

# **Town of Drumheller COUNCIL MEETING AGENDA**

**November 14, 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**

- 3-10 5.1.1 Organizational Meeting Minutes of October 31, 2016  
Regular Council Meeting Minutes of October 31, 2016

### **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**

- 11-15 8.1.1 Bylaw 13.16 being a bylaw to close a portion of airspace above a public street (East Coulee Hotel) -  
second and third readings

**8.1. CAO**

16-17 8.1.2 RFD - Appointment to Marigold Library Board

**8.2. DIRECTOR OF INFRASTRUCTURE SERVICES**

**8.3. DIRECTOR OF CORPORATE SERVICES**

18-32 8.3.1 RFD - Banking Services Contract Award

**8.4. DIRECTOR OF COMMUNITY SERVICES**

**8.5. DIRECTOR OF PROTECTIVE SERVICES**

**9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**

33-36 9.1 CAO Quarterly Report from July to September, 2016

37-38 9.2 Director of Infrastructure Services' Quarterly Report July to September, 2016

39-53 9.3 Director of Corporate Services' Quarterly Report July to September, 2016

54-66 9.4 Director of Community Services' Quarterly Report July to September, 2016

67-68 9.5 Director of Protective Services' Quarterly Report July to September, 2016

**10.0 PUBLIC HEARING DECISIONS**

**11.0 UNFINISHED BUSINESS**

**12.0 NOTICE OF MOTION**

**13.0 COUNCILLOR REPORTS**

13.1 Councillor Tara McMillan - Valley Bus Society Report

**14.0 IN-CAMERA MATTERS**

**Town of Drumheller  
ORGANIZATIONAL MEETING  
MINUTES**

**October 31, 2016 at 4:30 PM  
Council Chambers, Town Hall  
224 Centre Street, Drumheller, Alberta**



**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 CORPORATE SERVICES:**

Barb Miller

**DIRECTOR OF INFRASTRUCTURE SERVICES:**

Darryl Drohomerski

**DIRECTOR OF COMMUNITY SERVICES:**

Paul Salvatore

**RECORDING SECRETARY:**

Linda Handy

**1.0 CALL TO ORDER**

Mayor T. Yemen called the Organizational Meeting to order at 4:30 PM.

**2.0 BOARD APPOINTMENTS**

**2.1. RFD – Council Appointments to Boards**

Mayor T. Yemen presented the Town's 2016/17 Council Board Appointments as follows:

Airport Commission

Municipal Planning Commission

Palliser Regional Municipal Services

Drumheller Chamber of Commerce

Drumheller & District Solid Waste

Patrick Kolafa

Tom Zariski

Sharel Shoff

Sharel Shoff

Terry Yemen

## ***Agenda Item # 5.1.1***

Management Association

Patrick Kolafa  
Ray Romanetz  
Tara McMillan  
Darryl Drohomerski  
Patrick Kolafa

Valley Bus Society

Drumheller Public Library Board

Community Futures  
Community Advisory Committee - RCMP  
Police Committee  
Crime Stoppers  
Citizens on Patrol  
Drumheller Agriculture & Stampede Board  
Drumheller & District Seniors Foundation  
Drumheller Housing Administration  
Subdivision and Development Appeal Board

Sharel Shoff  
Tom Zariski  
Tom Zariski  
Tom Zariski  
Tom Zariski  
Lisa Hansen-Zacharuk  
Tom Zariski  
Jay Garbutt  
Jay Garbutt  
Lisa Hansen-Zacharuk

Disaster Service Committee

Patrick Kolafa

Community Standards Appeal Committee

Jay Garbutt

Terry Yemen

Jay Garbutt

Terry Yemen

Lisa Hansen-Zacharuk

Assessment Review Board

Sharel Shoff

Lisa Hansen-Zacharuk

Economic Development Task Force

Terry Yemen

Sharel Shoff

Red Deer River Municipal Users Group

Terry Yemen

Aqua 7 Steering Committee

Terry Yemen

Ray Romanetz

Revitalization Corporation

Terry Yemen

Taxi Commission

Sharel Shoff

Jay Garbutt

Patrick Kolafa

Heritage Steering Committee

Tom Zariski

Drumheller & District Humane Society

Tara McMillan

Assessor

Rod Viske

Travel Drumheller

Wildrose Assessments

**Provincial Appointments**

Julia Fielding

Canadian Badlands Ltd.

Terry Yemen-Executive

Patrick Kolafa-Shareholder

Jay Garbutt-Shareholder

**MO2016.ORG1** Hansen-Zacharuk, Zariski moved that the Council Board Appointments be adopted as presented. Carried unanimously.

### **2.2 RFD - Appointments to Subdivision and Development Appeal Board**

R. Romanetz advised that the terms of the current Subdivision and Development Appeal Board members will expire on October 31, 2016, resulting in three vacancies on this board. Three applicants have resubmitted their names: Ms. Karen Ann Bertamini, Mr. Don Guidolin and Mr. Keith Hodgson. The term of the membership expires on the date of the 2017 Annual Organizational meeting.

**MO2016.ORG2** Garbutt, Hansen-Zacharuk moved that Council approve the appointment of Karen Ann Bertamini, Don Guidolin and Keith Hodgson to the Subdivision and Development Appeal Board for a term expiring on the date of Council's 2017 Annual Organizational Meeting. Carried unanimously.

### 2.3 RFD – Appointments to Drumheller Housing Administration

R. Romanetz advised that the Drumheller Housing Administration has three vacancies on their board due to the resignation of Dwayne Nagy and two current board members' terms expiring: Gerald Martynes and Kandace Wylie-Toews. The Town of Drumheller has received one application from Kalan Sykes to serve in this capacity as well as resubmissions from Mr. Martynes and Ms. Wylie-Toews. The applications were sent to the DHA for their review and recommendation. R. Romanetz asked Councillor Jay Garbutt, Chair of DHA to provide a recommendation.

Councillor J. Garbutt advised that the Drumheller Housing Administration recommends the reappointment of Mr. Martynes and Ms. Wylie-Toews and that the one vacancy continue to be advertised.

**MO2016.ORG3** Garbutt, McMillan moved that Council approve the reappointment of Gerald Martynes and Kandace Wylie-Toews to the Drumheller Housing Administration for a three year term expiring on the date of Council's 2019 Annual Organizational Meeting. Carried unanimously.

### 2.4 RFD – Appointment to Drumheller Public Library Board

R. Romanetz advised that the Drumheller Public Library Board currently has three vacancies. Lizbeth Dube has resubmitted her application to serve a further three year term. The remaining two vacancies results from long term serving members – Linda Traquair and Margaret Nielson's term expiry (after serving three consecutive 3-year terms). The two vacancies will continue to be advertised.

**MO2016.ORG4** Kolafa, Hansen-Zacharuk moved that Council approve the reappointment of Lizbeth Dube for a further three year term to the Drumheller Public Library Board expiring on the date of Council's 2019 Annual Organizational Meeting. Carried unanimously.

### 2.5 Appointment to Economic Development Task Force

Councillor T. McMillan excused herself from deliberation and voting on the matter due to her son being one of the applicants.

R. Romanetz advised that the Economic Development Task Force has one public at large vacancy due to the resignation of Rodney Fox as he has relocated to British Columbia. Three applications have been received from Mr. Ryan Semchuk, Mr. Nelson Smith, and Mr. Kalon Sykes. He further advised that the Economic Development Task Force has reviewed the applications and he asked Councillor Sharel Shoff (Council appointed member to the Task Force) to speak to their recommendation.

Councillor Sharel Shoff advised that the Economic Development Task Force has reviewed the applications and recommend the appointment of Mr. Ryan Semchuk. Mayor T. Yemen stated that Council could accept the recommendation of Councillor S. Shoff or carry out a secret ballot for the one vacancy.

**MO2015.ORG5** Shoff, Kolafa moved that Council approve the appointment Ryan Semchuk to the Economic Development Task Force for three year terms expiring at Council's 2019 Organizational Meeting. Carried unanimously.

#### 2.6 RFD – Appointment to Municipal Planning Commission

R. Romanetz advised that the Municipal Planning Commission has one vacancy resulting from the resignation of Shawn Francis. Mr. Allen Hendriks and Mr. Kalan Sykes have submitted their application for a three year term. He recommended that Council proceed with the selection of an applicant by secret ballot. Secretary L. Handy advised that the vote on the secret ballot was unanimous (seven (7) votes) for Allen Hendriks.

**MO2015.ORG6** Zariski, Shoff moved that Council approve the appointment of Allen Hendriks to the Municipal Planning Commission for a three year term expiring on the date of Council's 2019 Annual Organization Meeting. Carried unanimously.

### **3.0 ADJOURNMENT OF ORGANIZATIONAL MEETING**

There being no further business, Mayor T. Yemen declared the meeting adjourned at 4:40 PM.

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

**Town of Drumheller  
COUNCIL MEETING  
MINUTES**

**October 31, 2016 at 4:40 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:**

Darryl Drohomerski

**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**

Mayor Terry Yemen called the meeting to order at 4:50 PM.

- 1.1 Councillor Jay Garbutt was sworn in as Deputy Mayor for the months of November and December, 2016

**2.0 MAYOR'S OPENING REMARK**

**3.0 PUBLIC HEARING**

**4.0 ADOPTION OF AGENDA**

Addition to Agenda: 14.1 Legal Matter

**MO2016.143** Garbutt, McMillan 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 October 17, 2016

**MO2016.144** Shoff, Kolafa moved to adopt the regular Council Meeting minutes of October 17, 2016 as presented. Carried unanimously.

