

Town of Drumheller COUNCIL MEETING AGENDA

May 4, 2015 at 4:30 PM

Council Chamber, Town Hall

224 Centre Street, Drumheller, Alberta



Page

1.0 CALL TO ORDER

2.0 MAYOR'S OPENING REMARK

3.0 PUBLIC HEARING

3 3.1 Public Hearing to consider Bylaw 05.15 being amendments to the Land Use Bylaw 10.08

4.0 ADOPTION OF AGENDA

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

4-11 5.1.1 Regular Council Meeting Minutes of April 20, 2015
Special Council Meeting Minutes of April 27, 2015

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

12-13 8.1.1 Bylaw 06.15 being the 2015 Mill Rate Bylaw - three readings

8.1. CAO

14-16 8.1.2 Bylaw 07.15 being the Supplementary Assessment Bylaw - three readings

17-31 8.1.3 RFD - Drumheller and District Solid Waste Management Association Agreement and Bylaw

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.3. DIRECTOR OF CORPORATE SERVICES

8.4. DIRECTOR OF COMMUNITY SERVICES

32-51 8.4.1 RFD - Travel Drumheller Agreement

8.5. DIRECTOR OF PROTECTIVE SERVICES

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

52-54 9.1 CAO Quarterly Report to March 31, 2015

9.2 Director of Infrastructure Services' Quarterly Report to March 31, 2015

55-85 9.3 Director of Corporate Services' Quarterly Report to March 31, 2015

86-87 9.4 Director of Community Services' Quarterly Report to March 31, 2015

88-89 9.5 Director of Protective Services' Quarterly Report to March 31, 2015

10.0 PUBLIC HEARING DECISIONS

90-99 10.1 Bylaw 05.15 - second and third readings

11.0 UNFINISHED BUSINESS

12.0 NOTICE OF MOTION

13.0 COUNCILLOR REPORTS

14.0 IN-CAMERA MATTERS

Town of Drumheller
NOTICE of PUBLIC HEARING FOR BYLAW 05.15
PROPOSED AMENDMENTS TO LAND USE BYLAW NO. 10-08

DATE: May 4th, 2015

TIME: 4:30 p.m.

PLACE: Town of Drumheller Council Chambers, Drumheller, Alberta

PURPOSE: The purpose is to consider amendments to Land Use Bylaw No.10-08 to provide modifications and additions to the land use regulations within the Town of Drumheller as follows:

1. **The addition and revision of definitions for the following uses in Part 1 (2) Definitions:**
Secondary Suite, dwelling-multiple unit(apartment), wall sign, medical marijuana production facility, mural and self storage facility
2. **Amendment of Part III Sec. 9 Deciding on Development Permit Applications – discretionary use criteria and relaxation standards**
3. **Amendment of Part VI Land Use Districts to add or remove land uses and revise development requirements in various land use districts throughout the Town**
4. **Amendment of Part VII General Land Use Regulations** for further clarification and revision of requirements for Secondary Suites, Parking, Industrial and Commercial Development, Signs and the Physical Environment.
5. **The addition of Section 87 Medical Marijuana Production Facilities to provide regulations and requirements for the use.**

PRESENTATION: Oral and written comments and suggestions are invited and should be addressed to the point of the proposed amendment. They may be made by any person or group of persons or a person acting on his/her or their behalf, who claims to be affected by the proposed amendment, and by any other persons that the Council wishes to hear at the hearing. Written submissions may be made by the persons above, and may be received in the Town of Drumheller office by 4:00 P.M. on May 4th, 2015. Oral presentation may be made at the hearing by the persons above, whether or not they have made a written presentation. The time limit of oral presentations is subject to the direction of the Chairperson.

DOCUMENTATION: Copies of the proposed amendment to Land Use Bylaw No. 10-08 are available for public inspection at the Town of Drumheller office during regular office hours.

This notice is given pursuant to Sections 606 and 692 of the Municipal Government Act.

First Publication: April 17, 2015

Second Publication: April 24, 2015

Chief Administrative Officer

**Town of Drumheller
COUNCIL MEETING
MINUTES**

April 20, 2015 at 4:30 PM
Council Chamber, Town Hall
224 Centre Street, Drumheller, AB, T0J 0Y4



PRESENT:

MAYOR:

Terry Yemen

COUNCIL:

Jay Garbutt

Lisa Hansen-Zacharuk

Patrick Kolafa

Tara McMillan

Sharel Shoff

Tom Zariski

ACTING CAO / DIRECTOR OF INFRASTRUCTURE SERVICES:

Allan Kendrick

DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

DIRECTOR OF CORPORATE SERVICES:

Barb Miller

DIRECTOR OF PROTECTIVE SERVICES:

Greg Peters

RECORDING SECRETARY:

Linda Handy

ABSENT: CHIEF ADMINISTRATIVE OFFICER/ENGINEER:

Ray Romanetz

1.0 CALL TO ORDER

Mayor Terry Yemen called the meeting to order at 4:30 PM.

2.0 MAYOR'S OPENING REMARK

3.0 PUBLIC HEARING

4.0 ADOPTION OF AGENDA

Tabled: 6.1 Acting RCMP Detachment Commander Kevin Charles: Presentation of Stats and Priorities

MO2015.69 Shoff, Garbutt moved to adopt the agenda as amended. Carried unanimously

5.0 MINUTES

5.1. ADOPTION OF REGULAR COUNCIL MEETING MINUTES

5.1.1 Regular Council Meeting Minutes of April 7, 2015

MO2015.70 Zariski, McMillan moved to adopt the regular Council meeting minutes of April 7, 2015 as presented. Carried unanimously

5.2. MINUTES OF MEETING PRESENTED FOR INFORMATION

5.3. BUSINESS ARISING FROM THE MINUTES

6.0 DELEGATIONS

6.1 Acting RCMP Detachment Commander Kevin Charles - Presentation of Stats and Priorities (tabled to May 11th)

6.2 Badlands Community Facility Marketing Presentation - Guy Latour, Dave Lyle, Marina Flater and Cathy Kuntz

G. Latour introduced his staff and advised that they would be providing an overview of the marketing plan, bookings and programs for the Badlands Community Facility.

Cathy Kuntz provided an overview of the following marketing activities:

- Marketing strategies include conference and wedding packages, exterior BCF window displays, a photo gallery, advertising, promotional materials, the Town's Activity Guide, Weddingbells Magazine, etc. Increased marketing and economic impact for the Town of Drumheller with local businesses, services and attractions being showcased on conference websites, social media and Emails sharing their Drumheller experience to their networks.
- 2015 conferences and sales successes include the FCSS Director's Network, Grey Matters, Alberta Recreational & Facility Personnel, Palliative Care Roadshow, Media Arts and Masons. There were 5 conferences held in 2014.
- 2015 Wedding Showcase attracted 50% of attendees from out of town – three out of Town weddings have been booked for 2015. A total of 8 weddings have been booked for 2015.
- 2015 highlights include a new Town of Drumheller website where analytics reveal the BCF is the second most visited area with 4,700 page views since its launch date of November 17, 2015.

Marina Flater provided an overview of the reservations and survey results:

- Users to date 14,984. 2014 year total of 73,377 users.

- Total bookings to date are 255 (147 billable bookings). 2014 year total of 530 (293 billable bookings).
- 60 customer service reviews completed in 2014 with results as follows:
 - 98% said that customer service was provided promptly.
 - 88% said that the BCF equipment enhanced their event.
 - 98% said that the BCF staff was friendly and polite.
 - 98% said that they would recommend the banquet halls to others.
- The overall experience rating at the BCF was 98%.

Guy Latour provided an overview of the program successes:

- Flex Day program has been expanded;
- Summer Fun program averages 30 – 40 kids per week;
- Hosted 73 birthday parties in 2014;
- Dodge ball league has 6-8 teams in their 2014/2015 season;
- Arrival of New Program Coordinator David Lyle who brings 15 years experience in children's programs and leadership consulting.
- 2015 memberships to date = 948.
- Reached the \$1,000,000.00 mark in membership sales since opening – Multi, BCF, Aquaplex.
- Membership usage in 2014 – 49% Adult, 28% Family, 17% Senior and 6% Youth
- Trends – increased senior memberships and decrease in family memberships
- 2015 Membership Survey (based on 118 surveys) rated the following:
 - Customer Service 96% (90% in 2013)
 - Cleanliness 84% (89% in 2013)
 - Sporting Equipment 87% (86% in 2013)
 - Fitness Center Equipment 93% (93% in 2013)
 - Programs 76% (70% in 2013)
 - Hours of Operation 93% (87% in 2013)
 - Field House Schedule 76% (77% in 2013)
 - Overall Satisfaction 94% (92% in 2013)

Questions from Council:

Councillor J. Garbutt stated that although the fee to rent the facility is competitive, the add-on fees are costly. He questioned whether these assets have been paid for after three years of operation and if Council should consider a fee reduction for renters who request the add-ons. G. Latour stated that most of the add-on items such as the dance floor take a beating and need to be replaced at some point and recommended that the add-ons fees remain at the same level.

Councillor J. Garbutt asked where enhancements or reinvestment dollars should be focused to keep the facility first class, such as the acoustics and replacement of field house partition curtains. G. Latour stated that they are starting to see where operational items need replacing such the fitness equipment, chairs and tables. He also stated that some events exceed their chair capacity of 600 however storage of more chairs would be difficult because they have also reached storage capacity.

Councillor J. Garbutt asked if non billable meeting room requests can be shifted to the Town Hall meeting rooms. G. Latour stated that although this was discussed, there is an inherent value in having traffic go through the BCF and most non profits group would rather rebook than be shifted over to the Town Hall meeting rooms.

Mayor Terry Yemen asked what can be done to improve the acoustics in the field house for concerts. G. Latour stated that the field house was not intended to be a concert hall and an improvement to the acoustics would be a substantial cost. He further stated that sometimes it is related to the equipment brought in by the performers. Councillor J. Garbutt stated that the Town should research whether a sound baffling system would strike a balance to resolve this problem.

Councillor T. Zariski asked if the BCF is on the conference circuit. C. Kuntz stated that through networking and outreach BCF is better known as a first class conference center. She encouraged Council to sell the BCF while attending their associations meetings and conferences.

Councillor S. Shoff asked the percentage of time spent on marketing. C. Kuntz stated although a significant time is spent on marketing, a greater time is spent on planning for the conferences as there is considerable detail given to ensuring everything is in order for a conference.

In response to a comment from Council, G. Latour stated that the BCF has exceeded the original target of hosting over 30% of the Town's events. G. Latour further stated that the BCF now hosts approximately 50% of the Town's events.

Mayor and Council thanked the BCF staff for an excellent presentation.

7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS

8.0 REQUEST FOR DECISION REPORTS

8.1. CAO

8.2. DIRECTOR OF INFRASTRUCTURE SERVICES

8.3. DIRECTOR OF CORPORATE SERVICES

8.4. DIRECTOR OF COMMUNITY SERVICES

8.5. DIRECTOR OF PROTECTIVE SERVICES

9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION

10.0 PUBLIC HEARING DECISIONS

11.0 UNFINISHED BUSINESS

12.0 NOTICE OF MOTION

13.0 COUNCILLOR REPORTS

13.1 Mayor Terry Yemen - Munchie Park (Petro Canada Park)

Council agreed that Munchie Park's design should be scaled back to make it more maintenance friendly, such as deconstructing one or two flower beds and putting grass back in. Councillor S. Shoff agreed to liaison with the Garden Society and provide a report back to Council.

14.0 IN-CAMERA MATTERS MO2015.71 Hansen-Zacharuk, Shoff moved to go in camera at 5:55 PM. Carried unanimously.

14.1 Land Matter

14.2 Legal Matter

MO2015.72 Shoff, McMillan moved to revert to regular Council meeting at 8:45 PM. Carried unanimously.

There being no further business, the Mayor declared the meeting adjourned at 8:45 PM.

Mayor

Chief Administrative Officer

Town of Drumheller

SPECIAL COUNCIL MEETING

MINUTES



April 27, 2015 4:30 PM

224 Centre Street, Drumheller, Alberta

PRESENT:

MAYOR:

Terry Yemen

COUNCIL:

Jay Garbutt

Lisa Hansen Zacharuk

Patrick Kolafa

Tara McMillan

Sharel Shoff

Tom Zariski

ACTING CAO / DIRECTOR OF COMMUNITY SERVICES:

Paul Salvatore

DIRECTOR OF CORPORATE SERVICES:

Barb Miller

DIRECTOR OF PROTECTIVE SERVICES:

Greg Peters

RECORDING SECRETARY:

Linda Handy

ABSENT: CHIEF ADMINISTRATIVE OFFICER/ENGINEER:

Ray Romanetz

DIRECTOR OF INFRASTRUCTURE SERVICES:

Allan Kendrick

1.0 CALL TO ORDER

Mayor Terry Yemen called the meeting to order at 4:30 PM.

Councillor J. Garbutt was sworn in as Deputy Mayor for the months of May and June, 2015.

2.0 Presentation of the 2014 Audited Financial Statements

Leon Pfeiffer of Collins Barrow provided an overview of the 2014 audited Financial Statements via Skype / conference call. His overview included the following comments:

Page 2 Consolidated Statement of Financial Position – The balance sheet is divided by financial and non financial assets (not as easily converted into cash). Financial assets (comprised of cash and cash

Special Council Meeting
April 27, 2015
Page 2

equivalents, taxes receivable, etc.) total \$19.3M – increase of \$5.1M from last year. Liabilities (comprised of deferred revenue, long term debt, etc) total \$17.4M. Net financial assets (debt) is \$1.6M compared to a shortfall of \$(1.52M) last year. Non-financial assets (comprised of tangible capital assets, inventory for consumption, etc) total \$144M same as last year. Accumulated surplus – total of \$145M increase of \$3.3M over last year. Improved position from 2013 to 2014.

Page 3 Consolidated Statement of Operations (revenues and expenses by type for the 12 months). Revenue received \$19.6 (Net municipal taxes raised is \$7.98; the next largest source of revenue is sales and user fees at \$6.97M); Expenses were \$20M; Deficiency of revenue over expenses is \$(411,823) which is a decent break-even position as the Town is not in the business of making money but of providing services. Accumulated surplus at the beginning of the year is \$142.7M plus excess of revenue over expenditures of \$2.85M (capital assets) equaling an accumulated surplus at the end of the year of \$145.6M.

Page 4 Consolidated Statement of Changes in Net Financial Assets (Debt) – Excess of revenue over expenditures of \$2.85M less acquisition of tangible capital assets of \$(3.97M) plus amortization of tangible capital assets of \$4.28M for a decrease in net debt of \$3.13M. This amount is added to the net debt balance at the beginning of the year \$(1.52M) which gives the net financial assets (debt) end year total of \$1.6M.

Page 5 – Consolidated Statement of Cash Flows – Cash and cash equivalents of \$7.23M less restricted (conditional grants) of \$(4.19M) leaving a year-end balance of \$3.04M.

Note 20 - \$19.5M is available for future capital projects – the Town is in a strong financial position with the ability to take on more debt.

Note 23 Budget – The budget adopted by Council on March 10, 2014 was prepared on a modified accrual basis. Amortization was budgeted for the water and wastewater departments. The budget for tangible capital assets outside of water and wastewater did not include amortization. Almost all expenses will be over because amortization was not budgeted for. Note 23 adjusts the budget to reflect amortization being budgeted in order to have comparable actual to budget statements. As a result, the budget figures presented in the statements of operations and change in net financial assets (debt) represent the budget adopted by Council on March 10, 2014.

L. Pfeiffer concluded his report by commending Administration on the careful management of tax dollars. He further stated that the Management Letter contains no issues and no carry forwards. He expressed appreciation to the Town staff for their assistance.

Special Council Meeting
April 27, 2015
Page 3

In response to a question from Council, B. Miller explained that the operating shortfall of \$(411,823) results from amortization being almost fully funded.

Councillor S. Shoff noted that the accrued vacation amount is once again climbing and staff should not be accumulating more than one year carryover in accordance with Town policy.

MOSP2015.01 Garbutt, Shoff moved to approve the 2014 financial statements as presented. Carried unanimously.

3.0 Personnel Matter – in camera MOSP2015.02 Zariski, Garbutt moved to go in camera at 5:30 PM. Carried unanimously.

MOSP2015.03 Garbutt, Hansen-Zacharuk moved to revert to regular Council meeting at 6:30 PM. Carried unanimously.

MOSP2015.04 Zariski, Shoff moved that Council approve a 3.5% wage increase to the CAO retroactive to January 1, 2015.

Vote on Motion:

6 in favour – Yemen, McMillan, Shoff, Zariski, Garbutt, Kolafa

1 opposed - Hansen-Zacharuk

Carried.

There being no further business, the Mayor declared the Special Council meeting adjourned at 6:30 PM.

Mayor

Acting Chief Administrative Officer

A BYLAW TO AUTHORIZE THE RATES OF TAXATION TO BE LEVIED AGAINST ASSESSABLE PROPERTY WITHIN THE MUNICIPALITY OF THE TOWN OF DRUMHELLER ALBERTA FOR THE 2015 TAXATION YEAR.

WHEREAS the Town of Drumheller has approved the 2015 Budget requiring property tax revenue of \$8,169,065

AND WHEREAS the required tax to pay the requisition from the Province for the Alberta School Foundation Fund and the requisition for Christ the Redeemer CSRD No. 3 is \$2,281,869.70 and \$439,172.01, respectively;

AND WHEREAS the required tax to pay the requisition from the Drumheller and District Seniors Foundation is \$450,500;

AND WHEREAS the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000; and

AND WHEREAS the assessed value of all property in the Town of Drumheller as shown on the assessment roll is:

Assessed Value of Property	Municipal	Education	Seniors
Residential/Farmland	701,576,780	697,220,000	697,220,000
Non-Residential	254,001,130	254,001,130	254,001,130
Machinery and Equipment	3,186,190	exempt	3,186,190
Total Assessment	958,764,100	951,221,130	954,407,320

NOW THEREFORE the Council of the Town of Drumheller, in the Province of Alberta, hereby enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Town of Drumheller.

2015 Municipal Tax Rates

	Tax Levy	Assessment	Tax Rate
Residential/Farmland	5,122,860	701,576,780	0.00730192
Non-Residential/M&E	3,046,211	257,187,320	0.01184433
Totals	8,169,071	958,764,100	

2015 Education Tax Rates

	Tax Levy	Assessment	Tax Rate
Residential/Farmland	1,760,060	697,220,000	0.00252440
Non-Residential/M&E	960,982	254,001,130	0.00378338
Totals	2,721,042	951,221,130	

2015 Seniors Foundation Rates

	Tax Levy	Assessment	Tax Rate
Residential/Farmland	329,102	697,220,000	0.00047202
Non-Residential/M&E	121,398	257,187,320	0.00047202
Totals	450,500	954,407,320	

2. That this bylaw shall take effect on the date of the third and final reading.

... READ A FIRST TIME this day of , 2015.

