all around the rear of the property. They will require a berm and liner and I did confirm this with Bill Bachynski this morning. This will be covered in the NOD as Platinum will have to adhere to the Fire Code as well as provincial legislation.
- The fence they are placing is 6' high with 2 strands of barbed wire on top.
- Yes, please vote via email on the application.

I think that I answered all questions, please let me know if you need further clarification.

Cindy

October 10, 2013 1:59pm

Yes I am quite pleased with this application. Everything is being done to our request and I feel Platinum will be good responsible business for Drumheller now that our views have been voiced.

Doug

October 10, 2013 2:24pm

Thanks Cindy for providing that additional information. We have now heard from Sharon and Doug, and both are in support of the application. I am also supportive, and am very pleased to see Platinum moving their chemical storage to a more appropriate location. This will set an important precedent for the M-1 areas.

Andrew/Scott/Stacey – any thoughts before we call for a motion?

Shawn

October 10, 2013 2:29pm

I am happy to see the move and am in agreement with the proposal.

Scott

October 10, 2013 2:43 pm

I am in favour of the motion. Please ensure that the applicant works with our Development Officer to meet the conditions of M2 industrial zone.

Andrew

October 10, 2013 4:15pm

I am in favour as well.

Stacey

Thank you everyone for your time on this today. The email is adequate for approval, a copy of the minutes will be presented at the next meeting.

Cindy

Motion:

The members of the Municipal Planning Commission support the approval of Development Permit T00091 13-D submitted by Platinum Chemical Solutions for storage of Chemicals in containers and on dock located in Rosedale on Plan 0614150; Block 16; Lot 10, subject to the following conditions:



1. Development shall conform to Land Use Bylaw 10-08.
2. Property to be secured with a 6' (1.8 m) security fencing to the satisfaction of the Development Authority.
3. Location of docks to be approved by the local Fire Authority prior to placement.
4. Any/all required Safety Codes Permits (i.e., building, electrical, gas and plumbing) to be in place prior to commencement of construction.
5. Development to conform and meet the requirements of the local Fire Authority.
6. Storage of all chemicals shall comply with the environmental and public health performance standards of the Provincial Government.
7. If the holder of the permit wishes to make any change in the conduct of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission. An additional development application may be necessary.
8. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares, excluding lanes. Separate containment should be provided for the disposal and recycling of cardboard materials.
9. Development application is required for new signage placement and to be made under separate application prior to placement.
10. Any/all local improvements or upgrade required for development are at owner/applicants expense. All local improvements, and construction thereof, must be approved by the Town of Drumheller including, but not limited to, approaches, driveways, frontage charges, water/sewer services, etc. Please contact 403-823-1330 for approval and specifications.
11. Annual business license is required.
12. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.

3.0 Adjournment of ON LINE REVIEW OF APPLICATION October 10, 2013 4:20 pm

Chairperson

Development Officer

Attachments:

- ✓ Application for Development Permit
- ✓ Town of Drumheller – Land Use Bylaw 10-08 – M-2 – Medium Industrial District
- ✓ Aerial photo Rosedale
- ✓ Site plan
- ✓ Picture of custom tote locker, and barrel dock
- ✓ Platinum Chemical Solutions Inc. – Reasons in Support of application for amendment



Municipal Planning Commission MINUTES

Online Review of Application Tuesday October 29, 2013

Respondants;

Cindy Woods, Development Officer
Linda Taylor, Recording Secretary
Shawn Francis, Chairperson
Scott Kuntz, Member
Stacey Gallagher, Member

1.0 ON LINE REVIEW OF APPLICATION – Tue 10/29/2013 10:17 AM

Platinum Chemicals has requested a different location from the one previously approved by MPC in the Rosedale Industrial Park. As we do not have a quorum this week I thought I would try to do this via email.

Bill Bachnyski has reviewed the location and asked for additional details on the existing use of the property and their intention with the bays. Velma has provided these details below. Bill has approved the location as long as they adhere to the fire code and the MSDS sheets (Material Safety Data Sheets).

Please let me know if you need any additional information or would prefer to wait until the next meeting.
Cindy Woods

2.0 DEVELOPMENT PERMIT

Development Permit T00093 13-D submitted by Platinum Chemical Solutions for storage of Chemicals in containers located at Bay 4, 602-9 Street SW, Drumheller. Zoning is "M-2" Medium Industrial District. Chemical and chemical product industries are a discretionary use in this district.

Tue 10/29/2013 11:43 AM

Thanks for sending this Cindy. The application looks fine to me. It is located appropriately in M2 with adequate distance from sensitive areas (drainage ditch and housing). And the tanks will be located at the back of the property, off of the main road (9th St. SE).
Shawn

October-29-13 11:50 AM

Do they require any special security concessions to ward off vandalism, arson etc.
Scott

Tue 10/29/2013 3:16 PM

They would require security fencing, just like the last location. The fence must be minimum 6' in height with two strands of barbed wire on top.
Cindy

Wed 10/30/2013 11:40 AM

Is everyone ok with this application? I need to confirm approval or if you would prefer to wait until the next meeting.
Cindy

Wed 10/30/2013 2:06 PM

As stated below Cindy, I support approval of this application.
Shawn



Wed 10/30/2013 3:46 PM

I don't see any problem with this...ill make a motion to approve.

Stacey

Wednesday, October 30, 2013 4:02 PM

Yes I support it Cindy.

Scott

Motion:

The members of the Municipal Planning Commission support the approval of Development Permit T00093 13-D submitted by Platinum Chemical Solutions for storage of Chemicals in containers located at Bay 4, 602-9 Street SW, Drumheller, subject to the following conditions:

1. Development shall conform to Land Use Bylaw 10-08.
2. Property to be secured with a 6' (1.8 m) security fencing to the satisfaction of the Development Authority.
3. Location of docks to be approved by the local Fire Authority prior to placement.
4. Any/all required Safety Codes Permits (i.e., building, electrical, gas and plumbing) to be in place prior to commencement of construction.
5. Development to conform and meet the requirements of the local Fire Authority.
6. Storage of all chemicals shall comply with the environmental and public health performance standards of the Provincial Government.
7. All chemical product to be stored on engineered chemical storage docks.
8. If the holder of the permit wishes to make any change in the conduct of the business that departs from the description in the application or from any other condition or restrictions imposed, the holder of the permit must obtain prior permission of the Development Officer/Municipal Planning Commission. An additional development application may be necessary.
9. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares, excluding lanes. Separate containment should be provided for the disposal and recycling of cardboard materials.
10. Development application is required for new signage placement and to be made under separate application prior to placement.
11. Any/all local improvements or upgrade required for development are at owner/applicants expense. All local improvements, and construction thereof, must be approved by the Town of Drumheller including, but not limited to, approaches, driveways, frontage charges, water/sewer services, etc. Please contact 403-823-1330 for approval and specifications.
12. Annual business license is required.
13. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.



3.0 Adjournment of ON LINE REVIEW OF APPLICATION October 29, 2013 4:02 pm

Chairperson

Development Officer

Attachments:

- ✓ Application for Development Permit
- ✓ Town of Drumheller – Land Use Bylaw 10-08 – M-2 – Medium Industrial District
- ✓ Aerial photo
- ✓ Site plan



Municipal Planning Commission MINUTES

Online Review of Applications Monday November 4, 2013

Respondents;

Cindy Woods, Development Officer
Linda Taylor, Recording Secretary
Shawn Francis, Chairperson
Sharon Clark, Vice Chairperson
Scott Kuntz, Member
Stacey Gallagher, Member
Kevin Blanchett, Public Works Dept.
Brian Bolduc, Public Works Dept.
Amy Hallgren, Applicant

1.0 ON LINE REVIEW OF APPLICATION — Monday November 4, 2013 3:39 PM

Attached is the first of two applications for approval. I thought I would send in separate emails to ensure the responses are recorded for the appropriate application. Please ensure you are responding to all members for any questions or comments so they can be recorded in the minutes. Shawn, can you facilitate the process as discussed.

One application is to occupy a storage yard @ 92 Hy-Grade Crescent. Zoning is M-1; light industrial and storage yards are a discretionary use

The second application is for the new construction of an SFD with oversize attached garage and shop. The three lots on this property have been consolidated to form one large lot totally 1603 m² (17254 sq ft)
Cindy

Wednesday November 6, 2013 11:04 PM

Hi Scott, Sharon and Stacey:

Have you had the opportunity to review the two applications Cindy circulated a few days ago?

1. A+D Hallgren: oversize attached garage on large residential lot in Nacmine
2. Gangster Enterprises storage yard on Hyland Crescent (M1 Industrial)

Both applications look pretty straight forward. The Nacmine new garage/house SFD development fits with the large houses and lots in the neighbourhood. The storage yard on Hyland Crescent works fine.

If possible, please share your comments with all by Friday morning.

Thanks,
Shawn



2.0 DEVELOPMENT PERMIT

2.1 T00097-13D – Amy & Desmond Hallgren – Construction of SFD w/ att'd Garage/Shop – R-1

Development Permit T00097-13D submitted by Amy & Desmond Hallgren for new construction of Single Family Dwelling located at 59 Red Deer Avenue, Nacmine, Plan 1014050; Block D; Lot 5-7. Zoning is "R-1" Residential. A Single detached dwelling is a permitted use in this district.

Monday November 4, 2013 3:39 PM

This application is for the new construction of an SFD with oversize attached garage and shop. The three lots on this property have been consolidated to form one large lot totally 1603 m² (17254 sq ft). I have confirmed this is finalized with Alberta Land Titles. The utility right of way between lots 5 & 6 has also been removed. The other remains as it provides water service to the property to the south at 38 Hunter Dr.

The relaxation requested is for the attached garage as it will exceed 50% of the dwelling gross floor area and the 800 sq ft as section 79. Attached Garages states (see attached). The bylaw allows for MPC to approve at their discretion. I have provided photos of the lot as well as the properties located across the street. All other setback requirements for R-1 are met with this application.

Specifications;

SFD	2536 sq ft (including second floor)
Garage/Shop	1386 sq ft (50% of dwelling 1286 sq ft)
Site Coverage	23% (including attached garage)

Height was not included however they are aware of the 35 ft maximum. Garage is not higher than the principal SFD.

Please let me know if you need any additional information.

Cindy

Wednesday November 6, 2013 9:25 PM

I don't have a problem with the relaxation but am concerned about the road /ally drainage if that lot is developed is that something the town will take care of?

Stacey

Wednesday November 6, 2013 11:04 PM

Stacey – you had some concern about the road /ally drainage on the Nacmine house. Could you elaborate? I'm not familiar with that area.

Shawn

Thursday, November 07, 2013 8:58 AM

I will try to explain the problem I think they may have in the future with drainage.

The house on the west side of the Hallgren's has a paved ally and then it turns to gravel. Right in front Hallgren's land/house is what is suppose to be a small drainage ditch which takes all the water from the west side & south of here to a larger drainage ditch to the river.

The smaller ditch is already slightly overgrown where the pavement meets the gravel and when the snow melts fast or it rains hard & hits this spot all the water from the pavement side covers the gravel road and it turns to a small river.

When they build the house and driveway I doubt they will keep the large dip from the gravel road to the driveway which is now the small drainage ditch

Once all this Green space is developed the water which used to soak into the ground or go to the ditch may be a potential problem.



I am no expert but thought its something that should be considered.
Stacey

Thursday November 87, 2013 9:43 AM

One of the MPC mentions a drainage ditch adjacent to the property. Does Public Works Department have any concerns with this development?

Cindy

Thursday November 7, 2013 11:30 AM

If public works does not find any problems with the drainage as Stacey has eluded to then I am fine with this permit.

Scott

Friday November 8, 2013 10:35 AM

The Town of Drumheller would require that drainage ditch to stay; we will get out there and dig that ditch bigger so that Public Works or the owner could apply to have a crossing to there. We would require a culvert put in so that the run off would not become an issue. I also see a water and sewer line there, some agreement would be made with current owners that if needed we will be able to access that line.

Kevin

Monday November 11, 2013 11:31 AM

They want to build what seems to be an awfully big garage...and I'm curious as to what their plans for it might be...
Sharon

Tuesday, November 12, 2013 9:17 AM

The square footage on main 1637, upper 899, basement 1397 and garage 1320.

Amy

November12, 2013 10:25 AM

I have a member of the Municipal Planning Commission asking what the use of the shop portion of the garage will be for.

Cindy

Tuesday, November 12, 2013 10:53 AM

The second portion of the shop will be for storing and working on our quads, golf cart and other storage. We added it to the back since we can't build a separate shop over the easements. The separation between the two is so we don't the smell and fumes coming directly into the house since we could not have a separate shop.

Amy

Tuesday November 12, 2013 1:21 PM

Subject to any concerns resulting from the questions raised by Stacey, I have no problem with this application.
Sharon

Friday November 15, 2013 9:12 AM

I have confirmed with Public Works, the drainage ditch needs to remain and a culvert will need to be placed under their driveway or access. All local improvements are the responsibility of the applicant. The garage pad they will be placing is on a private utility easement registered on title. Any work required is the responsibility of the owners of both properties. So far I have Stacey, Sharon and Scott granting approval with the relaxation. Shawn, are you ok with the application as presented?

Cindy



Friday November 15, 2013 9:15 AM

Everything looks good Cindy. I am also in support of the application. Thanks for moving this one forward everyone.
Shawn

Motion:

The members of the Municipal Planning Commission in regards to Development Permit T00097-13D submitted by Amy & Desmond Hallgren for new construction of Single Family Dwelling located at 59 Red Deer Avenue, Nacmine, Plan 1014050; Block D; Lot 5-7 approve of the development subject to the following conditions:

1. Development shall conform to Land Use Bylaw 10-08.
2. 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.
3. Proper placement of foundation walls -- as per application -- to be determined by a Registered Alberta Land Surveyor. Real Property Report to be submitted to the Town of Drumheller upon completion of construction.
4. Relaxation granted for oversize attached garage as per submitted application.
5. Any required Safety Codes permits (i.e. building, electrical, etc.) to be obtained prior to commencement of construction/installation.
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. Offsite levies to be paid prior to the issuance of Safety Codes permits.
8. Make provisions for proper installation of water meter as per Town of Drumheller Water/Sewer Bylaw.
9. All contractors have to be in possession of a valid Town of Drumheller business license.
10. Landscaping Plan to be in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.
11. All local improvements including, however not limited to driveways, frontage charges, water/sewer services, are at the expense of the owner. Driveway to be constructed with culvert to ensure drainage flow from ditch is not restricted or altered. Specifications and location to the Town of Drumheller standards and approval. Please contact (403) 823-1330 for additional information.
12. Development to conform to any and all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.

2.2 T0098-13D – CJRJ Holdings Inc – Grading & Storage – M-1

Development Permit T00098 13-D submitted by CJRJ Holdings Inc for grading and storage located at 92 Hy-grade Crescent, Drumheller. Zoning is "M-1" Light Industrial District. Storage Yard is a discretionary use in this district.

