

# **Town of Drumheller COUNCIL MEETING AGENDA**

**January 11, 2016 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**

## **4.0 ADOPTION OF AGENDA**

## **5.0 MINUTES**

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

3-9 5.1.1 Regular Council Meeting Minutes of December 14, 2015

10-14 5.1.2 Special Council Meeting Minutes of December 16, 2015  
Special Council Meeting Minutes of December 21, 2015

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

### **5.3. BUSINESS ARISING FROM THE MINUTES**

## **6.0 DELEGATIONS**

6.1 MLA Rick Strankman - update on lobbying efforts

## **7.0 COMMITTEE OF THE WHOLE RECOMMENDATIONS**

## **8.0 REQUEST FOR DECISION REPORTS**

### **8.1. CAO**

## **8.1. CAO**

- 15-16 8.1.1 Bylaw 01.16 being a Bylaw for borrowing monies to cover operating expenses - all three readings
- 17 8.1.2 Bylaw 03.16 being a Bylaw to amend the Land Use Amendment Bylaw 10.08 (Plan 6495AV Block 1 Lots 15, 16, 17 and 18 from R1A to R2) - first reading
- 18-20 8.1.3 Bylaw 04.16 being a Bylaw to amend the Business License Bylaw (two versions: Amend or Remove Schedule B)
- 21 8.1.4 RFD - 2016 Authorization for Expenditures
- 22-23 8.1.5 RFD - Drumheller Public Library Board Appointment

## **8.2. DIRECTOR OF INFRASTRUCTURE SERVICES**

- 8.2.1 Update on 4th Ave SW Sewer Odor

## **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**

- 24 13.1 Councillor Jay Garbutt - DHA Sandstone 2016 Budget
- 13.2 Councillor Lisa Hansen-Zacharuk - Drumheller District Ag Society

## **14.0 IN-CAMERA MATTERS**

- 14.1 Legal Matter

**Town of Drumheller  
COUNCIL MEETING  
MINUTES**

December 14, 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

CHIEF ADMINISTRATIVE OFFICER/ENGINEER:  
Ray Romanetz

DIRECTOR OF INFRASTRUCTURE SERVICES:  
Allan Kendrick

DIRECTOR OF CORPORATE SERVICES:  
Barb Miller

DIRECTOR OF COMMUNITY SERVICES:  
Paul Salvatore

DIRECTOR OF PROTECTIVE SERVICES:  
Greg Peters

RECORDING SECRETARY:  
Linda Handy

**1.0 CALL TO ORDER**

1.1 Councillor Lisa Hansen-Zacharuk was sworn in as Deputy Mayor for the months of January and February, 2016.

**2.0 MAYOR'S OPENING REMARK**

Mayor Terry Yemen announced the following:

- 2.1 Notice of Special Council Meeting - December 16, 2015 at 4:30 PM in Council Chambers at Drumheller Town Hall (224 Centre Street) to consider 1st reading of the 2016 Utility Rate Bylaw
- 2.2 Notice of Special Council Meeting - December 21, 2015 at 4:30 PM in Council Chambers at Drumheller Town Hall (224 Centre Street) to consider 2nd and 3rd readings of the 2016 Utility Rate Bylaw
- 2.3 Cancellation of December 28th Regular Council Meeting - next Regular Council Meeting is January 11th, 2016

### **3.0 PUBLIC HEARING**

### **4.0 ADOPTION OF AGENDA**

**MO2015.61** McMillan, Shoff moved to adopt the agenda as presented. Carried unanimously.

### **5.0 MINUTES**

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

5.1.1 Regular Council Meeting Minutes of November 30, 2015

**MO2015.62** Zariski, Hansen-Zacharuk moved to adopt the Regular Council Meeting minutes of November 30, 2015 as presented. Carried unanimously.

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

- 5.2.1 Municipal Planning Commission Meeting Minutes of September 17, 2015  
Municipal Planning Commission Meeting Minutes of October 8, 2015  
Municipal Planning Commission Meeting Minutes of November 12, 2015

#### **5.3. BUSINESS ARISING FROM THE MINUTES**

### **6.0 DELEGATIONS**

- 6.1 Drumheller Chamber of Commerce: Landon Bosch - President and Heather Bitz - Executive Director

Heather and Landon provided an overview of the Chamber's activities as follows:

- Operations are based on a 3 year Strategic Plan – a new 2016-2018 Strategic Plan is currently being developed.
- Membership: 246 members for 2015 (23 new members over the 2014 membership); the Chamber promotes all businesses (not just members); introduced valued added

programs for the members such as a group insurance plan; advocacy remains the main priority for the membership such as Schedule B of the Town's Business License Bylaw and Bill 6.