**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**

**8.2. DIRECTOR OF INFRASTRUCTURE SERVICES**

8.2.1 RFD - Aquaplex Modernization Myrtha Pool Installation

D. Drohomerski advised that the Aquaplex indoor pool liner system supply contract was awarded on April 21, 2016 to NCA Aquatics for a Myrtha Systems brand liner system. He further advised that in order to validate the 25 year warranty on their product as well as to ensure proper installation of the product, the manufacturer requires that the pool installer be certified by Myrtha Pools prior to installation of the project. On July 29, 2016 a RFP was provided to a list of preferred installers as well as posted on the APC site. On August 25, 2016, two proposals were received: one from Master Pools Alberta Ltd. - \$349,815.00 and Priority SS - \$482,469.00. Subsequent to the proposal opening, the Town requested that the low bidder provide an alternative schedule and pricing for a May 2017 construction start. On September 15, 2016, Master Pools submitted a revised pricing for a spring/summer 2017 construction period in the amount of \$378,345.00. Town Administration is recommending that the Town of Drumheller not proceed with this award and reject all tenders, and further, that Council direct Administration to look at alternatives to identify project savings and retender the project for a spring 2017 construction start.

**MO2016.145** Kolafa, Garbutt moved that Council not proceed with the award and reject all tenders, and further, that Council direct Administration to look at alternatives to identify project savings and retender the project for a spring 2017 construction start.



Discussion on Motion:

Councillor T. Zariski asked once the work proceeds in May, what is the expected completion date? R. Romanetz advised that the work will be completed in a 4-6 months timeframe. He further advised that Stantec's recommendations will be compiled in a report to Council which will include that the project be awarded to one contractor - rather than awarded to two separate contractors as in the past. He explained that efficiencies will be achieved by awarding the project to one contractor. He further advised that the liner arrived in Drumheller today and will be stored at the Water Treatment Plant. He stated that the Town hopes to see 8 - 10 bids on the work. The Town intends to hold an information meeting with potential contractors to explain the project in depth and to solicit comments from the contractors that may yield project savings. Councillor S. Shoff asked why Stantec did not do the leg work for the tender which included a change to the pipe sizing? R. Romanetz advised that approval of shop drawings took 3-4 months which overlapped with the start of the tender. He further explained that when the tender was put out the final information for the pipe size was not yet received from Myrtha Pool. Councillor J. Garbutt asked how many certified pool installers are in Southern Alberta. R. Romanetz advised that there are seven (7) certified installers across Canada – we received tenders from two - one from Alberta and one from eastern Canada.

Vote on Motion: Carried unanimously

**8.3. DIRECTOR OF CORPORATE SERVICES**

**8.3.1 ALAIRE Report**

B. Miller presented a report that finalizes a long outstanding legal matter with ALAIRE. She explained that with the final claim being settled, the remaining assets of ALAIRE, approximately \$13M, are now available for distribution to the remaining shareholders. Since 2001 (or earlier), the annual audited financial statements for the Town of Drumheller have included an asset value recorded as *Shares: Municipal Reciprocal Insurance (ALARIE)* in the amount of \$84,526 and an offsetting liability recorded as *Contingency Fund ALARIE*, in the amount of \$72,909. The net value of the two equates to an asset value of \$11,617. Subsequent to the courts approval of expenses and the distribution of assets, the asset and liability balance sheet accounts related to ALARIE will be cleared to \$0, resulting in a loss (expense) of \$11,617 being reported in the 2016 operating statements. The Town will not be receiving any of the proceeds from the remaining assets of ALAIRE. B. Miller's report is available in its entirety.

**8.4. DIRECTOR OF COMMUNITY SERVICES**

**8.5. DIRECTOR OF PROTECTIVE SERVICES**

**8.5.1 Bylaw 15.16 Amendment to Schedule A Bylaw 07.14 being a bylaw to establish fees for the issuance of permits of overweight and over-dimensional**

commercial vehicles on highways under the direction, control and management of the Town of Drumheller - all three readings

G. Peters stated that Road Data has advised that their fees will increase by \$5.00 to \$20.00. He recommended that the Town of Drumheller follow suit so that the fees are recovered by the Town at the same level.

**MO2016.146** Hansen-Zacharuk, McMillan moved first reading of Bylaw 15.16. Carried unanimously.

**MO2016.147** Kolafa, Shoff moved second reading of Bylaw 15.16. Carried unanimously.

**MO2016.148** Zariski, Garbutt moved no objections to the reading of Bylaw 15.16. Carried unanimously.

**MO2016.149** Shoff, Hansen-Zacharuk moved third reading of Bylaw 15.16. Carried unanimously.

**9.0 PRESENTATION OF QUARTERLY REPORTS BY ADMINISTRATION**

**10.0 PUBLIC HEARING DECISIONS**

**11.0 UNFINISHED BUSINESS**

**12.0 NOTICE OF MOTION**

**13.0 COUNCILLOR REPORTS**

**14.0 IN-CAMERA MATTERS**

**MO2016.150** Shoff, McMillan moved to go in camera at 5:00 PM. Carried unanimously.

**14.1 Legal Matter**

**MO2016.151** McMillan, Hansen-Zacharuk moved to revert to regular Council meeting at 5:45 PM. Carried unanimously.

There being no further business, the Mayor declared the meeting adjourned at 5:45 PM.

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Chief Administrative Officer

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Mayor

BY-LAW NUMBER 13.16

**THIS IS A BY-LAW OF THE TOWN OF DRUMHELLER**, in the Province of Alberta for the purpose of closing a portion of the airspace above a public street only to the extent necessary to allow for the construction of second storey private decks attached to an adjacent hotel including support columns for same; acquiring title to this land in the name of the name of THE TOWN OF DRUMHELLER and then holding the surface title in the name of THE TOWN OF DRUMHELLER for continued public use and selling or leasing the second storey deck level to the adjacent owner in accordance with the Section 22 of the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta 2000, as amended;

**WHEREAS;** the airspace above a portion of First Avenue (East Coulee) on Plan 4128 E.Q. as shown on SCHEDULE A attached is not required for public travel and an application has been made to the Town of Drumheller to have this airspace closed, and;

**WHEREAS;** the surface area on a portion of First Avenue on Plan 4128 E.Q. as shown on SCHEDULE A attached will not be closed to the public except for deck supporting columns, and;

**WHEREAS;** a notice of this intention was published in the Drumheller Mail once a week for two consecutive weeks; on July 8, 2016 and again on July 15, 2016 the last of such publications being at least five days before the day fixed for the passing of this By-Law, and;

**WHEREAS:** the Council of the Town of Drumheller held a public hearing on the July 25, 2016 at their regular or special meeting of Council in which all interested parties were provided an opportunity to be heard, and;

**WHEREAS:** the Council of THE TOWN OF DRUMHELLER was not petitioned for an opportunity to be heard by any person prejudicially affected by this By-Law;

**NOW THEREFORE;** be it resolved that THE COUNCIL of THE TOWN OF DRUMHELLER, in the Province of Alberta does hereby enact to close the following described portions of First Avenue (East Coulee) on Plan 4128 E.Q. from public use, obtain title to same in the name of THE TOWN OF DRUMHELLER, a Municipal Body Corporate, of 224 Centre Street, DRUMHELLER, Alberta. T0J 0Y4 described as follows:

PLAN .....

AREA "A"

and then holding the surface title in the name of THE TOWN OF DRUMHELLER for continued public use and selling or leasing the second storey deck level to the adjacent owner.

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**BY-LAW NUMBER 13.16**

THIS BY-LAW takes effect on the day of the final passing thereof.

READ AND PASSED THE FIRST TIME BY THE  
COUNCIL OF THE TOWN OF DRUMHELLER this 13<sup>th</sup> day of June A.D. 2016.

  
MAYOR: HIS WORSHIP: TERRY YEMEN

  
RAYMOND M. ROMANETZ, P.ENG.  
CHIEF ADMINISTRATIVE OFFICER

**APPROVED BY:  
ALBERTA TRANSPORTATION**

  
APPROVED BY ALBERTA TRANSPORTATION

Date:

Approval valid for 20 months

Seal

READ AND PASSED THE SECOND TIME BY THE  
COUNCIL OF THE TOWN OF DRUMHELLER this

day of , A.D. 2016.

