

Town of Drumheller COUNCIL MEETING AGENDA

**August 26, 2013 at 4:30 PM
Council Chamber, Town Hall
703-2nd Ave. West, Drumheller, Alberta**



Page

1.0 CALL TO ORDER

- 1.1 Councillor Tom Zariski to be sworn in as Deputy Mayor for the months of September and October, 2013

2.0 MAYOR'S OPENING REMARK

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

- 3-8 5.1.1 Regular Council Meeting Minutes of July 29, 2013

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

- 9-13 5.2.1 Municipal Planning Commission Meeting Minutes of June 13, 2013
- 14-19 5.2.2 Municipal Planning Commission Meeting Minutes of July 4, 2013

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

Page

8.1. CAO

20-25 8.1.1 Direction - Developments Payment in Lieu of Parking

8.2. Director of Infrastructure Services

26 8.2.1 RFD - HVAC Upgrades to the Aquaplex and WTP

8.3. Director of Corporate Services

8.4. Director of Community Services

27-33 8.4.1 RFD - Drumheller Association of Skateboarding Enthusiasts Request - Support of Proposed Location
- in Centennial Park

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

34-37 9.1 CAO Quarterly Report from April to June, 2013

38-39 9.2 Director of Infrastructure Services' Quarterly Report from April to June, 2013

40-45 9.3 Director of Corporate Services' Quarterly Report from April to June, 2013

46-51 9.4 Director of Community Services' Quarterly from April to June, 2013

10.0 PUBLIC HEARING DECISIONS

11.0 UNFINISHED BUSINESS

12.0 NOTICES OF MOTIONS

13.0 COUNCILLOR REPORTS

14.0 IN-CAMERA MATTERS

**Town of Drumheller
COUNCIL MEETING
MINUTES**

July 29, 2013 at 4:30 PM
Council Chamber, Town Hall
703-2nd Ave. West, Drumheller, Alberta



PRESENT:

MAYOR:

Terry Yemen

COUNCIL:

Andrew Berdahl

Jay Garbutt

Lisa Hansen-Zacharuk

Sharel Shoff

Tom Zariski

CHIEF ADMINISTRATIVE OFFICER/ENGINEER:

Ray Romanetz

DIRECTOR OF INFRASTRUCTURE SERVICES:

Allan Kendrick

ACTING DIRECTOR OF CORPORATE SERVICES:

Bill Wulff

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

RECORDING SECRETARY:

Linda Handy

ABSENT: Councillor Doug Stanford
Byron Nagazina

1.0 CALL TO ORDER

2.0 MAYOR'S OPENING REMARK

- 2.1 Mayor Terry Yemen presented a letter from Wheatland County advising that they have agreed to contribute \$50.00 per capita towards the BCF for a total donation of \$15,900.
- 2.2 Mayor Terry Yemen advised that in accordance with the Elected Officials Remuneration Task Force Review, Council's increase is based on the 2013 COLA adjustment. He further explained that Council will not receive an increase in 2013 as the COLA adjustment is 0%.
- 2.3 Mayor Terry Yemen asked Paul Salvatore to introduce Chris Curtis, Executive Director with Travel Drumheller.

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

MO2013.108 Garbutt, Hansen-Zacharuk moved to adopt the agenda as presented.
Carried unanimously.

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

5.1.1 Special Council Meeting Minutes of June 27, 2013

MO2013.109 Hansen-Zacharuk, Berdahl moved to adopt the Special Council Meeting Minutes of June 27, 2013 as presented. Carried unanimously.

5.1.2 Regular Council Meeting Minutes of July 2, 2013

Clarification on MO2013.103: Councillor J. Garbutt clarified that the Life and Disability pricing with Industrial Alliance will be guaranteed for 40 months, with the renewal based on negotiations in conjunction with a competitive market while the Health and Dental pricing is guaranteed for one year (first year is 16 months) and renewal is based on actual claims.

MO2013.110 Shoff, Hansen-Zacharuk moved to adopt the Regular Council Meeting minutes of July 2, 2013 as clarified. Carried unanimously.

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

6.1 Drumheller Association of Skateboarding Enthusiasts

Brooke Christianson - Chair of DASE and Trevor Morgan – Newline Skateboard Parks presented their proposal for a skateboard park development. Their project vision for a skateboard / BMX park for Drumheller includes: authentic environment with a transitioned terrain; a park for all ages; hard service integration with the environment; and great viewing in spectator area. Their efforts to date include re-applying for CFEP, conducted site selection studies, met with stakeholders, hired a consultant, visited other skateboards parks that are well designed and have raised cash and in-kind support of \$295,000 of their \$500,000 budget. With their second try at CFEP funding, they are hopeful for a grant approval of \$125,000. They anticipate that 200-300 skateboarders will use the park regularly with attracting competitions and demonstrations to Drumheller. They advised that their site selection is located adjacent to the spray park with an area of 12,000 sq. ft. DASE requested a motion from Council for approval of this site which would allow them to proceed with design creation and the public consultation process. B. Christianson advised that ATCO has signed off on the site location however DASE still needs to do a due diligence process to be ready for construction in the spring. T. Morgan advised no analysis has been done on parking however he does not foresee a problem as there would be more foot traffic than vehicular.

In response to Council's comments on the site selection, R. Romanetz advised that the site is suitable however long term plans must accommodate the potential for expansion

Agenda Item # 5.1.1

of the aquaplex. He further advised that with the power line poles removed this year, the trail system could be moved further north which would allow for more flexibility in the development of the park. He stated that Administration will review the proposal and work with DASE for a formal design and ensure due diligence is carried out with all parties.

Mayor and Council thanked DASE for their presentation and advised that a decision on the land would be forthcoming.

6.2 Introduction of Sprung Buildings by Hansine Ullberg-Kostelecky - Badlands Community Facility Fundraising Committee

Hansine Ullberg-Kostelecky introduced Michael Winder – Sales Manager, Sprung Instant Structures Ltd. and Charles Olfert – Architecture, Aodbt Architecture and Interior Design. She explained that as Fundraising Chair she had heard comments that Phase 2 is an important part of the overall recreation plan and more fundraising dollars would be received if the Town would proceed with Phase 2. She provided an overview of the Committee's activities to date: rewrite the "ask" process; review of those donors who are entitled to naming rights (\$25,000); Diamond Dinner event planned; October Fest planned; and Tour of Alberta beer gardens planned. She advised that rather than the initial brick donor recognition idea (which costs \$25 for engraving per brick), the Committee is proposing an etched leaf donor recognition (local artist design) which is more cost effective.

Charles Olfert provided an overview on the design and benefits of a Sprung structure versus a traditional method building for a new second arena and / or curling rink. A package of information was given to Council for their consideration in making an application for a shovel ready project.

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

8.1.1 Bylaw 11.13 being a land use amendment to redesignate Plan 4317CQ, Block 1, Lots 26 to 28 from HWY-C - Highway Commercial District to R-2 Residential District - first reading

R. Romanetz advised that the property is located along Hwy 9 North and the applicant proposes to build a duplex on the property. He further advised that he expects a reasonable policy from environment on flooding.

MO2013.110 Berdahl, Zariski for first reading to Bylaw 11.13. Carried unanimously.

8.1.2 Emergent Purchase Under Section 248 1(b) of the Municipal Government Act - Replacement of Chiller at the Arena

R. Romanetz advised Council of the reason for the urgency to purchase a chiller at the arena. He advised that the chiller had failed due to an ammonia leak – the ammonia

Agenda Item # 5.1.1

could make the brine caustic and damage the piping. Startec did an investigation and confirmed that the chiller tubes had corroded and were leaking and did not recommend an option of patching the leaks. Ordering a new chiller from the factory was going to be 12-14 weeks delivery. Knowing this delay would cause concerns with the Dragons and Minor Hockey, K. Russell, Operations Manager did a call out for a chiller and one was found at an arena in Springbank by Startec. Their community had purchased it however it did not fit in their building. The Town purchased the chiller at the new price plus paid a premium for it. The chiller is now installed and ice is being made. The chiller cost is \$46,800 with additional installation cost in the range of \$30,000. This is not a budgeted capital cost. A. Kendrick advised that Byron Nagazina, Director of Corporate Services has submitted a grant application under the MSI capital funding program and is hopeful that the equipment purchase will be approved.

8.1.3 RFD - Service Capacity Review

R. Romanetz advised that the Service Capacity Review was developed by staff and Council at a workshop held on June 11th and 12th. The review identifies program services / activities that require improvements and / or change to gain efficiencies, cost savings and proficiencies within a framework of accountability. The Service Capacity Review needs to be reviewed / updated annually prior to the budget process.

MO2013.110 Shoff, Hansen-Zacharuk moved to approve the 2013 Service Capacity Review as presented. Carried unanimously.

8.1.4 RFD - Appointment of Carolyn Huculak to the Badlands Community Facility Fundraising Committee

MO2013.111 Zariski, Hansen-Zacharuk moved to approve the appointment of Carolyn Huculak to the Badlands Community Facility Fundraising Committee for a term to be determined by Council. Carried unanimously.

8.2. Director of Infrastructure Services

8.2.1 Official Date to be in New Town Hall - August 12th

A. Kendrick advised that the Town Hall will be closed on August 9th for the move of furniture and office contents to the new Town Hall. The new Town Hall will be open for business on August 12th.

8.3. Director of Corporate Services

8.3.1 RFD - Proposed Drug and Alcohol Policy

R. Romanetz presented a draft drug and alcohol policy that is common place in several municipalities. The policy complies with human rights legislation and has been industry accepted. A company based out of Drumheller will provide the testing capabilities in conjunction with the medical doctors. He stressed that this is not a random testing policy but the intention is have the policy in place to deal with suspicions, near misses and situations through observations where a worker is in possession of drugs and alcohol - only asking for testing to take place when it is reasonable and justified to do so. The Town will bring in an expert in the field to explain the policy's intent to improve the employees' comfort level. The policy will be back to Council for formal approval in 60 days.

MO2013.112 Garbutt, Zariski moved that Council direct Administration to proceed with the review of draft drug and alcohol policy with CUPE and Out of Scope employees, taking the necessary steps, including consultation and training, prior to formal approval of the policy by Council.

Discussion on Motion:

In response to a question from Council on the action taken on a refusal to undergo testing, R. Romanetz advised that a refusal to undergo testing indicates a positive test. Councillor J. Garbutt pointed out inconsistency with concentration levels. Administration agreed to review this matter. He further pointed out that the policy contains significant repetitions. R. Romanetz explained that repetitions were discussed with the company that specializes in these types of policies and they stated that repetition is there for a purpose. Councillor T. Zariski asked who will provide assistance to employees should they need it. R. Romanetz advised that the Town has a full Employee Assistance Program that will work in conjunction with the policy.

Vote on Motion:

Carried unanimously.

8.4. Director of Community Services

8.4.1 Tour of Alberta Update

P. Salvatore provided a status update on the Tour of Alberta Bike Race to be held on September 6th. He explained that in January, the Town was invited to participate following the awarding of a grant. Drumheller is one of six stages of the Tour of Alberta with Edmonton and Calgary being the two major points. He explained that 150 professional cyclists will be coming to Drumheller. Tour of Alberta Stage 4 will travel from Strathmore to Drumheller and a festival will occur between Noon to 6:00 pm. The local organizing committee is Town staff from various departments with assistance from 200 volunteers to work in a variety of areas from security to hospitality with a total of 10,000 plus spectators and participants. The event will be aired on prime time TV - Drumheller will get major tourism exposure during the event. Tour of Alberta is anticipated to be an annual event based on success this year. He encouraged Council and the public to view www.tourofalberta.com. Following the event, the Committee will evaluate the overall impact, cost and benefits for hosting this event. Councillor J. Garbutt expressed concerns about with Town's capacity and available resources to handle 10,000 plus people. P. Salvatore stated that Drumheller is at Stage 4 and will be able to observe and foresee any challenges in advance.