Monday November 4, 2013 3:39 PM

This application is to occupy a storage yard @ 92 Hy-Grade Crescent. Zoning is M-1; light industrial and storage yards are a discretionary use. Gangster Enterprises purchased the lot as their current yard is not large enough to store all the vehicles and equipment they require. They are not planning on constructing any buildings nor is there going to be any chemical storage on site. A security fence will be placed as well as some grading and gravel is required.

Please let me know if you require any additional information.

Cindy Woods



Wednesday, November 06, 2013 9:16 PM

I don't have any issues with this as long as it doesn't become unsightly.

Stacey

Monday November 11, 2013 11:26 AM

I have no problem with application #T00098-13D, as presented.

Sharon

Thursday November 17, 2013 7:25 AM

I am in agreement with permit T00098-13D

Scott

Motion:

The members of the Municipal Planning Commission in regards to Development Permit T00098 13-D submitted by CJRJ Holdings Inc for grading and storage located at 92 Hy-grade Crescent, Drumheller. Zoning is "M-1" Light Industrial District approve of the development subject to the following conditions:

1. Development shall conform to Town of Drumheller Land Use Bylaw 10-08.
2. Development shall conform to the Town of Drumheller Community Standards Bylaw (16-10).
3. Applicant to ensure grading allows for all surface water to drain from the site and does not adversely affect neighboring properties.
4. External finished appearance of site to the satisfaction of the Development Officer/Municipal Planning Commission.
5. All local improvements including, however not limited to driveways, frontage charges, water/sewer services, are at the expense of the owner. Driveway and curbs to meet the Town of Drumheller standards and approval. Please contact 403-823-1330 for specifications and approval prior to any installation
6. 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.
7. Development to conform to any and all Federal, Provincial and/or Municipal regulations, and/or guidelines that may apply.
8. Garbage and waste material must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares excluding lanes.
9. Commercial and Industrial Developments abutting a residential district shall be screened from view to the satisfaction of the Development Authority.
10. Security fencing required. Materials used to construct fences can be wood, brick, stone, concrete, or metal. Barbed wire and electric fences are not permitted. Fencing shall not exceed 1.8 m (6 ft.) in height. Should a fence be necessary to exceed 6 ft in height, a development permit would be required.
11. Operation shall comply with environmental and public health performance standards of the Provincial Government.
12. Annual Business License is required.



3.0 Adjournment of ON LINE REVIEW OF APPLICATION

Chairperson

Development Officer

Attachments:

- ✓ Application for Development Permit
- ✓ Town of Drumheller – Land Use Bylaw 10-08 – M-1 – Light Industrial District
- ✓ Aerial photo
- ✓ Fax Cover Sheet from Gangster Enterprises

- ✓ Application for Development Permit
- ✓ Town of Drumheller – Land Use Bylaw 10-08 – R-1 – Residential District
- ✓ Town of Drumheller – Land Use Bylaw 10-08 – 79. Attached Garages
- ✓ Aerial photo
- ✓ E-mail from Amy Hallgren
- ✓ Photos
- ✓ House plans



DRUMHELLER

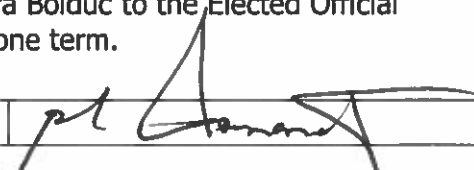
REQUEST FOR DECISION

Agenda Item # 8.1.1



Request for Decision

Date: December 12, 2013

Topic:	ELECTED OFFICIAL REMUNERATION REVIEW TASK FORCE		
Proposal:	In accordance with Council Policy #C-01-08, following a general municipal election, Council shall appoint an independent committee composed of five (5) Drumheller residents to review this policy and report back to Council. The terms of reference is attached for Council's information. The Town of Drumheller has received five applications from Bob Sheddy, Bob Hannah, Sandy Brown, James Gooley, and Debra Bolduc.		
Proposed by:	Mayor and Council		
Correlation to Business (Strategic) Plan			
Benefits:	Independent Task Force reviews whether Council members are fairly compensated.		
Disadvantages:			
Alternatives:			
Finance/Budget Implications:	Budget implication will not be known until recommendations are received. Task Force members will not be paid and Town staff will serve as a resource for the Task Force.		
Operating Costs:		Capital Cost:	
Budget Available:	\$0.00	Source of Funds:	
Budget Cost:	\$0.00	Underbudgeted Cost:	
Communication Strategy:			
Recommendations:	That Council approve the appointments of Bob Sheddy, Bob Hannah, Sandy Brown, James Gooley and Debra Bolduc to the Elected Official Remuneration Review Task Force for one term.		
Report Writer:	R.M. Romanetz, P. Eng.	CAO:	
Position:	Chief Administrative Officer		

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

Elected Official
Remuneration2013

1



DRUMHELLER

DINOSAUR CAPITAL OF THE WORLD



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Board applied for compensation committee

Date November 3, 2013

Name of Applicant Bob Sheddy

Address _____ Phone # _____

Length of Residency in Town 15 years

Past Service on Similar Boards Economic Development

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

I have been active in the Drumheller business community for many years and I would like to assist my fellow members and ensuring that the compensation is fair. I run a real estate brokerage with 48 agents and employees which makes me a decent candidate to discuss fair compensation.

~~thanks for considering my application~~

Bob


Signature of Applicant

Fax back to (403)823-8006



DRUMHELLER

DINOSAUR CAPITAL OF THE WORLD



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Board applied for REMUNERATION COMMITTEE (SALARY)

Date 30 OCT 2013

Name of Applicant JAMES R. (BOB) HANNAH

Address _____

Phone # _____

Length of Residency in Town THIRTY FIVE YEARS

Past Service on Similar Boards CHAIRMAN THE LAST BOARD FOR COUNCILS (REMUNERATION COMMITTEE)

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

I WAS CHAIRMAN FOR ALBERTA NAT
CONVENTION OF THE ROYAL CANADIAN MOUNTED POLICE FOR
FOUR YEARS, ALSO CHAIRED SEVERAL
CONVENTIONS AND MANY OTHER
COMMITTEES. (VERY MUCH INVOLVED WITH

J. Hannah
Signature of Applicant

SALARIES
AND
HIRING
PERSONNEL

Fax back to (403)823-8006



DRUMHELLER

DINOSAUR CAPITAL OF THE WORLD

Agenda Item # 8.1.1



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Board applied for Remuneration Committee

Date Dec 10 / 2013

Name of Applicant ALEXANDER (SANDY) BROWN

Address _____ Phone: _____

Length of Residency in Town 71 YRS.

Past Service on Similar Boards DOWN TOWN PARKING BOARD

~~COMMITTEE~~

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

I work for a Crop Insurance company
and I am paid + submit expenses for
my daily work. MILEAGE MEALS HOTELS ETC

Signature of Applicant

Fax back to (403)823-8006

Agenda Item # 8.1.1



DRUMHELLER

DINOSAUR CAPITAL OF THE WORLD



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

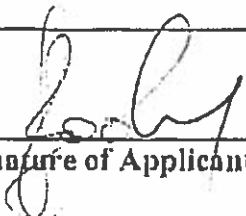
Board applied for REMUNERATION REVIEW TASK FORCEDate NOVEMBER 7TH 2013Name of Applicant JAMES GOOLEY

Address _____ Phone # _____

Length of Residency in Town 7Past Service on Similar Boards NIL

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

I HAVE BEEN A RESIDENT OF DRUMHELLER FOR
7 YEARS & HAVE A KEEN INTEREST IN FAIRNESS



Signature of Applicant

Fax back to (403)823-8006



DRUMHELLER

DINOSAUR CAPITAL OF THE WORLD



APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Board applied for Remuneration Committee.

Date November 30, 2013

Name of Applicant Debra Bolduc

Address _____ Phone # _____

Length of Residency in Town 5 years.

Past Service on Similar Boards Jaycare Centre in
Deloraine, Manitoba

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

President - Drumheller Legion
Warden - St Magloire's Anglican Church
President - St Jean, MB. Parks & Rec. Comm.
Committee Member - Deloraine MB. Seniors
Committee.

Debra Bolduc
Signature of Applicant

Fax back to (403)823-8006

ELECTED OFFICIAL REMUNERATION REVIEW TASK FORCE

Terms of Reference

The Town of Drumheller is initiating a review of the remuneration received by elected officials for carrying out their duties as elected officials. An impartial public committee representing The Town of Drumheller interests will be established to provide input for this review. Guidelines for the Task Force and the review process are set out in the following terms of reference.

PART 1 Purpose and Definitions

Purpose of Review:

To review the current remuneration structure and the competitiveness of total remuneration for elected officials at the Town of Drumheller and to ensure fair and compensation that attracts a high caliber of candidates from all walks of life to represent the Municipality.

To achieve this purpose an independent public advisory task force will be established to

1. conduct a review of elected officials current total remuneration and benefits
2. provide recommendation for changes in the existing remuneration package
3. provide recommendations for a policy for future adjustments for Council's consideration

Definitions:

“Chair” means the head of the Task Force.

“Municipality” means the Town of Drumheller.

“Chief Administrative Officer or CAO” means the person appointed as chief Administrative officer for the Municipality or her designate.

“Task Force” means the Elected Official Remuneration Review public advisory appointed by Council.

“Council” means the Town of Drumheller

“Municipal Government Act” means the current Municipal Government Act in the Province of Alberta.

“Province” means the Province of Alberta

“Benefits” means group health, dental, and life insurance under the current cost sharing of premiums under those plans.

“Training” means tuition and expenses for courses or fees paid for conferences related to the duties of members of Council

“Allowances” means taxable allowances for travel and general expenses.

“Per Diems” means daily rates paid for attending meetings

“Total Remuneration” means base pay, travel or general expense allowances, meeting per diem, benefits, training, perquisites, and any other form of compensation deemed appropriate.

“Elected Officials” means Mayor and Councillors of the Town of Drumheller.

PART 2 Task Force Function and Scope Work

Task Force Function:

The role of the Task Force:

- To review factors and information related to the elected officials roles and responsibility
- To review all remuneration including base pay, travel or general expense allowances, per diems, benefits, training, perquisites, and any form of compensation deemed appropriate
- To determine the reasonableness of the current type and level of compensation in relations to the elected officials responsibilities and duties
- If the current remuneration or remuneration structure is inappropriate, to recommend changes for 2005.
- To recommend a system and/or formula for ongoing compensation adjustments that will become the basis of a policy to be presented for approval by Council.

In developing its recommendations regarding the total compensation package for elected officials, the Task Force will adhere to the following guiding principals:

- Provide adequate compensation to attract a full range of citizens from all walks of life as candidates for public office.
- Reflect the responsibilities, time commitments and accountability associated with the position.
- Reflect the Municipality’s fiscal and corporate objectives.
- Enable compensation adjustments to be made on a prudent and regular basis.

Agenda Item # 8.1.1

The Task Force shall prepare a written report confirming its recommendations in respect of the total remuneration package for Council by December 31, 2004.

Scope of Work

Factors to Consider

The Elected Official Remuneration Task Force is encouraged to undertake any investigative reviews it feels would help in determining a fair remuneration package for elected official. In its review the Task Force may wish to consider the following:

- Council and councillors responsibilities and jurisdiction under the Municipal Government Act
- Issues and challenges facing the Town of Drumheller and the Elected officials
- Population, size and complexity of operations
- Time commitments necessary to fulfill elected official responsibilities
- Number of committees, boards and commissions individual Councillor belong to or chair or whose meetings they are required to attend
- Number of board appointments individual Councillors to other external organizations
- Number of other local community organizations which required the Councillor's input or involvement
- Impact of performing Councillors duties on full-time employment or business interests
- Non-compensated "out of pocket" costs to carry out elected officials responsibilities
- Other sources of compensation as a result of fulfilling elected responsibilities
- Financial status of the Town of Drumheller
- Sensitivity and understanding of public concerns respecting government spending

Assessment of Current Compensation

The Task Force shall assess current compensation levels in relation to:

- Compensation paid to elected officials with comparable workloads and time commitments in other Municipalities
- Compensation paid by private sector and "not for profit" organizations with Boards (or the equivalent) having similar responsibilities if applicable
- Latest compensation adjustments

- Municipal, regional, and provincial economic factors
- Other factors the Task Force considers relevant

Review and Evaluation Process

In considering relevant factors and assessing current compensation Task Force Members:

- Shall receive a summary of feedback from current elected officials to gain an understanding of the responsibilities and time commitments associated with their position;
- Shall request to interview current elected officials to provide further information and ask questions of the responsibilities and time commitments associated with their position;
- Shall consult with preceding elected officials (one term), organizations, government agencies or other persons Task Force members consider appropriate
- Provide a report to Council at a public meeting.

PART 3 Task Force Establishment, Structure, and Procedures
--

Task Force Establishment and Structure:

Number of Members

The Task Force shall consist of not more than five members with the Chief Administrative Officer sitting ex officio in an advisory and support capacity

Qualifications

As a group, Task Force members will:

- Represent a broad cross section of community interest (business, residents etc.)
- Have demonstrated experience and/or knowledge of compensation levels in the private and public and private sectors
- Have some knowledge of the Town of Drumheller's structure and responsibilities (at least one member)
- Members must live or operate a business within the Town of Drumheller boundaries
- Members will not have any direct affiliation with the Town of Drumheller or its elected officials
- Members may be a member of any existing board or committee of the Town of Drumheller

Task Force Selection

Following public advertising, a report will be presented to Council with a summary of submissions from individuals who meet some or all of the above noted qualifications. Council will select Task Force members from among these candidates, ensuring as much as possible that a cross section of relevant interests, knowledge and experience are represented. Members will be appointed until the Task force is terminated. In the event that a member of the Task Force is unable or unwilling to continue to serve as a member for whatever reason, then in that event Council may be resolution appoint a replacement. Task Force members will be appointed by council motion. In the event that an insufficient number of candidates submit applications, the CAO will solicit recommendations from Council for potential applicants.

Task Force Procedure Guidelines

The Task Force will operate in accordance with the following guidelines:

- The Task Force will appoint a Chair from among its members.
- A quorum will be a majority of the members of the Task Force. Members will not have alternates
- The Task Force will operate on a consensus basis. Where consensus can not be reached decisions will be made according to Robert's Rules of Order.
- The Task Force shall act independently of Council and its individual members. Council will not influence or interfere with the Task Force's review and determination of a fair remuneration package and structure.

PART 4 Finance, Administration and Support
--

Staff and Office Resources

The CAO will appoint Town of Drumheller staff to:

- Provide support information and assist with the research required by the Task Force
- Take minutes, circulate information and carry out other clerical responsibilities

The Town of Drumheller staff will serve in an advisory capacity only. No staff member will be entitled to vote at Task Force meetings and will not influence Task Force consensus or voting decisions.

Task Force members will have reasonable access through the CAO, to paper, photocopy, fax machine, and other office equipment.

Any incidental expenses arising from the operation of the Task Force will be funded by the Municipality as approved by the Chief Administrative Officer.