- World Largest Dinosaur: Visitors totaled 121,048 from Dec. 1 to Nov. 30 (15% increase over last year – 16% increase over a five year average); repairs to the tail were done by F & D Scene Changes as well as a structural review by Williams Engineering (still awaiting their report). The WLD Legacy Fund was established to reinvest revenues generated by the WLD attraction and gift shop back into the community. For 2015, \$70,915 was given back to the community for events. Since the establishment of the Legacy Fund in 2005, \$575,000 has been given back to the community.
- Visitor Information Centre: Accredited status since 2009 (meaning that each year the VIC must meet the criteria as set out by Travel Alberta); 60,097 visitors counseled in 2015; mobile VIC's (a pilot project this past summer) whereby units were set up at locations to provide onsite tourist information. VIC Expenditure \$137,580 less wages \$112,520 with an overhead of \$25,060. A request has been put forward to the Town for an increase in the annual contribution equivalent to the minimum wage increase.
- Dino Arts Association – operates with matching Chamber funds as well as administration support. Heather thanked the Town for their in-kind contribution.

In response to a question from Councillor J. Garbutt, L. Bosch explained that the rationale behind eliminating Council's seat on the Chamber Board stems from a few board members comparing Drumheller's Chamber Board to other Chambers in Alberta. He further explained that Drumheller is unique, in that there is only a small percentage of Chamber Boards of Directors that have a municipal seat. He stated that most Chambers take more of an advocacy role on behalf of their membership without a municipality's influence. He stated that Drumheller Chamber made a motion in a positive manner to review the role and reconfirm the benefit of the Town's membership on the Board. Councillor J. Garbutt asked if the common denominator for that small group of Chambers that do have a municipal seat on their Boards is the financial contributor. H. Bitz stated that there are different scenarios and each Chamber is governed by their own set of bylaws - Drumheller Chamber's bylaw currently states that the Town is a voting member. She further explained that if there is any change to that seat, it would require the approval of the membership and then be forwarded to Industry Canada. Councillor J. Garbutt stated that Council has had no informal or formal discussion on this matter and the Town's funding for the VIC is not contingent on this matter.

Councillor S. Shoff asked if the Chamber would consider implementing a Christmas spirit startup for the businesses and community at large. H. Bitz stated that she would discuss the concept with the membership.

Councillor L. Hansen-Zacharuk asked the costs to operate the mobile VIC. H. Bitz explained that the costs to operate the mobile VIC are minimal if they are able to utilize current staff. Mayor Yemen asked if the Town is paying 1/3 of the VIC costs? H. Bitz stated that an annual request to the Province is required for dollars to fund the VIC, if no dollars come forward, the Town funds 1/3 and the remaining costs are the responsibility of the Chamber.

Heather and Landon were thanked for their presentation.

## 6.2 Travel Drumheller

Dan Sullivan stated that his presentation to Council is twofold: 1) annual report of activities and 2) formal request for an amendment to Schedule B.

- 1) Travel Drumheller operated as a viable tourism organization for their first year with the potential to increase the economic prosperity of the Town and to make Drumheller the next iconic destination in Alberta. He explained that the Jurassic World promotion was a highlight this year as benefits for tourism have been fueled for the next few years with \$90,000 of promotional dollars from Travel Drumheller. He explained that the 45 second Drumheller advertisement ran in advance of the movie as well as in the theatre guide books. As well, Travel Drumheller created a destination website with the launch of the catchphrase "Eat, Stay and Play". Formation of Marketing Advisory Committee – chaired by Terry Lund, along with Chamber representation, public at large members and other tourism sectors in the community. He explained that Travel Drumheller wants to play a role in other areas such as training programs in customer service and creating new events and festivals, a new program – Alberta Shift program takes static visits and turns them into a unforgettable visit (it is currently in Edmonton and will be in Drumheller next year and will assist in making the Drumheller experience iconic). He further stated that Travel Drumheller wants to reposition Drumheller as the "Dino Capital of the World".
- 2) Schedule B attempted to create a user pay system for sustainable funding of the organization but it was difficult to sustain due to the current economy; it was a flat rate fee and would have served well if the economy did not crash. He stated that the formula that was originally created does not make sense anymore with the current economy. He explained that the Alberta government collects 4% from all accommodations as a tourism levy which funds Travel Alberta; the organization recommends that Drumheller collect half of that. A 2% tourism levy is a fairer way of making the calculation which would ebb and flow with the economy. It will create less funding but as tourism dollars grow so does the organization's funding; so it is a fairer way to assess the hotels as it fluctuates with their business. For the Town it provides a method of auditing by following the provincial standards already in place. It will eliminate the need for mediation going forward as it is auditable because hotels have to bring in the remittance forms going to the province. He explained that Travel Drumheller has met with the hoteliers and they agree that it is a much fairer way of implementing Schedule B. Travel Drumheller will be looking for a new director in the new year. The organization uses a stakeholder model not a membership base model – if an organization partners, it becomes a stakeholder – pay to play system for marketing purposes. Drumheller's attractions have shown increases as proven by the statistics that even though hotel room occupancies have decreased at the corporate level, more tourists are staying overnight as the hotel room occupancies have remained status quo. As of January 1<sup>st</sup> the Canadian Badlands Passion Play has agreed to add \$1.00 as a surcharge to their ticket prices with these dollars going to Travel Drumheller.