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

10.0 PUBLIC HEARING DECISIONS

11.0 UNFINISHED BUSINESS

12.0 NOTICES OF MOTIONS

13.0 COUNCILLOR REPORTS

14.0 IN-CAMERA MATTERS

There being no further business, the Mayor declared the meeting adjourned at 7:00 PM.

Mayor

Chief Administrative Officer



**Municipal Planning Commission
MINUTES
Meeting of Thursday June 13, 2013**

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

Absent: Andrew Berdahl, Councillor/Member – regrets
Shawn Francis, Chairperson - regrets

1.0 CALL TO ORDER – 12:00 pm

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 May 24, 2013

Motion: D. Stanford moved to accept the minutes of May 24, 2013 as presented.

Second: S. Kuntz – Carried

3.0 DEVELOPMENT PERMITS

3.1 T00049 13-D – Hope College – Occupy as a College – “CS”

C. Woods presented Development Permit T00049-13D submitted by Hope College for occupancy approval for 4 classrooms located at 420 12 Street East, Drumheller on Plan 1259JK; Block 2. Zoning is “CS” Community Service District. Post-Secondary Education Facilities are a discretionary use in this district.

C. Woods advised Hope College is not developing any of the existing structure or property; this is for occupancy of 4 classrooms. Classes to include tourism, business administration and justice for post secondary adult education. Staff would include 3 full time, 7 part-time and up to 30 students, between the hours of 8:00 am and 9:00 pm. Parking on site is sufficient for the planned numbers as stated. At this time the facility is also hosting a clinic and gymnastics; the clinic has 5 staff and up to 4 patients at any one time, and the gymnastics classes are generally drop off and are held in the evenings.

C. Woods presented Land Use Bylaw 10-08

52. Parking

Type – Post-secondary education facility

Parking Required – One (1)

Spaces - Per three (3) students based on the maximum number of students at the use at any given time or in accordance with a parking study submitted at the time of the development permit application.

(b) For multiple use sites parking requirements shall be based on the calculation of parking required for each individual use.

(g) When a building is enlarged, altered, or a change made in the use, in such a manner as to cause an intensification of the use of that building, provision shall be made for the additional parking spaces required under



the parking provisions of this Bylaw or any amendments hereto based only on the number of additional parking spaces required because of the enlargement, change in use, or intensification of the use of the building.

The Municipal Planning Commission discussed the application. Parking on site is about 74. The parking requirements for the building should be verified as the intensity of the building use increases. A parking plan will be required as the College expands. Conditions are already in place that requires a Development Permit for any new occupancy or expansion. Residents of the neighborhood want to be informed on any major changes in the area.

Motion: D. Stanford moved Development Permit T00049-13D submitted by Hope College for occupancy approval for 4 classrooms located at 420 12 Street East, Drumheller on Plan 1259JK; Block 2 be approved, subject to the following conditions:

1. Development shall conform to Land Use Bylaw 10-08.
2. All necessary permits (building, electrical, plumbing, etc) to be in place prior to construction/installations.
3. All contractors and/or sub-trades to possess a valid Town of Drumheller Business License.
4. Must conform to the Town of Drumheller Community Standards Bylaw (16-10).
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. **(This includes but is not limited to additional classrooms).**
7. Landscaping in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.
8. Authorization from the registered landowner required prior to any construction/installations.
9. Prior to commencement of occupancy and business activities, confirmation must be provided to the Development Officer from the Local Fire Authority that building is occupiable for such purposes.
10. Parking plan as per parking regulations in Land Use Bylaw 10-08.
11. Construction shall be in conformance with the Alberta Building and Fire Codes.
12. Any and all local improvements at owner's expense including, however not limited to driveways, curb cuts, service connections, etc.
13. Developer/owner to ensure any future tenants have permission from the Development Authority/Municipal Planning Commission prior to occupying space within the building and/or property.
14. Development application is required for signage placement and to be made under separate application prior to placement.
15. Development to conform to any/all Municipal, Provincial and Federal regulations and/or legislation that may apply.
16. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares. Separate containment must be provided for the disposal and recycling of cardboard materials.

Second: S. Gallagher – Carried

3.2 T00050 13-D – Derek Dekeyser – New Construction of Duplex – “Hwy-C”

C. Woods presented Development Permit T00050 13-D submitted by Derek Dekeyser for new construction of a duplex located at 51,53 & 55 Bridge Street, Drumheller on Plan 4317CQ; Block 1; Lots 26,27 & 28. Zoning is “Hwy-C” Highway Commercial District.

S. Clark recused herself from this discussion.



C. Woods advised this application will be for discussion purposes only as no formal plans were submitted with the application; concept plan shows 1400 sq ft main floor with basement and attached garages. The zoning at this time is Highway Commercial District; the applicant has a proposal for a zoning change to an R-2 Residential District. These three (3) lots would be consolidated to one (1) An existing 20 x 20 abandon home would be demolished to allow for new construction of a duplex on a reverse corner lot, with 35% site coverage; a relaxation would be required. This development is in the flood plain.

C.Woods presented Land Use Bylaw 10-08

20. R-2 -- Residential District

(a) Permitted Uses

Dwelling – Duplex

(c) Minimum Requirements

4. Side Yard:

(a) 1.5 m (5 ft.) for dwellings;

(b) On reverse corner lots 3 m (10 ft.) side yard is required abutting the flanking street;

(d) Maximum Limits

2. Site Coverage:

(a) 30% for dwellings;

62. Land within the 1:100 Year Flood Risk Area

(a) Development shall be discouraged on land within the flood risk area as determined by Alberta Environmental Protection;

(b) Development activities in the flood risk area shall be carefully controlled. Low intensive uses such as open space, recreation and agricultural activities shall be preferred.

(c) Subdivision and development of permanent structures shall not be permitted within the flood way;

(d) Notwithstanding the above and at the discretion of the Development Authority, development defined as infill development may be allowed on land within the flood risk area. In all cases, as a condition of development approval, the Developer shall hold the Municipality harmless from any damage to or loss of the development caused by flooding by way of an agreement registered as a caveat or restrictive covenant against the titles of the property being developed; and

(e) At the discretion of the Development Authority and where development does not constitute an infill situation as defined in this bylaw, development may be allowed on land within the flood fringe area if sufficient landfill can be provided to raise the building or development site above the elevation of the 1:100 year flood probability contour or other suitable flood proofing techniques can be employed. The Town may require professional certification to ensure this requirement.

Municipal Planning Commission discussed the application. The Highway flanking portion of the lots is not useable or accessible to the highway itself. The lots are best used for residential as the access for a Commercial use would be through a residential area. This is a good use of this property, an improvement to the area, good long term format for the home design, as subdivision of the duplex could be possible. This is a much improved plan from the previously submitted as it fits better and is a positive build. The lot orientation makes sense as the boulevard is quite wide; the walkway in front of the property would not allow street parking. There would be no backyard access for the east duplex; however a 20 foot side yard set back would allow access to the rear. Relaxations would have to be done to 35% coverage, and for an 8 foot set back on the front; any request for less would have to go to SDAB. A caveat on title for the flood plain location would be required.



Motion: Development Permit T00050 13-D submitted by Derek Dekeyser for new construction of a duplex located 51,53 & 55 Bridge Street, Drumheller on Plan 4317CQ; Block 1; Lots 26,27 & 28 to be tabled until submission of formal house plans and site plan to the development officer, as well as rezoning of the property to R-2.

All in Favor: Carried

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

4.1 Proposed Zoning Change – Hwy-C to R2

This proposed zoning change from Highway Commercial District to R-2 Residential District is in relation to the Development Permit T00050-13D presented earlier. The adjacent property, Numberz Accounting, recently submitted a change of use from residential to commercial. Patrons must access through the residential area however customer traffic is minimal for this type of business. Other properties within the area include the Fossil Shop, the Greek Restaurant and a garage which all have direct access off the highway. Without highway access, the lots are more suited for residential use than Highway Commercial.

Motion: S. Kuntz of the Municipal Planning Commission recommends to Palliser Regional Municipal Services the proposed zoning change from Highway Commercial to R-2 Residential be accepted.

Second: S. Gallagher – All in favour - Carried

5.0 OTHER DISCUSSION ITEMS

5.1 Concept Plan for addition of attached garage – R-1

This is a concept plan submitted for review by the Municipal Planning Commission for their comments. This home's front and rear setbacks are non-conforming. In 2000 there was to be a purchase of land from the Town of Drumheller; this agreement has not been finalized as payment has not been received. The addition would not increase the extent of the non-conforming front setback; however the rear setback does not conform. C. Woods stated that the MPC would not be able to approve the application until the purchase of land was finalized.

The owner wants to create 2 additions; one addition is of an attached garage with a 10 foot by 12 foot enclosed access area in between the home and the garage. The second addition is a 22 foot by 10 foot addition on the back of the existing home. A Shed encroachment is existing.

MPC members commented that the character and appearance of the home with the addition as submitted does not fit the neighborhood. Perhaps if the garage was attached directly to the house the design would conform.

For reference purposes the following portions of the Land Use Bylaw 10-08 were attached,

79. Attached Garages

Unless otherwise approved by the Municipal Planning Commission, an attached garage may not exceed 50% of the dwelling gross floor area to a maximum of 75m² (800 sq. ft.), whichever is the lesser. Attached garages shall not exceed 1 ½ stories or the height of the principal structure, whichever is the lesser.

69. Non-Conforming Buildings and Uses

(d) A non-conforming building may continue to be used but the building shall not be enlarged, added to, rebuilt or structurally altered except:

- (i) as may be necessary to make it a complying building, or
- (ii) as the Development Officer considers necessary for the routine maintenance of the building, or
- (iii) If, at the discretion of the Development Authority, the alterations do not increase the extent of non-compliance and are within all other requirements of this Bylaw, the development may be permitted.



5.2 In Camera Item

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

Chairperson

Development Officer

Attachments:



**Municipal Planning Commission
MINUTES
Meeting of Thursday July 4, 2013**

Present: Paul Salvatore, Director of Community Services – excused 1:15
Ryan Seifried, Projects Co-Coordinator
Doug Stanford, Councillor/Member
Andrew Berdahl, Councillor/Member
Brad Wiebe, Palliser Regional Municipal Services
Cindy Woods, Development Officer
Linda Taylor, Recording Secretary
Donna Kittridge, Job Shadow the Recording Secretary – entered 1:15
Shawn Francis, Chairperson
Sharon Clark, Vice Chairperson – excused 1:25
Scott Kuntz, Member
Stacey Gallagher, Member

Chris Morgan – Valley Auto Recyclers – excused 12:45
Shelley Morgan – Valley Auto Recyclers – excused 12:45
Ed Palm – Engineer – excused 12:45

Absent:

1.0 CALL TO ORDER – 12:05 pm

2.0 MINUTES FROM PREVIOUS MEETINGS

2.1 June 13, 2013

Motion: D. Stanford moved to accept the minutes of June 13, 2013 as presented.

Second: S. Gallagher – Carried

3.0 DEVELOPMENT PERMITS

3.1 T00029 13-D – Valley Auto Recyclers – Level hill tops for vehicle storage – “M-2”

C. Woods presented Development Permit T00029-13D submitted by Valley Auto Recyclers for leveling hill tops for vehicle storage located at 900 Premier Way, Drumheller on NE-3-29-20-W4M. Zoning is “M-2” Medium Industrial District. Recycling, storage, salvage and wrecking yards are a discretionary use in this district.

C. Woods advised this application is for leveling hill tops for more vehicle storage area on the property. Included with the application; Palm Engineering has done a grade plan and descriptive letter on the principles of the design to be used. Ed Palm, Chris and Shelley Morgan are in attendance to answer any questions and speak about the application. Tours of the sight were done with the owners, public works, infrastructure, development officer, Palliser RMS planner and a paleontologist. Dinosaur bones were found on the property during the tours, however the Paleontologist had no issues with the specific areas in question.