Information Resources

The Town of Drumheller will provide the following information to the Task Force:

- Information on the Town of Drumheller's structure and authority under the Municipal Government Act.
- Information on the Municipalities budget, services and staffing.
- Population and tax base information for the Municipality and comparable Municipalities
- Current compensation information regarding Elected Official remuneration
- Other information which the Task Force or the Municipality consider relevant.
- The Task Force will be provided with information from surveys conducted by comparable sized municipalities.

PART 5 GENERAL

The Task Force shall terminate upon acceptance of the Task Force's final report by Council.



Request for Decision

Date: December 12, 2013

Topic:	Economic Development Task Force Appointments		
Background:	<p>The Economic Development Task Force, like many Town of Drumheller Boards and Committees requires a number of committed volunteers from various backgrounds in order to effectively serve and represent economic development activities in our community.</p> <p>The Economic Development Task Force Bylaw outlines the membership of the the Task Force which includes appointed members and representatives from varous organizations inlcuding the Town, Community Futures, Drumheller District Chamber of Commerce, Starland County.</p> <p>The Bylaw specifies that the number of members at large shall be up to five (5) members (each for a term of 3 years). After a call for volunteer applications, we received one interested applicant from Brock Harrington. The Task Force recommends the approval of Brock Harrington.</p>		
Proposed by:	Bob Cromwell		
Correlation to Business (Strategic) Plan	Volunteering for Town of Drumheller Boards and Committes is an important way to ensure that town business operates in an open and transparent way, as identified in the Municipal Sustainability Plan.		
Benefits:	Volunteer appointments are necessary to ensure the success of the Economic Development Task Force.		
Disadvantages:	Volunteer recruitment and selection is dependant upon the interest of community applicants.		
Alternatives:	Delay the selection of member		
Finance/Budget Implications:	None		
Operating Costs:	-0-	Capital Cost:	
Budget Available:	-0-	Source of Funds:	
Budget Cost:	-0-	Underbudgeted Cost:	

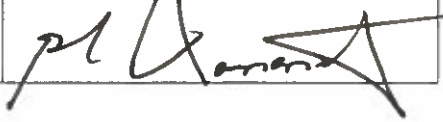
COMMUNITY SERVICES

Telephone: (403) 823-1324

Created By: Linda Handy

1

Agenda Item # 8.1.2

Communication Strategy:	Prepare a media release, include announcement on the www.dinosaurvalley.com and contact applicants directly.		
Recommendations:	That Council approve the appointment of Brock Harrington to the Economic Development Task Force for a three year term to expire on the date of Council's Organizational meeting in October, 2016.		
Report Writer:		CAO	
Position:	Director of Community Services		



DRUMHELLER

DINOSAUR CAPITAL OF THE WORLD



Agenda Item # 8.1.2

APPLICATION TO SERVE ON TOWN PUBLIC SERVICE BOARDS

Board applied for Economic Development Task ForceDate Dec 4 - 2013Name of Applicant Brock Harrington

Address _____ Phone # _____

Length of Residency in Town 2 years

Past Service on Similar Boards _____

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

Degree in economics from Acadia University.
25 years of corporate work experience
including 18 years in the U.S.A.
Extensive international travel experience -
owned my own company for 10 years

Brock Harrington
Signature of Applicant

Fax back to (403)823-8006

Memorandum

DATE: December 13, 2013

TO: All council members and Mayor, Ray Romanetz, CAO

FROM: Byron Nagazina, Director, Corporate Services

RE: Water and Wastewater Utility rates

Issue:

Town of Drumheller ("Town") is required to set water and wastewater utility rates for the 2014 calendar year. In determining the rates, the Town is required to follow the Utility rate model as set out in the Public Utility Act (AR 194/2006) and communicate the new rates by way of bylaw.

Recommendation:

Administration recommends an increase of 5% for 2014 water and wastewater utility rates for Town and Drumheller residents and all Regional consumers. At this rate increase, the Town would generate \$2.95 million in water revenues and \$2.08 million in Wastewater revenues (Page 3 of each utility package). These revenues allow the Town to recover its cash expenses, Asset Depreciation less Contributed capital amortization, and a return on investment of \$250,487 and \$519,908 for water and wastewater respectively. This allows the Town to move towards its desired reserve levels set out in Capital Financing Strategy from July 15, 2011.

Rationale:

- Under the Utility rate model as set out in the Public Utility Act the Town of Drumheller is allowed to collect up to \$3.88 million and \$2.87 million respectively for Water and Wastewater revenues.
- If the Town of Drumheller were to pursue the revenues noted above, it is likely that the Alberta Utility Commission would see the rate increase as unjust and unreasonable.
- Therefore, Administration is proposing a 5% rate increase, which will generate revenues of \$2.95 million and \$2.08 million for water and wastewater respectively. This is considered a reasonable increase that will minimize possible rate shock by consumers and ensuring the Town continues toward full utility model recovery.

Agenda Item # 8.3.1

- The proposed rate increase allows the Town to recover its cash expenses, Capital Depreciation less Contributed Capital amortization, and some Capital investment return, which would be used to increase the water and wastewater reserves.
- The Town of Drumheller has \$82.4 million in net assets (\$97.6 million at original cost) relating to its water and wastewater facilities. Under the Capital Finance Strategy, the Town would require reserves of 10% of original cost or \$9.76 million.
- The Town's current reserves for water and wastewater are \$1 million and \$2 million respectively. (attached)
- Rate increases in future years are likely to continue, given the capital investment required in this industry and the current overall demand for Town of Drumheller Utility services. As the majority of costs are fixed in nature, the best method of maintaining or decreasing future rates is through increasing consumption through existing or new customers, utilizing our extra capacity.

Attachments:

- Water Utility rate model
- Wastewater Utility rate model
- Reserves reconciliation

Agenda Item # 8.3.1

TOWN OF DRUMHELLER - WATER SYSTEM Alberta Utilities Commision Revenue Requirement Model, Revenue by Source

	A	B	C	Z	AG	AH	AI	AJ	AK
1	Import from Budget, Deprec, Amor, NCC, Cap Return								
2					2012		2013		2014
3					Budget		Budget		Budget
4									
5	1.	Net Cash Operating Expenses (Schedule "D")			1,978,356		2,085,913		1,804,947
6									
7	2.	Non-Cash Expenses							
8	a)	Depreciation (Schedule "A-2)			818,426		1,004,872		1,321,058
9	b)	Amortization of NCC (Schedule "A-4)			(343,148)		(369,948)		(424,553)
10	c)	Total			475,278		634,924		896,505
11									
12	3.	Return (Schedule "B")			459,349		1,247,825		1,179,241
13									
14	4.	Gross Revenue Requirement			2,912,983		3,968,663		3,880,692
15									
16	5.	Revenues @ Actual/Budgeted Rates							
17	a)	Sale of Water (Drumheller & Regional)			2,752,975.00		2,882,849.00		2,634,884.00
18	b)	Custom Work, Maintenance			34,100.00		34,100.00		34,100.00
19	c)	Water Tower Space Rentals			-		-		-
20	d)	Return on Investments			-		-		-
21	e)	Penalties on Water			10,000.00		10,000.00		10,000.00
22	f)	Interest Stabilization			-		-		-
23	g)	Total			2,797,075		2,926,949		2,678,984
24									
25	6.	Surplus (Deficiency) @ Actual			(115,908)		(1,041,714)		(1,201,708)
26									
27	7.	Revenues @ Breakeven							
28	a)	Sale of Water			2,868,883		3,924,563		3,836,592
29	b)	Custom Work, Maintenance			34,100		34,100		34,100
30	c)	Water Tower Space Rentals			-		-		-
31	d)	Return on Investments			-		-		-
32	e)	Penalties on Water			10,000		10,000		10,000
33	f)	Interest Stabilization			-		-		-
34	g)	Total			2,912,983		3,968,663		3,880,692
35									
36	8.	Surplus (Deficiency) @ Breakeven			-		-		-
37									
38									
39	Rates for Bylaw (from tab: Rate Design 2013)								
40	.67", .75", 1.00" Meter								
41	1.5, 2.0" Meter								
42	3.0", 4.0" Meter								
43	5.0", 6.0" Meter								
44	per cubic meter								

Agenda Item # 8.3.1

Town of Drumheller Summary of Water Rates

		1% =	1Mo =
Drumheller Rate Increase	3.00%	20,417	3,891
Regional Rate Increase	5.00%	7,696	3,207
Number of months at the new rate	12	28,114	7,098

Base Rates

	Count per Month	Premiums		Charges 2014		
		Old Rate	New Rate	Old Rates	New Rates	Total
Group 1	2,906	11.00	11.33	-	395,099.76	395,100
Group 2	86	37.80	38.93	-	40,175.76	40,176
Group 3	10	514.50	529.94	-	63,592.80	63,593
Group 4	-	968.10	997.14	-	-	-
	3,002			-	498,868	498,868

Metered Rates

	2014 Projected Annual Consumption	Premiums		Charges 2014		
		Old Rate	New Rate	Old Rates	New Rates	Total
Commercial	347,085	1.4008	1.4428	-	500,774	500,774
Residential	587,682	1.4008	1.4428	-	847,908	847,908
Town Metered	49,420	1.4008	1.4428	-	71,304	71,304
Unmetered	30,100	1.4008	1.4428	-	43,428	43,428
Bulk Water	29,568	4.620	4.7586	-	140,701	140,701
Penitentiary	-	-	-	-	-	-
	1,043,855		Total Town	-	1,604,115	1,604,115
W11 Starland/Munson*	87,350	1.279	1.343	-	117,311	117,311
W10 Kneehill/Churchill*	10,031	1.438	1.510	-	15,146	15,146
W12 Kneehill/Aqua7*	550,000	1.170	1.229	-	675,675	675,675
	1,691,236		Total Regional	-	808,132	808,132
			Total Water Consumption.	-	2,412,247	2,412,247
			Annual Totals	-	2,911,115	2,911,115

* Wholesale rates , DOES NOT INCLUDE LOCAL DISTRIBUTION COSTS. Demarc at edge of Town Limits

Alberta Utilities Commission Utility Pricing Model (Page 1)
Deficit

3,880,692
(969,577)

Consisting of:

Cash Expenditures
Amortization of Non Contributed Capital (Net Assets)
Return on Capital Investment

1,804,947
896,505
209,664
2,911,115

Agenda Item # 8.3.1

Town of Drumheller Summary of Water Rates

		1% =	1 Mo =
Drumheller Rate Increase	5.00%	20,417	6,485
Regional Rate Increase	5.00%	7,696	3,207
Number of months at the new rate	12	28,114	9,692

Base Rates

	Count per Month	Premiums		Charges 2014		
		Old Rate	New Rate	Old Rates	New Rates	Total
Group 1	2,906	11.00	11.55	-	402,771.60	402,772
Group 2	86	37.80	39.69	-	40,960.08	40,960
Group 3	10	514.50	540.23	-	64,827.60	64,828
Group 4	-	968.10	1,016.51	-	-	-
	3,002			-	508,559	508,559

Metered Rates

	2014 Projected Annual Consumption	Premiums		Charges 2014		
		Old Rate	New Rate	Old Rates	New Rates	Total
Commercial	347,085	1.4008	1.4708	-	510,493	510,493
Residential	587,682	1.4008	1.4708	-	864,363	864,363
Town Metered	49,420	1.4008	1.4708	-	72,687	72,687
Unmetered	30,100	1.4008	1.4708	-	44,271	44,271
Bulk Water	29,568	4.620	4.8510	-	143,433	143,433
Penitentiary	-		-	-	-	-
	1,043,855		Total Town	-	1,635,247	1,635,247
W11 Starland/Munson*	87,350	1.279	1.343	-	117,311	117,311
W10 Kneehill/Churchill*	10,031	1.438	1.510	-	15,146	15,146
W12 Kneehill/Aqua7*	550,000	1.170	1.229	-	675,675	675,675
	1,691,236		Total Regional	-	808,132	808,132
			Total Water Consumption.	-	2,443,379	2,443,379
			Annual Totals	-	2,951,938	2,951,938

* Wholesale rates , DOES NOT INCLUDE LOCAL DISTRIBUTION COSTS. Demarc at edge of Town Limits

Alberta Utilities Commission Utility Pricing Model (Page 1)
Deficit

3,880,692
(928,754)

Consisting of:

Cash Expenditures
Amortization of Non Contributed Capital (Net Assets)
Return on Capital Investment

1,804,947
896,505
250,487
2,951,938

TOWN OF DRUMHELLER - WATER SYSTEM
A-Utility Rate Base

	Actual 2009	Actual 2010	Actual 2011	Budget 2012	Budget 2013	Budget 2014
1. Gross Plant In Service (Schedule "A-1")						
a) Opening Balance	35,085,163	38,046,569	39,221,779	41,199,508	48,240,359	56,051,024
b) Additions	2,822,488	1,949,476	1,839,649	7,109,131	7,480,465	5,375,000
c) Retirements	25,000	-	-	-	-	-
d) Closing Balance	38,046,569	39,221,779	41,199,508	48,240,359	56,051,024	61,426,024
2. Accumulated Depreciation (Schedule "A-2")						
a) Opening Balance	9,959,168	10,029,481	10,699,938	11,405,711	12,224,136	13,229,008
b) Additions	655,468	689,129	726,098	914,436	1,093,658	1,321,058
c) Retirements	25,000	-	-	-	-	-
d) Closing Balance	10,029,481	10,699,938	11,405,711	12,224,136	13,229,008	14,550,066
3. Net Plant In Service						
a) Opening Balance (Line 1. a) - Line 2. a))	25,125,995	28,017,088	28,521,841	29,793,797	36,016,223	42,822,016
b) Closing Balance (Line 1. d) - Line 2. d))	28,017,088	28,521,841	29,793,797	36,016,223	42,822,016	46,875,958
c) Total	53,143,083	56,538,928	58,315,638	65,810,020	78,838,238	89,697,974
d) Mid Year Balance	26,571,541	28,269,464	29,157,819	32,905,010	39,419,119	44,848,987
4. Necessary Working Capital						
a) Cash Expenses (Schedule "D")	1,564,642	1,683,670	1,613,365	1,978,356	2,085,913	1,804,947
b) One-Eighth of Cash Expenses	195,580	210,459	201,671	247,295	260,739	225,618
c) Prepaid Expenses	-	-	-	-	-	-
d) O&M Inventory	-	-	-	-	-	-
e) Necessary Working Capital (b+c+d)	195,580	210,459	201,671	247,295	260,739	225,618
5. Utility Rate Base @ Mid Year	26,767,122	28,479,923	29,359,490	33,152,305	39,679,858	45,074,605