In response to a question from Councillor J. Garbutt on the revenue raised by Schedule B and its relevance going forward (in light that business overnights are down but tourism visitor rates are up) only shows potential revenue of \$130,000. He further explained that the current formula identified in Schedule B was to yield a revenue in excess of \$400,000 so to be 60% wrong is misleading. He further explained that in one year campgrounds were to be on side as a contributing factor and they are now more reluctant than what we anticipated a year ago. He further stated that the evolution of Schedule B was to broaden into the retail area and now this has been undermined as Schedule B cannot possibly generate enough revenue for Travel Drumheller's operations. D. Sullivan explained that the anticipated \$400,000 number was only an estimate – Schedule B was created for sustainable funding or Travel Drumheller would not exist. He further explained that Travel Drumheller started with Point A and now knows that it was not an appropriate formula for fairness to businesses. Travel Drumheller will be looking for alternate sources of revenue such as the partnering with the Passion Play which will bring in an additional \$15,000 of revenue next year. He explained that the challenge is to get the campgrounds on board as there is unresolved issues one of which is they do not like municipal involvement in the program. He stated that Travel Drumheller has not sat down with the campground and / or restaurant owners to discuss the go forward scenario. He further stated that Travel Drumheller is proactively making a change as they move forward through the stakeholder model. Councillor J. Garbutt stated that we have a system where participation is under a mandatory bylaw and the adjusted Schedule B revenue will yield under \$200,000 for Travel Drumheller operations leaving a small portion available for marketing promotions.

Councillor T. Zariski asked what 2% looks like in the budget. D. Sullivan stated that from the three Canalta hotels 2% would raise \$70,000; all hotels would probably yield \$180,000 total in revenue. He further stated that we need to find more partners such as the Passion Play and other events, campgrounds, Downtown Business Association, other ideas for marketing ideas such as micro websites for Travel Drumheller (Travel Guide / Banner Program) to leverage up to \$500,000 in revenue with all partners and new revenue ideas. He concluded by stating that the 2% fee from hoteliers is the starting point not the end point.

Councillor P. Kolafa asked if Travel Drumheller was in a deficit position. D. Sullivan stated no – there are some dollars in the bank at this time.

Council thanked Dan and Terry for their 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**

**8.4.1 Drumheller Recreation and Culture Discussion**

P. Salvatore provided a summary of the work done in 2015 on researching a recreation and culture policy, the Town's financial and / or in-kind contributions to various arts and culture groups /events and the next steps required to move forward. Councillor J. Garbutt stated that he agrees that the Town needs to move forward for the creation of a recreation user fees policy based on the City of Red Deer's eligibility guidelines as they are easily verifiable and not to go beyond a 50% subsidy. He further stated that the arts and culture grants program needs to be administered through the formation of an Advisory Committee from the public at large to field the grant requests and approve or make recommendations to Council. Lastly, he requested that another \$5,000 be earmarked for the 2016 budget (with a carryover of the 2015 dollars for a total of \$10,000). R. Romanetz advised that after discussion with staff, numerous groups / events were identified where the Town contributes significant dollars. He further explained that an Arts and Culture policy needs to include the terms of reference, process and eligibility criteria and, if Council wishes, what the Town intends to contribute can be identified. He stated that grant guidelines could be similar to that of the recently approved Store Front Program. He further reiterated that the Town's in-kind contributions are a significant investment in the community and, although Administration has presented several examples this evening, this is not an all-inclusive list. He recommended that, on an annual basis, organizations submit their application for funding whether for actual dollars or an in-kind contribution. He explained that another item of importance is in reference to the culture aspect as this has been identified as a priority in the Municipal Sustainability Plan. He explained that other communities have an Arts and Culture endowment fund and this may be a direction for the future. Councillor T. Zariski stated that there are successful arts and culture organizations in the community that are non profit and self sustaining and he would like to look at these successful organizations to see how other community organizations can model after them rather than expecting a handout from the Town. R. Romanetz stated that although organizations may rely on the Town's in-kind support, approval needs to be based on an organization's capacity to access dollars through their own efforts - fundraising, CIP or CFEP. Mayor Yemen asked if there were any Town examples rather than Cities. P. Salvatore agreed to research further.

**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**

**14.0 IN-CAMERA MATTERS**

There being no further business, the Mayor declared the meeting adjourned at 6:20 PM.