Ed Palm, Palm Engineering spoke about how the leveling would be done, with special attention to the drainage requirements for the area; a contour map and aerial map were used to aid in the explanation. Information was given on the levelling areas; rip wrap would be used for areas with drops in elevation, and no loose dirt would be used to



shape graded surfaces, the fill would be compacted by the moving equipment. The time frame for this project is about one month.

C. Morgan stated the previous owners had channelled the run off water right down the road, and the drainage has since been changed to optimize the water movement. C. Woods confirmed the applicant has made improvements on the property.

C. Morgan stated there was a report done previously in regards to the paleontology interest on the property, the areas of levelling were not of interest, however there is an area where a large bone is located and this area is not to be touched.

Discussion with owners and Municipal Planning Commission included visibility of the vehicles by the public; visibility is blocked by an existing hill, which is not a part of the leveling project. There are three trailers visible from the road, which were placed to stop the quading and biking on private property; however now the off road vehicles are making a detour through the Town of Drumheller property. The question of fencing this area instead of using the trailers was posed to the applicants; C. Morgan explained the expense to fence 70 acres of hilly terrain was not cost effective.

MPC asked about the culverts; are catch basins being placed in front of the culverts to catch debris. In answer, catch basins are not planned as the barrel size to be placed will have greater capacity than the flow volume estimated for the run off. The water course through this property does enter the Red Deer River.

E. Palm, C. & S. Morgan excused themselves from the meeting at 12:45.

MPC members discussed silt fencing, engineer inspection completion report, compaction and development service agreements.

Motion: A. Berdahl moved Development Permit T00029-13D submitted by Valley Auto Recyclers for leveling hill tops for vehicle storage located at 900 Premier Way, Drumheller on NE-3-29-20-W4M 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. Grading and drainage as per engineered documents submitted with application. Letter of confirmation to be submitted to the Development Authority from Ed Palm Engineering that site grading/drainage has been completed as per engineered specifications.
4. Applicant to ensure grading allows for all surface water to drain from the site and does not adversely affect neighboring properties.
5. External finished appearance of site to the satisfaction of the Development Officer/Municipal Planning Commission.
6. 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
7. If the holder of the permit wishes to make any changes in the proposed development from application as approved, the holder of the permit must first obtain permission of the Development Officer/Municipal Planning Commission. An additional development permit may be necessary.
8. Development to conform to any and all Federal, Provincial and/or Municipal regulations, and/or guidelines as well as any and all Environmental regulations and/or guidelines that may apply.
9. 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.
10. Garbage and waste material must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares excluding lanes.
11. Outside storage of material, equipment and vehicles shall be stacked or placed so they are not visible from public thoroughfares outside the Industrial District or any Residential Districts.



12. Commercial and Industrial Developments abutting a residential district shall be screened from view to the satisfaction of the Development Authority.
13. 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.
14. Development to conform to Canadian Auto Recyclers' Environmental Code (CAREC).

Second: S. Kuntz – Carried

3.2 T00052 13-D – Karen Bertamini – Tourist Dwelling – “R-1”

C. Woods presented Development Permit T00052 13-D submitted by Karen Bertamini for a tourist dwelling located at 315 3 Avenue East, Drumheller on Plan 7089BN; Block 15; Lots 1 & 2. Zoning is “R-1A” Residential District. Tourist Dwelling is a discretionary use in this district.

C. Woods advised this property was originally built with a suite and a separate entrance. The applicant would like to turn this area into a rental accommodation with its own livingroom, bathroom and bedroom. There will be a maximum of 4 people at any one time and 2 onsite parking available for the occupants.

C. Woods read from the Land Use Bylaw 10-08,
“**Tourist Dwelling**” means a single dwelling unit:

- (a) occupied by guests for a temporary period less than 28 days;
- (b) Contains sleeping and sanitary facilities and may contain cooking or eating facilities;
- (c) Occupied by a single party at any given time;
- (d) Maximum occupancy to be limited by the number of rooms available for sleeping accommodation and shall be determined by the development authority.

Municipal Planning Commission discussed the application.

Motion: D. Stanford moved Development Permit T00052 13-D submitted by Karen Bertamini for a tourist dwelling located at 315 3 Avenue East, Drumheller on Plan 7089BN; Block 15; Lots 1 & 2 be approved, subject to the following conditions:

1. Must conform to the Town of Drumheller Land Use Bylaw 10-08.
2. Must conform to the Town of Drumheller Community Standards Bylaw (16-10).
3. Annual Business License is required
4. Tourist Dwelling means a single dwelling unit: occupied by guests for a temporary period less than 28 days; contains sleeping and sanitary facilities and may contain cooking or eating facilities; occupied by a single party at any given time; maximum occupancy to be limited by the number of rooms available for sleeping accommodation and shall be determined by the development authority.
5. Maximum occupancy at any given time shall be one party of up to four (4) people as indicated on submitted application.
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.
7. A Tourist Dwelling shall not have signage associated with the use.
8. An owner or manager shall be available within the Town of Drumheller at all times when the tourist dwelling is being used.
9. The owner or manager shall maintain garbage to the satisfaction of the Development Authority.
10. Tourist dwellings shall not cause or create nuisance factors that extend beyond what is normal and incidental to residential uses.



11. The site and buildings, structures and improvements shall be maintained in a clean, neat, tidy and attractive condition and free from all rubbish and debris.
12. Development to conform to any/all Federal, Provincial and/or Municipal regulations and/or guidelines that may apply.
13. On-site parking shall be provided at all times for all guests.
14. Prior to commencement of occupancy and business activities, confirmation must be provided to the Development Officer from the Local Fire Authority and Health Authority that building is occupiable for such purposes.
15. The development shall be revocable at any time, if the use is or has become detrimental to the amenities of the neighborhood.
16. Permit expires December 31, 2013.

Second: S. Clark – Carried

3.3 T00056 13-D –Pure Power Rentals (Techmation)– New Construction of Shop – “M-1”

C. Woods presented Development Permit T00056-13D submitted by Pure Power Rentals (Techmation) for new construction of a shop located at 102 Hygrade Crescent, Drumheller on Plan 9710916; Block 11; Lot 18. Zoning is “M-1” Light Industrial District. Electrical contractor establishments are a discretionary use in this district.

C. Woods advised this application is a joint venture between Pure Power & Canalta to develop this property; Techmation electric and Controls Ltd will be renting the building. Techmation is expanding and requires a larger shop. The parcel size is 4290 m² (46,177 sq. ft). The west end of the property has a drainage ditch and utility right of way; the building is to be placed closer to the west side, 3 meters from the utility right of way. There are no concerns from the storage or use of this property that would have a negative impact on the environment due to the proximity of the drainage ditch. This development meets all setback requirements of the Land Use Bylaw.

Municipal Planning Commission discussed the application.

Motion: S. Clark moved Development Permit T00056-13D submitted by Pure Power Rentals (Techmation) for new construction of a shop located at 102 Hygrade Crescent, Drumheller on Plan 9710916; Block 11; Lot 18 be approved, subject to the following conditions:

1. Must conform to the Town of Drumheller Land Use Bylaw 10-08.
2. Development to conform to the Town of Drumheller Community Standards Bylaw (16-10).
3. Placement of construction as per plot plan submitted.
4. A stormwater management plan shall be required for all development applications for industrial and commercial property, confirmation must be provided to the Development Authority.
5. Construction to be in accordance with the Alberta Building, Health and Fire Codes.
6. In accordance with Bylaw 10-08, Offsite levies to be paid prior to the issuance of Safety Code permits.
7. Prior to commencement of occupancy and business activities, confirmation must be provided to the Development Officer from the Local Fire Authority that building is occupiable for such purposes.
8. All necessary Safety Codes permits (building, electrical, gas, plumbing, etc.) to be in place prior to commencement of any construction/installation.
9. 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.
10. 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.



11. Landscaping to be in accordance with Policy C04-02 and Land Use Bylaw 10-08 and to the satisfaction of the Development Officer/Municipal Planning Commission.
12. Garbage and waste materials must be stored in weather proof and animal proof containers and screened from adjacent sites and public thoroughfares. Separate containment should be provided for the disposal and recycling of cardboard materials.
13. Development to conform to any and all Federal, Provincial and/or Municipal legislations or guidelines that may apply.
14. All signage to be made under separate development permit application.
15. Make provisions for proper installation of water meter as per Town of Drumheller Water/Sewer Bylaw
16. Contractor(s) and Sub-Contractors to have a valid Business License with the Town of Drumheller.
17. Annual Business License is required.

Second: S. Gallagher – Carried

4.0 PALLISER REGIONAL MUNICIPAL SERVICES

4.1 Industrial Districts Review

B. Wiebe presented the Planning report to the Municipal Planning Commission regarding chemical storage in industrial land use districts – review process. Recent investigation in the Town of Drumheller industrial parks have revealed the storage of varying quantities of industrial chemicals of oilfield and other purposes stored within light industrial land use districts.

Municipal Planning Commission reviewed and discussed the Report presented. The chemical company locations were looked at and most are located beside the drainage ditch which drains off into the Red Deer River. In the past a chemical company looked at the same area and decided against the property due to the proximity of the drainage ditch. Some of the locations of the chemical companies are also adjacent to a berm that is shared by residential properties on the other side.

Platinum Chemical purchased and moved into a M-1 district building without prior consultation with the development officer regarding zoning, or occupancy of the building. Multi-Chem had a spill at their location, also M-1. These are only two of the Chemical companies that require containment and proper labeling for the chemicals stored on site; storage is both inside and outside of the buildings.

C. Woods read Land Use Bylaw 10-08;
M-1 -- Light Industrial District

(e) Special Requirements

1. All uses in this District shall carry out their operations such that no nuisance factor is created or transmitted beyond the walls of the building housing the industrial operation. In general, nuisance factors shall include objectionable or dangerous conditions caused by: noise, vibration, smoke, dust, odor, toxic or noxious matter, radiation, flammable or explosive materials, heat, humidity or glare.

2. The operation of all uses shall comply with the environmental and public health performance standards of the Provincial Government.

Processes and changes are needed with the input, consultation or guidance of: industry consultants, Alberta Environment, energy regulators; what are the safe distances for chemical storage, what are the berming regulations, and what is the industry process and standards for chemical storage. R. Seifried is to do research into processes and standards.



Municipal Planning Commission would like to review the Industrial Districts and information gathered before the end of September 2013.

5.0 OTHER DISCUSSION ITEMS

6.0 Adjournment – Meeting adjourned by S. Francis at 1:35 pm.

Chairperson

Development Officer

Attachments:

- ✓ Valley Auto Recycling Land Leveling Principals of design.
- ✓ Contour map by Palm Engineering.
- ✓ Planning Report to the Municipal Planning Commission by Palliser Regional Municipal Services

Amended:
Bylaw # 11-10
April 23, 2010

- (a) If outdoor speakers are provided they shall be:
- i. a minimum 20 metres (66 ft.) from the property boundary of a parcel designated as a residential district; or
 - ii. separated from a residential district by a building; or
 - iii. appropriately screened and/ or designed so that the noise from the speaker does not adversely affect adjacent residential land uses at the discretion of the approving authority.
- (b) Drive through aisles shall be appropriately screened from residential land uses and/ or not located within 20 metres (66 ft.) of a residential building at the discretion of the approving authority;
- (c) Drive through aisles may be located in a required setback area if there are no safety or nuisance concerns identified with adjacent land uses or if any concerns are sufficiently remedied;
- (d) A drive through window shall not provide direct access to any street or adjacent property;
- (e) must not have pedestrian access located so that it crosses a drive through aisle;
- (f) must have a minimum 5 vehicle stacking spaces per order board or ordering window for the purpose of queuing vehicles;
- (g) requires a minimum of 3 vehicle parking stalls.