TOWN OF DRUMHELLER - WATER SYSTEM
Capitalization, Cost of Capital and Return

Budget	2012	Mid-Year Capitalization	Capital Ratio Including NCC	Capital Ratio Excluding NCC	Notional Capital Structure	Rate Base	Cost Rate	Return
1. Long Term Debt (Schedule "B-1")		2,876,708	8.74%	18.33%	70.00%	2,876,708	4.68%	134,523
Deemed Debt								
Equity		12,815,980	38.95%	81.67%	30.00%	2,574,666	4.68%	120,399
3. Sub Total		15,692,688	47.69%	100.00%		2,336,303	8.75%	204,427
4. No-Cost Capital (Schedule "B-2")		17,212,322	52.31%			7,787,678	5.90%	459,349
5. Total (Schedule "A")		32,905,010	100.00%			17,212,322	0.00%	-
						25,000,000	1.84%	459,349
						=Utility Rate Base'aiAG25 = 57,187,376		
Budget	2013	Mid-Year Capitalization	Capital Ratio Including NCC	Capital Ratio Excluding NCC	Notional Capital Structure	Rate Base	Cost Rate	Return
Long Term Debt (Schedule "B-1")		2,751,054	6.98%	13.17%	70.00%	2,751,054	4.68%	128,639
Deemed Debt								
Equity		18,144,266	46.03%	86.83%	30.00%	12,058,188	4.68%	563,840
Sub Total		20,895,320	53.01%	100.00%		6,346,818	8.75%	555,347
No-Cost Capital (Schedule "B-2")		18,523,799	46.99%			21,156,059	5.90%	1,247,825
Total (Schedule "A")		39,419,119	100.00%			18,523,799	0.00%	-
						39,679,858	3.14%	1,247,825
						Utility Rate Base'aiak25 = 39,679,858		
Budget	2014	Mid-Year Capitalization	Capital Ratio Including NCC	Capital Ratio Excluding NCC	Notional Capital Structure	Rate Base	Cost Rate	Return
Long Term Debt (Schedule "B-1")		2,751,054	6.10%	13.76%	70.00%	2,751,054	4.68%	128,639
Deemed Debt								
Equity		17,242,198	38.25%	86.24%	30.00%	11,244,223	4.68%	525,779
Sub Total		19,993,252	44.36%	100.00%		5,997,976	8.75%	524,823
No-Cost Capital (Schedule "B-2")		25,081,353	55.64%			19,993,252	5.90%	1,179,241
Total (Schedule "A")		45,074,605	154.59%			25,081,353	0.00%	-
						45,074,605	2.62%	1,179,241
						Utility Rate Base'aiak25 =		

Agenda Item # 8.3.1

TOWN OF DRUMHELLER - WATER SYSTEM					
	A	B	A	AI	AK
1	Account		2012	2013	2014
2	Code		Budget	Budget	Budget
3	Water Works Administration				
4	1-1-4101-942	Transfer from Reserve	(250,000)	(250,000)	(250,000)
5	1-2-4101-111	Salary	90,000	92,664	109,258
6	1-2-4101-121	Wages	49,399	50,881	58,265
7	1-2-4101-151	Payroll Benefits	26,307	27,096	24,742
8	1-2-4101-152	Wellness Program	318	328	772
9	Interest	Interest lost from Regional Capital Investments		62,123	-
10	1-2-4101-212	Communication Equipment	6,300	6,500	6,700
11	1-2-4101-214	Conventions, Registration	2,000	2,000	2,000
12	1-2-4101-215	Postage	9,015	9,352	9,678
13	1-2-4101-216	Telephone, Telegraph	23,690	24,401	25,133
14	1-2-4101-217	Travel and Subsistence	3,000	3,000	3,000
15	1-2-4101-218	T.W.A.C.S. Reading Service	10,000	10,000	10,000
16	1-2-4101-221	Advertising and Promotion	2,500	2,500	2,500
17	1-2-4101-222	Memberships, Subscriptions	1,350	1,386	1,423
18	1-2-4101-234	Education	6,000	6,000	6,000
19	1-2-4101-239	Other Professional	8,000	8,000	8,000
20	1-2-4101-252	Repairs: Equipment	-	-	-
21	1-2-4101-255	Capital Reinvestment	250,000	250,000	250,000
22	1-2-4101-262	Rental: Equipment	-	-	-
23	1-2-4101-272	Insurance and Bond Premiums	57,680	59,380	61,130
24	1-2-4101-291	Other General Services	12,450	12,500	12,500
25	1-2-4101-295	Project: (specify)	-	-	-
26	1-2-4101-514	Rebate Program	7,500	7,500	7,500
27	1-2-4101-515	Stationery, Office Supplies	4,300	4,300	4,300
28	1-2-4101-519	Other General Supplies	-	-	-
29	1-2-4101-761	Contributed to Capital	440,134	440,134	480,134
30	1-2-4101-911	Rebates	-	-	-
31	1-2-4101-926	Uncollectible Accounts	40,000	40,000	40,000
32	1-2-4101-930	Amortization Expense	-	-	-
33	1-2-4101-961	Transfer to General	170,000	170,000	170,000
34	1-2-4101-962	Transfer to Computer	8,000	8,000	14,000
35	1-2-4101-963	Transfer to Policing	1,200	1,200	1,200
36					
37					
38		Subtotal	979,143	1,049,245	1,058,235
39	River Intake Pump Station				
40	1-2-4102-111	Salary	-	-	-
41	1-2-4102-121	Wages - Own Staff	9,046	9,317	8,039
42	1-2-4102-122	Wages: Equipment Repair	-	-	-
43	1-2-4102-151	Payroll Benefits	1,579	1,626	1,146
44	1-2-4102-241	Janitorial Services & Supplies	170	170	170
45	1-2-4102-251	Repairs: Buildings	700	700	700
46	1-2-4102-252	Repairs: Equipment	1,000	1,000	1,000
47	1-2-4102-253	Repairs: Other	200	200	200
48	1-2-4102-254	Repairs: Structures	7,450	7,525	7,525
49	1-2-4102-291	Other General Services	18,975	19,275	19,275
50	1-2-4102-519	Other General Supplies	-	-	-
51	1-2-4102-524	Consumable, Small Tools	280	280	280
52	1-2-4102-531	Chemicals and Salts	9,000	9,200	9,200
53	1-2-4102-541	Utilities: Electricity	26,400	27,325	23,905
54	1-2-4102-542	Utilities: Gas	2,000	2,072	1,170
55					
56		Subtotal	76,600	78,690	72,610
57	Low Lift Pump Station				
58	1-2-4103-111	Salary	-	-	-
59	1-2-4103-121	Wages - Own Staff	3,098	3,191	5,273
60	1-2-4103-122	Wages: Equipment Repair	-	-	-
61	1-2-4103-151	Payroll Benefits	430	443	1,019
62	1-2-4103-251	Repairs: Buildings	650	650	650
63	1-2-4103-252	Repairs: Equipment	1,425	1,450	1,450
64	1-2-4103-253	Repairs: Other	250	300	300
65	1-2-4103-254	Repairs: Structures	1,025	1,025	1,025
66	1-2-4103-291	Other General Services	8,000	8,350	5,750
67	1-2-4103-519	Other General Supplies	925	950	950
68	1-2-4103-542	Utilities: Gas	1,035	1,071	1,158
69					
70		Subtotal	16,838	17,430	17,575

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TOWN OF GRUMHELLER - WATER SYSTEMS					
	A	B	AI	AK	
1	Account	Cash Operating Expenses	2012	2013	2014
2	Code		Budget	Budget	Budget
71	Raw Water Reservoir				
72	1-2-4104-111	Salary	-	-	-
73	1-2-4104-121	Wages - Own Staff	5,349	5,509	2,327
74	1-2-4104-122	Wages: Equipment Repair	-	-	-
75	1-2-4104-151	Payroll Benefits	677	697	374
76	1-2-4104-252	Repairs: Equipment	600	600	600
77	1-2-4104-254	Repairs: Structures	5,500	5,500	4,500
78	1-2-4104-291	Other General Services	152,825	152,875	6,875
79	1-2-4104-519	Other General Supplies	5,625	5,625	5,625
80		Subtotal	170,576	170,806	20,301
81	Purification and Treatment				
82	1-1-4105-942	Transfer from Reserve	(29,700)	(1,000)	(15,000)
83	1-2-4105-111	Salaries	29,402	30,284	32,962
84	1-2-4105-121	Wages - Own Staff	225,000	231,800	227,258
85	1-2-4105-122	Wages: Equipment Repair	-	-	-
86	1-2-4105-151	Payroll Benefits	48,644	50,103	41,802
87	1-2-4105-152	Wellness Program	937	965	-
88	1-2-4105-216	Telephone	4,326	4,456	4,590
89	1-2-4105-221	Advertising and Promotion	400	450	450
90	1-2-4105-222	Municipal Membership Fees	675	675	675
91	1-2-4105-241	Janitorial Services & Supplies	5,625	5,675	5,675
92	1-2-4105-251	Repairs: Buildings	5,350	6,150	6,150
93	1-2-4105-252	Repairs: Equipment	4,200	2,850	3,000
94	1-2-4105-253	Repairs: Other	5,125	5,675	8,225
95	1-2-4105-254	Repairs: Structures	32,525	32,575	32,625
96	1-2-4105-255	Capital Re-Investment	29,700	1,000	15,000
97	1-2-4105-291	Other General Services	85,195	87,445	87,445
98	1-2-4105-511	Safety Materials	2,375	2,425	2,425
99	1-2-4105-519	Other General Supplies	600	650	650
100	1-2-4105-521	Fuel, Oil, Grease	9,000	9,328	9,328
101	1-2-4105-524	Consumable, Small Tools	1,000	1,000	1,000
102	1-2-4105-531	Chemicals and Salts	217,100	218,200	230,700
103	1-2-4105-541	Utilities: Electricity	165,000	170,760	102,000
104	1-2-4105-542	Utilities: Gas	48,000	49,703	25,455
105	1-2-4105-831	Debtenture Interest	91,808	87,671	83,324
106	1-2-4105-832	Debtenture Principal	81,719	55,856	90,202
107		Subtotal	1,064,006	1,064,896	994,141
108	Transmission and Distribution				
109	1-1-4106-942	Transfer from Reserve	(7,000)	(19,500)	(7,000)
110	1-2-4106-111	Salaries	22,051	22,713	24,722
111	1-2-4106-121	Wages - Own Staff	175,000	180,300	175,853
112	1-2-4106-122	Wages: Equipment Repair	-	-	-
113	1-2-4106-151	Payroll Benefits	40,231	41,438	39,543
114	1-2-4106-152	Wellness Program	582	599	-
115	1-2-4106-251	Repairs: Buildings	1,000	1,100	1,100
116	1-2-4106-252	Repairs: Equipment	23,850	21,750	21,750
117	1-2-4106-253	Repairs: Other	-	-	-
118	1-2-4106-254	Repairs: Structures	57,850	59,150	59,150
119	1-2-4106-255	Capital Reinvestment	7,000	19,500	7,000
120	1-2-4106-291	Other General Services	46,700	48,150	48,150
121	1-2-4106-511	Safety Materials	3,700	3,700	3,700
122	1-2-4106-519	Other General Supplies	3,400	3,550	3,550
123	1-2-4106-521	Fuel, Oil, Grease	44,720	46,509	46,509
124	1-2-4106-524	Consumable, Small Tools	3,500	3,500	3,500
125	1-2-4106-535	Sand and Gravel	4,000	7,000	7,000
126	1-2-4106-541	Utilities: Electricity	26,000	26,906	29,526
127	1-2-4106-542	Utilities: Gas	2,070	2,142	1,692
128	1-2-4106-769	Contributed to TCA	-	-	-
129	1-2-4106-831	Debtenture Interest	58,516	61,815	59,292
130	1-2-4106-832	Debtenture Principal	48,654	58,672	61,197
131		Subtotal	559,824	588,994	586,234
132					
133		Total Water System Operating Expenses	2,867,187	2,990,061	2,749,096
134	NonExpense	Non Cash Operating Expenses	888,631	904,148	944,149
135	NetExpense	Net Cash Operating Expenses	1,978,356	2,085,913	1,804,947
136					
137		Considered as Non Cash Operating Expense			
138		Debtenture Interest	148,324	149,486	142,616
139		Debtenture Principal	130,373	144,528	151,399
140		Transfer to Reserves	440,134	440,134	480,134
141		Transfer to General Revenue	170,000	170,000	170,000
142		Amortization Schedule	-	-	-
143			888,631	904,148	944,149

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TOWN OF DRUMHELLER - WASTEWATER SYSTEM Utility Revenue Requirements

	A	B	C	D	AE	AF	AG	AH	AI
1									
2					2012		2013		2014
3					Budget		Budget		Budget
4									
5	1.	Cash Operating Expenses			1,091,746		1,124,960		1,112,315
6									
7	2.	Non-Cash Expenses							
8	a)	Depreciation			474,926		570,584		574,253
9	b)	Amortization of NCC			(425,506)		(434,159)		(444,476)
10	c)	Total			49,419		136,425		129,777
11									
12	3.	Return			1,289,922		1,597,400		1,626,940
13									
14	4.	Gross Revenue Requirement			2,431,088		2,858,785		2,869,032
15									
16	5.	Revenues @ Actual/Budgeted Rates							
17									
18	a)	Sewer Revenue			1,512,399		1,628,675		1,947,000
19	b)	Custom Work			12,000		12,000		12,000
20	c)	Penalties on Sewer			10,000		10,000		10,000
21	d)	Interest on Investments			-		-		-
22	e)	Interest Stabilization			-		-		-
23	f)	Total			1,534,399		1,650,675		1,969,000
24									
25	6.	Surplus (Deficiency) @ Actual			(896,689)		(1,208,110)		(900,032)
26									
27	7.	Revenues @ Breakeven/Proposed Rates							
28									
29	a)	Sewer Revenue			2,409,088		2,836,785		2,847,032
30	b)	Custom Work			12,000		12,000		12,000
31	c)	Penalties on Sewer			10,000		10,000		10,000
32	d)	Interest on Investments			-		-		-
33	e)	Interest Stabilization			-		-		-
34	f)	Total			2,431,088		2,858,785		2,869,032
35									
36	8.	Surplus (Deficiency) @ Breakeven			-		-		-
37									
38									
39					-13.3%		3.0%		-1.1%
40					22.2%		17.6%		0.4%

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	A	B	C	D	E	F	G	H	I
1	Town of Drumheller								
2	Summary of Sewer Rates					1%=	1Mo=		
3			Rate Increase	3.00%		19,777	4,957		
4		Number of months at the new rate		12					
5									
6	Base Rates		Count per	Premiums		Charges 2014			
7			Month	Old Rate	New Rate	Old Rates	New Rates	Total	
8	Group 1	2,727	11.50	11.85	-	387,779.40	387,779		
9	Group 2	80	77.00	79.31	-	76,137.60	76,138		
10	Group 3	10	278.00	286.34	-	34,360.80	34,361		
11	Group 4	-	927.00	954.81	-	-	-		
12	Base w/o water	130	33.50	34.51	-	53,835.60	53,836		
13		2,947			-	552,113	552,113		
14									
15	Metered Rates		2013 Annual	Premiums		Charges 2014			
16		Consump 80%	Old Rate	New Rate	Old Rates	New Rates	Total		
17	Commercial	277,668	1.8500	1.9055	-	529,096	529,096		
18	Residential	470,146	1.8500	1.9055	-	895,863	895,863		
19	Town Metered	31,526	1.8500	1.9055	-	60,073	60,073		
20		779,340			Total Town	-	1,485,032	1,485,032	
21					Annual Totals	-	2,037,145	2,037,145	
22									
23									
24									
25	Alberta Utilities Commission Utility Pricing Model (Page 1)							2,869,032	
26	Deficit							(831,886)	
27									
28	Consisting of:								
29	Cash Expenditures							1,112,315	
30	Amortization of Non Contributed Capital (Net Assets)							444,476	
31	Return on Capital Investment							480,355	
32								2,037,145	
33									
34									
35									
36									