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Chief Administrative Officer

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Mayor

**Town of Drumheller  
SPECIAL COUNCIL MEETING  
MINUTES**

December 16, 2015 at 4:30 PM  
Council Chamber, Town Hall  
224 Centre Street, Drumheller, AB, T0J 0Y4



**PRESENT:**

**MAYOR:**

Terry Yemen

**COUNCIL:**

Jay Garbutt

Patrick Kolafa

Tara McMillan

Sharel Shoff

Tom Zariski

**CHIEF ADMINISTRATIVE OFFICER/ENGINEER:**

Ray Romanetz

**DIRECTOR OF INFRASTRUCTURE SERVICE:**

Allan Kendrick

**DIRECTOR OF CORPORATE SERVICES:**

Barb Miller

**DIRECTOR OF COMMUNITY SERVICES:**

Paul Salvatore

**DIRECTOR OF PROTECTIVE SERVICES:**

Greg Peters

**RECORDING SECRETARY:**

Linda Handy

**ABSENT:** Councillor Lisa Hansen-Zacharuk

**1.0 CALL TO ORDER**

Mayor Terry Yemen called the meeting to order at 4:33 PM.

**1.1 Notice of Special Council Meeting**

**2.0 CHIEF ADMINISTRATIVE OFFICER**

**2.1 Bylaw 08.15 - first reading**

R. Romanetz presented Bylaw 08.15 which proposes an increase of 5% to both local and regional consumer water utility rates and an increase of 2% to wastewater utility rates for 2016. He asked Director of Corporate Services B. Miller to provide an overview of the draft 2016 operating utilities budget.

B. Miller explained the 2016 budget request for utilities and the changes (increase / reduction) over the 2015 budget once impact of global expenses (salaries, insurance, telephone, fuel, utilities and amortization) are adjusted for. She provided an explanation of mentionable variances.

The 2016 budget requests for water are as follows:

Water Administration (4101) -\$1,564,690 (a change over 2015 of -\$122,390).

River Intake Pump Station (4102) \$171,525 (a change over 2015 of \$5,275).

Low Lift Pump (4103) \$25,321 (a change over 2015 of -\$2,425).

Raw Water Reservoir (4104) \$47,449 (a change over 2015 of -\$16,900).

Purification and Treatment (4105) \$1,067,348 (a change over 2015 of \$33,067).

Transmission & Distribution (4106) \$627,035 (a change over 2015 of -\$3,370).

The 2106 budget requests for sewer are as follows:

Sewage Administration Drumheller (4201) -\$888,522 (a change over 2015 of -\$45,276).

Sewage Administration East Coulee (4203) -\$51,000 (a change over 2015 of -\$1,000).

Sewage Collection (4211) \$364,487 (a change over 2015 of -\$510).

Sewage Collection - East Coulee (4213) \$14,705 (a change over 2015 of -\$1,750).

Sewage Treatment – Drum (4221) 492,744 (a change over 2015 of \$2,929).

Sewage Treatment – East Coulee (4223) \$84,236 (a change over 2015 of \$30).

B. Miller concluded by stating that the water utility budget has been built with a 5% increase to the water rates. The budgeted result is a deficit of \$373,988 for 2016 including full amortization costs. The sewer utility has been built with a 2% increase to sewer rates. The budgeted result is a deficit of \$16,650 including full amortization costs.

Councillor J. Garbutt asked if the deficit will be funded by decreasing amortization. R. Romanetz stated that a consultant has provided a model scenario and once structured, the model will become a tool for the Town's use. He further stated that the scenario will be based on a 5% increase in water for the next 3 years, at which time, the Town should be in a position to fully fund amortization. He explained that on the sewer side the trending shows that if the Town continues with a 2%, the sewer account will be fully amortized by 2017.

**MOSP2015.05** Garbutt, Shoff moved first reading of Bylaw 08.15. Carried unanimously

**3.0 ADJOURNMENT**

There being no further business, the Mayor declared the meeting adjourned at 5:10 PM.

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Chief Administrative Officer

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Mayor

**Town of Drumheller  
SPECIAL COUNCIL MEETING  
MINUTES**

**December 21, 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

**CHIEF ADMINISTRATIVE OFFICER/ENGINEER:**

Ray Romanetz

**DIRECTOR OF INFRASTRUCTURE SERVICE:**

Allan Kendrick

**DIRECTOR OF CORPORATE SERVICES:**

Barb Miller

**DIRECTOR OF COMMUNITY SERVICES:**

Paul Salvatore

**DIRECTOR OF PROTECTIVE SERVICES:**

**RECORDING SECRETARY:**

Linda Handy

**ABSENT:**

**1.0 CALL TO ORDER**

**1.1 Notice of Special Council Meeting**

**2.0 DIRECTOR OF CORPORATE SERVICES**

**2.1 Bylaw 08.15 - 2nd and 3rd readings**

R. Romanetz advised that Bylaw 08.15 known as the Utility Rate Bylaw was given first reading on December 16, 2015. He clarified that Administration is currently reviewing a new rate model that proposes to be more representative of water usage for Groups 2, 3 and 4. He stated that a fairer formula will see charges for Group 3 decrease by \$75.00 - \$100.00 as well as other groups being impacted. He further stated that once the calculations are finalized by the consultant a recommendation will be provided to Council for consideration within 60 – 90 days, at which time, Council can decide if adjustments should be made to the bylaw.