52. Parking

Amended:
Bylaw # 18-12
Jan 14, 2013

- (a) The number of off-street parking spaces for any development shall be according to requirements set out for the land use district in which the space is located as follows:

Type of Development	Parking Spaces Required	
Dwelling	One (1)	Per dwelling unit
Worship Facility	One (1)	Per 15 seats which may include parking spaces which in the opinion of the Municipal Planning Commission are available on neighbouring commercial sites for church use.

Agenda Item # 8.1.1

Town of Drumheller – Land Use Bylaw 10-08

Day Home	One (1)	Per staff member
Apartments and attached housing	One (1)	Per dwelling unit
Guest parking	One (1)	Per seven (7) dwelling units
Assisted Living, Senior's lodge and Supportive Living	One (1)	Per 93 m2 (1,000 sq. ft.) of gross floor area
Day care centre	One (1)	Per staff member
Cottage Dwelling /Park Model/ Recreational Vehicle/ Modular Home	One (1)	Per dwelling unit
Cottage Dwelling /Park Model/ Recreational Vehicle/ Modular Home	One (1) visitor space	Per 4 dwelling units
Professional, financial offices	One (1)	Per 74 m2 (800 sq. ft.) of gross floor area in the building
Retail shops, personal service shops	One (1)	Per 74 m2 (800 sq. ft.) of gross floor area
Libraries	One (1)	Per 74 m2 (800 sq. ft.) of gross floor area
Clinics	Two (2)	Parking spaces per 93 m2 (1,000 sq. ft.) of gross floor area

Agenda Item # 8.1.1

Town of Drumheller – Land Use Bylaw 10-08

Restaurants	One (1)	Per eight (8) seats in CB District Per four (4) seats in all other districts
Hotels and Motels	One (1)	Per guest suite
Funeral homes	One (1)	Per six seats for persons attending services
Funeral home vehicle	One (1)	Per vehicle
Bowling alleys	Two (2)	Per alley
Additional	One (1)	For every 5 spectator seats
Theatres	One (1)	Per ten (10) seats
Commercial tourist Development		The greater of one (1) on-site parking space per 28 m ² (300 sq. ft.) or fifteen (15) parking spaces, plus recreational vehicle parking as required by the Municipal Planning Commission. For multiple use commercial tourist developments, parking stalls shall be as required by the Municipal Planning Commission but in no case be less than those calculated for each use on the site.
Warehouses	One (1)	Per 93 m ² (1,000 sq. ft.) of gross floor area
Plus: Loading space	One (1)	Per 1858 m ² (20,000 sq. ft.) gross floor area
Manufacturing establishments	Two (2)	Per 93 m ² (1,000 sq. ft.) of gross floor area
Plus: Loading space	One (1)	Per 1858 m ² (20,000 sq. ft.) gross floor area

Agenda Item # 8.1.1

Town of Drumheller – Land Use Bylaw 10-08

Equipment and machinery sales and rental, Auto-body & paint shops, Automotive, truck & recreational vehicle service & repair establishments	One (1)	Per 93 m2 (1,000 sq. ft.) of gross floor area
Electrical, plumbing, heating, building and mechanical contractor establishments	One (1)	Per 93 m2 (1,000 sq. ft.) of gross floor area
Veterinary clinics etc.	One (1)	Per 93 m2 (1,000 sq. ft.) of gross floor area
Public places of assembly including: race tracks, exhibition halls, sports arenas, ball parks and other recreational or amusement places	One (1)	Per eight (8) seating spaces
Elementary / Jr. High Schools	One (1)	Per classroom
Senior High Schools	Four (4)	Per classroom
Post-Secondary Education Facility	One (1)	Per three (3) students based on the maximum number of students at the use at any given time or in accordance with a parking study submitted at the time of the development permit application
Hospitals	One (1)	Per 93 m2 (1,000 sq. ft.) of gross floor area

Agenda Item # 8.1.1

Town of Drumheller – Land Use Bylaw 10-08

Libraries	Two (2)	Per 93 m2 (1,000 sq. ft.) of gross floor area
Other uses at the discretion of the Development Authority		

- (b) For multiple use sites parking requirements shall be based on the calculation of parking required for each individual use.
- (c) Parking spaces for an apartment building or attached housing developments should not be located in the front yard.
- (d) A parking space shall be located on the same site as the building or the use in respect of which it is required and shall be designed, located, and constructed to the Town's standards so that:
- (i) it is reasonably accessible to the vehicle intended to be accommodated there;
 - (ii) it can be properly maintained; and
 - (iii) it is satisfactory to the Development Officer or the Municipal Planning Commission in size, shape, location and construction.
- (e) The Municipal Planning Commission may:
- (i) accept a payment in-lieu on the number of on-site parking spaces deficient, which payment shall be based on the amount of money in accordance with Town policy in return for the equivalent parking space to be provided by the municipality elsewhere in the District in which the development is proposed;
 - (ii) require the developer to provide the required off-street parking on land other than that to be developed provided that:
 - the alternate parking site is within 152 m (500 ft.) of the site where the principal building is located or where the approved use is conducted;
 - the person wishing to use an alternate parking site must have absolute control of it for a length of time equal to the life of the approved use of time of the building or site, and will use that site for no other purpose than to provide alternate parking;
 - the absolute control is established to the satisfaction of Council;

- should the alternate parking site cease to be available, another parking site must be provided which meets the above criteria or the approved use of the building or the site must be discontinued;
 - the person wishing to use an alternate site shall agree with the Town in writing under seal, which document shall be in such form that it can be protected by registration of a caveat under the Land Titles Act, that the site on which the alternate parking site is located shall be used for such purpose as long as it is required by this Part.
- (f) A parking space shall not be less than 14.8 m^2 (160 sq. ft.) in area and not less than 2.4 m (8 ft.) wide.
- (g) When a building is enlarged, altered, or a change made in the use, in such a manner as to cause an intensification of the use of that building, provision shall be made for the additional parking spaces required under the parking provisions of this Bylaw or any amendments hereto based only on the number of additional parking spaces required because of the enlargement, change in use, or intensification of the use of the building.
- (h) Any parking space or loading space provided shall be developed and surfaced to the satisfaction of the Development Officer.
- (i) Adequate curbs or fences shall be provided to the satisfaction of the Development Officer or the Municipal Planning Commission if, in his/her or its opinion, it is or becomes necessary to protect adjacent fences, walls, boulevards, landscaped areas or buildings on the site, or on an abutting site, from contact with vehicles using such parking space or area.

53. Relocation of Buildings

Amended:
Bylaw # 18-12
Jan 14, 2013

- (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).



DRUMHELLER

INFRASTRUCTURE SERVICES

Agenda Item # 8.2.1



Request for Decision

Date: July 26, 2013

Topic:	HVAC Upgrades to the Aquaplex and WTP		
Proposal:	<p>Tenders were prepared for this Upgrade Project by DBK Engineering. Tenders closed on July 25, 2012 at 2 PM.</p> <p>Two Tenders were received one from Dee Jay Plumbing & Heating Ltd. for the sum of \$769,886.01 and the other from Gateway Mechanical Services for \$ 774,402.92</p> <p>We have negotiated with the low tender to try and proceed with Schedule 1 only as schedule 2 exceeded our budget.</p>		
Proposed by:	Allan Kendrick, Director of Infrastructure Services		
Correlation to Municipal Sustainability Plan	Maintain Lifestyle Activities in the Recreation Areas and Reduce Energy while Upgrading HVAC Equipment in Town Facilities		
Benefits:	This Upgraded Equipment would provide an improved comfort level for the General Public as well as Staff and help to reduce operating costs by reducing energy consumption.		
Disadvantages:	N/A		
Alternatives:			
Finance/Budget Implications:	Funds required would come from the Approved Capital Plan and Grant Funding. A portion of the Grant funding is based on energy savings, one year after the upgrades are completed. It is calculated on Greenhouse Gas Reduction at a rate of \$ 90 per tonne. These calculations are to be completed on the three facilities approved for funding the Aquaplex, Water Treatment Plant and the New Town Hall.		
Operating Costs:		Capital Cost:	\$
Budget Available:		Source of Funds:	Capital Budget & Grants
Budget Cost:		Underbudgeted Cost:	
Communication Strategy:	Affected parties will be notified.		
Recommendations:	<ul style="list-style-type: none">Council reject all tenders and have Administration proceed with retender the project in two separate tender packages		
Report Writer:	Allan Kendrick	CAO:	R. M. Romanetz
Position:	Director of Infrastructure Services		

INFRASTRUCTURE SERVICES

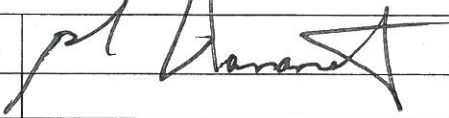

	Created By: 8/23/13 3:14 PM	1
--	--------------------------------	---



Request for Decision

Date: August 23, 2013

Topic:	Drumheller Association of Skateboarding Enthusiasts (DASE) Request – Support of Proposed location – in Centennial Park
Background:	<p>The Drumheller Association of Skateboarding Enthusiasts (DASE) a community based committee is organized for the purpose of building a future skateboard park in the Town of Drumheller.</p> <p>DASE has raised over \$100,000 to date in support of this project, which is estimated to be \$500,000 in total costs based on preliminary estimates.</p> <p>The committee was unsuccessful in its first round of applications to various grant funding programs – and is in the process of resubmitting for another round of provincial funding for the project in September.</p> <p>In July, 2013 a delegation from DASE attended Council to express their desire to move forward on the project in Drumheller's Centennial Park (in proximity to the Fountain).</p> <p>The group will commence work on the detailed design of the skateboard park by their hired firm, New Line Skate Parks. This will only occur after Town staff, ATCO and the public has endorsed the location and design of the project.</p> <p>Town representatives will ensure that the design accommodates potential future improvements to the Aquaplex, while respecting the existing infrastructure in Centennial Park. The Town will only endorse the final project after these details have been confirmed.</p>
Proposed by:	Administration
Correlation to Business (Strategic) Plan	Identified within the Municipal Sustainability Plan "promotion of healthy lifestyles and choices."
Benefits:	A permanent skateboard park has been identified as a desirable community project by youth and families for many years. Modern skateboard parks integrate park and trail space while promoting an active lifestyle for youth. The costs of maintaining skateboard parks is relatively low, if well planned and constructed.
Disadvantages:	Requires the commitment of land (leased by the Town) Skateboard parks do not generate revenues

Alternatives:	Take no action Identify another location for consideration Take action without DASE's input			Agenda Item # 8.4.1
Finance/Budget Implications:	The property is leased by the Town and owned by ATCO. ATCO has indicated support for this use.			
Operating Costs:	-In Kind-	Capital Cost:	-0-	
Budget Available:	-0-	Source of Funds:	Grant Funds and donations / sponsorship	
Budget Cost:	-0-	Underbudgeted Cost:	-0-	
Communication Strategy:	Notify DASE and the press of Council's decision.			
Recommendations:	That Council moves support for the Drumheller Association of Skateboarding Enthusiasts (DASE)'s proposed location (in principle) for a skateboard park in Centennial Park – as identified in the attached maps and subject to support from ATCO and public consultation – as identified by DASE.			
Report Writer:	Paul Salvatore	CAO:		
Position:	Director of Community Services			
RFD_Skateboard_Project_location_0813				