Agenda Item # 8.1.1

READ A SECOND TIME this day of , 2015.

READ A THIRD TIME AND PASSED this day of , 2015.

MAYOR

CHIEF ADMINISTRATIVE OFFICER

**TOWN OF DRUMHELLER
BYLAW 07.15**

BEING A BYLAW TO AUTHORIZE THE SUPPLEMENTARY ASSESSMENT FOR IMPROVEMENTS WITHIN THE TOWN OF DRUMHELLER FOR THE PURPOSE OF IMPOSING A TAX UNDER PART 10 OF THE MUNICIPAL GOVERNMENT ACT FOR THE 2015 TAX YEAR.

**THE COUNCIL OF THE TOWN OF DRUMHELLER, DULY ASSEMBLED
ENACTS AS FOLLOWS:**

1. In this Bylaw unless the context otherwise requires:
 - (a) "Act" means the Municipal Government Act;
 - (b) "assessor" means the assessor for the Town of Drumheller;
 - (c) "improvement" means:
 - (i) a structure,
 - (ii) any thing attached or secured to a structure, that would be transferred without special mention by a transfer or sale of the structure,
 - (iii) a designated manufactured home, and
 - (iv) machinery and equipment;
 - (d) "linear property" and other words and phrases defined in the Act have the meanings provided in the Act.
 - (e) "Town" means the Town of Drumheller;
2.
 - (a) The assessor is authorized to prepare the supplementary assessments contemplated in Part 9 Division 4 of the Act for the purpose of imposing a tax under Part 10 of the Act for the 2014 tax year.
 - (b) The improvement tax contemplated in Section 2(a) shall be imposed on all improvements.
 - (c) The assessor shall not prepare supplementary assessments for linear property.
3.
 - (a) The assessor shall prepare supplementary assessments for machinery and equipment used in manufacturing and processing if those improvements are completed or begin to operate in the year in which they are to be taxed under Part 10 of the Act.

- (b) The assessor shall prepare supplementary assessments for other improvements if:
 - (i) they are completed in the year in which they are to be taxed under Part 10 of the Act;
 - (ii) they are occupied during all or any part of the year in which they are to be taxed under Part 10 of the Act; or
 - (iii) they are moved into the Town during the year in which they are to be taxed under Part 10 of the Act and they will not be taxed in that year by another municipality.
 - (c) A supplementary assessment shall reflect:
 - (i) the value of an improvement that has not been previously assessed; or
 - (ii) the increase in value of an improvement since it was last assessed.
 - (d) Supplementary assessments shall be prepared in the same manner as assessments are prepared under Division 1 of Part 9 of the Act, but must be pro-rated to reflect only the number of months during which the improvement is complete, occupied, located in the municipality or in operation, including the whole of the first month in which the improvement was completed, was occupied, was moved into the municipality or began to operate.
4. Before the end of the year in which supplementary assessments are prepared, the municipality shall prepare a supplementary assessment roll in accordance with section 315 of the Act.
5. Before the end of the year in which supplementary assessments are prepared, the municipality shall:
- (a) prepare a supplementary assessment notice for every assessed improvement shown on the supplementary assessment roll; and
 - (b) send the supplementary assessment notices to the assessed persons

in accordance with section 316 of the Act.

6. Town of Drumheller Bylaw No 04.13 is hereby repealed.
7. This Bylaw shall take effect on the day of the final passing thereof.

READ A FIRST TIME ON THE day of , 2015.

READ A SECOND TIME ON THE day of , 2015.

READ A THIRD AND FINAL TIME ON THE day of , 2015

MAYOR

CHIEF ADMINISTRATIVE OFFICER




Request for Decision

		Date:	April 30, 2015
Topic:	Drumheller and District Solid Waste Management Association Agreement and Bylaw Update Review		
Proposal:	A review of the DDSWMA Agreement and Bylaw was conducted in August of 2014. It was deemed necessary by the Board of Directors as the last update had not been completed since 1989. At the inception of the DDSWMA in 1979, the organization had a smaller membership base with limited assets and funds. Since its inception the DDSWMA has experience significant growth, today they have a membership base of 30,000 and assets totalling approximately 13 million dollars. The overall intent of the Agreement & Bylaws has not changed. The revised Agreement & Bylaws identifies the current membership, reflects current wordage, includes the addition of the Recycling department and allows for the Association to consider financially assisting member municipalities with capital upgrades based on extenuating circumstances on a case by case basis.		
Proposed by:	Drumheller and District Solid Waste Management Association		
Correlation to Municipal Sustainability Plan			
Benefits:	Provides the membership with a concise, comprehensive agreement & bylaws to enable the Association to continue to efficiently and effectively service the DDSWMA region.		
Disadvantages:			
Alternatives:			
Finance/Budget Implications:	None		
Operating Costs:		Capital Cost:	
Budget Available:		Source of Funds:	
Budget Cost:		Under budgeted Cost:	

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Agenda Item # 8.1.3

Communication Strategy:	Affected parties will be notified.		
Recommendations:	Council approve the Drumheller and District Solid Waste Management Association Agreement and Bylaw update as presented.		
Report Writer:	C. Macdonald	CAO:	 R. M. Romanetz
Position:			

THIS AGREEMENT MADE THIS TH DAY OF , 2014

BETWEEN:

Village of Acme
and
Village of Beiseker
and
Village of Carbon
and
Village of Delia
and
Town of Drumheller
and
Village of Hussar
and
Kneehill County
and
Village of Linden
and
Village of Morrin
and
Village of Munson
and
Village of Rockyford
and
Village of Standard
and
Starland County
and
Town of Trochu
and
Wheatland County

Agenda Item # 8.1.3

All municipalities located within the Province of Alberta (who upon execution of this Agreement are individually referred to hereafter as a "participating municipality" and collectively as "participating municipalities").

WHEREAS it has been agreed by the participating municipalities to continue an association created to operate and maintain a Regional Solid Waste Management System for the benefit of all participating municipalities.

AND WHEREAS the Government of the Province of Alberta, through the Department of Environment, has or will acquire sufficient land on which to build transfer stations.

AND WHEREAS the Government of the Province of Alberta, through the Department of Environment, has in the past and may in the future contribute funds to assist in the continuance of a Regional Solid Waste Management System.

THE PARTIES HERETO COVENANT AND AGREE AS FOLLOWS: ASSOCIATION

1.1 The participating municipalities agree to continue the Drumheller & District Solid Waste Management Association (the "Association") for the benefit of all municipalities with a membership comprised of designated representatives from each participating municipality using the following formula:

1.1.1 One representative as designated by each county council.

1.1.2 One representative as designated by each village or town council.

1.1.3 The CAO, (or his designate) and one elected official as designated by the Town of Drumheller.

BY-LAWS OF ASSOCIATION

2.1 The parties agree to instruct their designated representatives to adopt amended By-laws in the form attached hereto as Schedule "A" at the first regularly scheduled members meeting of the Association held after the effecting date hereof. Thereafter, the by-laws may only be amended in the manner provided in the Societies Act of Alberta.

COMMENCEMENT AND TERMINATION **Agenda Item # 8.1.3**

- 3.1 This Agreement shall become effective and be binding on the parties thereto when it has been executed by 75% of the individual municipalities named herein.
- 3.2 This Agreement shall be binding on the participating municipalities until **the last day of December, 1995**. Thereafter, this Agreement shall continue in full force and effect for an unlimited number of five (5) year terms, each commencing on the 1st day of January following the expiry of the previous term and ending on the 31st day of December in the fifth ensuing year. Provided that any participating municipality may exercise an option to withdraw from this Agreement and from the Association by written notice to the Secretary-Treasurer, provided further that:
 - 3.2.1 withdrawal shall only be permitted on the last day of **December, 1995**, or on the last day of December in each and every succeeding 5 year term;
 - 3.2.2 at least 15 months notice must be given of the intended withdrawal;
 - 3.2.3 the withdrawing municipality shall pay its proportionate share of any accumulated deficit (including contingent claims later proved valid) incurred by the Association prior to the date of withdrawal;
 - 3.2.4 the withdrawing municipality shall have no claim upon the assets of the Association.

MUNICIPALITY RESPONSIBILITIES

- 4.1 Each participating municipality shall be responsible for:
 - 4.1.1 the supervision, maintenance and repair of each transfer station located **in each participating** municipality;
 - 4.1.2 the maintenance and repair of the transfer containers;
 - 4.1.3 the maintenance of insurance over the transfer containers for their full insurable value covering loss caused by fire and other insurable perils;
 - 4.1.4 transport of waste from areas within **each** municipality to the transfer stations in **each participating municipality**;
 - 4.1.5 payment of **the annual** requisitions by the **participating municipalities to the Association may be made in two equal installments. The first installment shall be made within 30 days of requisition, and the second final installment shall be made no later than 180 days of requisition.**

- 4.1.6 Payment of special requisition by the participating municipalities to the Association shall be made as determined by the Association from time to time.

MINIMUM MAINTENANCE STANDARDS

- 5.1 Each participating municipality agrees to maintain the Transfer Stations and transfer containers located within its corporate boundaries in good and substantial repair and proper appearance. In the event any participating municipality fails to comply with this requirement, the Association may, by notice in writing, direct that corrective action be taken. In the further event the municipality refuses or neglects to make the repairs or maintenance referred to in such notice within 15 days, the Association may make them and charge the cost thereof to that municipality as an additional requisition.

ASSOCIATION'S RESPONSIBILITIES

- 6.1 The Association shall be responsible for:
- 6.1.1 transport of waste from each transfer station to the regional sanitary landfill site operated by the Association and located at the Town of Drumheller ("Association Landfill");
 - 6.1.2 operation of the Association Landfill including maintenance, management, supervision, waste movement and compaction, provision and application of waste cover, creation of specialized holding areas for toxic and other hazardous waste, operation and management of recycling facilities and any other such responsibilities associated with the responsible management of a waste disposal site, as may be identified by the Association from time to time.
 - 6.1.3 operation and maintenance of a Regional Recycling Program; including the maintenance, management and supervision of Recycling Facilities.
 - 6.1.4 entering into an appropriate lease agreement with the Town of Drumheller for the use of their Landfill site.

- 7.1 The Association shall annually requisition each of the participating municipalities for their share of the capital and operating expenses of the Association based on a budget approved prior to December 31 of the previous year prepared, inter alia, on the following principles:
- 7.1.1 the budget shall provide for all estimated capital and operating expenses required to maintain, manage and operate the Regional Solid Waste System;
 - 7.1.2 the budget shall include a transfer of funds in a reasonably determined amount to identified Accounts for projects as established by the Association from time to time;
 - 7.1.3 each participating municipality shall be charged an administration fee as established by the Association;
 - 7.1.4 the remaining budgeted expenses of the Association shall be charged to each of the participating municipalities on a per capita basis as established by the Association from time to time;
 - 7.1.5 no portion of the transportation budget or the Transportation Capital Replacement Account provision shall be assessed to the Town of Drumheller.

BORROWING & CAPITAL EXPENDITURES

- 8.1 The Association agrees:
- 8.1.1 not to borrow, raise or secure the repayment of money; unless:
 - 8.1.2 such expenditure or borrowing is authorized by a Special Resolution in accordance with the By-laws of the Association; and,
 - 8.1.3 the members of the Association, with the prior approval of their respective participating municipalities, voting in favor of such Special Resolution represent participating municipalities whose combined requisitions in the immediately preceding year represent at least 2/3 of the total amount requisitioned by the Association in the immediately preceding year.

- 8.2 The Association may enter into an agreement or ~~agreements~~ with the Government of the Province of Alberta or any of its agencies regarding the provision of assistance to the Association to defray capital or operating costs.

EXTREME HARDSHIP

- 9.1 Notwithstanding the provisions in clause 5.1 above; by special resolution the Association may in cases of extreme hardship provide financial assistance to such participating municipalities as the Association may deem appropriate on a case by case basis.

ADDITION OF MUNICIPALITIES

- 10.1 Any municipality may become a member of the Association and participate in the Regional Solid Waste system upon the affirmative vote of two-thirds of the members of the Association on such terms and conditions that are reasonable and equitable to all participating municipalities.
- 10.2 Such agreement shall include a capital contribution by the joining municipality by taking into account but not limited to equity; capital reserves; and future closure and post closure costs.

TERMINATION OF PREVIOUS AGREEMENT

- 11.1 The execution of this agreement by all participating municipalities shall constitute the termination of the agreement entitled "Drumheller & District Solid Waste Management Association" dated the 18th day of July, 1989, as amended.

LIQUIDATION

- 12.1 Upon liquidation of the Association, the assets then remaining shall be distributed on a per capita basis to the participating municipalities that have not withdrawn from the Association and this Agreement.

COUNTERPARTS

- 13.1 This Agreement may be executed in any number of counterparts with the same effect as if the parties all sign the same document. All counterparts shall be construed together and shall constitute one instrument.

... This Agreement is executed by the Parties as of the day and year first shown above. **Agenda Item # 8.1.3**

IN WITNESS WHEREOF, the municipal Parties hereto have caused their Corporate Seals to be affixed as witnessed by the proper officers in that regard.

DRUMHELLER & DISTRICT SOLID WASTE
MANAGEMENT ASSOCIATION

Per: _____

Per: _____

VILLAGE OF ACME

Per: _____

Per: _____

VILLAGE OF CARBON

Per: _____

Per: _____

VILLAGE OF BEISEKER

Per: _____

Per: _____

TOWN OF DRUMHELLER

Per: _____

Per: _____

VILLAGE OF HUSSAR

Per: _____

Per: _____

TOWN OF TROCHU

Per: _____

Per: _____

VILLAGE OF ROCKYFORD

Per: _____

Per: _____

STARLAND COUNTY

Per: _____

Per: _____

VILLAGE OF LINDEN

Per: _____

Per: _____

VILLAGE OF MORRIN

Per: _____

Per: _____

VILLAGE OF MUNSON

Per: _____

VILLAGE OF STANDARD

Per: _____

~ 7 ~

...

Per: _____

Per: _____ ***Agenda Item # 8.1.3***

KNEEHILL COUNTY

VILLAGE OF DELIA

Per: _____

Per: _____

Per: _____

Per: _____

WHEATLAND COUNTY

Per: _____

Per: _____

...
"SCHEDULE A"
THE SOCIETIES ACT
BY-LAWS
OF
DRUMHELLER & DISTRICT SOLID WASTE MANAGEMENT ASSOCIATION

MEMBERSHIP

- 1.1 Membership shall be open to any individual that is designated as the representative of a **participating** municipality that is a party to the Drumheller & District Solid Waste Management Association agreement ("the Agreement").
- 1.2 The number of individuals that a **participating** municipality that is a party to the Agreement ("participating municipality") is permitted to designate shall be as provided in the Agreement.
- 1.3 An individual shall become a member upon the participating municipality advising the Association, through its Secretary-Treasurer, of the designation of that individual provided that such designation will not result in the number of members exceeding that permitted in paragraph 1.2 of this Bylaw.
- 1.4 A participating municipality may appoint an individual as an alternate representative who may act in the absence of a designated representative in which event, the alternate representative shall be deemed a member for the purpose of these by-laws.
- 1.5 There shall be no membership fee.
- 1.6 An individual shall cease being a member:
 - 1.6.1 upon withdrawing from membership by writing to the Association through its Secretary-Treasurer;
 - 1.6.2 upon the **participating** municipality that designated a member notifying the Board through its Secretary-Treasurer that the individual's designation as a member is withdrawn; or,
 - 1.6.3 upon the **participating** municipality ceasing to be a participating municipality.

OFFICERS

Agenda Item # 8.1.3

- 2.1 The officers of the Association shall be the Chairperson, Vice-Chairperson and the Secretary-Treasurer.

BOARD OF DIRECTORS

- 3.1 Each member of the Association shall be a member of the Board of Directors.
- 3.2 A director shall cease to hold office upon their ceasing to be a member of the Association.
- 3.3 The Board shall, subject to the by-laws and the Agreement have full control and management of the affairs of the Association, and meetings of the Board shall be held as often as may be required, but at least once every three months, and shall be called by the Chairperson. A special meeting may be called on the requisition of any two directors provided they request the Chairperson in writing to call such meeting, and state the business to be brought before the meeting. Meetings of the Board shall be called by seven days notice in writing mailed to each director or by 24 hours notice by an electronic communication device. A majority of the directors shall constitute a quorum, and meetings may be held without notice if a quorum of the Board is present, provided, however, that any business transactions at such meeting shall be ratified at the next regular meeting of the Board; otherwise they shall be null and void.

CHAIRPERSON

- 4.1 The Chairperson shall be ex-officio a member of all Committees. They shall, when present, preside at all meetings of the Association and of the Board. In their absence the Vice-Chairperson shall preside at any such meetings, and in the absence of both, a Chairperson may be elected at the meeting to preside thereat. The presiding Chairperson shall be entitled to vote at any meeting but shall not be entitled to a casting vote.

VICE-CHAIRPERSON

- 5.1 The Vice-Chairperson shall act in the absence of the Chairperson.

SECRETARY-TREASURER

- 6.1 It shall be the duty of the Secretary-Treasurer to attend all meetings of the Association and of the Board, and to keep accurate minutes of the same. They shall have charge of the Seal of the Association which seal whenever used shall be authenticated by the signature of any two of the Chairperson, Vice-Chairperson or Secretary-Treasurer. In the absence of the Secretary-Treasurer, their duties shall be discharged by such officer as may be appointed by a majority vote of the Board. The Secretary-Treasurer shall have charge of all the

correspondence of the Association and be under the direction of the Chairperson and the Board.

- 6.2 The Secretary-Treasurer, or their designate shall keep a record of all the members of the Association and their addresses, send all notices of the various meetings as required, and shall collect and receive the annual requisitions levied by the Association. They shall send a copy of the minutes of all meetings of the Association to each participating municipality within thirty (30) days following the date of such meeting.
- 6.3 The Secretary-Treasurer, or their designate shall receive all monies paid to the Association and shall be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board may order. The Secretary-Treasurer, or their designate shall properly account for the funds and keep such books as may be directed. The Secretary-Treasurer, or their designate shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall cause to be prepared for submission to the Annual Meeting a statement, duly audited as hereinafter set forth, of the financial position of the Association.

EXECUTIVE COMMITTEE

- 7.1 The Executive Committee shall consist of the Chairperson, Vice-Chairperson, and Secretary-Treasurer.
- 7.2 The Executive Committee shall supervise and manage the day to day operation of the Association.
- 7.3 Meetings of the Executive Committee may be called at any time by the Secretary-Treasurer upon the instructions of either the Chairperson, or the other two members of the Executive Committee, by seven (7) days notice in writing to the last known address of each member thereof or by 24 hours notice by any electronic communication device.
- 7.4 A majority of the Executive Committee shall constitute a quorum.
- 7.5 The Executive Committee shall have the power to incur and to approve payment of all approved operating expenses.