**MOSP2015.06** Shoff, Garbutt moved second reading to Bylaw 08.15.

Councillor J. Garbutt asked the number of metres within each of the groups. B. Miller stated that Group 1 has 3075 metres; Group 2 - 125; Group 3 - 10 and Group 4 - none. He further asked if the new formula would impact the number of users in each group. R. Romanetz stated that it may change the numbers. Councillor J. Garbutt stated that fairness is not there for Group 2 when calculating the sewer rate at 80% of water consumption as well as a fixed rate charge.

Vote on Motion: Carried unanimously.

**MOSP2015.07** Hansen-Zacharuk, Zariski moved third reading of Bylaw 08.15. Carried unanimously.

**3.0 ADJOURNMENT**

There being no further business the Mayor declared the meeting adjourned at 4:50 PM.

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Chief Administrative Officer

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Mayor

**Town of Drumheller  
Bylaw No. 01.16**

**BYLAW OF THE TOWN OF DRUMHELLER** for the Purpose of Borrowing Monies as Permitted by Section 256 of the Municipal Government Act.

**WHEREAS** the Council of the Town of Drumheller (hereinafter called the "Corporation") in the Province of Alberta, considers it necessary to borrow certain sums of money for the purpose of:

Covering operating expenses pending the collection of monies growing due.

**NOW THEREFORE** pursuant to the provisions of ***The Municipal Government Act, RSA 2000***, Chapter M-26 it is hereby enacted by the Council of the Corporation as a bylaw that:

1. The Corporation borrow from Chinook Credit Union ("Chinook") up to the principal sum of \$2,000,000.00 repayable upon demand at a rate of interest per annum not to exceed the Prime Lending Rate from time to time established by Chinook, and such interest will be calculated daily and due and payable monthly on the last day of each and every month.
2. The Chief Elected Officer and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
  - (a) to apply to Chinook for the aforesaid loan to the Corporation and to arrange with Chinook the amount, terms and conditions of the loan and security or securities to be given to Chinook;
  - (b) as security for any money borrowed from Chinook
    - (i) to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
    - (ii) to give or furnish to Chinook all such securities and promises as Chinook may require to secure repayment of such loans and interest thereon; and
    - (iii) to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of Chinook of all or any property, real or personal, moveable or immovable, now or

hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to Chinook the security or securities required by it.

3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from Chinook are:

Taxes, reserves, grants, etc.

4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in ***The Municipal Government Act, RSA 2000***, Chapter M-26.
5. In the event that ***The Municipal Government Act, RSA 2000***, Chapter M-26 permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and Chinook is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligations executed by the officers designated in paragraph 2 hereof and delivered to Chinook will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and Chinook will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
6. Town of Drumheller Bylaw No. 01.14 is hereby repealed.
7. This Bylaw comes into force on the date of the third and final reading.

READ A FIRST TIME THIS 11th day of January, 2016.

READ A SECOND TIME THIS \_\_\_\_ of \_\_\_\_\_, 2016.

READ A THIRD TIME AND PASSED THIS \_\_\_\_ of \_\_\_\_\_, 2016.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



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TOWN OF DRUMHELLER  
BYLAW NO. 03.16