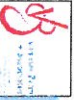
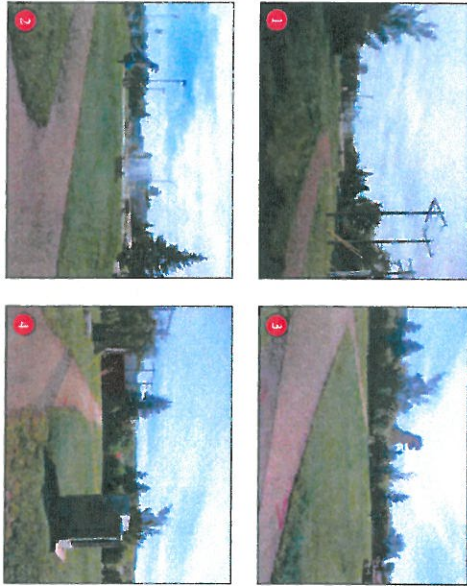
Drumheller Skatepark - Site Analysis

Agenda Item # 8.4.1

Legend

- Site Boundary Limit
- Legal Boundary
- Existing Pedestrian Circulation
- Proposed Pedestrian Circulation New Walkway
- Proposed Skatepark Footprint - Approximately 900m² (9,700sqft.)
- Key Junction Potential Entry Points to the Skatepark
- Buffer Between Skatepark Footprint and Walkways
- Existing Site Vegetation to Remain
- Existing Walkway to be Removed
- Existing Site Power Poles to be Removed to allow for Proposed Pedestrian Walkways
- Existing Water Pump Base to Remain
- Existing Electrical Box to Remain

Site Photos





Methodology - Community Consultation and Concept Design

Task	Specific Objective	Timeline/Deliverables
1.	Start Up Meeting / Site and Program Review The consulting team will meet with DASE and Town representatives and other key stakeholders to thoroughly review the site area and intended program for skatepark development. At this time, project goals and objectives will be confirmed, timelines set, processes reviewed, and lines of communication established. The consulting team will then work with the Owner to obtain and review all available base data for the site. Any survey and geotechnical information will be obtained as well as other pertinent data related to grades, irrigation, existing vegetation, current and future site development. This information will serve as the foundation for future design work.	<i>Week 1</i> Meeting minutes key contact Information Base data will be reviewed with Owner
2.	Create Base Maps and Site Analysis Drawings Using information gleaned from task one, the design team will prepare base maps from which all future design work will be based. This is critical to ensure that design development adheres to an accurate site specific data set and the design team does not encounter unexpected site conditions later in the detail design phase.	Digital files sent to owner Base maps will be reviewed with Owner
3.	Skateparks 101 Community Design Workshop Prior to engaging in conceptual design development, the consulting team will conduct a design workshop. This session usually takes place in the evening at a time convenient to both parents and youth. The workshop will consist of an oral presentation, power point review of youth park development and current trends in skatepark development in North America. This is a useful information session for those who wish to learn more about skateparks and their integration into the modern community. A comprehensive, 'hands-on' workshop, consisting of drawing, writing, and modelling specific park layout/feature options will be held after the formal presentations.	<i>Week 1</i> Prepare and conduct workshop Minutes of workshop submitted to owner
4.	Begin Development of Alternate Design Concepts / Fundraising and Grant Program Kick-Off The consulting team will gather information from the community design workshop and initial key stakeholder meetings to begin developing concept directions. Our experience has shown us that one dominant design detail will begin to emerge through this process, although we will offer a couple design variations for feedback. Our team is prepared to provide design for all aspects of the surrounding site area as one highly integrated design concept. High level fundraising initiatives / in-kind opportunities will be reviewed, prioritized and pursued at this time.	in-progress design sketches posted to online forum for continued feedback Fundraising program best practices and available grants will be explored



Task	Specific Objective	Timeline/Deliverables
5.	Presentation of Concept Alternatives Comprehensive 3D renderings + a class C cost estimate and written design brief will be brought back to the community and owner through a second interactive workshop and internal review for feedback.	<i>Week 6</i> 2 - 24" X 36" presentation panels) + Class C cost estimate
6.	Refinement of Preferred Design Schematic Any modifications as a result of the design/budget review will be prioritized for implementation and work will begin on the preferred concept design in conjunction with the owner. We will update our plans so that the chosen park concept is fully correct and technical drawings can proceed with ease.	in-progress design sketches posted to online forum for continued feedback
7.	Presentation of Final Concept Design The completed final concept design will be brought back to the owner and key stakeholders for a final review for feedback on any final adjustments. Necessary changes will be made in our plans in preparation for the development of advanced construction drawings and specifications. Key information (detailed concept and budget breakdown) for final grant applications/fundraising initiatives will be implemented at this time. Fundraising/In-kind assistance will continue throughout consecutive project phases	<i>Week 9</i> detailed renderings (1 - 24" X 36" color presentation panels) Class B cost estimate,

Methodology - Technical Design and Construction Drawings

1.	Begin Working Drawings We will begin work in earnest to complete the technical specifications and working drawings for the youth park project. We anticipate a timeframe of 4 weeks until we can submit 80% complete drawings for discussion and review with owner's representatives.	<i>Week 10</i> 80% complete drawings sent for review by Owner
2.	Complete Working Drawings Review The technical design team will complete all construction detailing, construction documents and specifications for the skatepark project. Complete drawings will be sent to the owner and various committees for full red line review/approvals.	Copies of 100% complete construction drawings package and specifications sent for review and approval.



Methodology - Technical Design and Construction Drawings

Task	Specific Objective	Schedule
3.	Delivery of Final Working Drawings Any last amendments will be included in final construction documents and specifications. Final drawings and specifications package will be sent to the owner in accordance with the desired file scheme. Any changes made during construction will be provided via 'as built' drawings upon completion.	<i>Week 14</i> Final construction drawings and specifications package delivered to owner

Methodology - Construction

1.	Construction Mobilization The design/build team will meet with owner to review the priorities for park construction and will plan out a detailed schedule for completion of key milestones within each phase of construction.	<i>(Week 1)</i>
2.	Layout / Site Preparation The construction team will layout all design grades, remove any existing sod, trees, etc and prepare the site for grading and drainage.	<i>Week 2</i>
3.	Grading & Drainage The construction team will proceed with installation of the drainage system. Power (including conduit for lighting if required) and other site servicing will roughed in to park area at this time. Rough grades will then be established.	<i>Week 3</i>
4.	Fine Shaping / Banks & Transitions Once the rough grades are established and the drainage is installed, we will proceed with fine shaping of the park elements. The park construction team will then assess the weather forecast. If weather is favorable for pouring concrete, our will proceed with installing the banks and transitions. All banks and transitions are poured in small, controlled panels to ensure proper shaping and finishing.	<i>Week 4</i>



Methodology - Construction

Task	Specific Objective	Schedule
5.	Flat Slabs Once all banks and panels are complete the construction team will prepare, form and pour the base slabs. These sections will require favorable weather as they are larger pours.	<i>Week 8</i>
6.	Ledges & keystone features Upon completion of the banks, transitions and flat slabs, the construction team will proceed with forming and pouring all ledges and keystone features.	<i>Week 10</i> <i>Week 11</i>
7.	Clean Up / Demobilization Upon completion of all concrete work our team will remove construction debris, grade surrounding berms and complete all rough landscaping responsibilities.	<i>Week 12</i>
8.	Finishing Landscaping / Facility Grand Opening Once all concrete is completed and the park is cleaned and ready for use, our team will work together with the owner to help coordinate all finishing landscaping installation. At New Line Skateparks, we also take pride in participating in the skatepark opening ceremony and dedication events by helping organize professional skateboarding talent and prizes for the community.	

We are committed to employing our full resources for completion of the project in a timely manner to maximize community use for the season. Construction is expected to take 10 - 14 weeks from mobilization. It is our intention to work efficiently until project completion. Should severe weather alter our work program, we will adjust our schedule to ensure quality control.



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER

Agenda Item # 9.1



QUARTERLY REPORT

Name:	R.M. Romanetz, P. Eng.	Month:	April to June 2013
-------	------------------------	--------	--------------------

2013 STRATEGIC BUSINESS PLAN

Corporate Priorities:

BADLANDS COMMUNITY FACILITY FUNDING REVISED STRATEGY

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

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

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

Rather than pursuing a Community Foundation, the Town will research the feasibility of piggybacking on a local Friends of Society or create a Friends of BCF Society.

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

ORGANIZATIONAL SERVICE CAPACITY REVIEW

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

BADLANDS COMMUNITY FACILITY PHASE 2 CONCEPTUAL DESIGN

On July 29th, Council heard a presentation from Michael Winder – Sales Manager, Sprung Instant Structures Ltd. and Charles Olfert – Architecture, Aodbt Architecture and Interior Design on the design and benefits of a Sprung structure versus a traditional method building for a new second arena and / or

Office of the Chief Administrative Officer

Telephone: (403) 823-1339

	Created by Handy	Page 1 of 3
--	------------------	-------------

curling rink. A package of information was given to Council for their consideration in making an application for a shovel ready project. The Town will work to finalize the functional design and include input from the Fundraising Committee and the public to finalize a package that can become an application when the new Federal Building Fund Canada is announced.

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

Advocacy (CAO / Council)

CN Rail – Update is required to confirm next steps by CN.

Infrastructure Dollars – Mayor Yemen sent a letter to MP Kevin Sorenson requesting Federal funding for the access road into the Federal Penitentiary (requires an immediate overlay in 2013). The request was denied.

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

Organizational Improvements

Relocation of Town Hall – Superior Safety Codes Services issued an occupancy permit to the Town on July 25th. The Town of Drumheller took possession of the new Town Hall building effective Monday, July 29th. The Town began immediately moving boxes using existing Town staff resources. On August 9th, Town Hall operations were closed to the public so that furniture and computer equipment could be moved over and set up, once again using Town staff resources. The new Town Hall was opened for business on August 12th. Administration is very appreciative of the Public Works staff for moving all the heavy items and setting up our new offices / work spaces within a few days. Our grand opening will be scheduled for late September.

Change Reporting Format for Quarterly Reports – Completed.

Outreach Commitment – Council are attending Community Hall meetings.

Operational Strategies (CAO / Staff)

AFFORDABLE HOUSING RFP - An RFP for Hillview and Elgin Hill Subdivision will be prepared and submitted to the Calgary-Alberta Home Builders Association and interested developers. Registered plans for both subdivisions have now been finalized.

GIS and ASSET MANAGEMENT (Capital Inventory) - Data entry and testing of the system needs to be completed.

INTERNSHIP PROGRAM - Ryan Seifried has been with the Town since early May and has become familiar with municipal operations. Ryan has been assigned to assist with the above two operational strategies.

Lobbying (Mayor / CAO)

- Mayor Yemen has sent letters this quarter to:
 - Alberta Film Commissioner – asking for their interest in a filming opportunity when the Calgary Zoo Prehistoric Park dinosaurs will be moved to Drumheller;
 - Minister of Tourism, Parks & Recreation – funding for improvements to the Hoodoos Provincial Recreation Area Site;
 - Minister of Transportation – asking for trucks carrying dangerous goods to be directed to use Primary Highway 10 when traveling through the valley rather than Secondary Highway 838
 - ADM Municipal Affairs / Disaster Recovery – correspondence / meeting re provincial flood maps

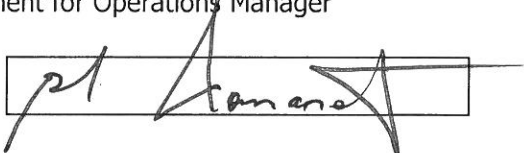
Other Work Priorities:

- DRUMHELLER WATER SYSTEM EXPANSION (West and East)
- West Line - still looking for a partnership.
- East Line – all easement agreements have been signed by the property owners. On July 2nd, Council awarded the contract to Knibbs Developments Ltd. in the amount of \$3,489,593. The pre construction meeting to move the project forward was held on July 30th. The project will commence early September.
- Landfill Operations – the DDSWMA is currently working with AECOM on the renewal application for the approval to operate. The intent is to have the application submitted to Alberta Environment by January 2014. On the recycling side, an agreement has been made with the Drumheller Housing Administration whereby the Solid Waste Association will be able to utilize their trailer at the 7-11 location. Solid Waste has agreed to still supply recycling services to the affordable housing units in exchange for the use of their trailer.
- Recruitment for Director of Corporate Services – completed.
- Union Negotiations – completed.