AUDITING

- 8.1 The books, accounts and records of the Secretary-Treasurer, or their designate shall be audited at least once each year by a duly qualified accountant. A complete and proper statement of the standing of the books for the previous year shall be submitted by the Secretary-Treasurer at the Annual Meeting of the Association. The fiscal year end of the Association in each year shall be December 31st.

- 8.2 The books and records of the Association may be inspected by any member of the Association at the Annual Meeting provided for herein or at anytime upon giving reasonable notice and arranging a time satisfactory to the **Secretary-Treasurer**. Each member of the Executive Committee shall at all times have access to such books and records.

MEETINGS OF THE ASSOCIATION

- 9.1 The Association shall hold an Organizational Meeting on or before December 31st in each and every year, of which meeting, due notice shall be given to all members. At this meeting there shall be elected a **Chairperson**, **Vice-Chairperson** and **Secretary-Treasurer**. The officers so elected shall serve until their successors are elected and installed. Any vacancy occurring during the year shall be filled at the next meeting **of the Association**, provided it is so stated in the notice **calling** such meeting. Any member in good standing shall be eligible **for** any office in the Association.
- 9.2 **The** Association shall hold an Annual Meeting on or before June 30th in each and every year, of which meeting, due notice shall be given to all members. At this meeting, the Secretary-Treasurer shall present a financial statement setting out the Association's income, disbursements, assets and liabilities, audited and signed by the Association's auditor.
- 9.3 Meetings of the Association may be called at any time by the Secretary-Treasurer upon the instructions of the **Chairperson** by **seven (7) days notice** in writing to the last known address of each member, **or by 24 hours notice by electronic communication device**. A special meeting shall be called by the **Chairperson** or **Secretary-Treasurer** upon receipt of a request made by any two members in good standing, setting forth the reasons for calling such meeting, which shall be by letter to the last known address of each member, delivered in the **mail or by electronic communication device seven (7) days previous to the meeting**.
- 9.4 A majority of members in good standing shall constitute a quorum at any meeting. **A member in good standing shall be a designated representative of a participating municipality or their designated alternate and the participating municipality shall be in good financial standing in respect of all fees and requisitions levied by the Association.**
- 9.5 In these By-laws, "special resolution" means:
- 9.5.1 a resolution passed
- 9.5.1.1 at a meeting of **the Association of** which not less than 21 days' written notice specifying the intention to propose the resolution has been duly given, and **delivered by mail or electronic communication device; and**

- ...
- 9.5.1.2 by the vote of not less than **2/3** of those members who are entitled to do so, vote in person, and
- 9.5.1.3 **Members voting in favor of such a special resolution represent participating municipalities whose combined requisitions in the immediately preceding year represent at least 2/3 of the total amount requisitioned by the Association in the immediately proceeding year, or**

- 9.5.2 a resolution proposed and passed as a special resolution at a meeting of which less than 21 days' notice has been given, if all the members entitled to attend the meeting so agree.

VOTING

- 10.1 Any member who has not ceased to be a member as herein provided shall have the right to vote at any meeting of the Association. Such votes must be made in person and not by proxy or otherwise.

REMUNERATION

- 11.1 Officers and directors of the Association shall receive such remuneration for their services as is authorized by the Board from time to time.
- 11.2 **The Association shall reimburse the expenses of their members as per the policy established by the Association.**

BORROWING POWERS

- 12.1 For the purpose of carrying out its objectives, the Association may borrow or raise or secure the payment of money in any manner as it thinks fit, but this power shall be exercised only under the authority of a Special Resolution of the members.

CAPITAL EXPENDITURES

- 13.1 **For the purpose of carrying out its objectives, the Association may make capital expenditures of a replacement nature under the authority of a resolution of the Directors.**
- 13.2 **Expansion of the Transfer station sites will be the responsibility of the individual municipality.**
- 13.3 A capital expenditure; **not being of a capital replacement nature;** of more than **\$100,000.00 shall** only be made under the authority of a Special Resolution of the members.

AMENDMENT OF BY-LAWS

- 14.1 These By-laws may only be rescinded, altered or added to by a Special Resolution of the members.

~ 5 ~



DRUMHELLER

COMMUNITY SERVICES

Agenda Item # 8.4.1



Request for Decision

Date: May 1, 2015

For Presentation to Council at the Meeting of May 4, 2015

Topic Travel Drumheller - Agreement

Background

Travel Drumheller continues to move through the implementation of their sustainable funding model following the passing of the new Business License Bylaw. The next step, in the process is to complete an agreement with Travel Drumheller so that the organization can continue to plan for current and future marketing initiatives.

Correlation to Municipal Goals

Travel Drumheller's efforts are shown as a key recommendation in the 2011 Tourism Master Plan as adopted by Council. The implementation of this system anticipates the creation of a stronger environment for economic growth in the tourism sector.

Benefits

Creating policies that support long-term development and viability of the Tourism sector is a key economic strategy for the Town.

Disadvantages

There are some challenges to align key stakeholders within the Tourism sector in Drumheller. Travel Drumheller will continue working with operators to ensure growing support within the industry.

What are the budget implications?

Loss of revenue from the hotel sector – estimated under \$3,000 compared to previous years.

Requested by: Council

Alternatives: 1) Deny the request 2) Modify the terms of the request. 3) Delay decision

Finance/Budget Implications: Funds generated through the Business License Bylaw

Operating Costs: None

Budget Available: N/A

Budget Cost: Those already discussed in the Business License Bylaw.

Underbudgeted Cost: None

Agenda Item # 8.4.1

Source of Funds: 2015 operating budget (in kind collection of fees).

Communication Strategy: Update website, Facebook and notify the media.


Recommendations: To endorse the agreement with Travel Drumheller as reviewed by Council.

Report Writer:



Director of Community Services

Reviewed by:



Chief Administrative Officer

Final Copy

Page 1 of 18
Agenda Item # 8.4.1

Presented to Council
on Monday, May 4,
2015

THE TOWN OF DRUMHELLER

AND

TRAVEL DRUMHELLER MARKETING ASSOCIATION

AGREEMENT

AGREEMENT

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THIS AGREEMENT MADE as of the 4th day of May, 2015

BETWEEN:

**THE TOWN OF
DRUMHELLER**

A Municipal Corporation
In the Province of Alberta
(hereinafter called the Town")

OF THE FIRST PART

and

TRAVEL DRUMHELLER MARKETING ASSOCIATION

A Society Created Pursuant to the
Laws of the Province of Alberta
(hereinafter called Travel Drumheller)

OF THE SECOND PART

WHEREAS the Town is situated as a major tourist destination; and,

WHEREAS a major business endeavour carried on in the Town relate to tourism and its related functions and servicing the needs of residents; and,

WHEREAS a major objective of the Town, as set out in The Town of Drumheller' Tourism Master Plan, is to serve as a tourism centre for visitors to the Drumheller Valley and to provide such visitors with accommodation and other goods and services; and

WHEREAS the Town is of the opinion that it is a municipal purpose to promote the business of tourism within the Town; and

WHEREAS the Town has, by bylaw and policy, dedicated a certain proportion of the business licence fees it has levied against businesses resident and non-resident in the Town for the purposes of regulating and marketing the Town's hospitality and accommodations while also promoting the Town as a tourist destination area; and,

WHEREAS the Town is of the opinion that it would benefit the Town to market all of the services and products provided by businesses in the Town; and,

WHEREAS Travel Drumheller has been created in part for the purposes of providing destination marketing services for accommodations and tourism businesses in the Town as well as, in part, for the purpose of providing promotional services for both potential and actual visitors to the Town, acting alone or through joint ventures or partnerships with other organizations or agencies and Travel Drumheller is an independent body and is not a servant, employee, or agent of the Town; is not entitled to any municipal government employee benefits; is not entitled to any benefits whatsoever other than to the express payments set out in this Agreement; and is not governed by the Town ;and,

WHEREAS the Town wishes to accomplish its primary destination marketing and tourism objectives by obtaining services from Travel Drumheller and by supporting the destination marketing activities and functions of Travel Drumheller and thereby avoiding unnecessary duplication of effort; and,

WHEREAS, Travel Drumheller is prepared to coordinate the delivery of services to meet the destination marketing and tourism objectives of the Town with its operations, activities and mandate in the interests of developing and maintaining a harmonized and cohesive presence in both domestic and international tourism markets;

NOW THEREFORE this Agreement witnesses that in consideration of the premises, representations and covenants herein contained, and other good and valuable consideration, the parties hereby agree as follows:

ARTICLE 1

INTERPRETATION

1.1 In this Agreement, unless the context otherwise requires:

- (a) **"Accommodations"** shall have the same meaning as ascribed to that of **"Hotel"** in this agreement.
- (b) **"Annual Compensation"** shall mean the amount equal to the Schedule "B" Business Licence Fees collected by the Town for Resident and Non-Resident Business Licences during the Year, pursuant to the Business Licence By-law;
- (c) **"Applicable Privacy Laws"** means any and all applicable laws relating to privacy and the collection, use and disclosure of Personal Information in all applicable jurisdictions, including but not limited to the Personal Information Protection and Electronic Documents Act (Canada) and/or

any comparable provincial law, including the Personal Information Protection Act (Alberta), and the Freedom of Information and Protection of Privacy Act (Alberta);

- d) **"Travel Drumheller Services"** means Destination Marketing, Public Relations, Visitor Experience Services, Operations and furtherance of Travel Drumheller's By-laws objects (as set forth in sub-Article 4.1 of this Agreement), as may be amended from time to time;
- e) **"Business Licence By-law"** means the Business Licence By-law of the Town, and all schedules thereto, in effect from time to time;
- f) **"Officer"** has the same meaning as ascribed in the Business Licence By-law, as amended from time to time;
- g) **"Destination Marketing"** means all marketing activities the purpose of which is to raise awareness of Drumheller and surrounding municipal areas as a tourism destination in domestic and international markets, and to encourage both leisure and business travellers from those markets to visit Drumheller, including those areas located within the Drumheller region. The Drumheller region may include organizations currently participating in Travel Drumheller's marketing activities under agreement with Travel Drumheller and subject to the terms and conditions contained within said agreement(s).
- h) **"Hotel"** shall have the same meaning as ascribed to that terms in the Town's Land Use By-law, as amended from time to time, but shall, for the purposes of this agreement, include Bed and Breakfast Establishments and Country Inns, as these terms are defined in the Town's Land Use Bylaw, as amended from time to time;
- i) **"Incorporation Agreement"** means The Town of Drumheller Incorporation Agreement between the Province of Alberta dated the 1st day of January, 1998, as amended;
- j) **"Marketing"** means the performance of all marketing activities that direct consumers to the products, attractions and services offered by Travel Drumheller's members in order to satisfy customers primarily in the accommodations sector and, in so doing, assist in the accomplishment of the business objectives of the members of Travel Drumheller and the promotion of the Town as a tourism service centre. Marketing activities include all those activities that are intended to inform, persuade or remind target customers about the excellent accommodations, products, attractions and services available in Drumheller and surrounding communities and include, but are not limited to, such activities as

personal selling, public relations, advertising, media relations, trade and consumer shows, displays and exhibits, direct mail, video productions, publications, newsletters, directories, market research, special events and the maintenance of a web site and any other media activity.

- (k) **"Operations"** means the ongoing administrative overhead of Travel Drumheller and includes, without limitation, the costs associated with retaining the Third Party Agent;
- (l) **"Personal Information"** means information about an individual, company, business or rate payers transferred to Travel Drumheller by the Town, or from the Town to Travel Drumheller as a term of this Agreement, but does not include the name, position title, business telephone number, business address, business email or business fax number of the individual, company, business or rate payer.
- (m) **"Public Relations"** means the performance of those activities that are intended to create goodwill for the Town as a tourism service centre, for Travel Drumheller and for its members, together with their products and services, with individuals and groups of people who can affect the present and future welfare of the Town as a tourism service centre;
- (n) **"Schedule "B" Business Licence Fees"** means that portion of the business licence fee paid by Resident and Non-Resident Business (as defined in the Business Licence By-law), which the Town dedicates to underwriting the destination marketing objectives of the Town, pursuant to the Business Licence Bylaw;
- (o) **"Third Party Agent"** shall mean the Chartered Accountant retained by the Travel Drumheller, at Travel Drumheller's expense, to collect DMF Funding Program information from the Hotels and report to the Licence Inspector;
- (p) **"DMF Funding Program"** means the Destination Marketing Fee collected by Hotels, as determined from time to time by Travel Drumheller in accordance with Travel Drumheller's By-laws during the Term of this Agreement;
- (q) **"Visitor Information Services"** means the provision of comprehensive information regarding the excellent accommodations, products, attractions and services provided by full and associate members of Travel Drumheller that are available in Drumheller, and Surrounding Area, including, but not

limited to, the provision through information centres, by mail or website of brochures, maps, posters, directories, interpretive guides and audio/visual materials, and through the provision of telephone, facsimile and/or internet inquiry and information services, in a manner coordinated with and complimentary to the visitor information services provided by The Drumheller District Chamber of Commerce;

(r) **"Visitor Experience Services"** means the provision of services by Travel Drumheller to visitors that are intended to engage the visitor to interact with the Drumheller and Surrounding Area destination on an emotional, physical, intellectual or even spiritual level. These services also mean the diffusion of information to Members by Travel Drumheller about Visitor Experience Services that Members can provide to visitors.

(s) **"Year"** means the calendar year.

1.2 In this Agreement, unless the context otherwise requires or specifies, words in the singular shall include the plural, words in the plural shall include the singular, and words importing the masculine gender shall include the feminine or body corporate where the context so requires.

1.3 The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of the remaining provisions. No consent or waiver, express or implied, by either party, to or of any breach or default by the other party in the performance of its obligations hereunder, shall be deemed to be a consent to or waiver of any other breach or default in the performance of the respective obligations of the parties to this Agreement. Should any provision of this Agreement be contrary to law, such provision shall be severed from this Agreement and this Agreement shall be interpreted as if the provision did not form a part of it.

1.4 The headings inserted throughout this Agreement are for convenience of reading and shall not affect the legal interpretation of this Agreement.

ARTICLE 2

TERM OF AGREEMENT AND RENEWAL

2.1 The term of this Agreement shall be for five (5) years commencing on the 1st day of January 2015 and ending on the 31st day of December 2019 (the "Term").

2.2 Provided that prior to June 1, 2018:

- (a) the Town has not amended the Business Licence By-law with the result that the Town will no longer collect the Schedule "B" Business Licence Fees and pay an amount at least equal to those fees to Travel Drumheller as Annual Compensation for Travel Drumheller Services, or
- (b) the Board of Directors of Travel Drumheller has not delivered notice that it does not wish to continue this Agreement;

then in such case and without further notice this Agreement shall be deemed to be renewed on January 1, 2019 for a further Five (5) Year term, upon the then existing terms and conditions.

ARTICLE 3 ANNUAL COMPENSATION

- 3.1 Travel Drumheller agrees to deliver Travel Drumheller Services to the Town and the Town agrees to pay to Travel Drumheller, for Travel Drumheller Services, the Annual Compensation during each Year of the Term of this Agreement.
- 3.2 The Town agrees the Third Party Agent shall, throughout the Term of this Agreement, be the person authorized by the Chief Administrative Officer, to receive the DMF Funding Information from every business designated within Schedule "B" of the Business License By-law.
- 3.3 Travel Drumheller shall cause the Third Party Agent, at Travel Drumheller's expense, to deliver a written report to the Town's Chief Administrative Officer no later than November 15th of each Year of the Term of this Agreement which report shall stipulate:
 - (a) the total amount payable by each Hotel for the upcoming Year, as determined by the Third Party Agent pursuant to the annual DMF Funding Program;
 - (b) a calculation of the total amount of all Schedule "B" Business Licence Fees payable by all Hotels for the upcoming Year, in accordance with the provisions of The Town of Drumheller's Business Licence Bylaw.
- 3.4 All Schedule "B" Licence Fees, other than those payable by Hotels, shall be in accordance with the Town's Business Licence By-law, as amended from time to time, following consultation with Travel Drumheller as set forth in sub-Article 8.1 of this Agreement.

- 3.5 The Town shall pay the Annual Compensation to Travel Drumheller within 30 days of the dates shown in Schedule "B." of the Business License Bylaw.
- 3.6 The Town and Travel Drumheller each covenant and agree that the funds dedicated by this Agreement to the promotion of the business of tourism shall not be used for the construction of infrastructure or other municipal programs and services.
- 3.7 G.S.T. (Goods and Services Tax) shall be added to the Annual Compensation paid by the Town to Travel Drumheller for Travel Drumheller Services provided pursuant to this Agreement.

ARTICLE 4

TRAVEL DRUMHELLER SERVICES

- 4.1 The Annual Compensation paid by the Town to Travel Drumheller shall be used only for Travel Drumheller Services and for expenditures of Travel Drumheller that are related to achieving the destination marketing and tourism objectives of the Town, as set forth in this Agreement, and the objects of Travel Drumheller in accordance with the provisions of Travel Drumheller's By-laws as amended from time to time. For greater certainty, the objects of Travel Drumheller are:
- a. To encourage a spirit of partnership and collaboration amongst stakeholders in the promotion of Drumheller to the world.
 - b. To promote the publicizing of the excellent accommodations, products and the tourist attractions of Drumheller and region in other parts of Canada and elsewhere.
 - c. To stimulate interest in tourism activities and developments, whereby the industry and its stakeholders collaborate and form partnerships that lead to increased industry participation, promotion and exposure to tourism marketing opportunities.
 - d. To promote and encourage opportunities and events that will generate positive economic benefits on the part of its stakeholders and the community at large.
 - e. To advocate on behalf of tourism industry stakeholders to all levels of Government on matters affecting the objectives of Travel Drumheller.
 - f. To encourage a high standard of integrity among its stakeholders.
 - g. To make available, where possible - sources of information to its stakeholders respecting general regulations affecting business and industry in Drumheller and region.
 - h. To exchange information with Destination Marketing Organizations and other organizations with compatible interests and objectives.

- 4.2 The Town hereby confirms that Travel Drumheller, in providing Travel Drumheller's services to the Town, is furthering the purposes and objectives of the Town as detailed in the Town of Drumheller's Tourism Master Plan, 2011.
- 4.4 The parties to this Agreement hereby undertake to arrange a joint meeting of a delegation from the Town, including Councillors and staff and a delegation from Travel Drumheller, including Directors and staff, at least once per Year. The purpose of this meeting shall be to share information, plans and results with respect to:
- (a) Destination Marketing activities and results;
 - (b) Visitor Experience Services provided;
 - (c) Visitor Information Services provided;
 - (d) Public Relations;
 - (e) The Third Party Agent reporting procedures and Schedule "B" Business Licence Fee payment results.
- 4.5 The Town and Travel Drumheller agree to act cooperatively and in good faith to coordinate the Town's other municipal activities and services with Travel Drumheller's Services with the intention of avoiding duplication of services and achieving the purposes and objectives of the Town and the objects of Travel Drumheller.