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	A	B	C	D	E	F	G	H	I
1	Town of Drumheller								
2	Summary of Sewer Rates								
3			Rate Increase	5.00%	1% =	1Mo =			
4			Number of months at the new rate	12	19,777	8,254			
5									
6	Base Rates		Count per	Premiums		Charges 2014			
7			Month	Old Rate	New Rate	Old Rates	New Rates	Total	
8	Group 1		2,727	11.50	12.08	-	395,305.92	395,306	
9	Group 2		80	77.00	80.85	-	77,616.00	77,616	
10	Group 3		10	278.00	291.90	-	35,028.00	35,028	
11	Group 4		-	927.00	973.35	-	-	-	
12	Base w/o water		130	33.50	35.18	-	54,880.80	54,881	
13			2,947			-	562,831	562,831	
14									
15	Metered Rates		2013 Annual	Premiums		Charges 2014			
16			Consump 80%	Old Rate	New Rate	Old Rates	New Rates	Total	
17	Commercial		277,668	1.8500	1.9425	-	539,370	539,370	
18	Residential		470,146	1.8500	1.9425	-	913,259	913,259	
19	Town Metered		31,526	1.8500	1.9425	-	61,239	61,239	
20			779,340			-	1,513,868	1,513,868	
21					Total Town	-	1,513,868	1,513,868	
22					Annual Totals	-	2,076,699	2,076,699	
23									
24									
25	Alberta Utilities Commission Utility Pricing Model (Page 1)							2,869,032	
26	Deficit							<u>(792,333)</u>	
27									
28	Consisting of:								
29	Cash Expenditures							1,112,315	
30	Amortization of Non Contributed Capital (Net Assets)							444,476	
31	Return on Capital Investment							519,908	
32								<u>2,076,699</u>	
33									
34									
35									
36									

**TOWN OF DRUMHELLER - WASTEWATER SYSTEM
Utility Rate Base**

	Budget 2012	Budget 2013	Budget 2014
1. Gross Plant in Service			
a) Opening Balance	39,527,282	41,127,868	41,589,364
b) Additions	1,689,500	461,496	550,214
c) Retirements	<u>(88,914)</u>	<u>-</u>	<u>-</u>
d) Closing Balance	41,127,868	41,589,364	42,139,578
2. Accumulated Depreciation			
a) Opening Balance	2,951,300	3,426,226	3,996,810
b) Additions	563,840	570,584	574,253
c) Retirements	<u>(88,914)</u>	<u>-</u>	<u>-</u>
d) Closing Balance	3,426,226	3,996,810	4,571,063
3. Net Plant in Service			
a) Opening Balance	36,575,982	37,701,642	37,592,553
b) Closing Balance	<u>37,701,642</u>	<u>37,592,553</u>	<u>37,568,515</u>
c) Total	74,277,624	75,294,195	75,161,068
d) Mid Year Balance	37,138,812	37,647,098	37,580,534
4. Necessary Working Capital			
a) Cash Operating Expenses	1,091,746	1,124,960	1,112,315
b) One-Eighth Thereof	136,468	140,620	139,039
c) Prepaid Expenses	-	-	-
d) O&M Inventory	<u>-</u>	<u>-</u>	<u>-</u>
e) Necessary Working Capital	136,468	140,620	139,039
5. Utility Rate Base @ Mid Year	<u><u>37,275,280</u></u>	<u><u>37,787,718</u></u>	<u><u>37,719,574</u></u>

2011	Mid-Year Capitalization	Capital Ratio Including NCC	Capital Ratio Excluding NCC	Notional Capital Structure	Rate Base	Cost Rate	Return
1. Long Term Debt Deemed Debt	3,441,605	-230.43%	30.28%	70.00%	3,441,605	4.46%	153,620
2. Equity	10,477,111	-701.48%	92.16%	30.00%	4,222,817	8.75%	369,496
3. Sub Total	13,918,715	47.86%	122.44%		14,076,057	5.83%	821,258
4. No-Cost Capital	15,166,015	52.14%			15,166,015	0.00%	-
5. Total	29,084,730	100.00%			29,242,071	2.81%	821,258
2012	Mid-Year Capitalization	Capital Ratio Including NCC	Capital Ratio Excluding NCC	Notional Capital Structure	Rate Base	Cost Rate	Return
1. Long Term Debt Deemed Debt	3,294,275	-220.56%	28.98%	70.00%	3,294,275	4.48%	147,443
2. Equity	18,604,341	-1245.63%	163.66%	30.00%	12,130,284	4.65%	564,058
3. Sub Total	21,898,616	58.96%	192.64%		5,610,525	8.75%	578,421
4. No-Cost Capital	15,240,196	41.04%			22,035,084	5.85%	1,289,922
5. Total	37,138,812	100.00%			15,240,196	0.00%	-
					37,275,280	3.46%	1,289,922
2013	Mid-Year Capitalization	Capital Ratio Including NCC	Capital Ratio Excluding NCC	Notional Capital Structure	Rate Base	Cost Rate	Return
1. Long Term Debt	3,165,221	8.41%	14.16%	70.00%	22,489,855	4.48%	1,007,041
2. Equity	19,184,014	50.96%	85.84%	30.00%	6,746,956	8.75%	590,359
3. Sub Total	22,349,235	59.37%	100.00%		22,489,855	7.10%	1,597,400
4. No-Cost Capital	15,297,863	40.63%			15,297,863	0.00%	-
5. Total	37,647,098	100.00%			37,787,718	4.23%	1,597,400
2014	Mid-Year Capitalization	Capital Ratio Including NCC	Capital Ratio Excluding NCC	Notional Capital Structure	Rate Base	Cost Rate	Return
1. Long Term Debt	3,137,920	8.32%	13.73%	70.00%	22,861,028	4.49%	1,026,938
2. Equity	19,723,108	52.29%	86.27%	30.00%	6,858,308	8.75%	600,102
3. Sub Total	22,861,028	60.61%	100.00%		22,861,028	7.12%	1,626,940
4. No-Cost Capital	14,858,545	39.39%			14,858,545	0.00%	-
5. Total	37,719,574	100.00%			37,719,574	4.31%	1,626,940

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	A	B	C	T	U	M	W	X	Y
1	Account				2012		2013		2014
2	Code				Budget		Budget		Budget
3	Administration - Drumheller								
4	1-2-4201-111	Salaries			88,794		91,458		109,258
5	1-2-4201-121	Wages - Own Staff			42,995		44,285		50,086
6	1-2-4201-151	Benefits			25,519		26,285		24,542
7	1-2-4201-152	Wellness Program			318		328		662
8	1-2-4201-212	Communication System			10,300		10,800		11,300
9	1-2-4201-214	Conventions, Registrations			1,500		1,500		1,500
10	1-2-4201-215	Postage			9,015		9,352		9,678
11	1-2-4201-216	Telephone, Telegraph			5,400		5,567		5,739
12	1-2-4201-217	Travel and Subsistence			2,000		2,000		2,000
13	1-2-4201-221	Advertising and Promotion			2,500		2,500		2,500
14	1-2-4201-234	Education			2,000		2,000		2,000
15	1-2-4201-239	Other Professional			1,000		1,000		1,000
16	1-2-4201-252	Repairs: Equipment			-		-		-
17	1-2-4201-262	Rental/Lease: Equipment/Furnishings			-		-		-
18	1-2-4201-272	Insurance and Bond Premiums			47,380		48,740		50,140
19	1-2-4201-291	Other General Services			2,700		2,800		2,800
20	1-2-4201-514	Rebate Program			7,500		7,500		7,500
21	1-2-4201-515	Stationery, Office Supplies			-		-		-
22	1-2-4201-519	Other General Supplies			-		-		-
23	1-2-4201-761	Contributed to Capital Reserves			96,723		96,723		421,692
24	1-2-4201-831	Debenture Interest			-		-		-
25	1-2-4201-832	Debenture Principle			-		-		-
26	1-2-4201-911	Rebates			-		-		-
27	1-2-4201-926	Uncollectable Accounts			18,000		18,000		18,000
28	1-2-4201-930	Amortization Expense			394,361		-		-
29	1-2-4201-961	Transfer to Computer Services			8,000		8,000		8,000
30	1-2-4201-962	Transfer to General			70,000		70,000		76,000
31	1-2-4201-963	Transfer to Policing			800		800		800
32	1-2-4201-993	Loss on Disposal of Asset			-		-		-
33									
34									
35		Subtotal			836,805		449,638		805,197
36	Administration - Rosedale								
37	1-2-4202-111	Salaries			-		-		-
38	1-2-4202-151	Payroll Benefits			-		-		-
39	1-2-4202-214	Conventions, Registrations			-		-		-
40	1-2-4202-215	Postage			-		-		-
41	1-2-4202-216	Telephone, Telegraph			-		-		-
42	1-2-4202-272	Insurance and Bond Premiums			-		-		-
43	1-2-4202-291	Other General Services			-		-		-
44	1-2-4202-761	Contributed to Capital Reserves			-		-		-
45	1-2-4202-831	Debenture Interest			-		-		-
46	1-2-4202-832	Debenture Principle			-		-		-
47	1-2-4202-926	Uncollectable Accounts			-		-		-
48		Subtotal			-		-		-
49	Administration - East Coulee								
50	1-2-4203-111	Salaries			-		-		-
51	1-2-4203-151	Payroll Benefits			-		-		-
52	1-2-4203-215	Postage			-		-		-
53	1-2-4203-216	Telephone, Telegraph			-		-		-
54	1-2-4203-272	Insurance and Bond Premiums			2,678		2,758		2,841
55	1-2-4203-291	Other General Services			-		-		-
56	1-2-4203-761	Contributed to Capital Reserves			13,877		13,877		13,877
57	1-2-4203-831	Debenture Interest			-		-		-

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TOWN OF DRUMHELLER - WASTEWATER SYSTEM CASH OPERATING EXPENSES

	A	B	C	T	U	M	W	X	Y
1	Account				2012		2013		2014
2	Code				Budget		Budget		Budget
58	1-2-4203-832	Debenture Principle			-		-		-
59	1-2-4203-926	Uncollectable Accounts			-		-		-
60					-		-		-
61					-		-		-
62		Subtotal			18,555		16,635		16,718
63	Sewage Collection - Drumheller								
64	1-2-4211-111	Salaries			22,051		22,713		24,722
65	1-2-4211-121	Wages - Own Staff			68,000		67,900		65,946
66	1-2-4211-122	Wages - Equipment Repair			-		-		-
67	1-2-4211-151	Payroll Benefits			16,511		17,006		16,589
68	1-2-4211-152	Wellness Program			-		-		-
69	1-2-4211-241	Janitorial Services			2,000		2,000		2,000
70	1-2-4211-251	Repairs: Buildings			6,250		6,500		6,500
71	1-2-4211-252	Repairs: Equipment			30,350		33,350		36,350
72	1-2-4211-253	Repairs: Other			3,250		3,250		3,250
73	1-2-4211-254	Repairs: Structures			32,950		33,450		33,450
74	1-2-4211-255	Capital Reinvestment			58,000		62,500		67,000
75	1-2-4211-291	Other General Services			74,000		74,850		74,850
76	1-2-4211-511	Safety Materials			1,000		1,000		1,000
77	1-2-4211-519	Other General Supplies			1,200		1,200		1,200
78	1-2-4211-521	Fuel, Oil, Grease			20,000		22,000		22,000
79	1-2-4211-524	Consumables, Small Tools			2,000		2,000		2,000
80	1-2-4211-531	Chemicals and Salts			10,000		10,500		10,500
81	1-2-4211-535	Sand and Gravel			4,000		4,500		4,500
82	1-2-4211-541	Utilities :Electricity			72,450		74,986		48,142
83	1-2-4211-542	Utilities: Gas			9,100		9,420		13,194
84	1-2-4211-831	Debenture Interest			20,185		19,322		18,417
85	1-2-4211-832	Debenture Principal			17,190		18,052		18,959
86					-		-		-
87									
88		Subtotal			468,487		486,499		470,549
89	Sewage Collection - East Coulee								
90	1-2-4213-111	Salaries			12,620		12,999		7,743
91	1-2-4213-121	Wages - Own Staff			-		-		-
92	1-2-4213-122	Wages - Equipment Repair			-		-		-
93	1-2-4213-151	Payroll Benefits			1,831		1,886		1,589
94	1-2-4213-216	Telephone, telegraph			-		-		-
95	1-2-4213-251	Repairs: Building			500		500		500
96	1-2-4213-252	Repairs: Equipment			1,700		1,700		1,700
97	1-2-4213-253	Repairs: Other			250		250		250
98	1-2-4213-254	Repairs: Structures			1,800		1,850		1,850
99	1-2-4213-291	Other General Services			8,550		8,900		8,900
100									
101		Subtotal			27,251		28,085		22,532
102	Sewage Treatment - Drumheller								
103	1-2-4221-111	Salaries			-		-		-
104	1-2-4221-121	Wages - Equipment Repair			122,000		125,600		79,749
105	1-2-4221-122	Wages: Equipmwnt Repair			-		-		-
106	1-2-4221-128	Wages - Detailed (CCI) 2006			-		-		-
107	1-2-4221-131	Wages - Sewage Lagoons			-		-		-
108	1-2-4221-132	Wages - Sewage Plant			269		277		-
109	1-2-4221-151	Payroll Benefits			15,902		16,379		13,333
110	1-2-4221-216	Telephone, Telegraph			9,580		9,867		10,163
111	1-2-4221-241	Janitorial Services			1,500		1,500		1,500
112	1-2-4221-251	Repairs: Building			2,500		2,500		2,500