Outstanding Issues for the Next Quarter:

Energy Aggregation Program
Drumheller Water Plant Upgrades
Upgrades to Wastewater East Coulee
East Coulee / Lehigh Water Transmission Line
Recruitment for Operations Manager

CAO:

A handwritten signature in black ink, appearing to read 'D. Amara', is written over a rectangular box. The signature is stylized and extends slightly beyond the right edge of the box.

Agenda Item # 9.1

2013 STRATEGIC PRIORITIES CHART

CORPORATE PRIORITIES (Council)

- 1) BADLANDS COMMUNITY FACILITY FUNDRAISING REVISED STRATEGY (Ray) (p.5)
- 2) BCF – ESTABLISHMENT OF A COMMUNITY FOUNDATION (Ray) (p.6)
- 3) ORGANIZATIONAL SERVICE CAPACITY REVIEW (Ray) (p.7)
- 4) BCF PHASE 2 CONCEPTUAL DESIGN (Ray) (p.8)
 - VBS Transit Study / Strategy (p. 9)

ADVOCACY (Council/CAO) (p.10) (CN Rail / Infrastructure Dollars \$ / Seniors Housing

ORGANIZATIONAL IMPROVEMENTS (p.11)

- Relocation of Town Hall
- Report(s) Format
- Outreach Commitment

OPERATIONAL STRATEGIES (CAO/Staff)

CAO (Ray) 1) BCF FUNDRAISING REVISED STRATEGY (p.5) 2) BCF – COMMUNITY FOUNDATION (p.6) 3) ORGANIZATIONAL SERVICE CAPACITY REVIEW (p.7) 4) BCF PHASE 2 CONCEPTUAL DESIGN (p.8) 4) Affordable Housing RFP (p.15) 5) GIS and Asset Management (p.17) 6) Internship Program (p.18)	LOBBYING (Con't) Mayor/Ray) (p.12) <ul style="list-style-type: none"> • RCMP Community Officer • Drumheller Water System Expansion • Regional Water • Twinning SH575 	CORPORATE (Bill) 1. Community Foundation Setup (p.25) 2. Budget Process (p.26) 3. Additional Revenue Sources Strategy (p.27)
OPERATIONS (AI) 1) VBS Transit Study / Strategy (p.9) 2) Town Hall Relocation (p.23) 3) Town Entrances / Corridor (p.24) 4) Drumheller WTP Residual Design (p.25) 5) PW Yard Relocation Strategy carryover (p. 26) 6) Centennial Park (Skateboard Park/Stage (carryover) (p. 27) <ul style="list-style-type: none"> • EC Waterline • WWTP Upgrades 	COMMUNITY SERVICES (Paul) 1) BCF Fundraising (p.5) 2) Responsible Pet Bylaw (p. 31) 3) DMO (p. 32) 4) Event Coordination (p. 33) 5) Derelict Buildings (p. 34) <ul style="list-style-type: none"> • Affordable Housing Policy (p.35) FIRE (Bill) 1) Alberta First Responder Communication Upgrade (p. 38) 2) Safety Audit / Risk Management Procedures (p.38)	ECONOMIC DEVELOPMENT (Bob) 1. DMO Tourism Master Plan (carryover) (p.36) 2. Economic Development Taskforce Priorities 3. Affordable Housing Proposal RCMP (Art) (p.38)



2013 Infrastructure Report on Corporate Priorities Second Quarter

Director of Infrastructure Services – Allan Kendrick

Town Hall Relocation:

The move was completed on August 9th and opened for business August 12th, however the Consultants and General Contractor have to review and address the deficiency list. We completed the move with minimal disruption of services utilizing our Staff. Thanks to our Staff and other contractors who worked extra hours to complete the move in a timely manner. Everyone seems to be settling in to the new location. However some of us still need to purge more files. Work is ongoing to digitize a lot of our files and drawings which should help to reduce the storage required.

Water System Expansion:

East Coulee water line design and alignment are completed. The Tender has been awarded to Knibb Development Ltd. Some preliminary work has started, organizing lay out areas for material and equipment storage. A Senior Archeologist was scheduled to review the alignment on August 14th and 15th to ensure no archeological materials interfered with construction activities. Site Work will begin in the next few weeks, with completion in 100 working days weather permitting.

Two Water Study were completed by MPE one for the Penitentiary area and one for the west extension to the Golf course area. I will summarize the information and present to Council prior to the 2014 budgeting process.

Town Entrances:

Urban Systems have completed the design review with Alberta Transportation. Meetings were held with some potential partners. We are waiting to for a response from their head office as to the amounts of possible contributions. This project is scheduled to start this fall, subject to being secured and staff and equipment availability.

Water & Wastewater Plant Upgrades:

The Water Treatment Plant has the preliminary design for the required upgrade to treat residuals completed and review by Operations Staff and AESRD. We expressed our concerns for funding and the dates for the construction of the project. It has been suggested that we request an addendum to our Approval to Operate. The addendum would cover off several items: Long Standing concerns on UV issues, Construction and funding concerns, interim solutions for residual treatment of backwash, Etc. Plant Operators set up and have

... started some residual treatment as a pilot. We are dechlorinating bath water on a temporary basis. If this is found to be acceptable to AESRD, it would reduce the size of the upgrade considerably. Once the Town has AESRD approval and the addendum in place this project could move forward to securing funding, detailed design and construction.

The East Coulee Wastewater Treatment Plant Upgrade is complete. We have several issues with equipment and chemicals that still need to be worked out. We are still in the process of Town Staff working with Consultants, Manufacturers to prove the Plant performance meets or exceeds Approval requirements. This project was not completed on time and has costs the Contractor additional funds to haul wastewater to Drumheller.

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

Public Works Yard Relocation Strategy:

Town staff have start clean up and some leveling for material storage on the site. We will start some site servicing plans and develop grading plans for the area.

Flood dyke materials have been removed from the site and returned and leveled.

2013 Flood Impact:

Town Staff, Other Municipalities, Contractors and Many Volunteers worked around the clock in late June to protect properties and reduce flood damage. Staff and Contractors are still working on clean-up efforts in many areas. We are working with Consultants to finalize reports and recommendation to present to Council and the Province. Staff continue to work hard to complete as much as possible of their regular operating and maintenance programs as well as the flood clean-up. We are hoping for extended good weather this fall to help us get recreational areas and pathway back to reasonable condition. The Town will be paving roadways damaged by the flood and claiming all of these costs back to the Province.

Agenda Item # 9.3

Town of Drumheller Financial Report For The Month Ending June 2013 (un-audited) (50% through the year)

22-Aug-13

	Revenue			Expenditures			Net of Revenue and Expenses			Variance
	Actual	Budget	%%	Actual	Budget	%%	Actual	Budget	%%	
General Operating Revenues										
0001 General Revenues	4,860,466	9,611,996	50.57	-	-	-	(4,860,466)	(9,611,996)	50.57	4,751,530
	4,860,466	9,611,996	50.57	-	-	-	(4,860,466)	(9,611,996)	50.57	4,751,530
General Government										
1101 Legislature	-	-	NA	94,186	219,022	43.00	94,186	219,022	43.00	(124,836)
1201 Administration	(444)	93,200	(0.48)	513,350	1,029,017	49.89	513,794	935,817	54.90	(422,023)
1202 Town hall	-	-	NA	42,017	102,422	41.02	42,017	102,422	41.02	(60,405)
1203 Computer Services	14,600	83,400	17.51	79,813	277,846	28.73	65,213	194,446	33.54	(129,233)
	14,156	176,600	8.02	729,366	1,628,307	44.79	715,210	1,451,707	49.25	(736,497)
Protective Services										
2101 Policing	343,856	601,231	57.19	736,989	1,495,317	49.29	393,133	894,086	43.97	(500,953)
2301 Fire Department	25,089	32,500	77.20	136,757	320,515	42.67	111,668	288,015	38.77	(176,347)
2401 Disaster Services/Risk Mngmnt	-	-	NA	31,157	40,016	77.86	31,157	40,016	77.86	(8,859)
2501 Ambulance Services	-	-	NA	5,000	5,000	100.00	5,000	5,000	100.00	-
2601 Safety Codes - Drumheller	38,878	111,100	34.99	(149,728)	66,990	(223.51)	(188,606)	(44,110)	427.58	(144,496)
2602 Safety Codes - Palliser	-	67,398	-	29,555	61,464	48.09	29,555	(5,934)	(498.06)	35,489
2603 Development Permits	15,220	19,250	79.06	36,048	68,951	52.28	20,828	49,701	41.91	(28,873)
2610 Animal and Pest Control	9,758	16,000	60.99	11,312	39,438	28.68	1,554	23,438	6.63	(21,884)
2611 Weeds	1,029	6,000	17.15	21,033	52,819	39.82	20,004	46,819	42.73	(26,815)
2612 Mosquito	-	-	NA	30,986	77,568	39.95	30,986	77,568	39.95	(46,582)
	433,830	853,479	50.83	889,109	2,228,078	39.90	455,279	1,374,559	39.90	(919,320)
Transportation Services										
3101 Administration	-	18,090	-	160,751	369,631	43.49	160,751	351,541	45.73	(190,790)
3102 Workshop and Yards	12,416	48,500	25.60	113,763	259,982	43.76	101,347	211,482	47.92	(110,135)
3103 Parking Lots	-	-	NA	97	-	NA	97	-	NA	97
3202 Roads and Streets	1,004	217,000	0.46	235,930	886,386	26.62	234,926	669,386	35.10	(434,460)
3203 Street Lighting	-	50,000	-	178,846	377,482	47.38	178,846	327,482	54.61	(148,636)
3204 Traffic Services	-	-	NA	17,861	64,491	27.70	17,861	64,491	27.70	(46,630)
3211 Secondary/Primary Hiways	-	-	NA	-	-	NA	-	-	NA	-
3301 Airport	29,237	43,756	66.82	20,805	101,917	20.41	(8,432)	58,161	(14.50)	(66,593)
	42,657	377,346	11.30	728,053	2,059,889	35.34	685,396	1,682,543	40.75	(997,147)

Agenda Item # 9.3

Council Monthly Financial Statements 2013 ops

Page 2

Town of Drumheller Financial Report For The Month Ending June 2013 (un-audited) (50% through the year)