ARTICLE 5 EMERGENCY FUNDING

- 5.1 The Town shall consider any application for additional emergency funding that Travel Drumheller may make from time to time.
- 5.2 Emergency funding may be provided, in the Town's discretion, in the event that Travel Drumheller is experiencing a financial exigency arising from circumstances beyond its control and/or in the event of a natural or other catastrophe, crisis or incident of considerable local, regional, national or international magnitude that has the potential to inflict significant harm on the economy of the Town.

ARTICLE 6

**REPORTING AND
INFORMATION**

- 6.1 Travel Drumheller shall, in each Year of this Agreement, provide to the Town:
- (a) an annual review engagement by April 30th;
 - (b) an annual report describing the activities and results of the previous Year by April 30th;
 - (c) an annual business plan, including a budget, for the upcoming fiscal year by December 31st;
- 6.2 Subject to Article 6.4 of this Agreement, the Town shall, from time to time and upon the request of Travel Drumheller, provide to Travel Drumheller a listing, including the trade name and amount of Schedule "B" Business Licence Fees paid or payable to the Town for each participating business licensee.
- 6.3 The Town shall, from time to time, and at least once per Year, provide a report to Travel Drumheller setting out:
- (a) the total Schedule "B" Business Licence Fees collected by the Town for the Year so Travel Drumheller may prepare budgets and reports;
 - (b) the trade name of each member of Travel Drumheller that has not duly paid the Schedule "B" Business Licence Fees for that Year.
- 6.4 Notwithstanding anything to the contrary herein, neither the Town nor Travel Drumheller shall be obligated to deliver any Personal Information to the other party (the "Disclosed Personal Information") that would, by delivery, violate either party's obligations under the Applicable Privacy Laws. Either party is entitled to attach conditions of use, seek consent, impose confidentiality provisions and otherwise restrict the other party's use of the Disclosed Personal Information so as to ensure compliance with the Applicable Privacy Laws.

ARTICLE 7

**TRAVEL DRUMHELLER BOARD AND MUNICIPAL MARKETING
CORPORATIONS**

- 7.1 The Town may, in its sole discretion, nominate one (1) representative to represent its interests as a director of Travel Drumheller. The Board of Travel Drumheller shall appoint this nominee as a director of Travel Drumheller and this appointed director shall have all the rights and privileges of other directors except for the right to hold office, all in accordance with the by-laws of Travel Drumheller.

ARTICLE 8

SCHEDULE "B" LICENCE FEES

- 8.1 The Town shall not implement any changes to the Schedule "B" Business Licence Fees for business Licences without first consulting with Travel Drumheller except in accordance with the Notice Period set out in sub-Article 8.2 below.
- 8.2 In this Article, "Notice Period" shall mean a period of twelve (12) consecutive months commencing as of the first day of the Year following the Year that the Business Licence By-law was amended by Town Council.

ARTICLE 9

LEGAL ACTION

- 9.1 The Town shall defend any legal challenge made by any person or persons with respect to Schedule "B" of the Business Licence Bylaw and/or the subsequent disposition of the funds so raised to the Trial Court level.
- 9.2 Travel Drumheller shall reimburse the Town for 30% of the direct out-of-pocket costs incurred by the Town in defending any such legal action.
- 9.3 In the event of such legal action, the Town shall consult with Travel Drumheller with respect to the legal strategy to be followed, including the selection of legal counsel.
- 9.4 In the event the Town elects not to proceed to an appellate court, then Travel Drumheller may assume control of the defence provided Travel Drumheller shall consult with the Town with respect to the legal strategy to be followed, including the selection of legal counsel and the Town shall reimburse Travel Drumheller for 30% of the direct out-of-pocket costs incurred by Travel Drumheller in proceeding with any such legal action before the appellate courts.

**ARTICLE 10
AMENDMENTS**

- 10.1 This Agreement may be amended at any time upon the mutual agreement in writing of the parties.
- 10.2 Either party may request an amendment or amendments to this Agreement by giving the other party a written notice of the requested amendment.
- 10.3 Any amendments to this Agreement shall come into effect and form a part of this Agreement as of the date mutually agreed to by the parties in writing.

**ARTICLE 11
TERMINATION BY THE TOWN**

- 11.1 The Town may terminate this Agreement if:
 - (a) Travel Drumheller shall fail to keep, observe or perform any material covenant, agreement, term or provision to be kept, observed or performed by Travel Drumheller under this Agreement, and such default shall continue for a period of 180 days after notice thereof by the Town to Travel Drumheller, or if such default cannot be cured within 90 days, then such additional period as shall be reasonable, provided that Travel Drumheller has proceeded to cure such default; or
 - (b) Travel Drumheller becomes subject to any bankruptcy or insolvency law, or if any involuntary petition under any such law is filed against Travel Drumheller and not dismissed within 90 days; or
 - (c) Travel Drumheller shall make any assignment of its property for the benefit of creditors; or
 - (d) The members of the Travel Drumheller pass a resolution for the winding up or dissolution of Travel Drumheller under the Societies Act (Alberta) R.S.A. c.S-14, as amended; or
 - (e) A court of competent jurisdiction adjudges the Schedule "B" Business Licence Fees to be invalid.

**ARTICLE 12
TERMINATION BY TRAVEL DRUMHELLER**

- 12.1 Travel Drumheller may terminate this Agreement if:
- (a) the Town shall fail to keep, observe or perform any material covenant, agreement, term or provision to be kept, observed or performed by the Town under this Agreement, and such default shall continue for a period of 90 days after notice thereof by Travel Drumheller to the Town, or if such default cannot be cured within 90 days, then such additional period as shall be reasonable, provided that the Town has proceeded to cure such default; or
 - (b) the Town ceases to exist as a municipal corporation; or
 - (c) a court of competent jurisdiction adjudges the Schedule "B" Business Licence Fees to be invalid.

**ARTICLE 13
GENERAL TERMINATION PROVISIONS**

- 13.1 Notwithstanding the foregoing, neither the Town nor Travel Drumheller shall be deemed to be in default under this Agreement if a bona fide dispute with respect to either party's performance under this Agreement has arisen between the Town and Travel Drumheller and such dispute has been submitted to arbitration.
- 13.2 Upon termination of this Agreement, Travel Drumheller and the Town shall act cooperatively and in good faith to deliver final accounts and reports as herein required and to implement an orderly wind up of this Agreement.

**ARTICLE 14
ARBITRATION**

- 14.1 Any and all disputes and controversies arising out of or in any manner relating to the performance of either party under this Agreement which cannot be settled by good faith negotiations by Travel Drumheller and the Town shall be settled by arbitration in accordance with the *Arbitration Act* of the Province of Alberta. Either party may refer a matter to arbitration by providing written notice to the other party. Upon such notice, both parties shall appoint an arbitrator who shall then select a third, all within 30 days of the delivery of the notice. The arbitrators shall make a decision within 30 days of the appointment of the third arbitrator.

- 14.2 The arbitrator or arbitrators shall have the right only to interpret and apply the terms of this Agreement, and may not change any such terms or deprive any party to this Agreement of any right or remedy expressly or implicitly provided in this Agreement.
- 14.3 The expense of arbitration shall be borne equally by Travel Drumheller and the Town.

**ARTICLE 15
INDEMNIFICATION**

- 15.1 Notwithstanding anything contained in this Agreement, Travel Drumheller shall be liable for and shall indemnify and save harmless the Town, its officials, officers, employees, servants and agents from and against all liabilities, losses, costs damages, fines, penalties, claims, demands, causes of action of whatever nature brought or made against the Town in connection with any breach or violation of this Agreement and those obligations imposed upon the Town by reason of Travel Drumheller's tortuous performance or non-performance under this Agreement.
- 15.2 Notwithstanding anything contained in this Agreement, the Town shall be liable for and shall indemnify and save harmless Travel Drumheller, its officials, officers, employees, servants and agents from and against all liabilities, losses, costs, damages, fines, penalties, claims, demands, causes of action of whatever nature brought or made against Travel Drumheller in connection with any breach or violation of this Agreement and those obligations imposed upon Travel Drumheller by reason of the Town's tortuous performance or non-performance under this Agreement.
- 15.3 The provisions of Articles 16.1 and 16.2 above shall survive the expiry or earlier termination of this Agreement.

**ARTICLE 16
REPRESENTATIONS**

- 16.1 The Town represents and warrants to Travel Drumheller that it has the power and authority to enter into this Agreement and this Agreement constitutes a valid and binding obligation of the Town, enforceable in accordance with its terms.
- 16.2 Travel Drumheller represents and warrants to the Town that it has the power and authority to enter into this Agreement and this Agreement constitutes a valid and binding obligation of Travel Drumheller, enforceable in accordance with its terms.
- 16.3 Neither the Town nor Travel Drumheller shall attempt to commit or bind the other to a third party, and shall not represent or hold out that they act for or on behalf of

each other except in the performance of this Agreement.

- 16.4 The parties hereby confirm and ratify the matters contained in and referred to in the preamble to this Agreement and agree that the same are expressly incorporated into and form part of this Agreement.

**ARTICLE 17
GENERAL**

- 17.1 This Agreement constitutes the entire Agreement between the parties hereto relating to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, whether oral or written, of the parties, and there are no general or specific warranties, representations or other agreements by or among the parties in connection with the entering of this Agreement or subject matter of this Agreement except as noted in this Article.
- 17.2 This Agreement shall not be assigned in whole or in part without the prior written consent of the Town, which the Town in its sole discretion shall be at liberty to withhold.
- 17.3 This Agreement shall ensure to the benefit of and be binding upon the Town and its successors and upon Travel Drumheller, its permitted successors and its assigns.
- 17.4 This Agreement shall be governed and construed in accordance with the laws of Alberta.

ARTICLE 18

NOTICES

- 18.1 Any notices or other communications required under this Agreement shall be deemed to be properly given if sent by registered mail or delivered by hand to the other party at the following addresses:

For The Town of Drumheller
The Town of Drumheller
224 Centre Street
Drumheller, Alberta
T0J 0Y4
Attention: Chief Administrative Officer (CAO)

For Travel Drumheller Marketing Association
Travel Drumheller Marketing Association
P.O. Box 1357
Drumheller, Alberta
T0J 0Y0

IN WITNESS WHEREOF
the parties have executed
this Agreement effective the
date first above written.

TOWN OF DRUMHELLER

Per: _____

Per: _____

*TRAVEL DRUMHELLER
MARKETING ASSOCIATION*

Per: _____

Per: _____



DRUMHELLER

CHIEF ADMINISTRATIVE OFFICER

Agenda Item # 9.1



QUARTERLY REPORT

Name:	R.M. Romanetz, P. Eng.	Month:	January to March 2015
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2015 STRATEGIC BUSINESS PLAN

Corporate Priorities:

TOURISM LEVY REPORT

Business License Bylaw 04.15 received first reading on February 9th. At that time, Council requested that the bylaw be amended to include 1) DMF exemption for those B&B with 3 rooms or less – rationale is that these business owners are seasonal operators that would not benefit from tourism marketing; 2) that the payment schedule be amended for 2015 to include only a 2nd, 3rd and 4th quarter roll out of fees; and 3) that campgrounds be eliminated from the 2015 version of the bylaw with discussion in the future for their inclusion in 2016. In addition to the above noted bylaw, a further amendment was introduced and reads as follows: *"The business license amount in Schedule B is calculated on an historical average of the last three years, as outlined in Schedule B. If an operation feels that the calculation does not accurately reflect the financial circumstances of the operation, then the amount can be adjusted upon request of the operator to Travel Drumheller. Travel Drumheller will refer the matter to a confidential, independent third party. The adjustment will be done by the third party in conversation with the operator. There will be no cost to the operator for this consultation. The third party will determine if an adjustment is warranted and if so the amount, in consultation with the operator and the formula used in Schedule B. If there is an adjustment, the third party will inform both the Town of Drumheller and Travel Drumheller, and the business license fee for that operation will be reduced by that amount"*. Bylaw 04.15 received 2nd and 3rd readings as amended on March 23rd.

BADLANDS COMMUNITY FACILITY – FUNDRAISING STRATEGY

Following Council's review of fundraising proposals with the Badlands Community Facility Fundraising Committee in November, 2014 and in consideration of the current state of Alberta's economy the Town of Drumheller has decided modify fundraising in 2015. The BCF Fundraising Committee's initial fundraising target was to raise \$6 million for the first phase of the project and with \$2.3 million remaining on this goal. The Town has decided to cover the balance through its municipal capital reserves. The Town decided to access its reserves for this purpose in order to avoid any additional borrowing costs, while it re-evaluates its economic position relative to the provincial economy.

ECONOMIC DEVELOPMENT STRATEGY TERMS OF REFERENCE

The Economic Development Task Force has been quite busy. This spring the members divided up into groups of 2 to canvass the town and talk to business owners about the business climate in Drumheller. There were several comments from the downtown owners about the need for a downtown attraction or draw. The Task Force has also written a letter of support for the Canadian Badlands Artists Association to help them acquire grant funding and maintain our unique artistic component downtown. The Task Force has also discussed the creation of an investment attraction subcommittee to help fill vacant buildings downtown. They have been successful in creating a new business attraction package which

Office of the Chief Administrative Officer

Telephone: (403) 823-1339

Agenda Item # 9.1

contains info about development permits, average lease costs, mill rates, etc. They are looking at ways to diversify the Drumheller economy by working diligently with Alberta Film and others to highlight the film versatility of our region. After the Provincial election, the Task Force will be sending a letter of concern regarding flood mitigation.

DOWNTOWN REVITALIZATION

A meeting has been arranged on May 26th with Urban Systems to review potential designs.

ARTS AND CULTURAL POLICY

A draft policy will be presented to Council at their Committee Meeting of May 11th.

Other Priorities:

MDP / LUB Update – The first phase of amendments to the Land Use Bylaw was approved in May, 2014. Bylaw 05.15 addresses various Land Use amendments with the Public Hearing held May 4th. Review of Volume 1 of the MDP will include updating the background report and include updates for the flood related amendments for both LUB and MDP once finalized by the Province.

Recreation Cost Recovery / Subsidy Philosophy – The Special Projects Co-ordinator will research other communities' methodology. A report will be provided to Council shortly.

Elgin Subdivision

Completed the land sale with Mr. Jim Goudy. Elgin Hill is ready to go and will be marketed at the appropriate time. Hillview subdivision was approved by Council and the infrastructure for 10th Avenue Development has been tendered with a closing date of May 7th.

Community Entity (Friends of Society) – no update.

Infrastructure Management Plan – At their meeting of April 7th, Council awarded the tender for consulting services to Stantec. Administration held a meeting with Stantec on May 1st to define priority areas, timelines and overall project expectations.

Beautification Scheme

Mayor Yemen has a letter to Hon. Wayne Drysdale, Minister of Transportation re Highway 9 south roadside turnout to improve traffic safety concerns along this route.

Advocacy (CAO / Council)

Mayor Terry Yemen spoke with Minister Fawcett – Environment and Sustainable Resource Development regarding the rationale why the Town's application for flood mitigation funding was not approved. A letter was received from Hon. Fawcett advising that Drumheller will be on their agenda for the next round of ACRP funding in September 2015.

A letter was received from Hon. Kevin Sorenson advising that he would liaison on the Town's behalf should CN's property become unsightly.

Organizational Improvements

Service Capacity Review – The Service Capacity Review has been updated to include work priorities for 2015. The 2015 Strategic Business Plan identifies areas / activities that require improvements and / or change to gain efficiencies and cost savings for all departments.

Communications (to be more transparent) – Improvements seen over the last quarter with increased Media Releases, Facebook updates, Website updates and as of April 7th, live streaming of regular Council meetings.

Operational Strategies (CAO / Staff)

SOFTWARE INTEGRATION – no update.

ASSET MANAGEMENT – no update.

OFFSITE LEVY BYLAW – This bylaw will be addressed as part of our municipal infrastructure study.

Other Work Priorities:

LANDFILL OPERATIONS – The approval renewal is currently being reviewed with Solid Waste Administration with a site visit planned with ESRD and the Association on May 8th. The 2015 Annual Spring Cleanup is currently underway with a few modifications to the schedule and to the acceptable items being collected.

Outstanding Issues for the Next Quarter:

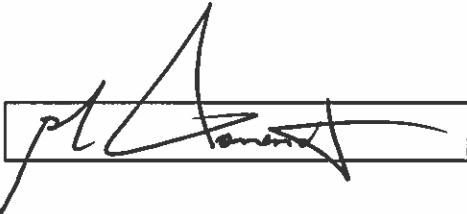
Infrastructure Management Plan

Hillsview Subdivision

Skateboard Park

Landfill Approval with ESRD

CAO:

A handwritten signature in black ink, appearing to read 'P. A. ...', is written over a rectangular box.



DRUMHELLER

CORPORATE SERVICES



1st Quarterly Report – March 31, 2015

As was Q4 of 2014, the first quarter of 2015 was largely a huge learning curve for me, as we worked through the Towns year-end process and the financial audit.

2014 Audit

The 2014 year-end audit went well. I am very pleased with the newly appointed auditors, finding them to be professional, thorough and generally easy to work with. The total cost for the annual audit is as proposed - \$25,000, with no additional costs incurred.

This year, preparing adjusting entries and working papers was relatively time consuming. Since this was the first audit with the Town for both Collins Barrow and myself, additional time was taken to ensure that a good understanding of current accounting processes, GL accounts and existing contracts was gained. I expect the 2015 yearend audit to proceed quicker for both Town staff and the external audit team.

I have a great appreciation for our Accounting Manager Elin Gwinner and our amazing staff for the cooperation and assistance given over the course of the audit to fulfill auditor requests for information and documentation.

Financial Statements & Reporting

Audited Financial Statements as of December 31st, 2014 were adopted by council on April 27th, 2015. The statements along with the Financial Information Return have now been filed with Municipal Affairs.

Statements of Funding and Expenditures on grants have been filed for the provinces year ending March 31st, 2015.

2015 Capital Budget

The 2015 capital budget was presented for discussion and subsequently adopted at the regular meeting of council of February 23rd. The 2015 operating budget was also adopted at that time.

Southern Alberta Flood Response Program

Included in the approved grant is funding to implement an automated emergency notification system. Letters were recently issued to all property or utility ratepayers providing information on the eventual program and requesting a return of current contact information for input into the database.

ATM Machine

The ATM was recently relocated from the arena to the Aquaplex for the summer season. Having an ATM at the arena for the season was well received by facility users and patrons with approximately 800 withdrawals made.

Town of Drumheller
224 Centre Street
Drumheller, AB T0J 0Y4



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

2015 Property Taxes

The assessment file has been received from Wild Rose Assessors and has been loaded and validated in our accounting and taxation records. Mill rates have been calculated and the proposed Bylaw has been drafted for presentation for first reading. Our tax clerk is ready to generate and issue notices on third and final reading.

Utilities

We continue to coordinate with Public Works staff to complete the installation of the new water meters. To date there are approximately 120 meter change outs that remain. We have begun to increase the tone of our request for access to those property owners delaying installation and hope that this will result in most remaining properties being changed out, eliminating the need to exercise compliance measures. Our goal is to have all remaining meters changed by mid June.