Agenda Item # 8.3.1

TOWN OF DRUMHELLER - WASTEWATER SYSTEM CASH OPERATING EXPENSES

	A	B	C	T	U	M	W	X	Y
1	Account				2012		2013		2014
2	Code				Budget		Budget		Budget
113	1-2-4221-252	Repairs: Equipment			3,700		2,700		2,700
114	1-2-4221-253	Repairs: Other			4,000		4,250		4,250
115	1-2-4221-254	Repairs: Structures			19,950		21,450		21,450
116	1-2-4221-255	Capital Reinvestment			-		-		-
117	1-2-4221-291	Other General Services			22,700		23,050		23,050
118	1-2-4221-511	Safety Materials			1,150		1,150		1,150
119	1-2-4221-519	Other General Supplies			1,500		1,750		1,750
120	1-2-4221-521	Fuel, Oil, Grease			-		-		-
121	1-2-4221-524	Consumables, Small Tools			500		500		500
122	1-2-4221-531	Chemicals and Salts			14,000		14,000		14,000
123	1-2-4221-538	Other Construction Materials			-		-		-
124	1-2-4221-541	Utilities: Electricity			96,000		99,333		141,497
125	1-2-4221-542	Utilities: Gas			21,735		22,496		13,279
126	1-2-4221-543	Utilities: Water			-		-		-
127	1-2-4221-831	Debenture Interest			120,866		170,994		164,727
128	1-2-4221-832	Debenture Principal			103,812		136,747		143,013
129									
130									
131		Subtotal			561,664		654,543		638,611
132	Sewage Treatment - East Coulee								
133	1-2-4223-111	Salaries			-		-		-
134	1-2-4223-121	Wages - Own Staff			27,078		27,890		29,777
135	1-2-4223-122	Wages - Equipment Repair			-		-		-
136	1-2-4223-151	Payroll Benefits			4,613		4,751		4,593
137	1-2-4223-216	Telephone, Telegraph			800		825		850
138	1-2-4223-251	Repairs: Buildings			4,500		4,500		4,500
139	1-2-4223-252	Repairs: Equipment			800		800		800
140	1-2-4223-253	Repairs: Other			-		-		-
141	1-2-4223-254	Repairs: Structures			9,700		9,700		9,700
142	1-2-4223-255	Capital Reinvestment			-		3,000		-
143	1-2-4223-291	Other General Services			7,200		7,450		7,450
144	1-2-4223-511	Safety Materials			600		600		600
145	1-2-4223-519	Other General Supplies			-		-		-
146	1-2-4223-521	Fuel, Oil and Grease			6,032		6,273		6,273
147	1-2-4223-524	Consumables, Small Tools			200		200		200
148	1-2-4223-531	Chemicals and Salts			5,500		5,500		10,500
149	1-2-4223-538	Other Construction Materials			-		-		-
150	1-2-4223-541	Utilities: Electricity			5,175		5,356		6,155
151	1-2-4223-542	Utilities: Gas			3,800		3,930		995
152					-		-		-
153		Subtotal			75,998		80,775		82,393
154									
155		Total Wastewater System Expenses			1,986,760		1,716,175		2,036,000
156		Non Cash Operating Expenses			895,014		591,215		923,685
157		Net Cash Operating Expenses			1,091,746		1,124,960		1,112,315
158									
159									
160									
161									
162									
163									
164									

Reserve Analysis		2013	2013	2013	2013	GL
		Opening	Contributions	Expenditures	Closing	Actual
		(133,305)	253,991	601,431	(480,745)	(480,745)
1-4-0001-761	Reserve: General Capital (F32)	-	-	-	-	-
1-4-0002-761	Reserve: Parking (F31)	-	-	-	-	-
1-4-0003-761	Reserve: Equipment (F31)	1,015,052	317,857	39,695	1,293,214	1,293,214
1-4-0004-761	Reserve: Buildings (F31)	2,238,427	440,316	335,777	2,342,966	2,342,966
1-4-0005-761	Reserve: Offsite (F41)	363,680	3,654	-	367,333	367,333
1-4-0006-761	Reserve: Water (F41)	485,390	772,340	282,094	975,636	975,636
1-4-0007-761	Reserve: Sewer (F42)	1,290,192	603,450	59,682	1,833,961	1,833,961
1-4-0008-761	Reserve: Contingencies (F97)	1,492,202	299,003	157,064	1,634,142	1,634,142
1-4-0009-761	Reserve: Land (F66)	(101,381)	(1,018)	2,500	(104,900)	(104,900)
1-4-0010-761	Reserve: Computers	-	-	-	-	-
1-4-0011-761	Reserve: 'Municipal Reserve' Properties	2,316	23	-	2,339	2,339
1-4-0012-761	Reserve: Legacy Bldg (Debenture Pmnts)	-	-	182,871	(182,871)	(182,871)
0-0-0000-000	BCF Fundraising	-	-	-	-	-
total standing reserves		6,652,574	2,689,615	1,661,113	7,681,075	7,681,075
1-4-0041-763	Reserve: Muni-Software (F12)	-	-	-	-	-
1-4-0042-763	Reserve: Muni-Communications (F12)	-	-	-	-	-
1-4-0044-763	Reserve: Ctep-2 Arena (F72)	-	-	-	-	-
1-4-0045-763	Reserve: Secondary Improve (F32)	-	-	-	-	-
total project reserves		-	-	-	-	-
1-4-0021-762	Reserve: Transportation F32 (Long Term)	240,478	-	-	240,478	240,478
1-4-0022-762	Reserve: Equipment F31 (Long Term)	466,146	-	-	466,146	466,146
1-4-0023-762	Reserve: Building F31 (Long Term)	548,407	-	-	548,407	548,407
1-4-0024-762	Reserve: Contingency F97 (Long Term)	904,872	-	-	904,872	904,872
total long term reserves		2,159,904	-	-	2,159,904	2,159,904
Total Capital Reserves		8,812,477	2,689,615	1,661,113	9,840,979	9,840,979



DRUMHELLER

COMMUNITY SERVICES



Agenda Item # 8.4.1

MEMO

Date: December 13, 2013

To: Ray Romanetz, CAO	CC: Mayor and Council
From: Paul Salvatore, Director	Department: Community Services
Subject: Business License Recommendations and Update	

At the Council meeting of December 2, 2013 Council discussed potential amendments to the Business License fee schedule. As a result of the discussion I have prepared this summary of work that has already been undertaken by our Supervisor of Community Enforcement – Greg Peters, our Development Officer – Cindy Woods and myself – to this point.

Background

Bylaw 04.09 the Business License Bylaw serves the purpose of providing an administrative framework for the sales and enforcement of business licenses in the Town of Drumheller. The bylaw identifies various classes of licenses and the affiliated policies. The bylaw guides the basic principle that businesses should generally be required to hold an annual license so long as they conduct business within our municipal jurisdiction.

The bylaw also contains sections that guide on the timing for the collection of fees and where necessary, the process for the enforcement of penalties for those that fail to pay for their annual license.

Fees are currently classified into a number of categories as follows

Resident	Hawker Peddler
Non-Resident	Home Occupation
Transient Merchant	

Following our initial review we would like to call attention to a number of business license classifications that should be added, or better defined in a future draft of this bylaw.

Proposed Changes in the business license classifications

Busker	Festival (revised)
Special Event	Trade Show / Public Market

Transient Merchant (revised definition)

Mobile Vendor Cart (Private Property)

Not for profit business

Hawker / Peddler (revised)

Street Vendor (revised)

Home Occupation (revised)

Mobile Vendor Cart (on Town Property)

Pawn Broker

Fee Comparison

The attached – table compares the Town of Drumheller's current business license rates with those of many other comparable communities in the Province of Alberta. The Town budgeted a target of \$150,000 in business license revenue in 2013. We are currently just above that number – due to diligent follow-up of our staff over the past 11 months. We feel that it would be realistic to increase the total amount of revenues collected in the future – once modifications to the current bylaw are implemented.

Summary

Our current business license bylaw requires significant revision and Administration continues to work on the necessary changes to revise the bylaw for Council's review in the new year. Our current business license rates have been well established and we depend on the revenues generated through our business license system to support the services that we provide as a municipality.

Recommendation

It is important to quickly move forward with license rates that can be applied early in the new year. Our suggestion would be to apply the same rates in 2014 as were adopted in 2013 while Administration continues to work on refinements to the Business License Bylaw. A presentation of the new Bylaw would take place early in January 2014. A revised bylaw will enable our staff to do a better job of managing our business license processes (ie. Enforcement and compliance).

During the review of the new Bylaw, Council may then also make any adjustments to the rates (if desired) and any such adjustments to the rates would be made in the context of the overall operating budget.

Respectfully submitted,



Agenda Item # 8.4.1

BUSINESS LICENSE REVIEW- MARCH 2013/ ANNUAL FEES UNLESS OTHERWISE NOTED EFFECTIVE JANUARY 2013

	RESIDENT	NON-RESIDENT	HOME OCCUP.	HAWKER-MTH/YEAR	CONTRACTOR
DRUMHELLER	238.21	477.50	238.21	239.00/716.43	477.50
REDCLIFF	55.00	330.00	82.50	55.00 WK/330.00 YR	75.00
FORT MACLEOD	50.00	225.00	175.00	125.00 DAY/325.00	225.00
WESTLOCK	100.00	200.00		35.00 DAY/200.00	300.00
MED. HAT	77.70	669.90	77.70	149.10 YR NON RES	
				1477.35 YR NON RES CO	149.10
WETASKIWIN	100.00	200.00	100.00	200.00 YR	
WAINWRIGHT	100.00	200.00	150.00	50.00 WK	
FORT SASK	90.00	300.00	90.00	100.00 DAY/300.00 YR	
DEVON	150.00	300.00	150.00	30.00 DAY	250.00
ST. ALBERT	127.30	618.00	123.60		
LACOMBE	VARIES	103.00 TO 1066.00	103.00	51.00 DAY	177.00
BROOKS	120.00	550.00	120.00	550.00 YR	
CAMROSE	125.00	250.00	180.00/40.00		
STETTLER	125.00	325.00	75.00	100.00 DAY	325.00
OLDS	100.00	200.00	100.00	25.00 WK	
INNISFAIL	75.00	175.00	75.00	375.00 YR	
AIRDRIE	100.00	200.00	100.00	50.00 3 DAYS	200.00
STRATHMORE	100.00	200.00	100.00	150.00 YR	750.00
	YR/75.00 FOR 3 DAYS/150.00 FOR 3 MONTHS				
CALGARY	161.00	796.00	161.00	161.00 YR	161.00

-Drumheller and Brooks stipulate a category of "Transient Merchant" with yearly fees of \$1159.50(Drum) and \$1020.00(Brooks)

-if a category is blank that information was not available



DRUMHELLER

COMMUNITY SERVICES



MEMO

Date: December 13, 2013

To: Ray Romanetz, CAO	CC: Mayor and Council
From: Paul Salvatore, Director	Department: Community Services
Subject: Managing Historic Places - Heritage Designation Update	

Drumheller's Heritage Inventory was completed in 2012 and as a follow-up to the completion of the inventory the Community Services department has continued to research options for the future implementation of a Heritage Designation process for the Town.

Our efforts have included a review of several municipal heritage management plans and bylaws geared toward finding a solution that could be easily managed by our staff in-house. Following our initial review – and reference to the Municipal Heritage Partnership Program (managed by the province through the Alberta Historical Resources Act) we have determined that it would be unrealistic to expect that all properties identified in our Heritage Inventory (50 in total) could be designated under one bylaw.

We believe that this would be unrealistic, due to a number of issues that Council must address in relation to:

1. Compensation (that should be negotiated) to property owners in recognition of restrictions that can be placed on properties that are designated as having heritage significance. Council needs to provide direction to Administration – on the terms of support for compensation that property owners should receive in return for their participation as a 'steward' of a heritage property.
2. The development of individual bylaws for each property that would receive municipal heritage designation. These could be developed in cooperation with and by recommendation of the Heritage Task Force.
3. The extend of resources (staff time and potential cost of engaging consultants) for the purpose of implementing a municipal heritage designation program. This type of program (if done out of house) would require an additional \$50,000 if conducted by a professional consultant.

Alternatives

The City of Red Deer – applies a more flexible heritage preservation strategy – which "recommends" preservation of historically significant buildings and structures – however it does not adhere to the requirements contained within the Alberta Historical Resources Act. Instead, Red Deer applies certain approaches under a "historical overlay district" within their Land Use Bylaw.

Agenda Item # 8.4.2

Red Deer's approach accomplishes the act of encouraging heritage preservation, without requiring strict adherence to the development of a long list of bylaws in compliance with the Historical Resources Act. Unfortunately, without providing municipal heritage designation of a structure under a specific bylaw, Red Deer would lose the potential for property owners to become eligible for provincial government matching grants for property restoration and preservation.

In any event – Red Deer provides an example of where promotion of heritage preservation is accomplished – without being overly restrictive. This may be an option / approach that Council favours in combination with a small number of municipal heritage designations. However – Council should provide Administration on direction in either case, or a combination of these options.

Summary

As we approach 2014, we should plan to identify the necessary budget and resources that would move our heritage recognition program forward. In order to do this Administration needs to know Council's preferred course of action and how this relates to our corporate plan / priorities.

This memo includes the following attachments:

- "Managing Historic Places – Designating Municipal Historic Resources."
- An excerpt from the "Alberta Historical Resources Act" – Sections 26 and 27. These sections specifically pertain to heritage designation and the requirements that municipalities must following in order to comply with the Act.
- A draft bylaw – for the Town of Drumheller's future use. Any property selected for designation would require the completion / adoption of such a bylaw as outlined in the 'guide' and the Act.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'M. H. H.', with a large, stylized loop at the end.

Sections 26 and 27 – Alberta Historical Resources Act

Designation as Municipal Historic Resource

26(1) In this section and in sections 27 and 28,

(a) “council” means the council of a city, town, village,

summer village or municipal district;

(b) “municipality” means a city, town, village, summer

village, municipal district, improvement district or special area.

(2) A council of a municipality, after giving the owner 60 days’ notice, may by bylaw designate any historic resource within the municipality whose preservation it considers to be in the public interest, together with any land in or on which it is located that may be specified in the bylaw, as a Municipal Historic Resource.

(3) A council that designates an historic resource as a Municipal Historic Resource under subsection (2) shall

(a) cause a copy of the bylaw to be served on the owner of the historic resource and on the owner of any land that will be subject to the bylaw, and

(b) if the bylaw relates to or includes any land, cause a certified copy of the bylaw to be registered at the appropriate land titles office.

(4) On the registration of a certified copy of the bylaw at the appropriate land titles office, the Registrar of Land Titles shall endorse a memorandum on the certificate or certificates of title to any land affected by the bylaw.

(5) A bylaw under subsection (2) is effective when it is passed.

(6) Notwithstanding any other Act, no person shall

(a) destroy, disturb, alter, restore or repair an historic resource

that has been designated under this section, or

(b) remove any historic object from an historic resource that

has been designated under this section,

without the written approval of the council or a person appointed

by the council for the purpose.

(7) The council or the person appointed by the council, in its or the

appointee's absolute discretion, may refuse to grant an approval

under subsection (6) or may make the approval subject to any

conditions it or the appointee considers appropriate.

(8) On the service of a notice of intention under subsection (2),

subsection (6) applies to the historic resource and land as if a bylaw

under subsection (2) had been passed until the council passes the

bylaw or revokes the notice of intention or until the expiry of 120

days from the receipt of the notice.

(9) Notwithstanding subsection (8), a person who has been served

with a notice of intention under subsection (2) may apply to the

Court of Queen's Bench for an order shortening the period of 120

days mentioned in subsection (8).