  
MAYOR: HIS WORSHIP: TERRY YEMEN

  
RAYMOND M. ROMANETZ, P.ENG.  
CHIEF ADMINISTRATIVE OFFICER

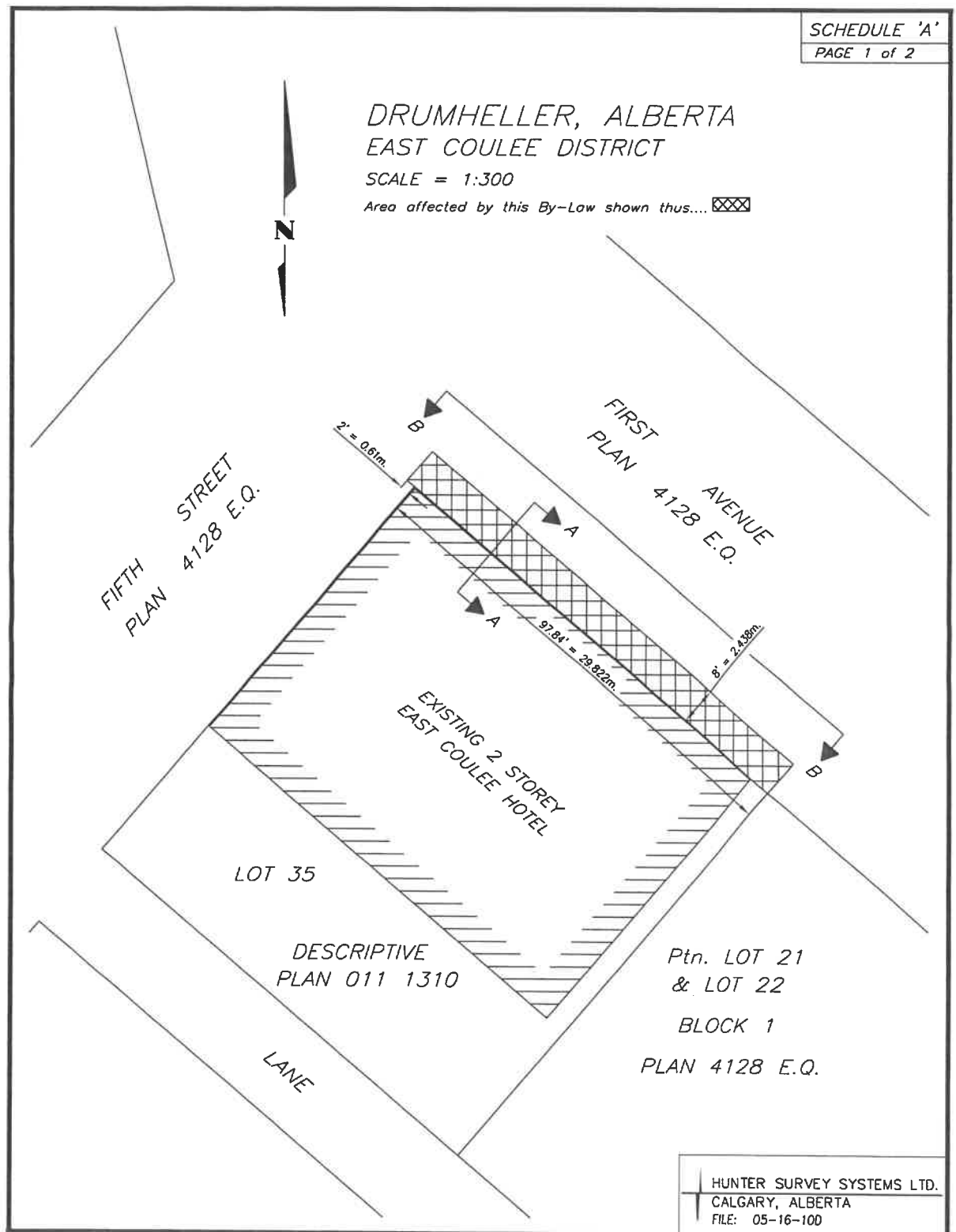
READ AND PASSED THE THIRD TIME BY THE  
COUNCIL OF THE TOWN OF DRUMHELLER this

day of , A.D. 2016.

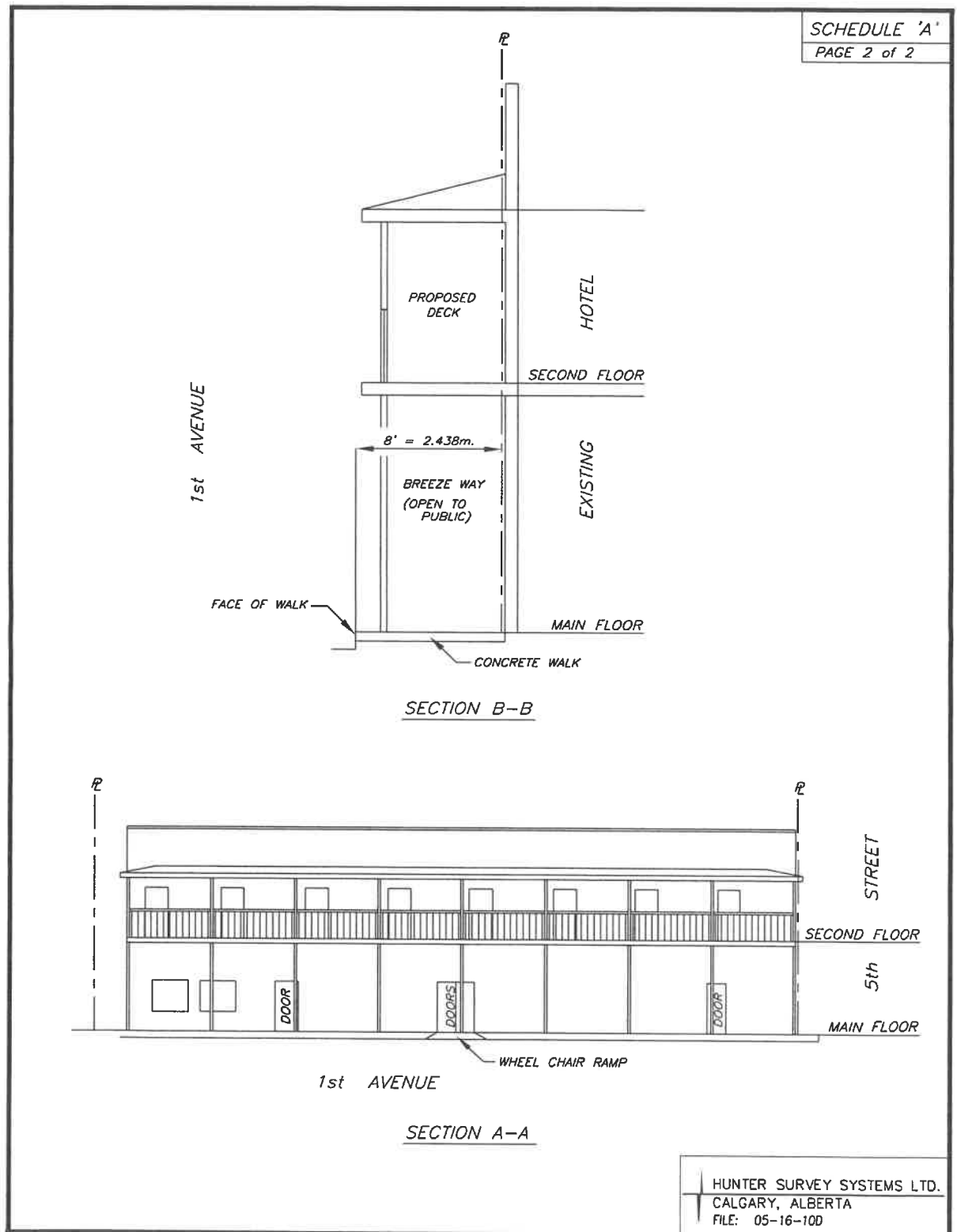
  
MAYOR: HIS WORSHIP: TERRY YEMEN

  
RAYMOND M. ROMANETZ, P.ENG.  
CHIEF ADMINISTRATIVE OFFICER

# Agenda Item # 8.1.1



# Agenda Item # 8.1.1



# Alberta Transportation

DELIVERY SERVICES DIVISION  
2<sup>ND</sup> FLOOR, TWIN ATRIA BUILDING  
4999-98 AVENUE  
EDMONTON, ALBERTA, CANADA  
T6B 2X3

TELEPHONE NO: 780-415-1538  
Toll Free Connection Dial 310-0000

October 21, 2016

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

Attention: R.M. Romanetz, P. Eng., CAO

**RE: ROAD CLOSURE – BYLAW 13.16**

Enclosed is the above noted bylaw which was approved by Alberta Transportation for closure and sale or lease on October 20, 2016.

Following the second and third readings of the bylaw by your council the bylaw may be registered at Land Titles. Please notify me of the second and third readings and when the bylaw is registered at Land Titles.

Thank you.

Yours truly,



Adrienne Kisko  
Land Technologist

cc: Donna Cheney  
Development & Planning Technologist  
Systems Support Technologist, Alberta

Enclosures



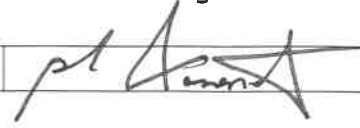
# DRUMHELLER

## REQUEST FOR DECISION

Agenda Item # 8.1.2



### Request for Decision

		<b>Date:</b>	November 9, 2016
<b>Topic:</b>	<b>DRUMHELLER'S MARIGOLD LIBRARY BOARD REPRESENTATIVE</b>		
<b>Proposal:</b>	The Town of Drumheller has received a request from the Drumheller Public Library Board to appoint Margaret Nielsen as the representative to the Marigold Regional Library System. Even though Margaret can no longer serve as a Library Board member due to serving the maximum three consecutive terms, Marigold Regional Library System has confirmed that Margaret Nielson can serve as a representative on their Board. The term is for three years.		
<b>Proposed by:</b>	Drumheller Public Library Board		
<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 approve the appointment of Margaret Nielson as the representative to the Marigold Regional Library System Board to expire on the date of Council's Annual Organizational Meeting in 2019.		
<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

MarigoldBoardAppointment 2016.doc		1
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August 30<sup>th</sup>, 2016

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

Dear Ray Romanetz,

Good morning. I'm writing to you today to recommend that Margaret Nielsen retain her position as the Drumheller Public Library's Marigold representative. The DPL board approved this recommendation by motion at our last board meeting on August 9<sup>th</sup>, 2016.