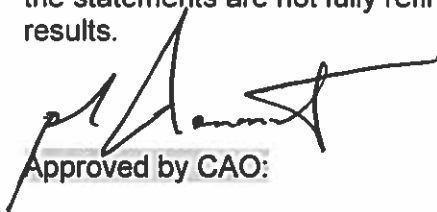
Human Resources

Aside from T-4, LAPP and WCB annual report filing, HR has been busy facilitating summer and seasonal staff postings, interviews and initial employee on-boarding.



HR has completed the recruitment process for the new Program Co-ordinator at the BCF and currently managing the recruitment of a Development Officer.



2015 Property TaxQ1 Operating Statements

Following is the Q1 Draft Operating statements. Due to the timing of the completion of the 2014 audit, the statements are not fully refined however they do represent a reasonable reflection of actual results.





Approved by CAO:



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Organization 2		Run Date: Apr 13,		
	2015 Draft Budget	2015 Q1 Actuals as of March 31, 2015		
0001 General Municipal Revenues				
1-111 Residential	-5,144,700	-1,286,175		25.0
1-112 Commercial	-2,064,750	-516,188		25.0
1-113 Industrial	-40,550	-10,138		25.0
1-114 Linear	-464,100	-116,025		25.0
1-115 Railway	-2,000	-500		25.0
1-116 Farmland	-10,700	-2,675		25.0
1-117 Grants: Property Tax Residential	-49,280	-12,320		25.0
1-118 Grants: Property Tax Non-Resident	-392,985	-98,246		25.0
1-511 Penalties	-134,000	-22,445		16.7
1-521 License (specify)	-500,000	-409,508		81.9
1-541 Franchise Tax: Electrical/Gas	-1,512,500	-232,072		15.3
1-551 Interest on Investments	-125,000	-19,119		15.3
1-961 Transfer from (specify department)	-170,000			0.0
1-962 Transfer from (specify department)	-70,000			0.0
1-991 Other Income	-1,000	-370		37.0
Total 0001 General Municipal Revenues	-10,681,565	-2,725,780		25.5
1101 Legislative				
2-111 Salaries				
2-151 Payroll Benefits	25,380	6,236		24.6
2-171 Council Wages	177,000	35,129		19.8
2-214 Individual Memberships, Registrati	9,200	762		8.3
2-217 Travel and Subsistence	15,900	144		0.9
2-295 Project: (specify)	10,450	2,539		24.3
2-515 Stationery, Office Supplies	300			0.0
2-771 Grant: (specify) individuals, commu	12,500			0.0
Total 1101 Legislative	250,730	44,811		17.9

 DRUMHELLER 				
Organization 2		Run Date: Apr 13,		
		2015 Draft Budget	2015 Q1 Actuals as of March 31, 2015	
1201 General Administration				
1-431 Sale of Service		-15,000	-4,679	31.2
1-439 Other Service				
1-843 Grant: Province	MSI operating funding - was not budgeted for		-16,915	#DIV/0!
1-991 Other Income		-2,500		0.0
2-111 Salaries		463,580	107,319	23.2
2-121 Wages - Own Staff				
2-151 Payroll Benefits		69,675	21,071	30.2
2-152 Wellness Program		1,100	1,369	124.4
2-214 Individual Memberships, Registrati		6,385	1,470	23.0
2-215 Postage		16,000	9,285	58.0
2-216 Telephone		29,300	8,865	30.3
2-217 Travel and Subsistence		8,925	429	4.8
2-218 Other Communication Services		3,395	758	22.3
2-221 Advertising and Promotion		42,080	4,054	9.6
2-222 Municipal Membership Fees		19,409	13,228	68.2
2-223 Printing and Binding		19,825	2,245	11.3
2-231 Accounting and Audit		25,000		0.0
2-232 Assessors		108,490	35,583	32.8
2-234 Education		6,000		0.0
2-237 Legal and Collection		27,300	9,736	35.7
2-238 Medical		4,200	1,008	24.0
2-239 Other Professional		16,600	2,492	15.0
2-252 Repairs: Equipment		2,000		0.0
2-262 Rental/Lease: Equipment/Furnishir		5,435	1,104	20.3
2-272 Insurance and Bond Premiums		141,200		0.0
2-291 Other General Services		14,125	2,792	19.8
2-515 Stationery, Office Supplies		24,500	3,638	14.8
2-519 Other General Supplies		2,000		0.0
2-761 Contributed to Capital Reserves				
2-812 Penalties, Interest, Overdraft		8,300	2,943	35.5
2-813 POS Over/Short				
2-911 Rebates		11,700	7,622	65.1
2-912 Discounts		21,000	23,775	113.2
2-926 Trade Accts (Bad debt)				
2-930 Amortization Expense		150,000	43,461	29.0
2-961 Transfer to (specify department)		5,000		0.0
Total 1201 General Administration		1,235,024	282,652	22.9



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Organization 2		Run Date: Apr 13,		
	2015 Draft Budget	2015 Q1 Actuals as of March 31, 2015		
1202 Town Hall				
2-111 Salaries	21,830	2,963	13.6	
2-121 Wages - Own Staff				
2-151 Payroll Benefits	4,565	845	18.5	
2-152 Wellness Program				
2-216 Telephone	2,175	566	26.0	
2-241 Janitorial Services	35,700	8,433	23.6	
2-251 Repairs: Buildings	9,700	1,070	11.0	
2-252 Repairs: Equipment	2,000	221	11.1	
2-253 Repairs: Other	9,650	371	3.8	
2-291 Other General Services	12,443	703	5.6	
2-511 Clothing and Shoes	750		0.0	
2-519 Other General Supplies	800		0.0	
2-521 Fuel Oil Grease	1,500	266	17.7	
2-531 Chemicals and Salts	580		0.0	
2-541 Utilities: Electricity	17,866	4,046	22.6	
2-542 Utilities: Gas	9,515	2,550	26.8	
2-543 Utilities: Water and Sewer	1,600	1,587	99.2	
Total 1202 Town Hall	130,674	23,620	18.1	
1203 Computer Services				
1-451 Custom Work	-4,221	-1,055	25.0	
1-942 Drawn from Capital Reserve				
1-961 Transfer from (specify department)	-1,200		0.0	
1-963 Transfer from (specify department)	-8,000		0.0	
1-964 Transfer from (specify department)	-8,000		0.0	
2-216 Telephone	2,000	15	0.7	
2-226 Internet	22,042	4,211	19.1	
2-227 Software and Upgrades	85,200	15,301	18.0	
2-234 Education	10,000		0.0	
2-252 Repairs: Equipment	18,500	8,093	43.7	
2-255 Repairs: Capital Reinvestment Program				
2-275 Software Support/Upgrades	112,059	28,592	25.5	
2-295 Project: Alberta First		1,090		
2-514 Program Materials				
2-515 Stationery, Office Supplies	3,000	434	14.5	
2-519 Other General Supplies	500		0.0	
Total 1203 Computer Services	231,880	56,680	24.4	



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 DRUMHELLER 				
Organization 2		Run Date: Apr 13,		
		2015 Draft Budget	2015 Q1 Actuals as of March 31, 2015	
2101 Police Services				
1-432 Sale of Information		-12,000	-3,010	25.1
1-451 Custom Work		-10,000		0.0
1-521 License (specify)		-5,000	-1,534	30.7
1-531 Fines: Own		-120,000	-15,502	12.9
1-843 Conditional Programs		-402,340		0.0
1-961 Transfer from (specify department)		-5,000		0.0
1-962 Transfer from (specify department)		-6,000		0.0
1-963 Transfer from (specify department)		-17,000		0.0
1-964 Transfer from (specify department)		-1,200		0.0
1-965 Transfer from (specify department)		-800		0.0
1-966 Transfer from (specify department)		-4,000		0.0
2-111 Salaries		312,600	64,247	20.6
2-121 Wages - Own Staff				
2-151 Payroll Benefits		55,675	12,556	22.6
2-152 Wellness Program		525	1,000	190.5
2-214 Individual Memberships, Registrati		1,000	100	10.0
2-216 Telephone		2,134	317	14.8
2-217 Travel and Subsistence		5,500	1,467	26.7
2-234 Education		2,500		0.0
2-239 Other Professional		4,000	1,000	25.0
2-252 Repairs: Equipment		4,500	1,198	26.6
2-275 Software Support/Upgrades		1,750		0.0
2-291 Other General Services			68	
2-333 Police Services		1,232,858		0.0
2-511 Clothing and Shoes		1,500	36	2.4
2-515 Stationery, Office Supplies		1,000	9	0.9
2-519 Other General Supplies		2,500	77	3.1
2-521 Fuel Oil Grease		12,000	1,123	9.4
2-771 Grant: (specify) individuals, commu		500	18	3.7
2-926 Trade Accounts				
2-930 Amortization Expense		37,950	9,595	25.3
Total 2101 Police Services		1,095,152	72,766	6.6



Draft

 DRUMHELLER 			
Organization 2		Run Date: Apr 13,	
	2015 Draft Budget	2015 Q1 Actuals as of March 31, 2015	
2301 Fire Protection			
1-351 (specify) [fire, road, utility, etc]	-17,000		0.0
1-431 Sale of Service	-19,000	-860	4.5
1-461 Fire	-500	-410	82.0
1-942 Drawn from Capital Reserve	-8,500		0.0
2-111 Salaries	169,220	32,616	19.3
2-121 Wages - Own Staff			
2-151 Payroll Benefits	5,230	4,271	81.7
2-212 Communication System	18,200	3,754	20.6
2-216 Telephone	8,000	1,895	23.7
2-217 Travel and Subsistence	2,500	532	21.3
2-222 Municipal Membership Fees	2,220	304	13.7
2-234 Education	3,500	790	22.6
2-241 Janitorial Services	6,000	1,800	30.0
2-249 Contracted Service (Specify)	15,000	3,919	26.1
2-251 Repairs: Buildings	4,500		0.0
2-252 Repairs: Equipment	21,150	320	1.5
2-253 Repairs: Other	2,000		0.0
2-255 Repairs: Capital Reinvestment Prog	8,500		0.0
2-272 Insurance and Bond Premiums	700		0.0
2-291 Other General Services	8,900	960	10.8
2-511 Clothing and Shoes	12,000	7,593	63.3
2-519 Other General Supplies	5,750	1,025	17.8
2-521 Fuel Oil Grease	9,500	634	6.7
2-524 Consumable, Small Tools	250		0.0
2-541 Utilities: Electricity	13,448	2,449	18.2
2-542 Utilities: Gas	6,667	2,066	31.0
2-543 Utilities: Water and Sewer	500	108	21.5
2-926 Trade Accounts			
2-930 Amortization Expense	81,300	20,285	25.0
Total 2301 Fire Protection	360,035	84,050	23.3



Draft

 DRUMHELLER 			
Organization 2		Run Date: Apr 13,	
	2015 Draft Budget	2015 Q1 Actuals as of March 31, 2015	
2401 Disaster Services - Risk Management			
1-843 Conditional Programs			
2-111 Salaries	18,145	5,131	28.3
2-151 Payroll Benefits	2,600	1,699	65.3
2-152 Wellness Program		50	
2-152 Telephone		7	
2-217 Travel and Subsistence	2,300	177	7.7
2-234 Education	2,090	220	10.5
2-239 Other Professional	1,000		0.0
2-252 Repairs Equipment			
2-291 Other General Services	2,760	56	2.0
2-295 Project			
2-519 Other General Supplies	1,450		0.0
Total 2401 Disaster Services - Risk Management	30,345	7,340	24.2
2601 Safety Codes - Drumheller			
1-431 Sale of Service	-1,300	-20	1.5
1-521 License (specify)	-5,000	-577	11.5
1-522 Permits (specify)	-22,500	-4,240	18.8
1-524 Permits (specify)			
1-525 Permits (specify)	-89,000	-2,983	3.4
1-526 Permits (specify)	-5,000	-518	10.4
1-991 Other Income	-300		0.0
2-111 Salaries	22,500	5,023	22.3
2-121 Wages - Own Staff			
2-151 Payroll Benefits	5,825	1,571	27.0
2-152 Wellness Program	150	68	45.2
2-214 Individual Memberships, Registrations	750		0.0
2-215 Postage	55		0.0
2-216 Telephone	450	94	20.8
2-217 Travel and Subsistence	530		0.0
2-222 Municipal Membership Fees	100		0.0
2-234 Education	2,250	150	6.7
2-237 Legal and Collection			
2-239 Other Professional	35,000		0.0
2-291 Other General Services	530	100	18.9
2-295 Project: (specify)	4,500	48	1.1
2-515 Stationery, Office Supplies	300		0.0
2-519 Other General Services		67	
2-930 Amortization Expense	3,400	848	24.9
Total 2601 Safety Codes - Drumheller	-46,760	-370	0.8



Draft

 DRUMHELLER 			
Organization 2		Run Date: Apr 13,	
	2015 Draft Budget	2015 Q1 Actuals as of March 31, 2015	
2602 Safety Codes - Palliser			
1-431 Sale of Service	-116,704	226	-0.2
1-521 License (specify)			
1-522 Permits (specify)			
1-525 Permits (specify)			
1-526 Permits (specify)			
1-527 Permits			
1-599 Government Rebates			
2-111 Salaries	91,550	11,607	12.7
2-121 Wages - Own Staff			
2-151 Payroll Benefits	16,345	2,710	16.6
2-152 Wellness Program	500	51	10.2
2-214 Individual Memberships, Registrati	300		0.0
2-215 Postage	386		0.0
2-216 Telephone	2,500	145	5.8
2-217 Travel and Subsistence	1,654		0.0
2-234 Education	266	450	169.2
2-291 Other General Services	530	1,022	192.9
2-515 Stationery, Office Supplies	530		0.0
2-519 Other General Supplies	300		0.0
2-961 Transfer to (specify department)	1,200		0.0
Total 2602 Safety Codes - Palliser	-643	16,211	-2,521.2
2603 Development Permits			
1-523 Permits (specify)	-20,000	-11,045	55.2
1-524 Permits (specify)	-2,000	-840	42.0
2-111 Salaries	59,650	13,164	22.1
2-121 Wages - Own Staff			
2-151 Payroll Benefits	14,220	3,360	23.6
2-152 Wellness Program	200	220	110.2
2-214 Individual Memberships, Registrati	500		0.0
2-217 Travel and Subsistence	1,000	31	3.1
2-218 Other Communication Services	4,035		0.0
2-221 Advertising		425	
2-222 Municipal Membership Fees	300	100	33.3
2-234 Education	2,400		0.0
2-252 Repairs: Equipment			
2-291 Other General Services			
2-515 Stationery, Office Supplies	250		0.0
2-521 Fuel Oil Grease			
Total 2603 Development Permits	60,555	5,416	8.9



Draft

 DRUMHELLER 				
Organization 2		Run Date: Apr 13,		
		2015 Draft Budget	2015 Q1 Actuals as of March 31, 2015	
2610 Animal Control				
1-521 License (specify)		-13,000	-8,293	63.8
2-215 Postage		400		0.0
2-239 Other Professional		6,000		0.0
2-291 Other General Services		6,860	372	5.4
2-519 Other General Supplies		1,000		0.0
2-961 Transfer to (specify department)		17,000		0.0
Total 2610 Animal Control		18,260	-7,921	-43.4
2611 Weed Control				
1-451 Custom Work		-6,000	39	-0.6
2-111 Salaries		2,000		0.0
2-121 Wages - Own Staff				
2-151 Payroll Benefits		350		0.0
2-234 Education		500		0.0
2-252 Repairs: Equipment		2,500		0.0
2-291 Other General Services		35,000		0.0
2-511 Clothing and Shoes		1,000		0.0
2-519 Other General Supplies				
2-521 Fuel Oil Grease		1,500		0.0
2-531 Chemicals and Salts		1,000		0.0
2-961 Transfer to (specify department)		6,000		0.0
Total 2611 Weed Control		43,850	39	0.1
2612 Mosquito Control				
2-111 Salaries		22,100	923	4.2
2-121 Wages - Own Staff				#DIV/0!
2-151 Payroll Benefits		3,565	216	6.1
2-234 Education		2,000		0.0
2-242 Contract: (specify)		45,000		0.0
2-252 Repairs: Equipment		1,500		0.0
2-291 Other General Services		2,000		0.0
2-511 Clothing and Shoes		500		0.0
2-519 Other General Supplies		550		0.0
2-531 Chemicals and Salts		72,000		0.0
Total 2612 Mosquito Control		149,215	1,139	0.8



Draft

 DRUMHELLER 			
Organization 2		Run Date: Apr 13,	
	2015 Draft Budget	2015 Q1 Actuals as of March 31, 2015	
3101 Engineering Administration			
1-331 Sale to Provincial Government	-8,500	0.0	
1-942 Drawn from Capital Reserve		#DIV/0!	
1-991 Other Income		-2,130	#DIV/0!
2-111 Salaries	278,130	58,324	21.0
2-121 Wages - Own Staff		#DIV/0!	
2-151 Payroll Benefits	52,625	12,356	23.5
2-152 Wellness Program	600	107	17.9
2-212 Communication System	12,500	2,180	17.4
2-214 Individual Memberships, Registrati	1,266		0.0
2-216 Telephone	8,000	1,907	23.8
2-217 Travel and Subsistence	1,000		0.0
2-222 Municipal Membership Fees	1,100		0.0
2-234 Education	983		0.0
2-239 Other Professional	11,200		0.0
2-252 Repairs Equipment		77	#DIV/0!
2-255 Repairs: Capital Reinvestment Program			
2-291 Other General Services	2,500		0.0
2-515 Stationery, Office Supplies	250		0.0
2-519 Other General Supplies	150		0.0
2-930 Amortization Expense	120,300	31,426	26.1
Total 3101 Engineering Administration	482,104	104,246	21.6
3102 Workshop and Yards			
1-451 Custom Work	-27,000		0.0
1-942 Drawn from Capital Reserve	-30,500		0.0
2-111 Salaries	76,830	16,624	21.6
2-121 Wages - Own Staff			
2-151 Payroll Benefits	18,000	5,184	28.8
2-152 Wellness Program	500		0.0
2-234 Education	3,000	1,267	42.2
2-241 Janitorial Services	6,800	1,051	15.5
2-251 Repairs: Buildings	9,000	524	5.8
2-252 Repairs: Equipment	15,000	2,975	19.8
2-253 Repairs: Other	3,305		0.0
2-254 Repairs: Structures	2,100	1,912	91.0
2-255 Repairs: Capital Reinvestment Prog	30,500	275	0.9
2-291 Other General Services	17,974	2,095	11.7
2-511 Clothing and Shoes	9,800	1,849	18.9
2-519 Other General Supplies	4,500	624	13.9
2-521 Fuel Oil Grease	26,000	2,533	9.7