Agenda Item # 8.1.2

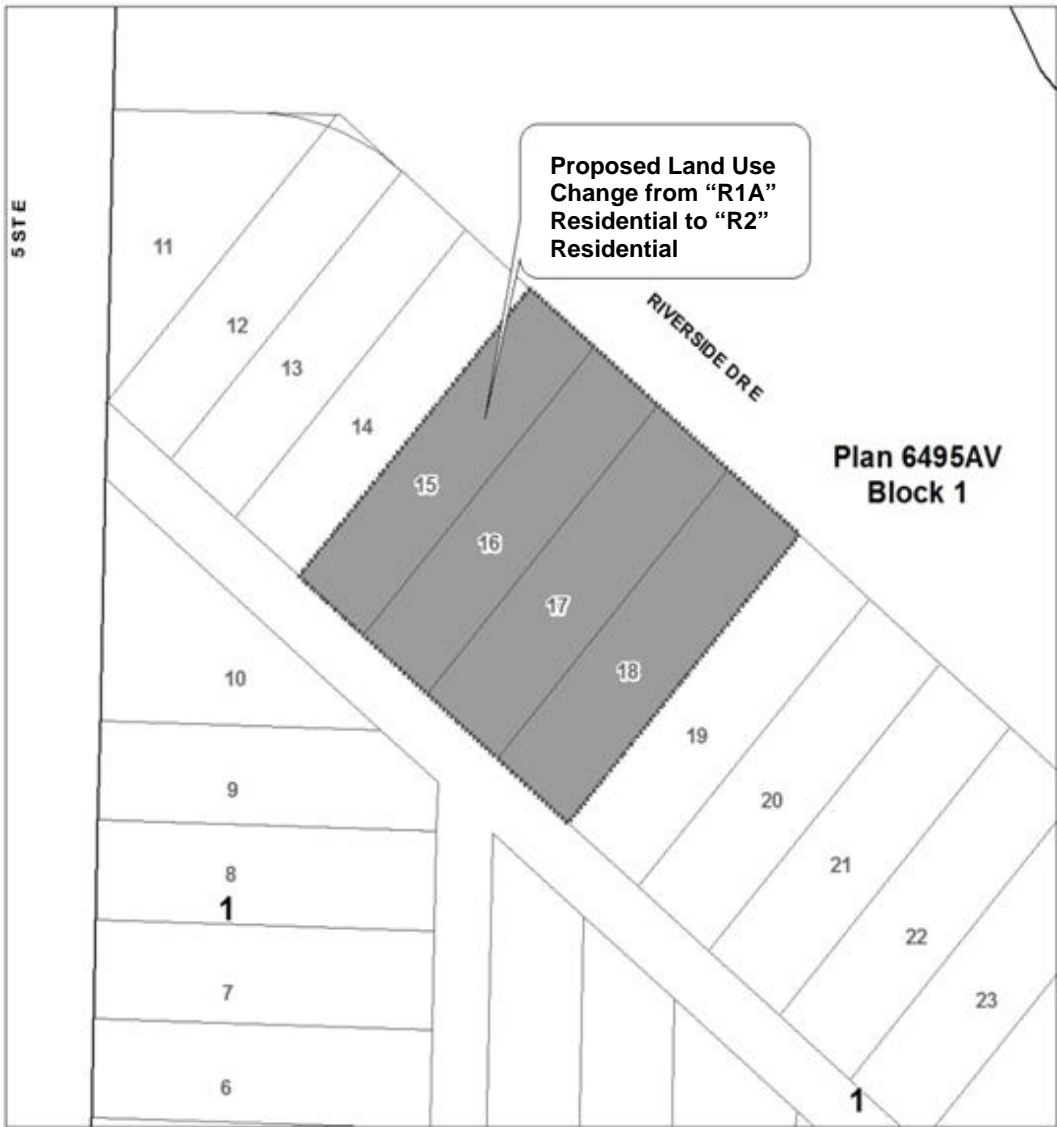
BEING A BYLAW TO AMEND LAND USE BYLAW NO. 10-08 FOR THE TOWN OF DRUMHELLER IN THE PROVINCE OF ALBERTA.

**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 No. 10-08; and

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

On Schedule “A”, the Land Use District Map, redesignate Lots 15, 16, 17 & 18, Block 1, Plan 6495AV in the Town of Drumheller, from ‘R-1A’ – Residential District to ‘R-2’ – Residential District as shown on the plan below:



READ A FIRST TIME THIS \_\_\_\_<sup>th</sup> DAY OF JANUARY, 2016

READ A SECOND TIME THIS \_\_\_\_<sup>th</sup> DAY OF \_\_\_\_\_, 2016.

READ A THIRD TIME AND PASSED THIS \_\_\_\_<sup>th</sup> DAY OF \_\_\_\_\_, 2016.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**TOWN OF DRUMHELLER**

**BYLAW NO. 04.16**

**A BYLAW OF THE TOWN OF DRUMHELLER TO AMEND BYLAW NO. 04.15  
“BUSINESS LICENSE BYLAW SCHEDULE B”**

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

1. That Schedule “B” of Bylaw No. 04.15 “Business License Bylaw” is amended as follows:

**Schedule “B” – ANNUAL Tourism Business License Fees**

All Classes referred to in Schedule “B” are based on the recommendations of Travel Drumheller Marketing Association and approved by the Town of Drumheller under the authority of the Business License Bylaw, 04.15.

**Class 29: LODGING SECTOR**

Destination Marketing Fee for:  Hotels, Motels, Bed and Breakfast Establishments and Country Inns	2% of all applicable lodging revenues.
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\*Payment of the Business Licensing Fee requires a lodging to provide verification of the amount submitted (i.e. a copy of the Remittance Advice submitted to Alberta Treasury Board and Finance, Tax and Revenue Administration) or a document that is deemed an equivalent by the License Inspector. The Business License fees will be an equivalent to 2% of the total revenues collected. If the value calculated under Schedule “B” is lesser in value than the applicable fee in Schedule “A” the operator shall pay the greater amount.