Thank you,



Vanessa Page  
Drumheller Public Library Board Chair

Enclosures: Minutes of DPL board meeting on August 9<sup>th</sup>, 2016

cc: Linda Handy



### Request for Decision

		Date:	October 20, 2016																
Topic:	Corporate Banking Services																		
Proposal:	To award contract for the provision of banking services for the Town of Drumheller																		
Proposed by:	Barbara Miller, CPA, CGA, CLGM Director, Corporate Services																		
Background:	<p>In September an invitation to submit a proposal for the provision of banking services to the Town of Drumheller and its affiliates being the Drumheller &amp; District Solid Waste Management Association and the Red Deer River Municipal Users Group was extended to local financial institutions, a copy of which has been attached. The previous RFP for banking services was issued in September 2007 with Chinook Financial being the successful proponent.</p> <p>The RFP closed on September 29th and on closing, proposals had been received from the following six (6) institutions</p> <ul style="list-style-type: none"><li>• Alberta Treasury Branch</li><li>• Bank of Montreal</li><li>• Chinook Financial</li><li>• Royal Bank</li><li>• Scotia Bank</li><li>• CIBC</li></ul> <p>Subsequently, each proposal received was reviewed and evaluated in accordance with the evaluation criteria as follows and outlined within the RFP</p> <table><tr><td>• Bank Account Management (Section III of the Proposal)</td><td>20%</td></tr><tr><td>• Electronic Banking and E-Commerce (Section IV of the Proposal)</td><td>20%</td></tr><tr><td>• Customer Service Philosophy (Section V of the Proposal)</td><td>25%</td></tr><tr><td>• Other Banking Services (Section VI of the Proposal)</td><td>5%</td></tr><tr><td>• Line of Credit (Section VII of the Proposal)</td><td>5%</td></tr><tr><td>• Term Loans (Section VIII of the Proposal)</td><td>5%</td></tr><tr><td>• Banking Fees (Section IX of the Proposal)</td><td><u>20%</u></td></tr><tr><td>Total</td><td>100%</td></tr></table>			• Bank Account Management (Section III of the Proposal)	20%	• Electronic Banking and E-Commerce (Section IV of the Proposal)	20%	• Customer Service Philosophy (Section V of the Proposal)	25%	• Other Banking Services (Section VI of the Proposal)	5%	• Line of Credit (Section VII of the Proposal)	5%	• Term Loans (Section VIII of the Proposal)	5%	• Banking Fees (Section IX of the Proposal)	<u>20%</u>	Total	100%
• Bank Account Management (Section III of the Proposal)	20%																		
• Electronic Banking and E-Commerce (Section IV of the Proposal)	20%																		
• Customer Service Philosophy (Section V of the Proposal)	25%																		
• Other Banking Services (Section VI of the Proposal)	5%																		
• Line of Credit (Section VII of the Proposal)	5%																		
• Term Loans (Section VIII of the Proposal)	5%																		
• Banking Fees (Section IX of the Proposal)	<u>20%</u>																		
Total	100%																		

## Agenda Item # 8.3.1

Through the evaluation process it was noted that for the most part, each financial institution has unique e-banking platforms in which to perform the various banking requirements of the Town such as electronic fund transfers for payroll processing and pre-authorized debit processing for payment of utility and tax bills. Although the platforms may differ, all financial institutions are able to meet/exceed the requirements of Town.

In order to best evaluate the proposals, the methodology used was to first consider Bank Account Management (Section III of the Proposal) which includes interest rates on deposits and GIC's and an overall weighting of 20% and Banking Fees (Section IX of the Proposal) also a 20% weighting. By doing so, the top two proposals having the most favorable financial proposals identified were then further evaluated against the criteria.

The top two proposals identified in the first step of the evaluation were Scotia Bank and Chinook Financial.

Of the two top contenders identified, based solely on the rate of interest applicable to general accounts and fees, the Scotia bank proposal is the most favorable to the Town of Drumheller.

Of the two top contenders identified, based solely on the rate of interest applicable to GIC investments, Chinook Financials proposal is the most favorable to the Town.

Of the two top contenders identified, scenarios of combined cash & GIC investment showed Chinook Financial to be most favorable to the Town of Drumheller.

While this is important to note, the RFP issued was structured in a way that did not tie GIC investment activity to the successful proponent, rather it provides the Town of Drumheller with a reserved right to seek comparable rates from all interested parties at various times throughout the year for short term investment activity with the financial institution providing general banking services having the right to match any competitive rates and terms quoted by competing institutions. Based on that caveat, the rate of interest on GIC investments would be irrelevant and the rate of interest on general accounts and fees applicable to account activity forms the basis of evaluation when considering the financial impact to the Town.

Scenarios show that the greatest financial reward for the Town is realized by holding the general bank accounts with the Scotia bank and holding GIC investments with Chinook Financial or at equivalent rates.


Both of the financial institutions have a local branch presence in Drumheller that is convenient in location and with hours of operation that meet our organizational needs.

Chinook Financial, an Alberta based financial institution that is member owned, is a division of Connect First Credit Union, Canada's 10<sup>th</sup> largest credit union. Chinook Financial invests in Drumheller by contributing to community projects, sponsoring events and programs. Examples of local community investment in 2016 include; JR. Dragons, Dinosaur Valley Heritage Society, Atlas Coal Mine Society, 4-H Clubs, Badlands Community Facility (final pledge installment).

Scotia bank is one of Canada's major financial institutions with a reputation for being a leading financial institution when it comes to meeting clients needs. Scotiabank invests in Drumheller by contributing to community projects, sponsoring events and programs. Examples of local community investment in 2016 include; Minor Hockey, Meals in the Field, Elementary Breakfast Program, Heart & Stroke Big Bike Stuff the Bus.

<b>Benefits:</b>	<p>Awarding of a contract for banking services will guarantee pricing for fees and services applicable to banking services and interest earned on deposit accounts, for a five (5) year term.</p> <p>Awarding of a contract will ensure stability in our banking service needs.</p> <p>Awarding of a contract for banking services will result in increased interest revenue</p>
<b>Disadvantages:</b>	<p>Failing to enter into a banking agreement for services leaves the Town subject to the potential for fees for service to be charged as well as fluctuation in interest rates earned on deposit accounts.</p> <p>Disadvantages to changing service providers typically results in</p> <ul style="list-style-type: none"> <li>• a disruption of accurate cash financial reporting/information</li> <li>• increase demand on accounting staff for trace and reconciliation of cash throughout the transition process</li> <li>• increased customer complaints due to unrecognized/delayed posting of payment transactions</li> <li>• staff training/learning curve on new e-banking platforms</li> <li>• costs incurred to notify all vendors whose payments are processed by EFT</li> <li>• costs incurred to notify all stakeholders who currently directly deposit into our account (Provincial &amp; Federal Government, Drumheller Co-op etc.)</li> <li>• costs incurred to replace cheque stock,</li> <li>• costs to provide notice/advertise changes</li> </ul> <p>A change in financial institutions is a major undertaking that is anticipated to take anywhere between 6-10 weeks to complete.</p>
<b>Alternatives:</b>	<p>Remain status quo – continue banking with Chinook Financial without a binding agreement defining terms and conditions of fees, rates and service levels.</p>
<b>Finance/Budget Implications:</b>	<p>Based on the interest rate applicable to general accounts only, using an average account balance of four (4) million dollars, awarding of a contract to the Scotia bank for general banking services would result in increased interest revenue of \$14,268 per year or \$71,340 over a 5-year term.</p> <p>Scotia bank proposal includes a payment of \$5,000 towards offsetting costs that would be incurred as a result of changing financial institutions.</p>
<b>Communication Strategy:</b>	<p>The communication strategy would include written communication to ratepayers and other stakeholders including vendors and employees.</p>

## Agenda Item # 8.3.1

<b>Recommendations:</b>	Move (by): Seconded:  <i>To award a 5-year contract for the provision of banking services for the Town of Drumheller and its affiliates being the Drumheller &amp; District Solid Waste Management Association and the Red Deer River Municipal Users Group to Scotia bank under the terms and conditions as outlined within the proposal submitted in response to the RFP issued September 12, 2016.</i>		
<b>Report Writer:</b>	Barbara Miller, CPA, CGA, CLGM	R.M. Romanetz, P. Eng.	
	Director, Corporate Services	Chief Administrative Officer	



## **BANKING SERVICES**

**RFP Issue Date: September 12, 2016**

**RFP Closing Date: September 29, 2016**

**RFP Contact: Barbara Miller, CPA, CGA, CLGM**

**Telephone (403) 823-1311**

**Facsimile (403) 823-7739**

**Email: [bmiller@dinosaurvalley.com](mailto:bmiller@dinosaurvalley.com)**

Town of Drumheller Request for Proposal  
Banking Services  
September 12, 2016

**I. SCOPE**

**A. Purpose**

The Town of Drumheller is accepting proposals from Financial Institutions for the provision of banking services to the Town of Drumheller and its affiliates being the Drumheller & District Solid Waste Management Association and the Red Deer River Municipal Users Group.

This request for proposal covers a five-year period commencing on December 1, 2016 and ending on November 30, 2021.

**The deadline for submission of proposals is September 29<sup>th</sup>, 2016 at 2:00 p.m. Mountain Daylight time (MDT).** Proposals must be received by the Town of Drumheller by the specified time. Any submission received after this deadline will not be considered.

Proposals will cover all general banking needs of the Town as specified in this document. Proponents are invited to expand on their response to this RFP to cover value-added features or extra performance options, provided that the minimum specifications are met. However, only the areas identified in Section XI Evaluation Criteria of this proposal will be given consideration during the evaluation process. The Town reserves the right to take advantage of any additional services included in the successful proposal.

All required items in this proposal should be clearly addressed in the proposal. Any costs (exclusive of GST) should be included as well as the nature of the fee structure. **Any service that cannot be provided as described should be noted in the Proposal.**

Proposals should be marked "Proposal for Banking Services" and addressed to:

Barbara Miller, CPA, CGA, CLGM  
Director of Corporate Services  
Town of Drumheller  
224 Centre Street  
Drumheller, AB T0J 0Y4

No proposals by facsimile, telephone or e-mail will be accepted on this Request for Proposal.