(10) If the council repeals a bylaw made under subsection (2), it

shall

(a) cause a copy of the repealing bylaw to be served on the

owner, and

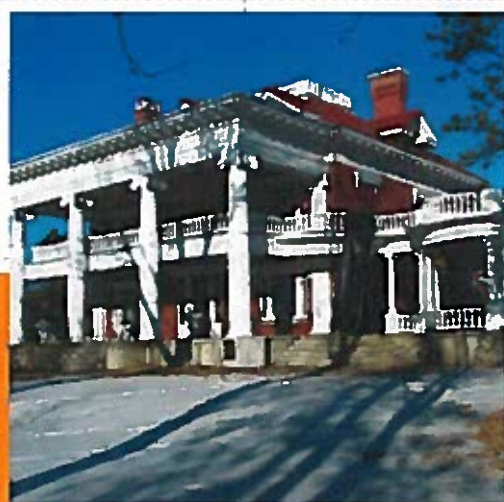
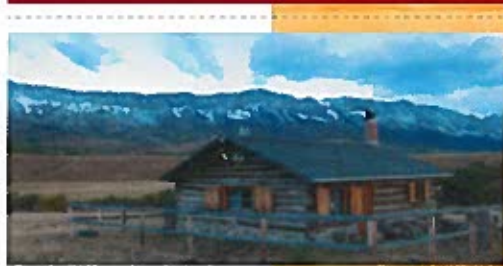
(b) if the bylaw under subsection (2) was registered against the certificate or certificates of title to any land, cause a certified copy of the repealing bylaw to be registered in the appropriate land titles office.

(11) On the registration of a certified copy of the repealing bylaw in the appropriate land titles office, the Registrar of Land Titles shall endorse a memorandum on the certificate or certificates of title to the land concerned cancelling the registration of the bylaw under subsection (2).

(12) A notice or bylaw under this section may be served on the owner by personal service or registered mail or in any other manner as the Court of Queen's Bench may direct.

RSA 2000 cH-9 s26;2009 c53 s81

Managing Historic Places



Designating Municipal Historic Resources



Municipal Heritage
Partnership Program



Canada's
Historic Places

Lieux patrimoniaux
du Canada

Government
of Alberta

Preface

Whether it's the corner coffee shop that has always served as a local gathering place or the ornate church at the centre of town with a soaring steeple, historic places are vitally important to defining a community's sense of itself. This series of publications is designed to help Alberta's municipalities create and implement local heritage programs to protect the historic places they value and wish to preserve. The following manuals describe the steps involved in establishing a municipal heritage program, and in identifying, evaluating and developing municipal historic places. It is intended to be used by municipal staff members; elected officials and heritage advisory committees; local heritage organizations and historical societies; volunteers and business organizations; heritage conservation professionals such as planners and architects; and the owners of historic properties.

This guide, comprised of the publications listed below, have been prepared as part of the Government of Alberta's Municipal Heritage Partnership Program, which supports municipal contributions to the Alberta Register of Historic Places and the Canadian Register of Historic Places. Each publication in the series describes the processes involved in identifying, evaluating and managing locally significant historic places in Alberta.

The Historic Places Initiative, a Pan-Canadian partnership of all the Provinces and Territories together with the Federal Government, has developed tools to assist communities in achieving their goals. Alberta, as a partner in the Historic Places Initiative, gratefully recognizes the support of the Government of Canada in the production of these manuals.



Municipal Heritage
Partnership Program



Canada's
Historic Places

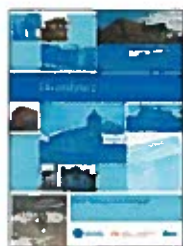
Lieux patrimoniaux
du Canada

Government of Alberta ■

Creating a Future for Alberta's Historic Places: Identifying, Evaluating, Managing



*Identifying
Historic Places:
Part 1—Conducting
A Municipal
Heritage Survey*



*Identifying
Historic Places:
Part 2—Heritage
Survey Field Guide*



*Identifying
Historic Places:
Part 3—Heritage
Survey Codes*



*Evaluating
Historic Places:
Eligibility,
Significance
and Integrity*



*Managing
Historic Places:
Protection and
Stewardship
of Your Local
Heritage*

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10 Step 3: After the Bylaw is Passed

11 Step 4: Listing on the Alberta Register
of Historic Places

12 Amending or Repealing Municipal Historic
Resource Designation

13 After Designation: Conserving a Historic
Resource Over the Long Term

14 Approving Alterations to Municipal
Historic Resources

15 Other Questions

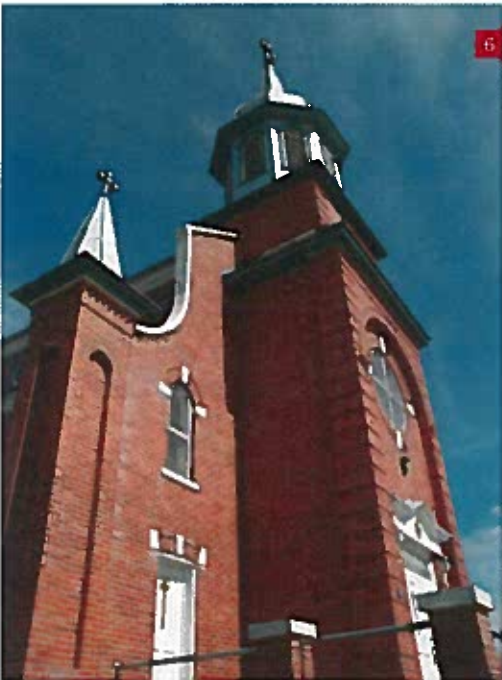


Introduction

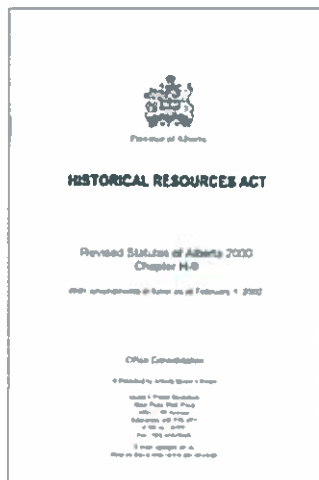


Communities across Alberta have significant historic places that citizens would like to recognize and conserve. Municipal Historic Resources are significant places designated by bylaw that are protected from unsympathetic alteration or destruction. Designation is not expropriation—it is a tool municipalities use to ensure significant places are preserved. This guide explains how to designate a Municipal Historic Resource under Alberta's *Historical Resources Act*. It also describes the implications of designation, particularly how alteration permits are issued.

This guide is one of a series of booklets in *Creating a Future for Alberta's Historic Places: Identifying, Evaluating, Managing*. The *Creating a Future* series explains how municipalities identify, preserve and protect locally significant historic places. For more information, please contact the Municipal Heritage Partnership Program of the Historic Resources Management Branch of the Government of Alberta.

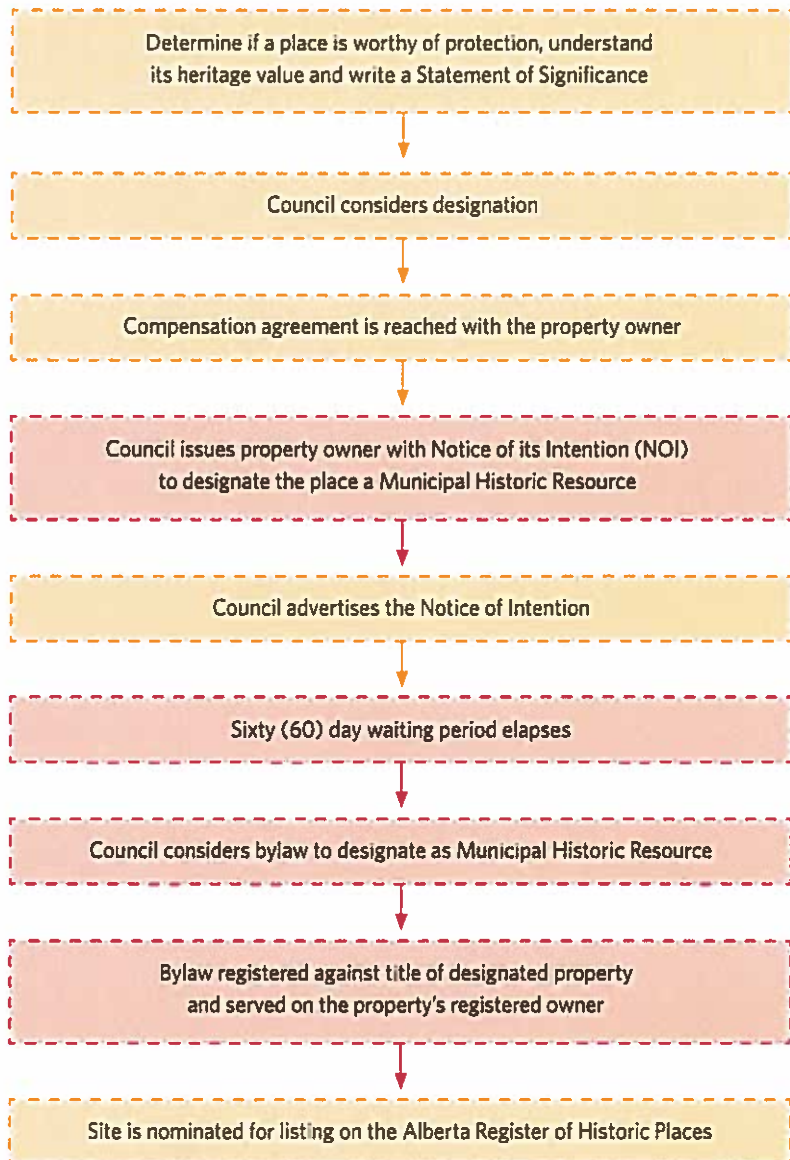


Designation at a Glance



Required by the *Historical Resources Act*.

Strongly recommended by the Municipal Heritage Partnership Program.



This guide explains:

- how municipalities designate Municipal Historic Resources;
- how designations can be amended or repealed; and
- how to review requests for permission to alter a designated place.

Overview

The *Historical Resources Act* (Revised Statutes of Alberta, 2000, Chapter H-9) empowers Alberta's municipalities to protect and conserve historic places. Municipalities are best able to identify and understand the importance of many historic places before other levels of government because they are the level of government closest to the community. Municipal Historic Resource designation protects these significant places, ensuring that they are not altered haphazardly or destroyed.

Once designated, a Municipal Historic Resource remains the property of the registered owner. Municipal Historic Resource designation does not change how a property can be used, although municipalities may re-zone the land if they wish. Law prohibits physically altering (or demolishing) a Municipal Historic Resource without the municipality's written permission. The designation is registered against the title for the property, ensuring that future owners and interest holders understand that the place is designated a Municipal Historic Resource.



Before Designation



**FOR MORE INFORMATION ON WRITING
STATEMENTS OF SIGNIFICANCE,
PLEASE CONTACT THE MUNICIPAL
HERITAGE PARTNERSHIP PROGRAM AT
MHPP@gov.ab.ca.**

Preserving a historic place through designation requires a long-term partnership between the property's owner and the municipality; a partnership based upon understanding the heritage value of the place.

A municipality should discuss designation with the property's owner (and any long-term lessee) before starting the designation process. Although a municipality can designate a Municipal Historic Resource against the owner's wishes, it is difficult to conserve a historic place without the owner's cooperation.

Municipalities should write a Statement of Significance (SoS) for a site before designating it. A Statement of Significance briefly explains what is being protected, why the place is valued and lists the physical, character-defining elements that must be preserved for it to retain significance. Finalising a Statement of Significance and sharing it with the community before designating also helps prevent misunderstanding about what is being protected and why.

Writing Statements of Significance for several sites can be part of a larger inventory project, which seeks to identify and understand all potential historic places in a pre-selected area. For more information on inventories, please see the "Evaluating Historic Places" guide in the *Creating a Future for Alberta's Historic Places* manual.

Compensation



Many owners of Municipal Historic Resources have waived compensation because they are eligible to apply to the Alberta Historical Resources Foundation for financial assistance to support approved conservation work if the resource is listed on the Alberta Register of Historic Places.

The *Historical Resources Act* empowers owners to seek compensation from the municipality for any "decrease in economic value" resulting from the designation of their property. A municipality should discuss compensation with the owner before starting the designation process. If the owner and municipality cannot agree on compensation once the site is designated, the owner may refer the matter to the Land Compensation Board for a binding decision.

Owners can be compensated for a decrease in economic value by grant, tax abatement, or any other mutually agreed upon means. Municipalities have offered non-fiscal compensation, such as zoning relaxations, fee waivers and parking allowances. The only requirement is that the municipality and owner agree to the compensation, and that the agreement be in writing.

The Designation Process



This guide is not a substitute for the legislation itself, which you should consult. You may also wish to speak with your lawyer before designating a Municipal Historic Resource. He or she will be able to offer advice tailored to your particular situation.



Section 26 of the *Historical Resources Act* describes the legal framework that covers Municipal Historic Resources. Section 27 of the Act defines Municipal Historic Area designation. Municipal Historic Resources and Municipal Historic Areas are both designated through a special bylaw process. Section 28 discusses how compensation agreements are negotiated.

Municipal councils designate Municipal Historic Resources through a special bylaw process described in the *Historical Resources Act*. The council gives the owner written notice of its intention to designate their historic place. The council must then wait at least 60 days before considering the designation bylaw. When it is passed, the bylaw is registered against the title to the designated property and served on the owner.

It is important that the owners of the property, and any long-term lessee, understand the implications of Municipal Historic Resource designation before council proceeds with a bylaw. Municipalities should provide these stakeholders with a single point of contact, ideally someone who is able to answer questions about the designation process, the implications of designation and what the municipality hopes to accomplish through designation.



Step 1: The Notice of Intention

The formal designation process begins when council considers the proposed designation. If a majority wish to proceed, council passes a motion directing that written notice of its intention to designate be served on the property's registered owner. This must occur at least sixty days before council considers a designation bylaw.

The *Historical Resources Act* does not provide a template for the notice of intention, although the law does require that notice be in written form and include:

- the legal land description of the area included in the proposed designation; and
- a declaration stating council's intention to consider a bylaw to designate the property as a Municipal Historic Resource pursuant to the *Historical Resources Act*.

Although not required by law, it is strongly recommend that the Notice of Intention also include:

- the name by which the place is commonly known;
- a copy of the Statement of Significance;
- the name of a municipal official who can answer questions; and
- an invitation to address council on the proposed designation.

Many municipalities choose to advertise the notice. Although not required, advertising helps to ensure that a designation has informed public support.

Once the Notice of Intention has been served on the property's owner, the site cannot be altered without council's permission for the next one hundred twenty days. This ensures that the property is protected during the designation process.





Step 2: Designation Bylaw

Designation occurs when council passes a bylaw declaring the site a Municipal Historic Resource pursuant to the *Historical Resources Act*. A council may not consider a bylaw until the sixty day notice period has elapsed.

A designation bylaw under the *Historical Resources Act* must include:

- the legal description of the property, which must be within the municipality and cannot include any property not mentioned in the notice of intention; and
- a declaration that the property is being designated a Municipal Historic Resource pursuant to the *Historical Resources Act*.