Draft

 DRUMHELLER 			
Organization 2		Run Date: Apr 13,	
	2015 Draft Budget	2015 Q1 Actuals as of March 31, 2015	
2-524 Consumable, Small Tools	6,000	593	9.9
2-541 Utilities: Electricity	22,028	3,685	16.7
2-542 Utilities: Gas	14,879	4,186	28.1
2-543 Utilities: Water and Sewer	4,700	548	11.7
2-961 Transfer to (specify department)	4,000		0.0
Total 3102 Workshop and Yards	217,416	45,922	21.1
3202 Roads and Streets			
1-451 Custom Work	-10,000	-3,062	30.6
1-942 Drawn from Capital Reserve	-224,000		0.0
1-991 Other Income			
2-111 Salaries	245,740	54,363	22.1
2-121 Wages - Own Staff			
2-151 Payroll Benefits	56,270	14,429	25.6
2-152 Wellness Program			
2-242 Contract: (specify)	60,000	9,095	15.2
2-252 Repairs: Equipment	74,700	15,473	20.7
2-254 Repairs: Structures	100,500		0.0
2-255 Repairs: Capital Reinvestment Prog	224,000		0.0
2-291 Other General Services	15,000	938	6.3
2-511 Clothing and Shoes	2,500		0.0
2-519 Other General Supplies	9,900		0.0
2-521 Fuel Oil Grease	58,000	7,473	12.9
2-531 Chemicals and Salts	12,500	4,155	33.2
2-535 Sand and Gravel	52,000	795	1.5
2-926 Trade Accounts			
2-930 Amortization Expense	417,428	251,232	60.2
Total 3202 Roads and Streets	1,094,538	354,891	32.4
3203 Street Lighting			
1-942 Drawn from Capital Reserve			
2-111 Salaries	3,500	1,660	47.4
2-121 Wages - Own Staff			
2-151 Payroll Benefits	720	375	52.0
2-254 Repairs: Structures	7,350	7,086	96.4
2-255 Repairs: Capital Reinvestment Program			
2-291 Other General Services	3,800		0.0
2-519 Other General Supplies	500		0.0
2-541 Utilities: Electricity	337,608	69,545	20.6
Total 3203 Street Lighting	353,478	78,665	22.3



Draft

 DRUMHELLER 			
Organization 2		Run Date: Apr 13,	
	2015 Draft Budget	2015 Q1 Actuals as of March 31, 2015	
3204 Traffic Services			
2-111 Salaries	14,525	3,978	27.4
2-121 Wages - Own Staff			
2-151 Payroll Benefits	3,210	972	30.3
2-152 Wellness Program	50		0.0
2-252 Repairs: Equipment	1,900		0.0
2-254 Repairs: Structures	10,500	978	9.3
2-291 Other General Services	29,000	4	0.0
2-519 Other General Supplies	1,500		0.0
Total 3204 Traffic Services	60,685	5,932	9.8
3301 Airport			
1-441 Sale of Utility	-38,000	-1,916	5.0
1-569 Rental: Other	-1,925		0.0
2-111 Salaries	8,500	3,906	46.0
2-121 Wages - Own Staff			
2-151 Payroll Benefits	1,685	915	54.3
2-216 Telephone	2,500	625	25.0
2-222 Municipal Membership Fees	200		0.0
2-234 Education	250		0.0
2-241 Janitorial Services	1,100		0.0
2-251 Repairs: Buildings	2,650		0.0
2-253 Repairs: Other	1,300		0.0
2-254 Repairs: Structures	6,800	1,760	25.9
2-272 Insurance and Bond Premiums	6,400		0.0
2-291 Other General Services	9,000	2,877	32.0
2-512 Goods for Re-Sale	38,000		0.0
2-535 Sand and Gravel	300		0.0
2-541 Utilities: Electricity	8,222	1,034	12.6
2-542 Utilities: Gas	1,500	307	20.5
2-543 Utilities: Water and Sewer	250	39	15.8
2-926 Trade Accounts			
2-930 Amortization Expense	62,400	15,766	25.3
Total 3301 Airport	111,132	25,312	22.8



Draft

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Organization 2		Run Date: Apr 13,	
	2015 Draft Budget	2015 Q1 Actuals as of March 31, 2015	
4101 Water Administration			
1-121 Local Improvements	-56,000		0.0
1-441 Sale of Utility	-2,160,000	-469,157	21.7
1-442 Sale of Materials	-810,000	-179,193	22.1
1-445 Sale of Conservation Item		-75	
1-451 Custom Work	-34,100	-1,586	4.7
1-511 Penalties	-12,500	-3,105	24.8
1-942 Drawn from Capital Reserve	-394,845		0.0
1-991 Other Income	-80,520		0.0
2-111 Salaries	182,080	38,426	21.1
2-121 Wages - Own Staff			
2-151 Payroll Benefits	29,840	8,544	28.6
2-152 Wellness Program	500	119	23.8
2-212 Communication System	6,000	124	2.1
2-214 Individual Memberships, Registrati	2,000		0.0
2-215 Postage	9,000	4,762	52.9
2-216 Telephone	28,000	7,028	25.1
2-217 Travel and Subsistence	3,000	229	7.6
2-218 Other Communication Services	1,200	410	34.2
2-221 Advertising and Promotion	2,500		0.0
2-222 Municipal Membership Fees	1,470	248	16.9
2-226 Internet	4,225	1,055	25.0
2-234 Education	8,000	357	4.5
2-239 Other Professional	3,000		0.0
2-255 Repairs: Capital Reinvestment Prog	394,845	290,303	73.5
2-272 Insurance and Bond Premiums	60,500		0.0
2-291 Other General Services	12,500	303	2.4
2-514 Program Materials	7,500	750	10.0
2-515 Stationery, Office Supplies	4,300	135	3.1
2-761 Contributed to Capital Reserves			
2-926 Trade Accounts	15,000	-7	-0.0
2-930 Amortization Expense	1,175,000	302,553	25.7
2-961 Transfer to (specify department)	170,000		0.0
2-962 Transfer to (specify department)	8,000		0.0
2-963 Transfer to (specify department)	1,200		0.0
Total 4101 Water Administration	-1,418,305	2,223	-0.2



Draft

 DRUMHELLER 			
Organization 2		Run Date: Apr 13,	
	2015 Draft Budget	2015 Q1 Actuals as of March 31, 2015	
4102 River Intake Pump Station			
2-111 Salaries	5,675	1,640	28.9
2-121 Wages - Own Staff			
2-151 Payroll Benefits	1,110	325	29.3
2-241 Janitorial Services	170		0.0
2-251 Repairs: Buildings	700		0.0
2-252 Repairs: Equipment	71,000		0.0
2-253 Repairs: Other	200		0.0
2-254 Repairs: Structures	7,525	1,520	20.2
2-291 Other General Services	14,000	963	6.9
2-524 Consumable, Small Tools	280		0.0
2-531 Chemicals and Salts	9,200		0.0
2-541 Utilities: Electricity	48,860	10,440	21.4
2-542 Utilities: Gas	1,635	359	22.0
Total 4102 River Intake Pump Station	160,355	15,247	9.5
4103 Low Lift Pump Station			
2-111 Salaries	5,975	963	16.1
2-121 Wages - Own Staff			
2-151 Payroll Benefits	1,055	166	15.8
2-251 Repairs: Buildings	650		0.0
2-252 Repairs: Equipment	1,450		0.0
2-253 Repairs: Other	300		0.0
2-254 Repairs: Structures	1,025		0.0
2-291 Other General Services	15,000	484	3.2
2-519 Other General Supplies	950	2,079	218.9
2-542 Utilities: Gas	1,300	280	21.5
Total 4103 Low Lift Pump Station	27,705	3,973	14.3
4104 Raw Water Reservoir			
2-111 Salaries	3,285	1,521	46.3
2-121 Wages - Own Staff			
2-151 Payroll Benefits	485	316	65.2
2-252 Repairs: Equipment	600		0.0
2-254 Repairs: Structures	4,500		0.0
2-291 Other General Services	31,875		0.0
2-519 Other General Supplies	5,625		0.0
Total 4104 Raw Water Reservoir	46,370	1,838	4.0



Draft

 DRUMHELLER 			
Organization 2		Run Date: Apr 13,	
	2015 Draft Budget	2015 Q1 Actuals as of March 31, 2015	
4105 Purification and Treatment			
1-942 Drawn from Capital Reserve	-15,000		0.0
2-111 Salaries	311,050	57,917	18.6
2-121 Wages - Own Staff			
2-151 Payroll Benefits	57,935	13,910	24.0
2-152 Wellness Program	500	339	67.8
2-216 Telephone	2,500	583	23.3
2-221 Advertising and Promotion	450		0.0
2-222 Municipal Membership Fees	675	338	50.1
2-241 Janitorial Services	4,125	654	15.9
2-251 Repairs: Buildings	6,150	849	13.8
2-252 Repairs: Equipment	3,000		0.0
2-253 Repairs: Other	6,225	1,297	20.8
2-254 Repairs: Structures	32,625		0.0
2-255 Repairs: Capital Reinvestment Prog	15,000		0.0
2-291 Other General Services	75,000	11,629	15.5
2-511 Clothing and Shoes	4,425	218	4.9
2-519 Other General Supplies	650	61	9.3
2-521 Fuel Oil Grease	3,500	204	5.8
2-524 Consumable, Small Tools	1,000		0.0
2-531 Chemicals and Salts	230,700	44,443	19.3
2-541 Utilities: Electricity	113,251	17,295	15.3
2-542 Utilities: Gas	35,726	8,956	25.1
2-831 Interest	78,758		0.0
Total 4105 Purification and Treatment	968,245	158,693	16.4



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 DRUMHELLER 			
Organization 2		Run Date: Apr 13,	
	2015 Draft Budget	2015 Q1 Actuals as of March 31, 2015	
4106 Transmission and Distribution			
1-942 Drawn from Capital Reserve			
2-111 Salaries	263,550	61,348	23.3
2-121 Wages - Own Staff			
2-151 Payroll Benefits	56,110	14,420	25.7
2-152 Wellness Program	800		0.0
2-251 Repairs: Buildings	1,100		0.0
2-252 Repairs: Equipment	18,000	14,558	80.9
2-254 Repairs: Structures	59,150	11,567	19.6
2-255 Repairs: Capital Reinvestment Program			
2-291 Other General Services	45,000	17,646	39.2
2-511 Clothing and Shoes	3,700	727	19.6
2-519 Other General Supplies	3,550	108	3.1
2-521 Fuel Oil Grease	33,500	3,316	9.9
2-524 Consumable, Small Tools	3,500	240	6.9
2-535 Sand and Gravel	4,000	1,150	28.8
2-541 Utilities: Electricity	37,547	6,053	16.1
2-542 Utilities: Gas	1,543	344	22.3
2-831 Interest	56,345	9,140	16.2
Total 4106 Transmission and Distribution	587,395	140,616	23.9
4201 Sewage Administration - Drumheller			
1-441 Sale of Utility	-1,995,000	-441,883	22.1
1-451 Custom Work	-12,000		0.0
1-511 Penalties	-12,500	-3,618	28.9
2-111 Salaries	173,200	36,462	21.1
2-121 Wages - Own Staff			
2-151 Payroll Benefits	28,940	8,086	27.9
2-152 Wellness Program	900	119	13.2
2-212 Communication System	9,500	737	7.8
2-214 Individual Memberships, Registrations	1,500	265	17.7
2-215 Postage	9,000	4,762	52.9
2-216 Telephone	3,500	653	18.7
2-217 Travel and Subsistence	2,000	525	26.3
2-221 Advertising and Promotion	2,500		0.0
2-226 Internet	4,225	1,055	25.0
2-234 Education	2,000		0.0
2-272 Insurance and Bond Premiums	49,500	3,500	7.1
2-291 Other General Services	2,800		0.0
2-514 Program Materials	7,500		0.0
2-761 Contributed to Capital Reserves			



Draft

 DRUMHELLER 			
Organization 2		Run Date: Apr 13,	
	2015 Draft Budget	2015 Q1 Actuals as of March 31, 2015	
2-926 Trade Accounts	8,000	2	0.0
2-930 Amortization Expense	840,000	211,333	25.2
2-961 Transfer to (specify department)	8,000		0.0
2-962 Transfer to (specify department)	70,000		0.0
2-963 Transfer to (specify department)	800		0.0
Total 4201 Sewage Administration - Dru	-795,635	-178,002	22.4
4203 Sewage Administration - East Co			
1-441 Sale of Utility	-50,000	-13,993	28.0
2-272 Insurance and Bond Premiums	2,700		0.0
2-761 Contributed to Capital Reserves			
Total 4203 Sewage Administration - Eas	-47,300	-13,993	29.6
4211 Sewage Collection - Drumheller			
1-942 Drawn from Capital Reserve			
2-111 Salaries	106,360	16,870	15.9
2-121 Wages - Own Staff			
2-151 Payroll Benefits	20,845	5,023	24.1
2-241 Janitorial Services	2,000		0.0
2-251 Repairs: Buildings	6,500	934	14.4
2-252 Repairs: Equipment	28,000	7,928	28.3
2-253 Repairs: Other	3,250	7,971	245.3
2-254 Repairs: Structures	30,000	61	0.2
2-255 Repairs: Capital Reinvestment Program			
2-291 Other General Services	75,401	2,154	2.9
2-511 Clothing and Shoes	3,000		0.0
2-519 Other General Supplies	1,200	10	0.8
2-521 Fuel Oil Grease	25,000	3,368	13.5
2-524 Consumable, Small Tools	2,000		0.0
2-531 Chemicals and Salts	9,000	930	10.3
2-535 Sand and Gravel	2,500		0.0
2-541 Utilities: Electricity	25,329	3,249	12.8
2-542 Utilities: Gas	37,471	7,606	20.3
2-831 Interest	17,464		0.0
Total 4211 Sewage Collection - Drumhel	395,320	56,106	14.2
4213 Sewage Collection - East Coulee			
2-111 Salaries	6,530	1,461	22.4
2-121 Wages - Own Staff			
2-151 Payroll Benefits	1,300	351	27.0
2-251 Repairs: Buildings	500		0.0
2-252 Repairs: Equipment	1,200		0.0
2-253 Repairs: Other	250		0.0
2-254 Repairs: Structures	1,850		0.0



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 DRUMHELLER 			
Organization 2		Run Date: Apr 13,	
	2015 Draft Budget	2015 Q1 Actuals as of March 31, 2015	
2-291 Other General Services	7,500		0.0
Total 4213 Sewage Collection - East Cou	19,130	1,812	9.5
4221 Sewage Treatment - Drumheller			
2-111 Salaries	89,680	19,027	21.2
2-121 Wages - Own Staff			
2-151 Payroll Benefits	17,780	4,042	22.7
2-216 Telephone	8,500	1,753	20.6
2-241 Janitorial Services	1,000		0.0
2-251 Repairs: Buildings	2,500	573	22.9
2-252 Repairs: Equipment	3,200		0.0
2-253 Repairs: Other	4,250		0.0
2-254 Repairs: Structures	18,000	13,427	74.6
2-291 Other General Services	41,625	6,325	15.2
2-511 Clothing and Shoes	1,150	825	71.7
2-519 Other General Supplies	1,500		0.0
2-524 Consumable, Small Tools	1,100	26	2.4
2-531 Chemicals and Salts	24,000	5,035	21.0
2-541 Utilities: Electricity	143,471	25,762	18.0
2-542 Utilities: Gas	3,250	836	25.7
2-831 Interest	106,816	22,439	21.0
Total 4221 Sewage Treatment - Drumheller	467,822	100,069	21.4
4223 Sewage Treatment - East Coulee			
2-111 Salaries	29,780	7,299	24.5
2-121 Wages - Own Staff			
2-151 Payroll Benefits	5,505	1,541	28.0
2-216 Telephone	875	207	23.7
2-251 Repairs: Buildings	4,500	12	0.3
2-253 Repairs: Other	800	813	101.6
2-254 Repairs: Structures	8,500	1,057	12.4
2-291 Other General Services	7,535	3,516	46.7
2-511 Clothing and Shoes	350		0.0
2-524 Consumable, Small Tools	200		0.0
2-531 Chemicals and Salts	8,500	146	1.7
2-541 Utilities: Electricity	5,400	1,002	18.6
2-542 Utilities: Gas	3,000	475	15.8
Total 4223 Sewage Treatment - East Coulee	74,945	16,069	21.4



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 DRUMHELLER 			
Organization 2		Run Date: Apr 13,	
	2015 Draft Budget	2015 Q1 Actuals as of March 31, 2015	
4301 Garbage Collection			
1-441 Sale of Utility	-87,700	-22,382	25.5
2-111 Salaries	34,270		0.0
2-121 Wages - Own Staff			
2-151 Payroll Benefits	5,425		0.0
2-222 Municipal Membership Fees	167,325	39,182	23.4
2-237 Legal and Collection			
2-239 Other Professional	182,958	28,348	15.5
Total 4301 Garbage Collection	302,278	45,148	14.9
5101 FCSS Administration			
1-843 Conditional Programs	-195,042	-43,367	22.2
1-991 Other Income			
2-111 Salaries	70,770	13,429	19.0
2-121 Wages - Own Staff			
2-151 Payroll Benefits	16,225	3,803	23.4
2-152 Wellness Program	250		0.0
2-214 Individual Memberships, Registrati	850	830	97.7
2-216 Telephone	2,000	290	14.5
2-217 Travel and Subsistence	3,200	31	1.0
2-222 Municipal Membership Fees	743		0.0
2-231 Accounting and Audit	2,000		0.0
2-291 Other General Services	4,800	1,031	21.5
2-515 Stationery, Office Supplies	2,500	83	3.3
2-519 Other General Supplies	1,500		0.0
Total 5101 FCSS Administration	-90,204	-23,869	26.5
5102 Handiman Services			
2-111 Salaries	22,530	4,987	22.1
2-121 Wages - Own Staff			
2-151 Payroll Benefits	5,430	1,272	23.4
2-152 Wellness Program			
2-239 Other Professional	2,000	203	10.1
2-519 Other General Supplies	50		0.0
Total 5102 Handiman Services	30,010	6,462	21.5
5103 Seniors Services			
1-421 Seniors Seminar		-31,500	
1-422 Fees		-50	
2-111 Salaries	37,860	7,078	18.7
2-121 Wages - Own Staff			
2-151 Payroll Benefits	8,505	2,171	25.5
2-152 Wellness Program	120		0.0
2-214 Individual Memberships, Registrati	500		0.0