Business License fees are payable and must be received by the Town of Drumheller on or before the 28th day after the end of a collection period during regular business hours. A copy of the Provincial Remittance Advice shall be produced by the operator at the time of payment.

If the payment due date is a weekend or government holiday, the payment is due on the next business day.

A lodging may request for payments to be made to Travel Drumheller’s independent 3<sup>rd</sup> party agent. If an operator chooses this option, professional fees will apply in addition to the submitted amount.

If a payment is late or insufficient, interest and a fee for insufficient funds will be charged on the unpaid balance.

Annual Payment Schedule
January 28 <sup>th</sup>
April 28 <sup>th</sup>
July 28 <sup>th</sup>
October 28 <sup>th</sup>

2. This Bylaw comes into force on the final passing thereof.

READ A FIRST TIME this 11<sup>th</sup> day of January, 2016.

READ A SECOND TIME this \_\_\_\_ day of \_\_\_\_\_, 2016.

READ A THIRD AND FINAL TIME this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

**TOWN OF DRUMHELLER**

**BYLAW NO. 04.16**

**A BYLAW OF THE TOWN OF DRUMHELLER TO AMEND BYLAW NO. 04.15  
“BUSINESS LICENSE BYLAW”**

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

1. That Town of Drumheller Bylaw No. 04.15 be amended as follows:
  - a) Schedule B be removed from Bylaw 04.15.
2. This bylaw shall take effect on the day of the final passing thereof.

READ A FIRST TIME this 11th day of January, 2016.

READ A SECOND TIME this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

READ A THIRD TIME AND PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



# DRUMHELLER

## CHIEF ADMINISTRATIVE OFFICER

Agenda Item # 8.1.4



### Request for Decision

Date: January 6, 2016

<b>Topic:</b>	<b>2016 AUTHORIZATION FOR EXPENDITURES</b>		
<b>Proposal:</b>	Pursuant to Subsection 248(2) of the Municipal Government Act, Council must approve a procedure for authorizing and verifying expenditures not included in the budget. Since the 2016 operating budget has not yet been approved, a resolution from Council is required to authorize the CAO, or his delegate, to pay all current accounts, which are a proper charge of the Town, until the 2016 Operating and Capital Budgets are approved.		
<b>Proposed by:</b>	R.M. Romanetz, CAO		
<b>Correlation to Business (Strategic) Plan</b>			
<b>Benefits:</b>			
<b>Disadvantages:</b>			
<b>Alternatives:</b>			
<b>Finance/Budget Implications:</b>			
<b>Operating Costs:</b>		<b>Capital Cost:</b>	
<b>Budget Available:</b>	\$0.00	<b>Source of Funds:</b>	
<b>Budget Cost:</b>	\$0.00	<b>Underbudgeted Cost:</b>	
<b>Communication Strategy:</b>			
<b>Recommendations:</b>	That Council in accordance with Section 248(2) of the Municipal Government Act authorize the Chief Administrative Officer or his delegate, to pay all current accounts, which are properly charged to the Town, until the 2016 Operating and Capital Budgets are approved by Council.		
<b>Report Writer:</b>	R.M. Romanetz, P. Eng.	<b>CAO:</b>	
<b>Position:</b>	Chief Administrative Officer		

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

	Created By: Ray Romanetz	1
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# DRUMHELLER

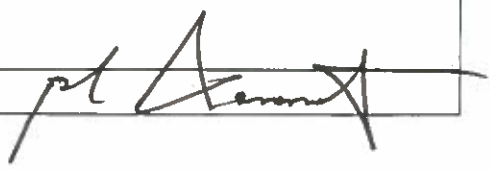
## REQUEST FOR DECISION

Agenda Item # 8.1.5



### Request for Decision

Date: January 7, 2016

<b>Topic:</b>	<b>DRUMHELLER PUBLIC LIBRARY BOARD APPOINTMENT</b>		
<b>Proposal:</b>	Under their bylaw, the Drumheller Public Library Board is allowed 5 – 10 members and they wish to operate with a membership of ten. The Drumheller Public Library Board currently has nine members. Ms. Leila Bjerland has resubmitted her name to serve in this capacity. The members of the Library Board have reviewed Leila's submission and recommend reappointment for a two year term as identified in their attached letter.		
<b>Proposed by:</b>	Drumheller Public Library Board		
<b>Correlation to Business (Strategic) Plan</b>			
<b>Benefits:</b>	Increases membership on the Library Board.		
<b>Disadvantages:</b>			
<b>Alternatives:</b>			
<b>Finance/Budget Implications:</b>	N/A		
<b>Operating Costs:</b>		<b>Capital Cost:</b>	
<b>Budget Available:</b>	\$0.00	<b>Source of Funds:</b>	
<b>Budget Cost:</b>	\$0.00	<b>Underbudgeted Cost:</b>	
<b>Communication Strategy:</b>			
<b>Recommendations:</b>	That Council approve the appointment of Leila Bjerland to the Drumheller Public Library Board for a two year term expiring on the date of Council's 2017 organizational meeting.		
<b>Report Writer:</b>	R.M. Romanetz, P. Eng.	<b>CAO:</b>	
<b>Position:</b>	Chief Administrative Officer		

OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

Telephone: (403) 823-1339

LibraryBoardAppointmentBjerland.doc	Created By: Linda Handy	1
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Dec. 12th, 2015

Mr. Ray Romanetz

Chief Administrative Officer

Town of Drumheller

Dear Mr. Romanetz

**RE: APPOINTMENT OF DRUMHELLER PUBLIC LIBRARY BOARD MEMBER**

This letter is to request that Council re-appoint Ms. Leila Bjerland to the Drumheller Public Library Board. Ms. Bjerland has been on the Board for a three year term. A two year appointment will facilitate the replacement of 1/3 of our Board on an annual basis. With this re-appointment, the Board will have a full complement.

Ms.Bjerland is a long time resident of Drumheller. Her re-appointment is supported by the Board.

Your assistance with this recommendation is appreciated. Please feel free to contact me if you have any questions.

Sincerely,



J. Linda Traquair

Board Chair

cc. Linda Handy

Emily Hollingshead

Patrick Kolafa

Board File

	Jan - Dec 21, 2015		
	2016 Budget	Actual	2015 Budget
<b>Income</b>			
Interest Income	200.00	212.11	
Laundry Income	1200.00	1,035.00	1,200.00
Rental Income	115000.00	114,945.00	131,760.00
Storage Income	500.00	480.00	1,800.00
<b>Total Income</b>	<b>116900.00</b>	<b>116,672.11</b>	<b>134,760.00</b>
<b>Expense</b>			
<b>ADMINISTRATION EXPENSES</b>			
Advertising and Promotion	300.00		
Bad Debts	600.00		1,200.00
Bank Service Charges	200.00	153.41	120.00
Contract Management Fees	10987.20	9,853.25	9,500.00
Dues, Travel & Conference	500.00	506.63	
Office Supplies	1200.00	1,112.12	600.00
Postage	100.00	62.16	120.00
Professional Fees	800.00		800.00
<b>Total ADMINISTRATION EXPENSES</b>	<b>14687.20</b>	<b>11,887.57</b>	<b>12,340.00</b>
<b>MAINTENANCE EXPENSES</b>			
Appliance Replacement/Repairs	2000.00	71.25	800.00
Contract Labour	12000.00	10,947.15	4,200.00
Exterior & Interior Repairs	12000.00	11,604.00	7,200.00
Flooring	500.00	411.60	1,000.00
Ground Maintenance & Materials	2000.00	1,936.35	2,640.00
Heating, Plumbing & Electrical	16500.00	16,789.31	7,200.00
Meals Maintenance	250.00	259.61	120.00
Telephone	2500.00	2,345.54	3,000.00
Tools	500.00	483.95	2,000.00
<b>Total MAINTENANCE EXPENSES</b>	<b>48250.00</b>	<b>44,828.76</b>	<b>28,160.00</b>
<b>OPERATING EXPENSES</b>			
Janitorial Materials & Services	5000.00	5,022.88	3,360.00
Security	3000.00	5,806.50	3,600.00
Snow Clearing	2500.00	1,723.04	3,400.00
Waste Removal	3000.00	2,842.62	2,880.00
WCB	250.00		
<b>Total OPERATING EXPENSES</b>	<b>13750.00</b>	<b>15,395.02</b>	<b>13,240.00</b>
Property Taxes	2000.00	1,977.15	4,300.00
<b>UTILITIES</b>			
Cable Services	6000.00	5,921.37	4,800.00
Electricity	12000.00	10,402.49	15,120.00
Heating Fuel	8000.00	7,546.62	11,200.00
Water & Sewer	12000.00	11,431.29	12,600.00
<b>Total UTILITIES</b>	<b>38000.00</b>	<b>35,301.77</b>	<b>43,720.00</b>
<b>Total Expense</b>	<b>116687.20</b>	<b>109,180.27</b>	<b>101,760.00</b>
<b>Net Ordinary Income</b>	<b>212.80</b>	<b>7,481.84</b>	<b>33,000.00</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
Capital Reserve Recorded	0.00		25,000.00
<b>Total Other Expense</b>	<b>0.00</b>		<b>25,000.00</b>
<b>Net Other Income</b>	<b>0.00</b>		<b>(25,000.00)</b>
<b>Net Income</b>	<b>212.80</b>	<b>7,481.84</b>	<b>8,000.00</b>