Town of Drumheller Request for Proposal  
Banking Services  
September 12, 2016

The Proponent is requested to submit a name and telephone number that the Town may contact regarding any questions or clarifications relating to a Proponents response to the Request for Proposal.

Proposals received by the submission deadline will be opened immediately following the deadline. As this is a request for proposal, the opening of the proposals is intended to publicly record the proposals received. No awarding or announcing of a successful proposal will take place at that time.

The Town of Drumheller reserves the right to accept the proposal which is deemed the most advantageous, and the right to reject any and all proposals, in each case, without giving notice. The final decision to accept a proposal rests with Town Council who will select a successful proponent at a regular meeting of Council on or before October 31st, 2016.

#### **B. Restrictions & Conditions**

Proponents are advised that all of the following instructions and conditions of the RFP must be strictly complied with and any non-compliance may invalidate the proposal in question.

All proposal responses, questions or inquiries shall be written in English.

All rates/pricing are to be quoted in Canadian dollars and are to be Goods and Services Tax extra.

The Town of Drumheller shall not be responsible for any costs incurred by the Proponent in the preparation or submission of their response.

Any questions regarding the details of the specifications or the submission and review process should be directed to:

Elin Gwinner  
Finance Manager  
Town Hall

Ph: (403) 823-1313  
Fax: (403) 823-7739  
e-mail: [egwinner@dinosaurvalley.com](mailto:egwinner@dinosaurvalley.com)



Town of Drumheller Request for Proposal  
Banking Services  
September 12, 2016

The Town reserves the right to request and have supplied any clarifications however, if numerous clarifications are required from a Proponent, their proposal may be disqualified at the discretion of the Town of Drumheller. Therefore, please ensure that all areas of the Request for Proposal are properly and fully addressed.

The resultant outline agreement cannot be assigned to a third party without prior notification to the Town of Drumheller and the Town's acceptance of the change.

The Proponent shall be authorized to carry out banking activities in the Province of Alberta either by way of the Government of Canada's Bank Act, 1991 c.46 , as amended from time to time, or the Province of Alberta's Credit Union Act, C-32 RSA 2000, as amended from time to time.

Due to the nature of the service required, Proponents must have a full service "branch" within the corporate limits of the Town of Drumheller in order for their proposal to be considered.

## II. GENERAL INFORMATON

### 2016 Budget Information

Operating Expenditures	20,186,400
Capital Acquisitions	5,606,325
2016 Municipal Property Tax Levy	8,454,975

### Personnel

Full Time Employees	64
Part Time Employees	50

### 2015 Financial Performance

Operating Revenues	10,554,987	
Taxation Revenues	8,177,693	
Capital Revenues	4,525,296	
		23,257,976
Operating Expenditures	19,439,877	
Loss on sale of tangible capital asset(s)	18,458	
		19,458,335
2015 Surplus		3,799,641

### 2016 Debt Support (Debenture Principal & Interest)

Principal	515,461	
Interest	458,390	
		973,851
Short Term Borrowing/Line of Credit as at December 31, 2015		0
		973,851

A copy of the 2015 Audited Financial Statement for the Town of Drumheller is available online @ [www.dinosaurvalley.com/pdf-files/files/corporate-services/305-2015-audited-financial-statements](http://www.dinosaurvalley.com/pdf-files/files/corporate-services/305-2015-audited-financial-statements).

### **III. BANK ACCOUNT INFORMATION**

#### **A. Number of Accounts**

The Town and its affiliates will require a minimum of 3 bank accounts which have cheque-writing capabilities. The Town shall have, at its discretion, the ability to add or remove bank accounts. All accounts will be denominated in Canadian funds.

#### **B. Nature of Deposits**

Town's General Account - Bank deposits are made daily;  
- Bank deposits include large volumes of cash and cheques;  
- Deposits received via electronic banking.

Affiliates General Account

- Bank deposits occur 1-30 times a month
- Frequency will depend on time of year.

#### **C. Features**

The following features are required for all accounts:

1. Monthly statements to be provided to the Town for all accounts as well as all credit and debit vouchers and all cancelled cheques.
2. Monthly statement cut-off for all accounts to be the last day of each month.
3. Monthly interest calculation statements shall be provided for all accounts.
4. Payment of bank deposit interest shall be within the first 5 business days of the following month.

**D. Deposit Interest on Bank Account Balances**

Deposit interest shall be calculated on all outstanding balances. Proposals shall include the following with respect to the calculation of interest:

1. Interest rate formula used in the calculation of monthly bank account interest;
2. The account balance formula used to determine the balance to apply interest to;
3. The base interest rate used (e.g. prime rate, daily interest rate, term deposit rates, etc.);
4. The frequency with which interest rates are updated or reviewed.

**E. Short Term Investments (GIC's)**

The Town of Drumheller routinely invests available cash in short term investments such as GIC's. On December 31, 2015 the value held in short term GIC's was \$5.5 million. The current value held in short term GIC's is \$12.4 million.

Proponents are asked to provide the following rates as of Monday, September 26, 2016.

<b>Term</b>	<b>Rate</b>
30 Days	
60 Days	
90 Days	
120 Days	
180 Days	
270 Days	
12 Months	
1 Year Redeemable after 90 days	

Please Note: The Town of Drumheller reserves the right to seek comparable rates from all interested parties at various times throughout the year for its short term investment activity.

The financial institution providing the Town's general banking services shall have the right to match any competitive interest rate and terms provided by any other financial institution.

#### **IV. ELECTRONIC BANKING AND E-COMMERCE**

The successful institution must be able to provide the following services:

1. Access to all bank accounts via internet access;
2. Facilitating pre-authorization payments for the Town's Tax and Utility Customers;
3. Direct Payments to General Account from Customers via Internet or telephone banking.
4. Direct deposits for electronic payroll processing every two weeks.
5. Process transactions through Corporate Creditor Identification Number.
6. ***The existing general account is the primary account for all electronic based banking with the Town's tax, utility, and accounts receivable customers. The Proposer shall indicate how its organization will ensure a proper transfer from the Town's current bank account to the Proponents bank and indicate the cost of such a transfer.***

#### **V. CUSTOMER SERVICE PHILOSOPHY & BRANCH DETAILS**

The Town of Drumheller is committed to providing superior customer service to its citizens and expects the same level of excellence in service from our business partners. Customer service is considered to be an important component of any banking relationship.

The following items should be included in the proposal submissions

1. Executive Summary
2. Name and contact information of assigned account manager
3. Customer Service – from inquiries to trouble shooting to problem solving etc., describe how your financial institution plans on providing customer service and anticipated response times
4. Any other information the proponent considers relevant

#### **VI. OTHER BANKING SERVICES**

Interested parties should include in their proposal a detailed description of any additional services that your financial institution can provide and any cost implications associated with the following services:

1. Night depository
2. Foreign exchange services;
3. Bank drafts and money order services
4. Stop payment and cheque certification services;
5. Annual year-end confirmation on all accounts as required by the Town's external auditors

## **VII. LINES OF CREDIT**

### **A. Operating Line of Credit**

Includes short term loan of 1 year or less. Minimum line of credit should not be less than \$2,000,000 and loaned on a revolving basis.

Please include the following in the proposal:

- a. interest rates
- b. interest rate structure available (fixed or floating);
- c. minimum balance (if applicable);
- d. monthly fees (if applicable);
- e. minimum borrowing amounts;
- f. principal repayment frequency.
- g. day of month when interest is charged.

## **VIII. TERM LOANS**

Term loans refer to loans of terms greater than one year. Currently, the Town's entire long-term debt is borrowed through the Alberta Capital Financing Authority. Please provide the following:

- a. interest rate calculation;
- b. interest rate structure available (i.e. fixed or floating or both);
- c. maximum term length available;

PLEASE NOTE: The Town of Drumheller reserves the right to seek quotes from all interested parties on any loan required by the Town. The financial institution providing the Town's banking services shall have the right to match any loan interest rate and terms provided by any other financial institution.

**IX. BANKING FEES**

Proposals should provide details of the cost of the services provided (excluding GST). Costs include but are not limited to transaction fees, monthly flat fees or charges, setup fees, and implementation fees (e.g. pre-printed cheques, costs associated with transferring accounts for electronic banking). Fees can be included in a separate section of the proposal or included with the general description of the service to be provided.

The accepted submission shall constitute an agreement on banking services between the Town and the Proponent. Therefore, all costs should be included in your submission as the Town will not accept any extraneous charges.

**X. EVALUATION CRITERIA**

The Town will not be limited as to its criteria for evaluation of proposals however, differing levels of importance has been assigned to various areas of this request for proposal. As a result, the Town will be weighting each area of the request for proposal.

When considering each submission under this request for proposal, the Town will be placing the following importance to each component:

1.	Bank Account Management (Section III of the Proposal)	20%
2.	Electronic Banking and E-Commerce (Section IV of the Proposal)	20%
3.	Customer Service Philosophy (Section V of the Proposal)	25%
4.	Other Banking Services (Section VI of the Proposal)	5%
5.	Line of Credit (Section VII of the Proposal)	5%
6.	Term Loans (Section VIII of the Proposal)	5%
7.	Banking Fees (Section IX of the Proposal)	<u>20%</u>
	Total	<u><b>100%</b></u>

**APPENDIX “A” – Section 250 of The Municipal Government Act**

**Authorized Investments**

**250(1)** In this section, “securities” includes bonds, debentures, trust certificates, guaranteed investment certificates or receipts, certificates of deposit, deposit receipts, bills, notes and mortgages of real estate or leaseholds and rights or interests in respect of a security.