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 DRUMHELLER 			
Organization 2		Run Date: Apr 13,	
	2015 Draft Budget	2015 Q1 Actuals as of March 31, 2015	
2-216 Telephone	30	5	15.8
2-217 Travel and Subsistence	2,250		0.0
2-221 Advertising and Promotion	1,000		0.0
2-234 Education	501		0.0
2-291 Other General Services	4,250	285	6.7
2-295 Project: (specify)	3,000	98	3.3
2-296 Seniors Seminar		2,526	
2-515 Stationery, Office Supplies	400	52	13.0
2-519 Other General Supplies	400	25	6.3
Total 5103 Seniors Services	58,816	-19,310	-32.8
5105 Seasonal FCSS Programs			
1-433 Advertising	-6,500	-3,155	48.5
1-595 Grants: Individuals/Service Organiz	-600		0.0
2-111 Salaries	3,890	394	10.1
2-121 Wages - Own Staff			
2-151 Payroll Benefits	964	105	10.8
2-152 Wellness Program			
2-214 Individual Memberships, Registrati	550		0.0
2-217 Travel and Subsistence	500		0.0
2-221 Advertising and Promotion	530		0.0
2-222 Municipal Membership Fees	100		0.0
2-223 Printing and Binding	10,100	4,804	47.6
2-234 Education	1,000		0.0
2-295 Project: (specify)	9,800	1,812	18.5
2-514 Program Materials	1,000		0.0
2-519 Other General Supplies	1,000		0.0
Total 5105 Seasonal FCSS Programs	22,334	3,959	17.7



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 DRUMHELLER 			
Organization 2		Run Date: Apr 13,	
	2015 Draft Budget	2015 Q1 Actuals as of March 31, 2015	
5106 After School Care			
1-431 Sale of Service	-16,000	-8,089	50.6
2-111 Salaries	46,030	11,074	24.1
2-121 Wages - Own Staff			
2-151 Payroll Benefits	5,840	1,653	28.3
2-152 Wellness Program	100		0.0
2-216 Telephone	700	170	24.3
2-291 Other General Services	700		0.0
2-514 Program Materials	800	131	16.4
2-519 Other General Supplies	2,140	501	23.4
Total 5106 After School Care	40,310	5,440	13.5
5121 Indirect Programs			
1-991 Other Income	-2,000		0.0
2-223 Printing and Binding	7,000	1,208	17.3
2-771 Grant: (specify) individuals, commu	24,000		0.0
2-775 Grant: (specify) individuals, community			
2-776 Grant: (specify) individuals, commu	2,000		0.0
Total 5121 Indirect Programs	31,000	1,208	3.9
5301 Seniors Foundation			
1-111 Residential	-450,500	-112,625	25.0
2-781 Requisition: (specify)	450,500	75,500	16.8
Total 5301 Seniors Foundation		-37,125	#DIV/0!
5302 Non-FCSS Programs			
1-421 Program Admission		-433	#DIV/0!
1-595 Grants: Individuals/Service Organization			
1-841 Wage Subsidies	-88,950	-33,546	37.7
1-849 Grant Surplus			
2-111 Salaries	44,725	16,520	36.9
2-121 Wages - Own Staff			
2-151 Payroll Benefits	5,735	3,637	63.4
2-152 Wellness Program			
2-216 Telephone	1,186	818	69.0
2-217 Travel and Subsistence	3,100		0.0
2-234 Education	1,500	43	2.9
2-261 Rental/Lease: Buildings			
2-291 Other General Services	52,263	12,798	24.5
2-295 Project: (specify)			
2-512 Goods for Re-Sale			
2-514 Program Materials			
2-519 Other General Supplies	2,500	1,210	48.4
Total 5302 Non-FCSS Programs	22,059	1,047	4.7



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 DRUMHELLER 			
Organization 2		Run Date: Apr 13,	
	2015 Draft Budget	2015 Q1 Actuals as of March 31, 2015	
5601 Cemetery			
1-443 Sale of Land	-33,000	-15,930	48.3
1-942 Drawn from Capital Reserve			
2-111 Salaries	25,125	2,174	8.7
2-121 Wages - Own Staff			
2-151 Payroll Benefits	5,325	465	8.7
2-239 Other Professional	400		0.0
2-252 Repairs: Equipment	3,000		0.0
2-254 Repairs: Structures	2,150		0.0
2-255 Repairs: Capital Reinvestment Program			
2-291 Other General Services	13,450	2,396	17.8
2-519 Other General Supplies	8,500		0.0
2-521 Fuel Oil Grease	2,500	247	9.9
2-761 Contributed to Capital Reserves			
2-930 Amortization Expense	1,500	221	14.7
Total 5601 Cemetery	28,950	-10,428	-36.0
6101 Municipal Planning			
2-771 Grant: (specify) individuals, commu	105,300		0.0
Total 6101 Municipal Planning	105,300	0	0.0



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 DRUMHELLER 			
Organization 2		Run Date: Apr 13,	
	2015 Draft Budget	2015 Q1 Actuals as of March 31, 2015	
6201 Economic Development			
2-431 Sale of Service		-1,095	#DIV/0!
2-111 Salaries	32,670	8,924	27.3
2-121 Wages - Own Staff			
2-151 Payroll Benefits	5,755	1,190	20.7
2-152 Wellness Program	325		0.0
2-214 Individual Memberships, Registrati	1,500	335	22.3
2-216 Telephone	950		0.0
2-217 Travel and Subsistence	3,000	19	0.6
2-222 Municipal Membership Fees	2,750	268	9.7
2-234 Education	1,500	105	7.0
2-295 Project: (specify)	36,400	1,803	5.0
2-911 Rebates	3,500		0.0
Total 6201 Economic Development	88,350	11,548	13.1
6202 Valley Bus Society			
1-451 Custom Work	-10,000	-270	2.7
2-111 Salaries	2,500		0.0
2-121 Wages - Own Staff			
2-151 Payroll Benefits	375		0.0
2-252 Repairs: Equipment	6,000		0.0
2-291 Other General Services		270	#DIV/0!
2-771 Grant: (specify) individuals, commu	72,980	36,490	50.0
Total 6202 Valley Bus Society	71,855	36,490	50.8
6204 Tourism			
2-111 Salaries	16,580	4,794	28.9
2-121 Wages - Own Staff			
2-151 Payroll Benefits	2,660	494	18.6
2-152 Wellness Program	200		0.0
2-212 Communication System	1,056	251	23.8
2-214 Individual Memberships, Registrati	1,100		0.0
2-216 Telephone	800	133	16.6
2-217 Travel and Subsistence	2,120	56	2.7
2-221 Advertising and Promotion	4,000		0.0
2-222 Municipal Membership Fees	4,500	4,095	91.0
2-239 Other Professional	5,000		0.0
2-242 Contract: (specify)	2,500	274	11.0
2-291 Other General Services	55,700		89.8
2-524 Consumable, Small Tools	3,500		0.0
2-771 Grant: (specify) individuals, commu	350,000	50,000	14.3
Total 6204 Tourism	449,716	60,097	13.4



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 DRUMHELLER 			
Organization 2		Run Date: Apr 13,	
	2015 Draft Budget	2015 Q1 Actuals as of March 31, 2015	
6601 Subdivisions and Developments			
1-443 Sale of Land		-5,000	#DIV/0!
1-451 Custom Work			
2-239 Other Professional		10,543	
2-251 Repairs: Buildings			
2-519 Other General Supplies			
2-930 Amortization Expense	12,700	3,172	25.0
Total 6601 Subdivisions and Developme	12,700	8,715	68.6
6602 Land Rentals			
1-561 Rental: Residential Land	-950	-300	31.6
1-562 Rental: Commercial Land	-700	-700	100.0
1-563 Rental: Farm Land	-100		0.0
Total 6602 Land Rentals	-1,750	-1,000	57.1
6701 Public Housing			
1-843 Conditional Programs	-22,346	-5,586	25.0
2-242 Contract: (specify)	10,000		0.0
2-291 Other General Services	6,000		0.0
2-831 Interest	9,320		0.0
2-930 Amortization Expense	90,400	22,611	25.0
Total 6701 Public Housing	93,374	17,025	18.2
6904 Old Cells			
2-251 Repairs: Buildings	2,000	300	15.0
2-253 Repairs: Other	250		0.0
2-291 Other General Services	450		0.0
2-541 Utilities: Electricity	2,279	498	21.8
2-542 Utilities: Gas	1,355	340	25.1
Total 6904 Old Cells	6,334	1,138	18.0



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 DRUMHELLER 			
Organization 2		Run Date: Apr 13,	
	2015 Draft Budget	2015 Q1 Actuals as of March 31, 2015	
6905 RCMP Building			
1-564 Rental: Buildings	-42,552	-10,638	25.0
2-111 Salaries	6,640	709	10.7
2-121 Wages - Own Staff			
2-151 Payroll Benefits	1,310	179	13.7
2-241 Janitorial Services	22,750	5,590	24.6
2-251 Repairs: Buildings	6,700	4,441	66.3
2-253 Repairs: Other	7,500	179	2.4
2-272 Insurance and Bond Premiums	2,000		0.0
2-291 Other General Services	11,500	1,894	16.5
2-511 Clothing and Shoes	1,000	141	14.1
2-519 Other General Supplies	550		0.0
2-531 Chemicals and Salts	250		0.0
2-541 Utilities: Electricity	17,812	3,256	18.3
2-542 Utilities: Gas	9,126	2,557	28.0
2-543 Utilities: Water and Sewer	1,500		0.0
2-761 Contributed to Capital Reserves			
Total 6905 RCMP Building	46,086	8,309	18.0
7201 Recreation Administration			
2-111 Salaries	66,960	14,439	21.6
2-121 Wages - Own Staff			
2-151 Payroll Benefits	13,685	3,714	27.1
2-152 Wellness Program	250		0.0
2-214 Individual Memberships, Registrati	400	664	166.1
2-216 Telephone	800	106	13.3
2-221 Advertising and Promotion	800		0.0
2-222 Municipal Membership Fees	1,200	532	44.3
2-252 Repairs: Equipment	1,060	500	47.2
2-295 Project: (specify)	9,000	3,907	43.4
2-519 Other General Supplies			
2-521 Fuel Oil Grease	1,200	45	3.7
2-930 Amortization Expense	269,500	68,524	25.4
Total 7201 Recreation Administration	364,855	92,432	25.3
7202 Aquaplex			
1-411 Admissions (taxable)	-80,000	-10,853	13.6
1-421 Programs (Taxable)		-800	
1-422 Programs (Taxable)			
1-423 Programs (Taxable) Memberships	-25,000	-16,728	66.9
1-425 Programs (specify) (non-taxable)	-45,000	-10,626	23.6
1-442 Sale of Materials	-10,790	-2,053	19.0
1-444 Concession Sales	-12,000	-1,837	15.3



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 DRUMHELLER 				
Organization 2		Run Date: Apr 13,		
	2015 Draft Budget	2015 Q1 Actuals as of March 31, 2015		
1-564 Rental: Buildings	-30,000	-6,405	21.4	
2-111 Salaries	497,225	79,495	16.0	
2-121 Wages - Own Staff				
2-151 Payroll Benefits	61,740	14,876	24.1	
2-152 Wellness Program	1,500		0.0	
2-216 Telephone	1,500	257	17.2	
2-217 Travel and Subsistence	1,500	717	47.8	
2-221 Advertising and Promotion	1,000		0.0	
2-227 Software and Upgrades	1,675	422	25.2	
2-234 Education	4,785	2,272	47.5	
2-241 Janitorial Services	7,500	497	6.6	
2-242 Contract: (specify)	8,700	34	0.4	
2-251 Repairs: Buildings	42,000	1,830	4.4	
2-252 Repairs: Equipment	10,700	26	0.2	
2-253 Repairs: Other	24,250	6,794	28.0	
2-255 Repairs: Capital Reinvestment Prog				
2-291 Other General Services	9,000	483	5.4	
2-295 Project: (specify)	600		0.0	
2-511 Clothing and Shoes	2,980	972	32.6	
2-512 Goods for Re-Sale	4,600	1,153	25.1	
2-513 Goods for Re-Sale	8,000	1,705	21.3	
2-514 Program Materials	7,800	720	9.2	
2-519 Other General Supplies	10,700	1,274	11.9	
2-521 Fuel Oil Grease				
2-531 Chemicals and Salts	22,900	3,524	15.4	
2-541 Utilities: Electricity	48,056	13,182	27.4	
2-542 Utilities: Gas	59,660	4,215	7.1	
2-543 Utilities: Water and Sewer	27,000	3,853	14.3	
2-812 Penalties, Interest, Overdraft	1,360	268	19.7	
2-813 POS - Over/Short		-150		
Total 7202 Aquaplex	663,941	89,117	13.4	



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 DRUMHELLER 			
Organization 2		Run Date: Apr 13,	
	2015 Draft Budget	2015 Q1 Actuals as of March 31, 2015	
7203 Arena			
1-411 Admissions (taxable)	-4,700		0.0
1-441 Sale of Utility	-15,000		0.0
1-564 Rental: Buildings	-144,000	-56,003	38.9
1-942 Drawn from Capital Reserve	-13,500		0.0
1-991 Other Income		-1,207	
2-111 Salaries	204,015	55,050	27.0
2-121 Wages - Own Staff			
2-151 Payroll Benefits	30,930	10,294	33.3
2-152 Wellness Program	1,000		0.0
2-216 Telephone	5,000	1,152	23.0
2-217 Travel and Subsistence	2,500	417	16.7
2-222 Municipal Membership Fees	500		0.0
2-234 Education	4,000	1,695	42.4
2-241 Janitorial Services	11,650	365	3.1
2-242 Contract: (specify)			
2-251 Repairs: Buildings	35,000	5,861	16.7
2-252 Repairs: Equipment	15,000	455	3.0
2-253 Repairs: Other	25,000	8,489	34.0
2-255 Repairs: Capital Reinvestment Prog	13,500		0.0
2-291 Other General Services	36,000	13,643	37.9
2-511 Clothing and Shoes	5,750	397	6.9
2-519 Other General Supplies	7,500	42	0.6
2-521 Fuel Oil Grease	3,500	-105	-3.0
2-524 Consumable, Small Tools	1,500		0.0
2-531 Chemicals and Salts	8,300	240	2.9
2-541 Utilities: Electricity	87,230	17,808	20.4
2-542 Utilities: Gas	38,083	12,178	32.0
2-543 Utilities: Water and Sewer	37,000		0.0
2-761 Contributed to Capital Reserves			
Total 7203 Arena	395,758	70,770	17.9
7204 Parks and Playgrounds			
1-451 Custom Work			
1-564 Rental: Buildings	-8,000		0.0
1-565 Rental: Equipment			
1-942 Drawn from Capital Reserve			
1-991 Other Income			
2-111 Salaries	268,840	7,630	2.8
2-121 Wages - Own Staff			
2-151 Payroll Benefits	41,985	3,342	8.0
2-212 Communication System	500		0.0

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 DRUMHELLER 		
Organization 2		Run Date: Apr 13,
	2015 Draft Budget	2015 Q1 Actuals as of March 31, 2015
2-217 Travel and Subsistence		
2-241 Janitorial Services	6,300	0.0
2-242 Contract: (specify)	1,500	0.0
2-252 Repairs: Equipment	21,000	40 0.2
2-253 Repairs: Other	10,100	0.0
2-254 Repairs: Structures	33,700	449 1.3
2-255 Repairs: Capital Reinvestment Program		
2-262 Rental/Lease: Equipment/Furnishir	6,000	0.0
2-291 Other General Services	28,000	469 1.7
2-292 Contracted Service (Specify)	6,000	0.0
2-511 Clothing and Shoes	4,500	0.0
2-519 Other General Supplies	18,000	2,793 15.5
2-521 Fuel Oil Grease	13,000	95 0.7
2-524 Consumable, Small Tools	2,500	0.0
2-531 Chemicals and Salts	2,512	658 26.2
2-535 Sand and Gravel	1,500	0.0
2-541 Utilities: Electricity	32,764	3,163 9.7
2-542 Utilities: Gas	459	88 19.2
2-543 Utilities: Water and Sewer	65,000	216 0.3
2-772 Grant: (specify) individuals, commu	500	0.0
Total 7204 Parks and Playgrounds	556,660	18,944 3.4
7205 Seasonal Recreation Programs		
1-425 Programs (specify) (non-taxable)	-22,745	0.0
2-111 Salaries	32,965	0.0
2-121 Wages - Own Staff		
2-151 Payroll Benefits	2,425	0.0
2-217 Travel and Subsistence	1,500	0.0
2-221 Advertising and Promotion	500	0.0
2-234 Education	800	0.0
2-291 Other General Services	3,200	0.0
2-514 Program Materials	2,600	0.0
Total 7205 Seasonal Recreation Program	21,245	0 0.0
7206 Curling Club		
2-251 Repairs: Buildings	4,200	100 2.4
2-291 Other General Services	800	0.0
Total 7206 Curling Club	5,000	100 2.0
7402 Library		
2-216 Telephone		351 #DIV/0!
2-261 Rental/Lease: Buildings	75,000	0.0
2-771 Grant: (specify) individuals, commu	226,216	50,032 22.1
Total 7402 Library	301,216	50,384 16.7

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 DRUMHELLER 			
Organization 2		Run Date: Apr 13,	
	2015 Draft Budget	2015 Q1 Actuals as of March 31, 2015	
7404 Community Facility			
1-411 Admissions (taxable)	-32,000	-9,564	29.9
1-421 Programs (Taxable)	-25,000	-4,212	16.8
1-422 Programs (Taxable)	-75,000		0.0
1-423 Programs (Taxable) memberships	-350,000	-78,655	22.5
1-425 Programs (specify) (non-taxable)	-6,000	-2,480	41.3
1-442 Sale of Materials	-6,500	-1,780	27.4
1-444 Concession Sales	-4,000		0.0
1-564 Rental: Buildings	-140,000	-18,185	13.0
1-991 Other Income	-350,000	-28,415	8.1
2-111 Salaries	600,807	111,301	18.5
2-121 Wages - Own Staff			
2-151 Payroll Benefits	64,964	21,439	33.0
2-152 Wellness Program	3,500	160	4.6
2-214 Membership, Registrations		439	#DIV/0!
2-216 Telephone	7,000	1,258	18.0
2-217 Travel and Subsistence	3,500	694	19.8
2-221 Advertising and Promotion	30,000	9,753	32.5
2-227 Software and Upgrades	11,475	2,795	24.4
2-234 Education	6,000	1,324	22.1
2-239 Other Professional	100,000	1,356	1.4
2-241 Janitorial Services	95,100	23,813	25.0
2-251 Repairs: Buildings	30,000	4,396	14.7
2-252 Repairs: Equipment	40,000	15,367	38.4
2-253 Repairs: Other	30,000	9,393	31.3
2-254 Repairs: Structures	13,000		0.0
2-272 Insurance and Bond Premiums	12,000		0.0
2-291 Other General Services	57,602	13,196	22.9
2-296 Project: (specify)			
2-511 Clothing and Shoes	5,000		0.0
2-512 Goods for Re-Sale	3,000	1,575	52.5
2-513 Goods for Re-Sale	4,000	181	4.5
2-514 Program Materials	4,000	445	11.1
2-515 Stationery, Office Supplies	8,000	1,923	24.0
2-518 Janitorial Supplies	8,100		0.0
2-519 Other General Supplies	5,250	1,009	19.2
2-524 Consumable, Small Tools	2,500	26	1.1
2-531 Chemicals and Salts	7,060		0.0
2-541 Utilities: Electricity	110,583	15,857	14.3
2-542 Utilities: Gas	33,819	4,382	13.0
2-543 Utilities: Water and Sewer	1,900	431	22.7

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DRUMHELLER



Organization 2

Run Date: Apr 13

[illegible]

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DRUMHELLER

COMMUNITY SERVICES

Agenda Item # 9.4



Name:	Paul Salvatore, Director	Quarter:	First - 2015
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Community Services – Quarterly Report

Progress on Strategic Plan Priorities

Tourism Levy Report

- The new Business License Bylaw was passed on March 23, 2015

Economic Development Terms of Reference

- The Task Force continues its implementation of their Strategic Plan – as presented to Council in November 2014

Revitalization

- Our consultants Urban Systems have been booked for May 26, 2015 to facilitate Town revitalization activities with the Town and our stakeholders

Arts and Culture Policy

- Research has commenced and will be presented to Council by the end of May 2015

MDP and LUB Updates

- MDP Presented to Council late 2014
- LUB Public Hearing on May 4, 2015

Human Services (Recreation) Cost Recovery / Subsidy Philosophy

- Delayed

Affordable Housing

- Hillview 3 project has been announced
- Elgin Subdivision has been reviewed by Council

Video Streaming

- Implemented – requires some further testing

Telephone: (403) 823-1316

...