Although not legally required, it is recommended that the bylaw also include:

- the name by which the place is known;
- the heritage value and character-defining elements sections from the Statement of Significance;
- a statement that proposed changes to the property need to be approved by the municipality before work proceeds;
- a statement that proposed alterations will be evaluated by the municipality using the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

Once the sixty day notice period has expired, the council can proceed with the designation bylaw, which is considered in the same manner as a regular bylaw.



Step 3: After the Bylaw is Passed

A designation bylaw must be registered in the appropriate land titles office against the title for the designated property, as soon as possible, after the bylaw is passed. This ensures that anyone with an interest in the property understands that it is a Municipal Historic Resource. The law also requires that a certified copy of the bylaw be served on the registered owner of the property. If the Statement of Significance is incorporated into the bylaw, present and future owners will understand what the municipality expects to conserve.

Step 4: Listing on the Alberta Register of Historic Places

Although not required, municipalities are encouraged to nominate Municipal Historic Resources for listing on the Alberta Register of Historic Places. In order to do so, the municipality must submit a copy of the bylaw and the Statement of Significance, and some other documentation, to the Registrar of Historic Places. For more information on this process, contact the Municipal Heritage Partnership Program.

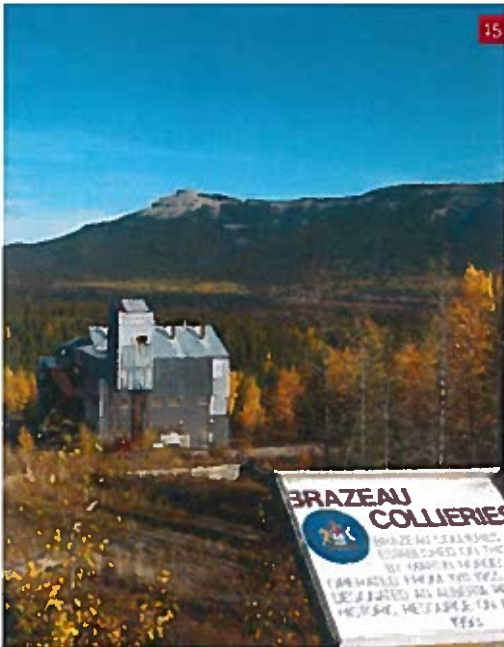


Amending or Repealing Municipal Historic Resource Designations

A bylaw to amend a Municipal Historic Resource designation bylaw that does not affect the legal description of the designated parcel can be amended using the regular bylaw process.

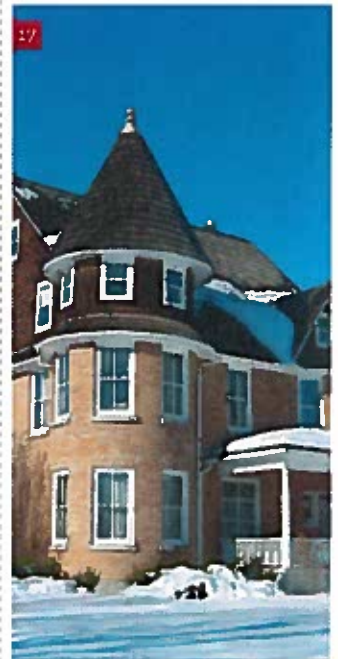
Bylaws that amend the legal description must follow the same process as a designation bylaw. Bylaws that change the legal land description of a designated parcel or change the Statement of Significance should be registered at the land titles office. The municipality should also supply the Municipal Heritage Partnership Program with a copy of the bylaw and update the site's entry on the Alberta Register of Historic Places.

Municipal Historic Resource bylaws can be repealed. To do so, council must pass a bylaw repealing the designation bylaw. If passed, the *Historical Resources Act* requires that the bylaw be served on the registered owner of the property. The municipality must also discharge the designation bylaw from the land titles registry.



After Designation: Conserving a Historic Resource Over the Long Term

Designation is a tool municipalities use to conserve significant places. A Municipal Historic Resource cannot be altered without the municipality's permission. The law requires that the owner (or lessee) of a Municipal Historic Resource obtain written permission from the municipality before altering the site in any way.



Approving Alterations to Municipal Historic Resources



Council approves, conditionally approves, or denies alteration permit applications by motion. Council may delegate the power to review and approve alteration permits to municipal staff. To do so, council must pass a motion or bylaw stating who has been appointed, by position or name, and what power has been delegated. The motion or bylaw should state that the authority is delegated pursuant to the *Historical Resources Act*.

The law requires that the owner or lessee seek written permission before commencing work. Municipalities may wish to develop a standardised form to ensure they receive all the information needed to evaluate the application. The municipality must clearly understand why the place is valued, what the applicant is proposing to change, and what the proponent is trying to accomplish through the proposed work.

The application should explain what the proponent is planning to alter and why alteration is needed. Applicants should be encouraged to review the Statement of Significance and be mindful of how their proposal will affect the place's character-defining elements.

The municipality must review alteration permit applications in a reasonable time, but the grounds for denying permission are broad. Alteration permits may be approved unconditionally, approved with conditions or denied completely.



The *Standards and Guidelines for the Conservation of Historic Places in Canada* offers straightforward and practical guidance for good conservation. When used in conjunction with the Statement of Significance, it is an excellent resource for evaluating alteration permit applications. Please contact the Municipal Heritage Partnership Program for guidance on how to evaluate a proposed alteration using the *Standards and Guidelines*.

Municipalities should encourage owners to discuss a project with them before filing an alteration permit application. There are usually several ways to meet the needs of the place's owner, many of which may involve less invasive changes. For detailed guidance on how to approach a construction or rehabilitation project related to a historic place, consult the *Standards and Guidelines for the Conservation of Historic Places in Canada*.

Other Questions

The Municipal Heritage Partnership Program exists to help municipalities conserve their historic places. If you have questions, please do not hesitate to contact the program officers at:

Historic Resources Management Branch
8820 – 112 Street
Edmonton AB T6G 2P8

Phone: 780-431-2300 Fax: 780-427-5598
Email: MHPP@gov.ab.ca

IMAGES:

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1. Frank Slide, Crowsnest Pass
2. Canadian National Railway Station, Vegreville
3. Calgary City Hall, Calgary
4. Head Smashed-In Buffalo Jump
5. Brooks Aqueduct
6. St. Norbert's Roman Catholic Church, M.D. of Wainwright
7. Rumsey Cairn
8. Town Office, Vegreville
9. Thomson Brothers Block, Calgary
10. Hudson Bay Company Factor's House, Fort Vermillion
11. Central High/Dr. Carl Safran School, Calgary
12. Rutherford House, Edmonton
13. Bank of Montreal, Calgary
14. Gleichen Water Tower, Gleichen
15. Nordegg/Brazeau Collieries Mine Site, Clearwater County
16. Haultain School, Calgary
17. Cronquist Residence, Red Deer

TOWN OF DRUMHELLER
[Bylaw number] – Municipal Heritage Designation Bylaw

BYLAW NO. [Bylaw Number]

MUNICIPAL HERITAGE DESIGNATION BYLAW

TOWN OF DRUMHELLER

The Council of the TOWN OF DRUMHELLER enacts:

A BYLAW OF THE TOWN OF DRUMHELLER IN THE PROVINCE OF ALBERTA TO DESIGNATE THE SITE KNOWN AS [NAME OF RESOURCE] AS A MUNICIPAL HISTORIC RESOURCE.

WHEREAS Section 26 of the *Historical Resources Act*, Revised Statutes of Alberta 2000, c. H--9, as amended, permits the Municipal Council to designate any historic resource within the Town of Drumheller whose preservation Council considers to be in the public interest, together with any land in or on which it is located, as a Municipal Historic Resource; and

WHEREAS the preservation of heritage properties is deemed in the public interest and the Town of Drumheller encourages the designation of properties considered to have historical significance; and

WHEREAS the owners of the properties identified in the *Town of Drumheller's Municipal Heritage Inventory (2012)* agreed to participate in the development of a heritage inventory for the purpose of identifying properties that have historical significance;

WHEREAS Municipal Heritage Designation serves to does not nizing urce] have waived their right to any compensation owing for any decrease in the economic value of the designated property (section 28 of the Act) in a written agreement, which is attached as Schedule "B"; and

WHEREAS the owner of this Municipal Historic Resource has been given sixty (60) days written notice of the intention to pass this Bylaw in accordance with the Act.

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

SHORT TITLE

1. This Bylaw may be cited as "The Municipal Heritage Designation Bylaw".

BUILDING AND LAND DESIGNATED AS A MUNICIPAL HISTORIC RESOURCE

2. The parcel of land known as the [name of resource], located at [Civic Address] and legally described as:

[legal description]

is hereby designated a Municipal Historic Resource.

3. The [name of resource] is valued by the Town of Drumheller for reasons described in the attached

...

Schedule "A", "hereafter referred to as the heritage value.

Agenda Item # 8.4.2

DRAFT

TOWN OF DRUMHELLER

[Bylaw number] – Municipal Historic Resource Designation of [name of resource]

4. The heritage value of the [name of resource] resides in the physical elements of the property listed in the attached Schedule "A" as character---defining elements (and hereafter known as the "character---defining elements").

PERMITTED REPAIRS AND REHABILITATION

5. No person may destroy, disturb, alter, restore or repair the property without the written permission of the Town of Drumheller.

6. Planning and Development will review alteration permit applications and will use *Standards & Guidelines for the Conservation of Historic Places in Canada* as a guideline for review. This document is available for download at www.historicplaces.ca.

ADMINISTRATOR

7. The CAO, or Designate of the Town of Drumheller Is hereby appointed to administer matters arising from implementation of this bylaw.

COMPENSATION

8. [No compensation pursuant to Section 28 of the Act is owing.] or [Compensation shall be paid to registered owners of the [name of resource] as set out in Schedule "B", attached].

SCHEDULES

8. Schedules "A", and "B", form part of this Bylaw.

9. This Bylaw comes into effect when It receives third reading and is signed by the Deputy Reeve and the [insert title] of the Planning and Development Department or designates.

READ a first time this [day] of [month], [year].

READ a second time this [day] of [month], [year].

READ a third time this [day] of [month], [year].

REEVE _____ DATE _____

EXECUTIVE _____ ASSISTANT _____ DATE _____

SCHEDULE "A" – Description and Value of Municipal Historic Resource

[Insert Statement of Significance]

DRAFT

SCHEDULE "A" – Map Showing [Name Of Resource]

[insert map of site]

DRAFT

TOWN OF DRUMHELLER
[Bylaw number] – Municipal Historic Resource Designation of [name of resource]

SCHEDULE "B" – Compensation

[Include signed and notarized copy of Compensation Agreement]

DRAFT

TOWN OF DRUMHELLER

BYLAW NO. 13.13 (3%)

A BYLAW OF THE TOWN OF DRUMHELLER TO ESTABLISH UTILITY RATES.

This Bylaw shall be cited as the "Utility Rate Bylaw".

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

1. Definitions

"Commercial Premises" or "Industrial Premises" for the purpose of this bylaw shall mean one or more spaces useable for business purposes and having its own sanitary facilities connected to a single meter.

"Dwelling Unit" shall mean a complete building or self contained portion of a building containing a room or suite of rooms operated as a single housekeeping unit, intended to be used as a permanent or semi-permanent domicile by one or more persons and usually containing cooking, eating, living, sleeping, and sanitary facilities, and including serviced lots in a manufactured home park, and not necessarily connected to an individual meter, excluding institutional premises.

"Group 1" includes connections with meters 1" and under

"Group 2" includes connections with meters from 1 1/4" to 2"

"Group 3" includes connections with meters from 3" to 4"

"Group 4" includes connections with meters from 6" to 8"

"Institutional Premises" shall mean a complete building that operates as a school, hospital, nursing home, or seniors lodge.

"Manufactured Home Park" means a parcel of land under one title which has been planned, divided into manufactured home lots and improved for placement of manufactured homes for permanent residential use and may include convenience stores, parking facilities, home occupations and other accessory uses;

"Unit" shall mean a Dwelling Unit, Commercial Premises, Industrial Premises, or Institutional Premises.

2. Monthly Meter Charges – zero (0) consumption included

Rate Group	Water	Wastewater
Group 1	\$11.33	\$11.85
Group 2	\$38.93	\$79.31
Group 3	\$529.94	\$286.34
Group 4	\$997.14	\$954.81

3. Water Rate

Per cubic meter (Per thousand gallons) \$1.443 (\$6.4909)

4. Waste Water Rate

Per cubic meter (Per thousand gallons) \$1.906 (\$8.664)

Sewage volume is calculated at 80% of water consumption

Or

Properties with only a sewer connection \$33.50 monthly

5. Bulk Water per cubic meter \$4.759

6. Recycling Fee per unit \$2.00

7. Penalty Rate

All accounts are subject to a penalty of 2% per month compounded monthly (effective rate of 26.82% per annum) if unpaid within thirty (30) days from the date the account is rendered.

8. Utility Deposit

Tenant \$150.00
To apply to all new applications or reconnections.

9. Disconnection/Reconnection

Disconnection notice service fee \$25.00

Reconnection/Disconnection during business hours \$50.00

Agenda Item # 11.1

Reconnection/Disconnection during non-business hours \$150.00

If the water supply has been disconnected for non-payment of accounts, all fees and costs must be paid prior to reconnection

10. Bylaw 17.12 is hereby repealed.

This bylaw comes into effect on the day of its passing.

READ A FIRST TIME this 16th day of December, 2013

READ A SECOND TIME this day of January, 2014

READ A THIRD AND FINAL TIME as amended this day of

MAYOR

CHIEF ADMINISTRATIVE OFFICER

TOWN OF DRUMHELLER

BYLAW NO. 13.13 (5%)

A BYLAW OF THE TOWN OF DRUMHELLER TO ESTABLISH UTILITY RATES.

This Bylaw shall be cited as the "Utility Rate Bylaw".

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

1. Definitions

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"Dwelling Unit" shall mean a complete building or self contained portion of a building containing a room or suite of rooms operated as a single housekeeping unit, intended to be used as a permanent or semi-permanent domicile by one or more persons and usually containing cooking, eating, living, sleeping, and sanitary facilities, and including serviced lots in a manufactured home park, and not necessarily connected to an individual meter, excluding institutional premises.

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"Unit" shall mean a Dwelling Unit, Commercial Premises, Industrial Premises, or Institutional Premises.

2. Monthly Meter Charges – zero (0) consumption included

Rate Group	Water	Wastewater
Group 1	\$11.55	\$12.08
Group 2	\$39.69	\$80.85
Group 3	\$540.23	\$291.90
Group 4	\$1,016.51	\$973.35

3. Water Rate

Per cubic meter (Per thousand gallons) \$1.471 (\$6.586)

4. Waste Water Rate

Per cubic meter (Per thousand gallons) \$1.943 (\$8.832)

Sewage volume is calculated at 80% of water consumption

Or

Properties with only a sewer connection \$35.18 monthly

5. Bulk Water per cubic meter \$4.851

6. Recycling Fee per unit \$2.00

7. Penalty Rate

All accounts are subject to a penalty of 2% per month compounded monthly (effective rate of 26.82% per annum) if unpaid within thirty (30) days from the date the account is rendered.

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