22-Aug-13

	Revenue			Expenditures			Net of Revenue and Expenses			Variance
	Actual	Budget	%%	Actual	Budget	%%	Actual	Budget	%%	
Water Works										
4101 Water Revenue	1,253,666	3,033,089	41.33	621,990	1,861,959	33.41	(1,253,666)	(3,033,089)	41.33	1,779,423
4101 Administration	-	-	NA	-	-	-	621,990	1,861,959	33.41	(1,239,969)
4102 River Intake & Pump Station	-	-	NA	30,659	58,413	52.49	-	58,413	52.49	(27,754)
4103 Low Lift Pump Station	-	-	NA	35,089	17,779	197.36	-	17,779	197.36	17,310
4104 Raw Water Reservoir	-	-	NA	1,319	20,806	6.34	-	20,806	6.34	(19,487)
4105 Purification & Treatment	-	1,000	-	456,001	1,088,083	41.91	-	1,087,083	41.95	(631,082)
4106 Transmission	-	19,500	-	237,954	625,386	38.05	-	605,886	39.27	(367,932)
4107 Distribution	-	-	NA	-	-	NA	-	-	NA	-
	1,253,666	3,053,589	41.06	1,383,012	3,672,426	37.66	129,346	618,837		(489,491)
Environmental Health - Sewer										
4201 Sewage Admin - Drumheller	837,296	1,679,804	49.84	215,855	849,999	25.39	(621,441)	(829,805)	74.89	208,364
4202 Sewage Admin - Rosedale	-	-	NA	-	-	NA	-	-	NA	-
4203 Sewage Admin - East Coulee	26,065	36,000	72.40	8,318	16,635	50.00	(17,747)	(19,365)	91.64	1,618
4211 Sewage Collection - Drumheller	-	62,500	-	135,639	492,123	27.56	-	429,623	31.57	(293,984)
4212 Sewage Collection - Rosedale	-	-	NA	-	-	NA	-	-	NA	-
4213 Sewage Collection - East Coulee	-	-	NA	7,055	28,085	25.12	-	28,085	25.12	(21,030)
4221 Sewage Treatment - Drumheller	-	-	NA	337,338	705,404	47.82	-	705,404	47.82	(368,066)
4222 Sewage Treatment - Rosedale	-	-	NA	-	-	NA	-	-	NA	-
4223 Sewage Treatment - East Coulee	-	3,000	-	27,309	83,419	32.74	-	80,419	33.96	(53,110)
	863,361	1,781,304	48.47	731,514	2,175,665	33.62	(131,847)	394,361		(528,208)
Environmental Health - Other										
4301 Garbage	44,306	86,000	51.52	272,942	367,991	74.17	228,636	281,991	81.08	(53,355)
	44,306	86,000	51.52	272,942	367,991	74.17	228,636	281,991		(53,355)
Public Health and Welfare										
5101 FCCSS Administration	92,128	195,042	47.23	51,699	117,365	44.05	(40,429)	(77,677)	52.05	37,248
5102 Handyman Services	-	9,018	-	13,698	37,269	36.75	-	28,251	48.49	(14,553)
5103 Seniors	-	-	NA	23,540	50,444	46.67	-	50,444	46.67	(26,904)
5105 Volunteer Program	6,543	25,600	25.56	17,576	56,720	30.99	11,033	31,120	35.45	(20,087)
5106 After School Care	9,658	13,054	73.98	31,125	62,394	49.88	21,467	49,340	43.51	(27,873)
5121 Indirect Programs	1,453	5,200	27.94	28,738	35,689	80.52	27,285	30,489	89.49	(3,204)
5151 Employment Services	-	-	NA	-	-	NA	-	-	NA	-
5301 Health Services	181,082	362,272	49.99	362,273	362,272	100.00	181,191	-	NA	181,191
5302 Non-FCCSS Programs	52,917	88,948	59.49	50,060	95,012	52.69	(2,857)	6,064	(47.11)	(8,921)
5601 Cemetery	18,952	30,900	61.33	14,341	80,228	17.88	(4,611)	49,328	(9.35)	(53,939)
	362,733	730,034	49.69	593,050	897,393	66.09	230,317	167,359		62,958

Agenda Item # 9.3

Council Monthly Financial Statements 2013 ops

Page 3

Town of Drumheller Financial Report For The Month Ending June 2013 (un-audited) (50% through the year)

22-Aug-13

	Revenue			Expenditures			Net of Revenue and Expenses			Variance
	Actual	Budget	%%	Actual	Budget	%%	Actual	Budget	%%	
Environmental Development										
6101 Municipal Planning	-	-		86,263	86,263	100.00	86,263	86,263	100.00	-
6201 Economic Development	-	-		32,006	141,959	22.55	32,006	141,959	22.55	(109,953)
6202 Valley Bus Society	5,287	24,000		38,089	91,891	41.45	32,802	67,891	48.32	(35,089)
6203 Community Lotteries Board	-	-		-	-	NA	-	-	NA	-
6204 Tourism Bureau	-	-		23,217	111,909	20.75	23,217	111,909	20.75	(88,692)
6601 Subdivision & Developments	12,967	-	NA	-	-	NA	(12,967)	-	NA	(12,967)
6602 Land Rentals	1,350	1,750	77.14	-	-	NA	(1,350)	(1,750)	77.14	400
6701 Public Housing Operations	11,173	22,346	50.00	11,224	69,660	16.11	51	47,314	0.11	(47,263)
6902 Community Centre	-	-		-	-	NA	-	-	NA	-
6903 Daycare	-	-		-	-	NA	-	-	NA	-
6904 Old City Cells	-	-		-	-	NA	-	-	NA	-
6905 Police Building	21,276	42,552	50.00	2,710	8,880	30.52	2,710	8,880	30.52	(6,170)
	52,053	90,648	57.42	60,818	135,829	44.78	39,542	93,277	42.39	(53,735)
				254,327	648,391	39.35	202,274	555,743		(353,469)
Recreation and Culture										
7201 Administration	100	-	NA	41,741	86,339	48.35	41,641	86,339	48.23	(44,698)
7202 Aquaplex	88,438	269,765	32.78	432,194	854,357	50.59	343,756	584,592	58.80	(240,836)
7203 Arena	94,773	158,000	59.98	325,922	656,226	49.67	231,149	498,226	46.39	(267,077)
7204 Parks and Playgrounds	20,016	28,000	71.49	160,517	577,911	27.78	140,501	549,911	25.55	(409,410)
7205 Seasonal Recreation Programs	943	22,500	4.19	2,240	32,798	6.83	1,297	10,298	12.59	(9,001)
7206 Curling Club	-	-	NA	827	5,000	16.54	827	5,000	16.54	(4,173)
7401 Civic Centre	-	2,000	-	31,837	62,850	50.66	31,837	60,850	52.32	(29,013)
7402 Library	-	-		157,187	275,584	57.04	157,187	275,584	57.04	(118,397)
7403 Community Halls	-	-		-	-	NA	-	-	NA	-
7404 Badlands Community Facility	354,463	685,215	51.73	738,122	1,453,010	50.80	383,659	767,795	49.97	(384,136)
7411 Community Events	12,318	4,000	307.95	102,519	50,592	202.64	90,201	46,592	193.60	43,609
	571,051	1,169,480	48.83	1,993,106	4,054,667	49.16	1,422,055	2,885,187		(1,463,132)
Fiscal Services										
9701 Operating Contingencies	-	-	NA	591,704	1,183,409	50.00	591,704	1,183,409	50.00	(591,705)
9702 Education	1,302,641	-	NA	1,147,950	-	NA	(154,691)	-	NA	(154,691)
	1,302,641	-	NA	1,739,654	1,183,409	147.00	437,013	1,183,409		(746,396)
Total Operating Accounts	9,800,920	17,930,476	54.66	9,314,133	18,914,216	49.24	(486,787)	983,740		(1,470,527)
Amortization Expense										
(Surplus) Deficit without Amortization	9,800,920	17,930,476		9,314,133	17,901,018		(486,787)	1,013,198		(457,329)
transfer of 2011 surplus to reserve in 2012 of \$329,190										
transfer of 2011 surplus to reserve in 2012 of \$385,812										
Summary	after '11 surplus	YTD actual		Expected Year to Date Percentage						
General	(484,286)	(484,286)		Total Revenue	9,800,920	50.00%				
Water	129,346	129,346		Total Expenses	17,930,476	54.66				
Sewer	(131,847)	(131,847)		Net (Surplus) Deficit	9,314,133	52.03				
Total	(486,787)	(486,787)			(486,787)	(29,458)				
1-2-****-930	Amortization Expense			1,013,198						
1-2-41**930	Water			618,837						
1-2-42**930	Sewer			394,361						

Amortization entries are not made until December 31st



DRUMHELLER

C O R P O R A T E S E R V I C E S



Quarterly Report - April to June 2013

STRATEGIC PRIORITIES – 2013

Community Foundation Setup

Research completed on this initiative by Ryan Seifried. Current fund raising committee is set up as a cabinet reporting directly to the Councillors, with two councillors and myself sitting as cabinet members.

Budget Process

Template for budget scenarios has been developed. Next steps are to implement the template into the Town's budgeting software, training for two staff as Branch Administrators and Managers as users, analyze reporting benefits of budgeting on a monthly basis rather than an annual basis (account for seasonality) and implement quarterly forecasting for 2014. Budget software is integrated with the Towns ERP system, now is the time to leverage the Towns investment.

Additional Sources of Revenue

I have identified some areas where the Town may be able to generate additional income, but the risks, both positive and negative, of these proposed sources of revenue need to be analyzed. The other side of Revenue generation is cost control/reduction. On this side my department has achieved and will continue to achieve savings in the areas of energy, health benefits, mobile communications, broadband costs and leverage the Government of Alberta Standing Offer program.

ACTIVITIES UPDATE:

2012 Financial Reporting

2012 financial reporting for the town was completed in June within the timeline granted to the Town by the Minister of Municipal Affairs.

Grant Reporting

All Statements of Financial Expenditures for 2012 were completed in this quarter, along with all grant requests for 2013.

Energy Request for Proposal

The Town has completed and run an electricity RFP through Energy Associates International. Disappointingly, the town received only two quotes, with rates slightly lower than those previously offered by Enmax and AMSC once all fees are included. However, these rates are substantially lower than our current rate for electricity. The Town will move into the final quote phase next quarter.

Procurement of new Multi Function Printer

The office pursued a different method of procuring a new MFP. Rather than expending the resources to develop an RFP and request quotes, the Town leveraged the Provincial Governments Standing

Town of Drumheller
Town Hall
703 2 Avenue West
Drumheller, AB T0J 0Y3



Telephone: (403) 823-1311
Fax: (403) 823-7739
e-mail: bwulff@dinosaurvalley.com
www.dinosaurvalley.com

Offer program. This program allowed the Town to expedite procurement, save approximately \$8,000, all while meeting the requirements as set out in the Agreement on Internal Trade and New West Partnership Trade Agreement. The Town will continue to leverage this service for major equipment purchases when appropriate.

Labor Management

The Town reach a 3 year agreement with both the inside and outside unions during mediation. In addition, management met with the union to discuss ongoing issues as per the collective agreement for quarterly meetings.

In Progress

Utility Rate Review

Work has begun on reviewing the current Utility rate model to identify errors and complete reconciliation for years 2010 – 2012 and to develop proposed rates for 2014. Work is required as per the terms of our water contracts.

Town Hall Relocation

Town Hall relocation was delayed by the flood. Arrangements for the move and testing of all information systems, for which this office is responsible for are prepared.

Utility Bylaw review and re draft

The department has redrafted the existing Utility bylaw. The draft has been distributed for review by effected managers and staff. Meetings are to be set up to discuss revisions and to further improve the Bylaw before submission to council.

Tax Recovery

Have requested title transfer of tax properties into the name of the Town of Drumheller. Once received back, the Town will move to sell the properties.

Flood

Office has tracked the costs of the flood and will be submitting its cost report to the Provincial government in September, within the 90 day allotted time period. Staff also supported the Provincial government in completing Disaster Recovery Applications with the Drumheller residents affected by the flood.

Information Systems

Focus of Information systems has been on researching the best way to leverage our existing investment through:

- 1) Integration of systems to obtain "one source of truth" and to automate the "hand offs" between systems to reduce the risk of human error of inputting multiple times.
- 2) Improving and standardizing management reporting – both financial and metrics, so that each manager will be able to see budget performance and KPI performance towards strategic goals.
- 3) Purchasing additional software that will increase the functionality of existing software. A sample of this is the purchase of iVault software to improve the capabilities of Cartegraph, which we currently own, to create a complete operational support system for our fixed assets.

- 4) Reviewing new software, where the Town is using manual processes and spreadsheets to track important data with a goal of increasing efficiency, accuracy and effectiveness.

Drug and Alcohol Policy

The Policy has been created and is currently being reviewed by the union for their feedback/position.

Water Meter Replacement Program

We are continuing to deploy this program for a specific area in order to stay within budget parameters.