**(2)** A municipality may only invest its money in the following:

(a) securities issued or guaranteed by

(i) the Crown in right of Canada or an agent of the Crown, or

(ii) the Crown in right of a province or an agent of a province;

(b) securities of a municipality, school division, school district, hospital district, health region under the *Regional Health Authorities Act* or regional services commission in Alberta;

(c) securities that are issued or guaranteed by a bank, treasury branch, credit union or trust corporation;

(d) units in pooled funds of all or any of the investments described in clauses (a) to (c);

(e) shares of a corporation incorporated or continued under the *Canada Business Corporations Act* or incorporated, continued or registered under the *Business Corporations Act* if the investment is approved by the Minister.

**(3)** The approval of the Minister under subsection (2)(e) may contain conditions and a municipality may not acquire shares of a corporation under subsection (2)(e) if the acquisition would allow the municipality to control the corporation.

**(4)** In addition to the investments referred to in subsection (2), the Minister may by regulation allow one or more municipalities to invest their money in other investments described in the regulation.

**(5)** Nothing in this section prevents a municipality from acquiring a share or membership in a non-profit organization.

1994 cM-26.1 s250; 1994 cR-9.07 s25(24)





# DRUMHELLER

## CHIEF ADMINISTRATIVE OFFICER

Agenda Item # 9.1



### QUARTERLY REPORT

Name:	R.M. Romanetz, P. Eng.	Month:	July - September 2016
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#### 2016 STRATEGIC BUSINESS PLAN

##### Corporate Priorities:

##### TOURISM LEVY REPORT - COMPLETED

On January 11<sup>th</sup>, 2016 Council gave first reading to Bylaw 04.16 to amend Bylaw 04.15 by removing Schedule B. Council invited Travel Drumheller to their COW meeting of January 18<sup>th</sup> to discuss the matter further. On January 25<sup>th</sup>, Council gave second and third readings to Bylaw 04.16. On February 22<sup>nd</sup>, Council approved the funding level as in 2014 with a contribution of \$40,000 for Travel Drumheller in 2016. It is anticipated that more voluntary contributions will come forward to allow Travel Drumheller to generate their baseline budget of \$100,000 in 2016. Travel Drumheller is expected to provide a report to Council at their meeting on November 21<sup>st</sup>.

##### INFRASTRUCTURE MASTER PLAN

The draft Master Plan was presented to Council on June 6<sup>th</sup>. At that time, Council heard that the Asset Management Program (AMP) includes all physical assets under the control of the Town and the program encompasses management of each asset through its lifecycle. A meeting was held with Corvus and Stantec on July 12<sup>th</sup> to finalize the offsite levy model. Corvus presented the draft offsite levy report to Council on September 26<sup>th</sup>. It is anticipated that the Asset Management Plan will be brought forward for approval by Council in January, 2017.

##### LAND USE BYLAW AMENDMENTS / MDP - COMPLETED

On September 6<sup>th</sup>, a public hearing was held to consider the amendments to the LUB which include new definitions for granny or garden suites, media production services, medical marijuana production facility, mural and self storage facility; modifications to secondary suites and relaxation/variance of development standards; and the requirement for an Emergency Response Plan under Section 75. Council passed Bylaw 10.16 on September 6<sup>th</sup>.

##### ECONOMIC DEVELOPMENT STRATEGY TERMS OF REFERENCE – REFRESH ON TARGETS / STRATEGY

The Economic Development Task Force has been working on the following priorities:

1. First round of Storefront Improvement Grant cheques were presented to three businesses in October: Sunrise Auto, Merle Norman Fashions and Body Works Massage & Esthetics.
2. In July 2016, the Town established a Wayfinding Signage Committee composed of representatives from the Economic Development Advisory Committee and Staff from Community Services and Infrastructure Services to review and recommend the development, design and implementation of pedestrian signage in 2016. On August 18, 2016, Urban Systems, the design consultant hired by the Town sent out Request for Quotes. On September 15<sup>th</sup>, Administration approved the lowest quote from Heavy Industries in the amount of \$41,800. Wayfinding signage will enhance the experience of tourists and allow them to explore new destinations in both the recreation and business districts in downtown Drumheller. Wayfinding signage is now in production.
3. Submitted the following grant applications:

**Office of the Chief Administrative Officer**

Telephone: (403) 823-1339

- under the Canada 150 Grant for pool and arena upgrades;
  - under the Community Inclusion for the establishment of a welcome committee;
  - under the Alberta Blue Cross for outdoor exercise area.
5. The Task Force will hold a strategy session working with Town Council to determine economic development priorities in the new year.

### RECREATION / ARTS AND CULTURAL POLICY

The newly formed Heritage, Arts and Culture Steering Committee held their first meeting end of May. Terms of reference and an application form were developed. The Committee put out a call for applications with a closing date of August 15<sup>th</sup> with four applications received. On September 7<sup>th</sup> the Committee granted \$1,000 to the Chamber for a Pop Up Arts and Culture Showcase, and awarded \$1,000 for Cosmi-Com, and awarded \$805.00 to the East School Museum Miss Morrison Program and tabled (approved in principal \$1000) to Lynn Fabrick for a Canada Day Powwow. The Steering Committee will present to Council on the art and culture grant dollars distributed to date and a request for increased funding.

### **Other Priorities:**

#### **Airport**

Hunter Survey Systems has provided an updated listing of all current lease holders for hangers. Discussion to be held with neighboring municipalities for cost recovery / sharing on airport operations.

**Community Entity (Friends of Society)** – On October 3, 2016, B. Miller presented a report on the formation of a Society. Three Councillors indicated their interest in working towards the establishment of a Society. First meeting to be held on November 16<sup>th</sup>.

### **Regional Collaboration**

On September 19<sup>th</sup>, Council awarded the development of a Regional Emergency Services Master Plan to Behr Energy Services Ltd. in the amount of \$92,933.25. Representatives from partnering municipalities along with the consultant held their first meeting on October 20<sup>th</sup> to develop the terms of reference and discuss next steps.

CAO along with the Mayor met with Starland County's Administrator and Reeve on possible collaboration initiatives for future cost sharing. A similar meeting was held with Kneehill County Administrator and Reeve on November 1<sup>st</sup>.

### **Advocacy (CAO / Council)**

#### **Flood Mitigation**

- At the request of the Mayor, MLA Rick Strankman attended the September 12<sup>th</sup> Council Committee Meeting to provide an overview of his lobbying efforts regarding Drumheller's Flood Mitigation.
- On August 26<sup>th</sup> and October 19<sup>th</sup>, Mayor Terry Yemen wrote letters to Premier Rachel Notley and cc'd to Hon. Brian Mason – Minister of Infrastructure and Transportation, Hon. Shannon Phillips - Minister of Environment and Parks and Hon. Deron Bilous - Minister of Municipal Affairs as well as several other political representatives and AEP staff requesting a decision on Drumheller's flood priorities. The letter was forwarded to local media and the Cities of Calgary and Edmonton media.
- On October 17<sup>th</sup>, Mayor Terry Yemen wrote a letter to MP Kevin Sorenson noting that federal funding was approved for Canmore, Bragg Creek and Raymond's flood mitigation work in their communities. Mayor Yemen reminded MP Sorenson that the Town raised the need for federal and provincial funding to complete Drumheller's flood mitigation projects in 2013 and MP Sorenson agreed to review the Town's request for federal funding.

### Response Letters

In Hon. Shannon Phillips' response letter dated October 28, 2016, she advised that *"the Town of Drumheller is expected to contribute its share of funding to flood mitigation works. The provincial government has dedicated a significant level of funding to this program and it provides the opportunity to build on the work the town and the province have done in the past to protect Drumheller from major flood events"*.

In MP Kevin Sorenson's response letter received October 31, 2016, he advised that he will advocate for Drumheller to receive funding from the National Disaster Mitigation Program and he has placed a call to Minister Goodale's office to see if there are any other funding opportunities available for flood mitigation assistance.

In MLA Rick Strankman's response letter received October 27, 2016, he advised that the fall session begins on October 31<sup>st</sup> and he will work with his caucus colleagues to keep the issue of flood mitigation front and centre.

On November 4<sup>th</sup>, Mayor along with the CAO Ray Romanetz and Darwin Durnie met with Senator Grant Mitchell to discuss federal grant programs for flood mitigation.

### Other Lobbying Efforts:

On August 26<sup>th</sup>, 2016 Hon. Ralph Goodale – Minister of Public Safety responded to Mayor Terry Yemen's letter of March 4, 2016 requesting compensation to help offset costs associated with the RCMP from the Town of Drumheller providing assistance at the Drumheller Correctional Institution, a federal facility managed by Corrections Services Canada. In his letter, Hon. Goodale advised that he is asking the parties to meet to discuss an agreeable solution.

### Organizational Improvements

#### Communications

The Content Management Committee has been updating the content on the Town's website on a regular basis.

### Operational Strategies (CAO / Staff)

SOFTWARE INTEGRATION – recommendations will be included in the Asset Management Report.

### Other Work Priorities:

LANDFILL OPERATIONS –Drumheller and District Solid Waste Management Association has ratified the lease agreement and operational agreement between the DDSWMA and the Town of Drumheller. The lease agreement will ensure that the benefits to both parties are taken into consideration and that the Town has unfettered access to their infrastructure and that the Association's assets and infrastructure are secured. The agreements will be presented to Council for approval on November 28<sup>th</sup>. The evaporation pond has been constructed and built within budget. Amended operational approval has been received from Alberta Environment and there are no concerns with their requirements. The 2017 budget is currently under development and will be ready for the Association's review at the December 15, 2016 meeting.