Website

- Project completed

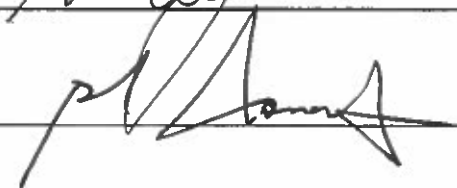
Agenda Item # 9.4

Director:



M. Paul Salvatore

CAO:



Raymond M. Romanetz

Telephone: (403) 823-1316



DRUMHELLER

PROTECTIVE SERVICES



NAME: Greg Peters

QUARTER: JANUARY – MARCH 2015

LAST QUARTER'S ACCOMPLISHMENTS:

- Review of operations completed and ongoing daily evaluation of all activities continues.
- In cooperation with public works courses held for mainly public works personnel regarding equipment operation. A first aid course was held and was attended by staff from the various departments.
- All bylaw officers now conduct operations from town hall. All have work stations on the main floor. This consolidation is proving already to provide better service and communication between members and the public.
- Investigations conducted from time to time on issues arising in town operations.
- Working with public works personnel new safety and maintenance programs were developed as part of a national safety codes fleet audit that was completed with the town achieving a positive rating.

PROGRESS ON PROJECTS/PROGRAMS

- A review is ongoing of several bylaws and will not be complete for some time. Currently the traffic and landfill bylaw are being reviewed and updates considered.
- Review of radio operations and fire dispatch agreement with City of Red Deer.
- Bylaw work remains steady and will now increase with warmer weather coming.
- S/Sgt Hopkins now operates from an office in Airdrie. Cpl Charles is thus far doing a very good job of maintaining the detachment operations. He and the DPS talk regularly on a variety of matters of mutual concern and share enforcement information on issues.
- A new S/Sgt barring unforeseen circumstances will be here in late spring.
- The DPS works continually with various town departments on a variety of day to day matters
- The municipal emergency plan is up to date but this is constantly monitored to ensure it is current.
- More courses are being held in for public works staff regarding ground disturbance, trenching and confined space operations.
- Town staff work alone policy refinement continues. There are unforeseen issues being dealt with.
- The fire chief and DPS continue work closely together and this is expected to continue without issue.
- Bylaw members and the DPS are working to identify buildings that have fallen into disrepair and show an otherwise lack of interest to maintain on the part of the owner. There is an ongoing public concern from some about derelict buildings and the removal of these from the town landscape. It can be time consuming for several areas of government authority and difficult to arrive at the point when such a building is indeed done away with.

NEXT QUARTER OBJECTIVES

- Complete work alone policy which is tied to the town hall security policy review.
- Complete flood mitigation grant purchases and reporting to provincial government.
- Attend AUMA risk management training .
- Complete additions to landfill bylaw for presentation to council.
- Adjustment and implementation of town safety award and recognition program.



Director: Greg Peters

CAO: 

...
**TOWN OF DRUMHELLER
BYLAW NUMBER #05.15**

Agenda Item # 10.1

BEING A BYLAW TO AMEND LAND USE BYLAW NO. 10-08 FOR THE TOWN OF
DRUMHELLER IN THE PROVINCE OF ALBERTA.

WHEREAS pursuant to the provision of Section 639 of the *Municipal Government Act*, RSA 2000, Chapter M-26, the Council of the Town of Drumheller (hereinafter called the Council), has adopted Land Use Bylaw No. 10-08;

AND WHEREAS the Council deems it desirable to amend Land Use Bylaw 10-08; and

NOW THEREFORE the Council hereby amends Land Use Bylaw No. 10-08 as follows:

1. The amendment of the following in Part 1 (2) Definitions:

"Secondary Suite" means an accessory dwelling unit that is located on the same parcel as a single detached dwelling which meets the requirements of ~~Part VII Section 46 this bylaw and any other applicable requirements or regulations of this Bylaw~~ and shall only be approved as one of the following:

- (a) Secondary Suite – Attached Above Grade: where the secondary suite is located above the first storey of a single detached dwelling;
- (b) Secondary Suite – Attached At Grade: Where the Secondary Suite is located at grade and is attached to the side or rear of a single detached dwelling;
- (c) Secondary Suite – Attached Below Grade: where the Secondary Suite is located below the first storey of a single detached dwelling;
- (d) *Secondary Suite – Detached Garden: where the Secondary Suite is located in the rear or side yard detached from any other building;*
- (e) *Secondary Suite – Detached Garage: where the Secondary Suite is located in a detached garage either at grade or above the first storey.*

"Dwelling – Multiple Unit (Apartment)" means ~~a residential building development consisting of comprising three~~ two or more dwelling units *arranged in any horizontal or vertical configuration* with shared entrances and other essential facilities and services *and does not conform to the definition of any other residential use;*

"Wall Sign" means a sign that:

(i) indicates, by name or symbol, the occupant, business or site name and address is displayed; and

(ii) is painted directly on *or attached to* an exterior wall of a building;

2. The addition of the following in Part 1 (2) Definitions:

“Medical Marijuana Production Facility” means the use of land or structures for the purpose of growing, processing, packaging, testing, destroying, storing and / or shipping of marijuana used for medical purposes as authorized by a license issued under the Federal Government *Marijuana for Medical Purposes Regulation* (MMPR) or any subsequent legislation which may be enacted in substitution;

“Mural” means an artistic rendering applied to or affixed to any exterior permanent surface and does not constitute a sign. A Mural shall be approved by the Town of Drumheller in accordance with Town policies.

“Self Storage Facility” means a use:

- (a) where goods are stored in a building;
- (b) where the building is made up of separate compartments and each compartment has separate access;
- (c) that may include appropriately screened outside storage sites for recreational vehicles;
- (d) storage units are available for rental or lease to the general public; and
- (e) that may include the administrative functions associated with the use;

3. The amendment of the following under Part III Development Permit:

9. Deciding on Development Permit Applications

(4a) *When making a decision on a development permit application for a discretionary use the Municipal Planning Commission shall take into account:*

- (i) any plans and policies affecting the parcel;*
- (ii) the purpose statements in the applicable land use district;*
- (iii) the appropriateness of the location and parcel for the proposed development;*
- (iv) the compatibility and impact of the proposed development with respect to adjacent development and the neighbourhood;*
- (v) the merits of the proposed development;*
- (vi) the servicing requirements;*
- (vii) access and transportation requirements;*
- (viii) vehicle and pedestrian circulation within the parcel;*

- (7) (b) Notwithstanding the above, the Municipal Planning Commission, at its discretion may relax the minimum requirements or maximum limits beyond ~~20% the standards outlined in the Land Use Bylaw in the following cases in accordance with the test for relaxation criteria as follows:~~
- ~~(i) a proposed subdivision; the minimum requirements for existing buildings may be relaxed to allow the subdivision of the lot, if the subdivision would not increase any non conformity and/or may allow redevelopment in the future.~~
 - ~~(ii) an addition to an existing residential development in an established area; the minimum requirements may be relaxed if the proposed development would be compatible with existing developments in the surrounding area and will not unduly interfere with the amenities of the neighbourhood.~~
 - ~~(iii) a proposed development on a vacant parcel registered in the Land Titles Office prior to 1967; the minimum requirements may be relaxed greater than the standards outlined in Section 9(7)(a), provided the proposed setback is compatible with existing buildings on adjacent lots and will not unduly interfere with the amenities of the neighborhood.~~
 - ~~(iv) The minimum site area or lot width may be relaxed on an existing non-conforming lot where the proposed development is otherwise in accordance with the Land Use Bylaw and any other Provincial or municipal regulations.~~
 - ~~(v) in a laneless subdivision, relax the minimum 10 ft. side yard requirement based on evaluation of each individual development provided the minimum side yard requirement of 1.2m (4 ft.) is met.~~
 - (i) the proposed development would not unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use, enjoyment or value of neighbouring properties; and*
 - (ii) the proposed development conforms with a use prescribed by this Bylaw for that land or building; and*
 - (iii) the proposed use or development conforms to the purpose and intent of the Land Use District; and*

...
Agenda Item # 10.1
(iv) *consideration of whether granting a development permit will make the proposed development incompatible with existing developments or uses; and*

(v) *must take into consideration the future land uses of the parcel and surrounding area as depicted in any statutory plans of the municipality.*

(c) *The Development Authority may, as a condition of approving a development permit that does not comply with all of the applicable requirements and rules of this Bylaw require the applicant to conform to a higher standard than required by the applicable rules if, in the opinion of the Development Authority, conformance to a higher standard will off-set any impact of granting the relaxation.*

4. The amendment of the following under Part VI Land Use Districts:

Addition of 'Secondary Suite' as a discretionary use in the following land use districts:

CR – Country Residential District

SCR – Suburb Community Residential District

A – Agricultural District

Addition of 'Medical Marijuana Production Facility' as a discretionary use in the following land use districts:

M-2 -- Medium Industrial District

M-2R -- Restricted Industrial District

Addition of 'Self Storage Facility' as a discretionary use in the following land use districts:

M-1 - Light Industrial District

M-2 -- Medium Industrial District

M-2R -- Restricted Industrial District

Addition of 'Semi-detached Dwelling' and 'Duplex' as a discretionary use in the R-1a Residential land use district with the following amendments:

19. R-1a—Residential District

The purpose of this district is to provide for single-detached **and two unit** residential development **on smaller parcels and** at densities higher than those in the R-1 District.

(c) Minimum Requirements

1. Site Area:

- (a) 278.7 m^2 (3,000 sq. ft.) for ~~single-detached~~ dwellings; and

2. Lot Width:

- (a) 7.6 m (25 ft.) for ~~single-detached~~ *each* dwelling *unit*; and

3. Front Yard:

- (a) 6.1 m (20 ft.) for ~~single-detached~~ dwellings. *Attached garages shall also have a minimum setback distance of 7.6 m (25 ft.) from the nearest edge of a sidewalk or curb where applicable;* and

6. Gross Floor Area:

- (a) 74.3 m^2 (800 sq. ft.) for single-detached dwellings; and
(b) 56 m^2 (600 sq. ft.) for each dwelling unit in a duplex dwelling or semi-detached dwelling.

Addition of the following in the R-1, R-1a, R-2, R-3, R-4, MHR, SCR, DT Residential land use districts:

3. Front Yard:

- (a) 6.1 m (20 ft.) for dwellings. *An Attached garage shall also have a minimum setback distance of 7.6 m (25 ft.) from the nearest edge of a sidewalk or curb where applicable;* and

5. Amendment of the following under Part VII General Land Use Regulations:

46. Secondary Suites

- (a) A secondary suite may be developed only *on a parcel with a* ~~in a~~ single detached dwelling and only in those Land Use Districts where it is listed as a use;
- (b) Only one secondary suite shall be allowed per ~~site principal dwelling~~;
- (c) A secondary suite shall not exceed 40% of the total floor area of the principal building, including upper floors and basement combined and shall not be smaller than *30 sq. m. (322 sq. ft.)* ~~38.0 sq. m. (400 sq. ft.)~~
- (d) A separate entrance door to a secondary suite shall not be located on any front building elevation facing a public street. Notwithstanding this, a single

entry door providing access to an enclosed, shared area, and that both the main dwelling unit and the secondary suite gain access, may be located on any front building elevation facing a public street;

- (e) Parking requirements shall be 1 parking space per secondary suite;
- (f) If parking space is provided in the required front yard, a minimum 30% of the front yard must remain as landscaped area;
- (g) A principal building containing a secondary suite may not be converted into condominiums; ownership of a property containing a secondary suite must be an undivided fee simple;
- (h) The Principal dwelling *on a parcel* with a secondary suite must be owner occupied;
- (i) ***Maximum Height for Detached Garage and Garden Suites shall be as follows:***
Secondary Suite – Detached Garage - 7.62m (25 ft.) or the height of the principal Dwelling as constructed at the time of the Development Permit Application, whichever is the lesser;

Secondary Suite – Detached Garden – shall follow the height requirements for accessory buildings within the applicable Land Use District.
- (j) ***Windows contained within a Secondary Suite – Detached Garage or Garden shall be placed and sized to minimize the overlook into Yards and windows of abutting properties.***

52. Parking

- (e) The Municipal Planning Commission may:
 - (i) ***consider a relaxation of the minimum parking requirements for a development when:***
 - ***the test for a relaxation referenced in Section 9(7)(b) is satisfied;***
 - and;***
 - ***the type of use, the size or shape of the parcel, or the topographical constraints present practical difficulties in accommodating the requirements of this Bylaw; when a relaxation is given for this reason, it and the reasons must be stated on the development permit; and/ or***
 - ***an applicant submits a parking study, as part of a development permit application, that demonstrates that the parking requirement should be less than the requirements of this Bylaw due to unique site, location, or use characteristics, and the conclusions of the study are considered acceptable to the Development Authority;***

~~A parking space shall not be less than 14.8 m² (160 sq. ft.) in area and not less than 2.4 m (8 ft.) wide.~~

- (i) Adequate curbs or fences shall be provided to the satisfaction of the Development Authority ~~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.
- (j) ***Unless otherwise allowed by the Development Authority, the minimum dimensions for the design of parking areas shall be as set out in Minimum Dimensions for the Design of Parking Areas in the Table below.***

Design Standards for Parking Areas

Stall Width	Parking Angle	Aisle width (A)	Stall depth perpendicular to Aisle (D)	Stall Width Parallel to Aisle	Half parking Module (D + A)	Parking Module (2D+A)
Dwelling Units						
2.50m	90°	7.20m	5.40m	2.50m	12.60m	18.00m
2.50m	75°	6.12m	5.64m	2.59m	11.76m	17.40m
2.50m	60°	5.49m	5.49m	2.89m	10.31m	15.80m
2.50m	45°	5.00m	5.00m	3.54m	9.00m	14.00m
Other Developments						
2.60m	90°	7.20m	5.40m	2.60m	12.60m	18.00m
2.60m	75°	6.12m	5.64m	2.69m	11.76m	17.40m
2.60m	60°	5.49m	5.49m	3.00m	10.31m	15.80m
2.60m	45°	5.00m	5.00m	3.68m	9.00m	14.00m

- (k) ***Parking stalls for disabled persons (handicapped stalls) shall be provided in accordance with the requirements of the Alberta Building Code.***

75. Industrial and Commercial Development

- (a) An application for the establishment of industries shall be considered by the Development Authority who may request advisory comment by the following authorities whose interest or jurisdiction may be affected:

- Palliser Regional Municipal Services

- Alberta Business Development and Tourism
- Alberta Infrastructure and Transportation
- Alberta Agriculture
- Alberta Environment
- Alberta Energy Regulator
- Alberta Health Services
- Drumheller Fire Department
- The Development Officer shall request that such comments be made in writing, (See Part III);

(b) Each application for industrial *or commercial* development shall be accompanied by the following information ***completed by a certified professional***, as deemed necessary by the Development Authority:

- Location
- Type of Industry
- Size of Buildings
- Estimated Number of Employees
- Estimated Water Demand and anticipated source
- Geotechnical evaluation
- Environmental Site Assessment
- ***Risk Based Assessment***
- ***Emergency Response Plan***
- Traffic Impact Assessment
- Storm water Management Plan
- Other information as may be reasonably required by the Development Authority

78. Physical Environment

The Development Authority ***shall*** ~~may~~ consider the environmental impact of any proposed development. The Development Authority may refer the proposal to a relevant provincial department for comment on the nature of the environmental concern. Where a development is considered to have a significant environmental impact ***beyond the development site***, the Development Authority

may ~~request~~ **require** the developer to have an environmental evaluation prepared by an appropriate professional, or undertake its own environmental evaluation regarding the proposed development. All costs associated with an environmental evaluation are the responsibility of the developer. ***Physical environment considerations shall include, but not limited to, the following:***

- ***Surrounding land uses, compatibility, and quality of life***
- ***Environmentally sensitive areas (risk to the watershed, etc.)***
- ***Public health and safety impacts (emissions of vapours, exhaust, odours, noise, dust, smoke, etc.)***
- ***Cumulative effects considering new and existing installations***
- ***Potential off-site impacts of an industrial accident (Catastrophic event, spill, etc.) minimum separation distances and the resulting area affected***
- ***Canadian Society of Chemical Engineers and Major Industrial Accidents Council of Canada (MIACC) standards (for acceptable level of risk) and other best practices for risk of potential harm and nuisance factors***

6. The addition of the following under Part VII General Land Use Regulations:

81. Signs

1. General

- (p) No sign shall be erected that is offensive or promotes intolerance, hatred or ridicule of any race, religion or other segment of society;

12. Wall Signs

- (a) A wall sign may be located anywhere on a building wall;
- (b) The design, size and orientation of a wall sign shall be appropriate for the location in consideration of surrounding land uses and neighbourhood characteristics;
- (c) A wall sign shall be consistent with other signage on the property;
- (d) If a wall sign is removed, the wall it was displayed on must be refinished to be consistent with the rest of the building;

87. Medical Marijuana Production Facilities

(1) Medical Marijuana Production Facilities:

- (a) Shall maintain the neighbourhood characteristics and appearance;
- (b) Must include equipment designed and intended to remove odours from the air where it is discharged from the building as part of a ventilation system;
- (c) May require a waste management plan and all waste material must be secured and contained within the building containing the use;
- (d) Shall be designed and located to minimize any impacts on the natural environment; and
- (e) Shall minimize any exposure or disturbance to the surrounding area including dust, pollution, noise, odour, or any other related land use nuisance effects.

Agenda Item # 10.1

READ A FIRST TIME THIS 23rd DAY OF March, 2015

READ A SECOND TIME THIS ____ DAY OF _____, 2015.

READ A THIRD TIME AND PASSED THIS ____ DAY OF _____, 2015.

MAYOR

CHIEF ADMINISTRATIVE OFFICER