Respectfully submitted,

Byron Nagazina

FINANCIAL VARIANCE REPORT- Year to date to June 30, 2013

- For the organization as a whole, revenues and expenditures are tracking within acceptable variance levels with YTD revenues totalling 54.66% of budget for the half year and expenditures coming in at 49.24% for the half year.
- Net cash operating income to June 30, 2013 is \$486,787. However, due to the seasonality of the Towns expenditures, the surplus will decrease as the expenses of July and August occur.
- Public Health and Welfare total expenditures in the first half of the year are 66.09% of budget. However, the costs include the full year payment to the Seniors Foundation. When calculated for the services used, the expenditures amount to 45.9% of budget
- Please note that the June 30 Financial Report only includes a small portion of the costs relating to the 2013 flood. In the next quarterly report, all expenses and revenues will be recognized for flood preparation, remediation and Evacuation.



DRUMHELLER

COMMUNITY SERVICES

Agenda Item # 9.4



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

Community Services – Quarterly Report

Badlands Community Facility

Guy Latour, Business Manager

Membership

1082 active memberships: Holding steady for last three weeks. (both facilities -600 budget for in 2013)

1494 active membership passes for both facilities, duplicate passes to 10 passes and upgrades

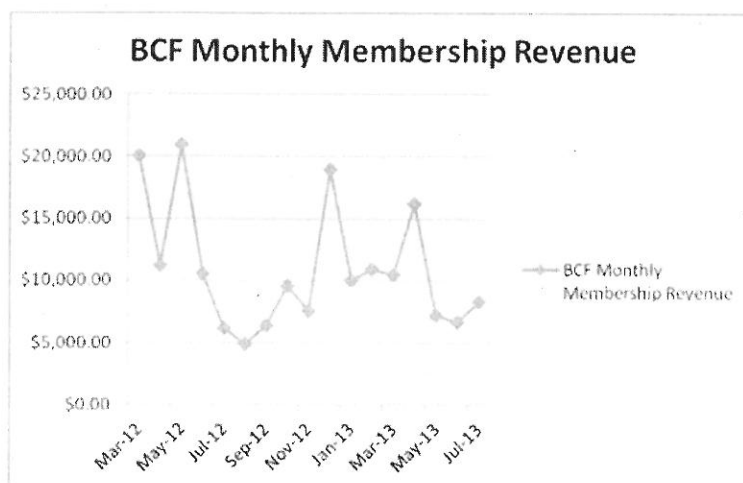
Membership retention – Working on postcard to send out to past members “wish you were here”

Research done so far on membership trends in Fitness clubs

“Attrition rates varied from 11 to 62%” – Sports and Economics report – Battling attrition

“after 12 months the best clubs lost one member out of ten and the worst were losing more than six out of ten members per year” - Sports and Economics report – Battling attrition

So far trend has us in attrition level of best clubs!



Reservations

- Current bookings: 436 permits (197 billable permits)
- 162 internal permits
- 77 non-billable permits
- 2 Weddings
- Four blood donor clinics
- Nitty Gritty Concert
- Rotary Celebration of Excellence
- Grad
- Alberta Chamber of Commerce - feed back of staff and facility was great

Telephone: (403) 823-1316

Agenda Item # 9.4

- Centennial Celebration
- 2 funerals
- Upcoming in August and September
 - Tour of Alberta
 - ½ marathon
 - 2 blood clinics
 - Sports expo
 - Aquatics Club event
 - Dragons Fundraiser
 - Wedding
 - Soccer club wrap up
 - October Fest
 - Humane Society Funraiser.

Recreation Programming

- Soccer camp was cancelled due to low number of participants
- Summer fun information sent out in water bills
- Summer fun registrations. Averaged 35 per week
- Major work and meetings still occurring on details of Child Minding, Fit kids after school activities, and Flex day programming
 - All new programs starting first week of September
 - Fit kids program revamped. New hours 3:00 – 6:00
 - Child minding will be on Tuesday's and Thursday's from 10:00 – 12:00, potty trained kids only, \$10 fee for two hours
- Contacts made with school bussing.
 - Meeting with St. Anthony's principal trying to and BCF to bussing drop-offs
 - Meetings scheduled with other schools
- Working on Fall field house schedule
- Working on advertizing for youth programs

Marketing

- Wedding shows booked for September for both Calgary and Edmonton
- Banners completed for marketing – 3 – meetings, conferences, sports
- Add for Economic Development completed
- Calgary businesses outreach
 - Business in Calgary magazine – adds in two additions – “corporate fitness and health” & “Event planning” completed
 - Tour of Alberta VIP tent
- Video for tour of Alberta put on digital signs
- BBQ Packages
- Sales package for AAGP completed and submitted
- Birthday packages - Complete
- Sports Expo – (Sept 11th)
- Calgary Sports convention

Telephone: (403) 823-1316

Economic Development and Communication

Economic Development and Communication

Bob Cromwell

Communications

Regular updates to www.dinosaurvalley.com and the Town Page in addition to significant attention to the Town's efforts on Facebook linked to radio, print and other media sources (1,332 members now 2,675).

Complete rebuild of Tourism Radio, Shaw Edmonton- Community Profile, MacLean's Magazine, Marylyn Dennis show, Discovery Channel, Amazing Race, National Geographic, Movie-In the Valley Below, Movie – Breakdown Lane, U of C, Take a Seat, Rogers Network – Bike Tour Profile, National Film Board, Sinking ships – Dino Dan, EVO/Travel Alberta German Tourism Promo, 85% positive of a MAJOR 200 Million Legendary Picture, 60% chance of complete NEXT season filming of a major TV Series.

Future Event Discussions Tour of Alberta Cycling Race, Major Concerts - Valdy, Loud as Hell Metal Fest, Stock Car Races, Chuck Wagons, DORVA provincial event, big Bike, Chamber Music Festival, and Drumheller Centennial Events

Economic Development

Contacted realtors, builders, hotel chains

Quality in now raising their Colors, formerly Drumheller Inn, Excavation on a new Hotel in the downtown core.

Three new Restaurants approved and in the making

Equipment Retailer looking to relocate and build new office and compound. Working with Co-op to find additional tenants.

Drumheller Destination Marketing Organization – Council briefing in May, 2013.

DNO registered, Executive Director hired, first board meeting with the executive director was Aug 5th.

Completed... WE are Rolling.

Family and Community Support Services

Jeannie Lutz Community Services Coordinator

Rose Poulson -Seniors Program Coordinator

Jocelynne Peevey Before and Afterschool Care Program Coordinator

Senior Service Coordinator

Projects

Seniors Symposium – June 6th

Volunteer Tax Program

Bridging the Years

Liaison

Pioneer Trail, Community Cancer Centre, Sunshine Lodge, Continuing Care, Public Library and Valley Bus

Before and After School Care

The Before and After School Care Program implemented completed school year at Greentree School.

Community Services Coordinator

Support for Centennial, Canada Day, Nitty Gritty Dirt Band and Tour of Alberta – as well as Flood Evacuation Centre, Bridging the Years, Boys and Girls Club of Airdrie (partnership discussions) numerous community partnership activities, including the development of a welcoming community program.

Telephone: (403) 823-1316

Agenda Item # 9.4

Family Resource Workers at St. Anthony's, Greentree and DVSS Schools **Parenting After Separation (PAS)** **Roots of Empathy (ROE)** **Canada Day Celebrations:**

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

Aquaplex

Ann Wade

Preparations for Summer Swim Lessons and School visits

Support for Flood Evacuation Centre

Preparation for Fall Pool turnaround

Protective Services

Fire Department

Bill Bachynski, Fire Chief

The Drumheller Fire Department continues service responding to 63 emergency calls. We currently have a total compliment of 43 members.

Community Enforcement

Greg Peters, Supervisor

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

RCMP Report

A.A.HOPKINS S/SGT
NCO I/C DRUMHELLER DET.

Staffing

- During the month of July we were understaffed as a result of two members on Mat/Pat Leave and that Cpl. Peters position was yet to be filled.
- With holidays compounded by the requirement to send members to work at High River our numbers were reduced.
- Cst. Allison (Replacement for Cst. Ruban) arrived mid month. Cst. Ruban will not be leaving until Aug 20/2013
- Southern Alberta District has provided us with a member at Provincial cost to assist with administration duties within the Penitentiary. This member works two days per week documenting / processing files associated to offences committed within the facility.

Crime Trends

- We show an increase in traffic accidents and have had one fatal. This fatality is misleading. This accident involved a

Telephone: (403) 823-1316

Agenda Item # 9.4

bicyclist riding on the sidewalk and colliding into the side of a camping trailer. The cyclist was at fault for the accident. The Cyclist died as a result of pre-existing conditions. The other accident increase is minor.

- Drug incidents are up. This is directly associated to offences / occurrences within the Pen. Federal offences are subsequently up due to scoring of those offences occurring within the Pen.
- We were successful in shutting down a drug related operation at the end of June. According to "Word on the Street" This has paid great dividends to date.

Other

- False / Abandoned 911 calls are up. Those are generally associated to Cell phones.
- a member to work in Red Serge for 4hrs. on Saturday and Sundays. This member is to move throughout our tourist locations. It has been very well received. I am hoping to get some outside funding to continue this next year.

Director's Office

Paul Salvatore, Director

Judy Quintin-Arvidson, Administrative Support

Arena

- The ice came out April 15th. Ice was scheduled to return on July 15, however the chiller failed and was replaced. August included hockey school and Dragons training camp. A movie will be filmed at the end of August.

Centennial

- Centennial Day was coordinated.
- The parade float for the parade using the Centennial theme and the Greentree family.
- Special Events Coordination was finalized. One of the biggest Canada Day celebrations ever on record in Drumheller.

FCSS Support

- Covering - Parenting After Separation until FCSS Coordinator is rehired
- Flood Evacuation Centre Operations
- Nitty Gritty Dirt Band - event planning and logistics for concert
- The Big Bike - Fundraising - Coordination with event organizers
- Tour of Alberta - Stage 3 Support to the LOC
- Coordination of Fall Activity Guide - for delivery in August
- Town Hall Relocation / moving

Telephone: (403) 823-1316

Development and Safety Codes

Cindy Woods, Development Officer
Linda Taylor, Safety Codes Clerk

Agenda Item # 9.4

Town of Drumheller Building Permits Quarterly Report Ending June 30, 2013

Category	Values	Date					
		Jan	Feb	Mar	Apr	May	Jun
COMMERCIAL	PERMITS ISSUED	1	1	3	1	2	
	CONSTRUCTION VALUE	\$450,000	\$6,000	\$457,000	\$2,500	\$45,000	\$500
INSTITUTIONAL	PERMITS ISSUED	1				1	
	CONSTRUCTION VALUE	\$50,000				\$60,000	
RESIDENTIAL	PERMITS ISSUED	5	2	5	9	11	
	CONSTRUCTION VALUE	\$344,500	\$55,000	\$446,500	\$169,500	\$1,005,700	\$102,000
Total PERMITS ISSUED		7	3	8	10	14	
Total CONSTRUCTION VALUE		\$844,500	\$61,000	\$903,500	\$172,000	\$1,110,700	\$102,500

Town of Drumheller Building Permits Quarterly Report Ending June 30, 2012

Category	Values	Date					
		Jan	Feb	Mar	Apr	May	Jun
COMMERCIAL	Permits Issued	2		1	5		
	Construction Value	\$ 117,000		\$ 100,000	\$ 991,400		10,000
INDUSTRIAL	Permits Issued						1
	Construction Value					\$ 146,000	
INSTITUTIONAL	Permits Issued			1			1
	Construction Value			\$ 32,000.00		\$ 30,000.00	
RESIDENTIAL	Permits Issued	2	1	3	10	11	1
	Construction Value	\$ 32,000	\$ 200,000	\$ 23,500	\$ 726,000	\$ 864,100	635,630
Total Permits Issued		4	1	5	15	13	1
Total Construction Value		\$ 149,000	\$ 200,000	\$ 155,500	\$ 1,717,400	\$ 1,040,100	\$645,630

Director:

M. Paul Salvatore

CAO:

Raymond M. Romanetz

Telephone: (403) 823-1316