### Outstanding Issues for the Next Quarter:

2017 Budget

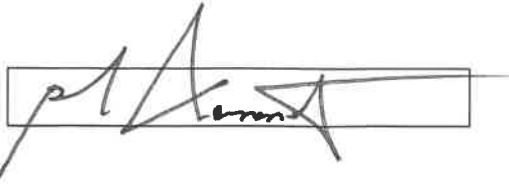
Infrastructure Management Plan

Aquaplex Modernization

...

## ***Agenda Item # 9.1***

**CAO:**

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



### 2016 Infrastructure Report on Corporate / Operational Priorities Third Quarter

#### **Spray Fountain**

Phase 1 of the Spray Fountain Upgrades was completed in the spring and the fountain was opened just after the long weekend in May. Staff is investigating further repairs that may be required in 2017.

#### **Infrastructure Master Plan**

The draft Master Plan was presented to Council on June 6<sup>th</sup>. At that time, Council heard that the Asset Management Program (AMP) includes all the physical assets under the control of the Town and the program encompasses management of each asset through its lifecycle. A meeting was held with Corvus and Stantec on July 12<sup>th</sup> to finalize the offsite levy model. Corvus presented the draft offsite levy report to Council on September 26<sup>th</sup>. It is anticipated that the AMP will be brought forward for approval by Council in January 2017.

#### **Water and Wastewater Treatment Plant**

Town staff is continuing to work with our consultants, Associated Engineering and Stantec to finalize a number of items identified for capital improvements which have been included in our Infrastructure Master Plan. Options for wastewater treatment plant improvements were reviewed in late September and some minor plant alteration work is scheduled to be completed in 2016. A budget for the remaining process improvements has been developed and will be included in 2017 budget for construction. All others will be prioritized and planned for future capital projects when funding is secured.

#### **Green Initiatives & Parks Maintenance**

With all upgrades of infrastructure green products and technologies are considered. The New Green Team will be selected and a meeting will take place over the winter to update current program as well as future programs. Some new suggestions in regard to Green education and awareness have been proposed including attaching Guidelines to utility bylaws as well as Green tips posted on the website. Staff are working on a report to update Council on all green spaces and parks. The Elks trail a recycling funded project located just to the north of BCF in the park was completed in the summer and opened to the public in September.

#### **Street Improvement Program**

Council awarded the project to Year Round Landscaping Inc. on May 16th and work has been progressing all summer with an expected completion in early October. The program took longer than anticipated because of weather related delays as well as some inexperience on the contractor and its sub-contractors.

#### **Cast Iron Replacement**

Wally's Backhoe completed the 2016 watermain replacement program at the end of September. There was substantial workarounds and some delay because of the gas installation project working in some of the same areas over the summer.

## **East Coulee Fill Station Landscaping**

All site grading was completed and some trees were planted in early summer.

## **Agenda Item # 9.2**

## **Solid Waste Collection Contract**

The Request for Proposals for the new collection contract was released in October with submissions expected in early November. There has been a lot of interest in this work from the waste collection community.

## **Aquaplex Modernization / Retrofit Project**

The Aquaplex project was tendered in August and closed in September, with two separate contracts; installation of the pool liner and the general construction contract. The prices received for the general construction work were well above the available funding for this work. Town staff and Stantec have been reviewing options for this project to bring it within budget. It is expected to be retendered this winter with a spring 2017 start date.

## **Arena Handrail**

The handrails designed by GEC have all been fabricated by others and installed by town staff in September and October. The public have provided positive feedback on the installation.

## **Town Entrances and Beatification**

Town staff has completed two stamped concrete medians on Highway 9 South between 8th Avenue SE and 10th Avenue SE. The planters for these medians will be purchased this winter for a spring 2017 installation.

## **Storm Water Bylaw**

Some information has been gathered while reviewing other utility bylaws and a draft bylaw has been prepared and is being reviewed by our Solicitor.

## **Airport Report**

Information is being gathered from various sources to compile a report for Council's review by the fall of 2016. Staff is working with Consultants, Nav Canada and Transport Canada to provide the latest Aerodrome information for RNAV (GPS) approaches. Nav Canada weather cameras have been installed as well as other related equipment and procedures for the RNAV approaches.

Report Writer:	<b>Darryl Drohomerski, C.E.T.</b>	CAO:	<b>R.M. Romanetz, P. Eng.</b>
Position:	<b>Director of Infrastructure Services</b>		



### 3rd Quarterly Report – September 30th, 2016

Following is a brief overview of Q3 activity

#### 2016 Property Taxes

Property taxes were due August 31<sup>st</sup> and staff managed the processing of the volume of payments, as smoothly as expected. Once again, a “tax payment due” countdown clock was added to our website and radio spots were purchased in an effort to remind our ratepayers of the due date in hopes of reducing penalties being applied as a result of late payment.

Taxes receivable balance as of August 31, 2016 was approximately \$300k less than August 31, 2015 indicating that the current economic conditions did not negatively affect the rate of collection for this year's taxes as initially anticipated.

Our tax clerk has indicated that there has been a noticeable increase in the number of residents enrolling in the monthly pre-authorized payment plan for 2017, which would seem to be in an effort to manage the payment of future property taxes.

#### Request for Proposal – Banking Services

A RFP for the provision of general banking services was issued on September 12<sup>th</sup>. Six (6) proposals were received in response to the RFP. Administration has completed the analysis on the proposals and a request for decision has been prepared for council consideration.

#### Friends of Society

A report on forming a Society and the steps required was presented to council during the regular meeting of October 3<sup>rd</sup>. Subsequently, a sub-committee of council was formed to further this initiative along. The sub-committee is scheduled to have their initial meeting on November 16<sup>th</sup>.

#### E-billing Campaign

The Thrill of the E-bill campaign continues. The campaign was launched in hopes of largely reducing annual postage costs and improving billing efficiencies. Since the campaign began, roughly 400 new enrollments have been received, which equates to a savings of \$3,600 annually in postage costs alone. At the onset of the campaign, our target was to increase the number of enrollments by 65%, which we have met. Despite this success, over 3,000 utility accounts continue to have paper invoices mailed out monthly. Due to this large number of accounts, the campaign will continue until the end of the year in hopes that more ratepayers will be encouraged by the automatic \$5.00 rebate on enrollment and a chance to win more fabulous prizes in December.

#### Hillsview Subdivision

One lot sale was processed in the Hillsview subdivision during Q3. Signage was placed on all Town owned lots in Q3 and Economic Development is working to enhance advertising and promo packages.

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



Telephone: (403) 823-1311  
Fax: (403) 823-7739  
E-mail: [bmiller@dinosaurvalley.com](mailto:bmiller@dinosaurvalley.com)  
[www.dinosaurvalley.com](http://www.dinosaurvalley.com)

### Pouring Rights

Initial discussions with suppliers regarding an exclusive pouring rights agreement have shown that additional work and time is required in order to increase the perceived value of the opportunity that is available to a single source supplier. Currently, administration is working to draft policies around liquor service/supply at the BCF.

### Human Resources

Negotiations of both collective agreements were ongoing throughout Q3.

### STEP Grant

At the end of August we were notified that some funding had become available and as a result, the five STEP grant applications we had submitted in April were now approved. We were able to obtain all the required information and signatures from our summer students prior to their return to school and have processed all the necessary paperwork and claim forms. The amount of the grant award is estimated to be twenty thousand (\$20k).

### 2017 Operating Budget

Progress is well underway in the budgeting process as we move to finalize a draft for council deliberation.

### 2016 Q3 Operating Statements

Enclosed are the Q3 Draft Operating results by function.

Overall, individual functions are trending on or below target.

#### Global expenses

- Utilities, Gas 63% (will level out over Q4 due to seasonal demand)
- Utilities, Power 65% (will level out over Q4 due to seasonal demand)
- Salaries, 73%
- Benefits, 77%
- Telephone, 74%
- Fuel, Oil, Grease 49%
- Insurance, 80%

YTD Amortization expense has been 100% recorded


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Prepared by:



Barbara Miller, CPA, CGA, CLGM  
Director, Corporate Services

Approved



RM Romanetz, P.Eng  
CAO



Tax Supported - As of September 30, 2016					
	2016 Budgets Final Budget	September 2016 YTD Actuals	Budget Difference	Budget %	
				Used	
<b>Total 0001 General Municipal Revenues</b>	<b>-10,670,824</b>	<b>-7,909,599</b>	<b>-2,761,225</b>	<b>74%</b>	
					<b>Mentionable Variance Explanations</b>
					Revenue (Franchise fees) under budget approx. \$138k - September fees not yet received/recorded - Revenue lower over summer months Revenue (Investment interest) under budget - \$27k - interest recorded when received except at year end, when accrued Revenue - Business Licence over budget \$25k Revenue (Unbudgeted) over budget - \$13k - Wheatland County
<b>Total 1101 Legislative</b>	<b>258,650</b>	<b>175,039</b>	<b>83,611</b>	<b>68%</b>	
					Travel & Registration under budget \$10,500 - budget provision primarily for AUMA (fall) Projects under budget - \$9k - budget provision for Arts & Culture not yet expended - scholarship awards yet to be recorded

Target = 75%				Mentionable Variance Explanations	
2016 Budgets	September 2016	Budget Difference	Budget Used		
Final Budget	YTD Actuals		%		
<b>Total 1201 General Administration</b>	<b>1,057,033</b>	<b>419,066</b>	<b>60%</b>	Revenue (Other Income) over budget -\$72k - demolition costs trsf to tax roll, majority of costs expensed in 2015 Salaries & Benefits under budget - \$60,800 - Global expense (allocation %) Advertizing under budget - \$10,400 - primarily due to reallocation of costs to individual functions (ie - development permits) Printing & Binding under budget - \$7,300 Legal under budget - \$4,600 Other general services over budget \$3,850 - demolition costs Stationary under budget - \$3,475 Rebates over budget - \$8,800 - tax cancellation of Town owned property charged tax in error in prior years Discounts over budget \$7,675 - early tax pymnts taken. Discount period now closed Janitorial under budget - \$5,200 - non-routine, deep cleaning not yet completed Repairs under budget \$9,400 Insurance over budget \$4,200 - Global expense (allocation %) Utilities under budget - \$3,760 - Global expense (allocation %) - September costs not yet recorded	
<b>Total 1202 Town Hall</b>	<b>129,544</b>	<b>49,441</b>	<b>62%</b>		
<b>Total 1203 Computer Services</b>	<b>228,926</b>	<b>83,250</b>	<b>64%</b>	Software under budget - \$5,800 - cancellation of certain modules Education under budget - \$5,800 Software support/upgrades under budget \$12,500 - 2016 PC evergreen costs not yet fully expended	

				Target = 75%	
2016 Budgets		September 2016	Budget	Budget	
Final Budget		YTD Actuals	Difference	% Used	
<b>Mentionable Variance Explanations</b>					
<b>Total 2101 Police Services</b>		<b>1,146,726</b>	<b>293,818</b>	<b>74%</b>	Revenue - Fines over budget \$20k Salary, Benefits under budget - \$6,500 - Global expense (allocation %) Police Service - over budget \$33k Insurance over budget - \$1,800 -Global expense (allocation %) Fuel under budget - \$4,200 - Global expense (allocation %)
<b>Total 2301 Fire Protection</b>		<b>376,150</b>	<b>123,301</b>	<b>67%</b>	Revenue - Agreements under budget - \$12,750 - municipal partners not yet invoiced for annual service Revenue (Sale of Service) over budget - \$9,400 - MVC response Salaries, Benefits under budget \$2,600 - Global expense (allocation %) Communications under budget \$8,000 - provision for new radios not yet expended Repairs under budget \$11k Clothing under budget - \$3,900 Fuel under budget \$3k - Global expense (allocation %) Amortization under budget - \$3,700 - actual based on prior years actual, budget based on 2014 actual
<b>Total 2401 Disaster Services - Risk Management</b>		<b>41,328</b>	<b>12,786</b>	<b>69%</b>	Revenue (Conditional Program) over budget \$4,100 - Balance of grant funding Salaries, Benefits over budget \$2,300 - Global expense (allocation %) Education budget over \$2,200 - OH&S & First Aid

	2016 Budgets Final Budget	September 2016 YTD Actuals	Budget Difference	Budget Used	Target = 75%
<b>Total 2601 Safety Codes - Drumheller</b>	<b>17,275</b>	<b>8,106</b>	<b>9,169</b>	<b>47%</b>	<b>Mentionable Variance Explanations</b>
					Revenue (Permits) under budget \$15,900 Salaries, Benefits under budget \$2,350 Other Professional under budget - \$13k - safety codes inspector costs correlated to revenue Project (Safety Code Levies) under budget - \$2,300 - correlated to permit sales
<b>Total 2602 Safety Codes - Palliser</b>	<b>6,266</b>	<b>4,338</b>	<b>1,928</b>	<b>69%</b>	Revenue - Sales under budget - \$3,750 - Budget provision to high
<b>Total 2603 Development Permits</b>	<b>73,684</b>	<b>42,625</b>	<b>31,059</b>	<b>58%</b>	Revenue (Permits) over budget - \$3,900 Salaries, Benefits under budget - \$7,750 - Global expense (allocation %)
<b>Total 2610 Animal Control</b>	<b>15,000</b>	<b>3,590</b>	<b>11,410</b>	<b>24%</b>	Other Professional under budget - \$1,500 - provision for destructive animal control unused Other General Services under budget - \$3,125 - provision for vet care and kenneling costs
<b>Total 2611 Weed Control</b>	<b>48,021</b>	<b>28,498</b>	<b>19,523</b>	<b>59%</b>	Revenue (Custom work) over budget - \$5,750 Other General Services over budget - \$3k - correlated to revenue (custom work)
<b>Total 2612 Mosquito Control</b>	<b>117,145</b>	<b>72,569</b>	<b>44,576</b>	<b>62%</b>	Salaries, Benefits over budget - \$3k - Global expense (allocation %) Contract under budget - \$10,700 - provision for helicopter spraying Chemicals under budget - \$5,400
<b>Total 3101 Engineering Administration</b>	<b>466,426</b>	<b>416,476</b>	<b>49,950</b>	<b>89%</b>	Salaries, benefits over budget - \$50,400 - Global expense (allocation %) Other Professional under budget - \$5,700 Amortization over budget - \$20,500 - actual based on 2015 actual, budget based on 2014 actual

Target = 75%				
2016 Budgets	September 2016	Budget Difference	Budget %	
Final Budget	YTD Actuals		Used	
<b>Mentionable Variance Explanations</b>				
<b>Total 3102 Workshop and Yards</b>	246,463	81,300	67%	Revenue (Custom work) under budget - \$7,250 Salaries,benefits under budget - \$4,200 - Global expense (allocation %) Other General Services under budget - \$5,700 Fuel under budget - \$5,500 - Global expense (allocation %) Utilities under budget - \$5,500 - Global expense (allocation %) - September costs not yet recorded
<b>Total 3202 Roads and Streets</b>	1,013,708	-131,665	113%	Revenue (Custom work) under budget - \$5k Salaries,Benefits over budget - \$21k - Global expense (allocation %) - new director transition/shadowing Contract repairs under budget \$32 - provision for crack filling and snow hauling Repairs under budget \$70k Insurance over budget - \$3,200 - Global expense (allocation %) Fuel under budget - \$12K - Global expenses (allocation %) Sand, Gravel under budget - \$32k Amortization over budget - \$503k - budget did not fully fund amort in this function, actual expense recorded to date based on 2015 actual
<b>Total 3203 Street Lighting</b>	414,208	176,708	57%	Revenue (Other income) over budget - \$18k - investment rate refund for poles converted fr non-investment to investment as per franchise agreement Salaries, Benefits under budget - \$4,200 - Global expense (allocation %) Repairs under budget - \$5,500 Utilities under budget - \$43k - Global expense (allocation %) - will level off over winter months

	2016 Budgets Final Budget	September 2016 YTD Actuals	Budget Difference	Budget Used	Target = 75%
<b>Total 3204 Traffic Services</b>	<b>62,496</b>	<b>32,657</b>	<b>29,839</b>	<b>52%</b>	<b>Mentionable Variance Explanations</b> Salaries, Benefits under budget - \$4,200 - Global expenses (allocation %) Repairs under budget - \$6,300 General Supplies under budget - \$3,700 REVENUE (AV Fuel) over budget - \$4,700 - September sales not yet recorded Trsf from reserves under budget \$10k - 255 acct fully expended, JE to fund through reserves not yet recorded Repairs under budget - \$4,900 Other General Services over budget - \$4,500 COGS over budget - \$9,600 - correlated to sales
<b>Total 3301 Airport</b>	<b>117,241</b>	<b>102,121</b>	<b>15,120</b>	<b>87%</b>	
<b>Total 4301 Garbage Collection</b>	<b>292,728</b>	<b>223,853</b>	<b>68,875</b>	<b>76%</b>	
<b>Total 5101 FCSS Administration</b>	<b>-77,707</b>	<b>-76,486</b>	<b>-1,221</b>	<b>98%</b>	Revenue (Conditional Programs) over budget - \$16k Travel under budget - \$2k Insurance over budget - \$1,800 - Global expense (allocation %)
<b>Total 5102 Handiman Services</b>	<b>31,166</b>	<b>23,266</b>	<b>7,900</b>	<b>75%</b>	
<b>Total 5103 Seniors Services</b>	<b>69,905</b>	<b>45,475</b>	<b>24,430</b>	<b>65%</b>	Salaries, Benefits under budget - \$7,700 - Global expense (allocation%) Project over budget - \$3,200 - Grey Matters Sponsorship
<b>Total 5105 Seasonal FCSS Programs</b>	<b>26,251</b>	<b>15,674</b>	<b>10,577</b>	<b>60%</b>	Revenue (Advertising) over budget - \$2k
<b>Total 5106 After School Care</b>	<b>41,916</b>	<b>16,379</b>	<b>25,537</b>	<b>39%</b>	Revenue (After school fees) over budget - \$13k Salaries, Benefits under budget - \$2k - Global expense (allocation %) Telephone over budget - \$1,000 - phone replacement - Global expense (allocation %)
<b>Total 5121 Indirect Programs</b>	<b>33,000</b>	<b>6,842</b>	<b>26,158</b>	<b>21%</b>	Grants to other org under budget - \$20k - school resource paid in September - \$1,500 provision for early childhood
<b>Total 5301 Seniors Foundation</b>		<b>-95</b>	<b>95</b>		

	2016 Budgets Final Budget	September 2016 YTD Actuals	Budget Difference	Budget Used %	Mentionable Variance Explanations
<b>Total 5302 Non-FCSS Programs</b>	<b>6,854</b>	<b>-21,650</b>	<b>28,504</b>	<b>(316%)</b>	Revenue (programs, grants) over budget - \$5k - Teen video challenge weekend Revenue (Wage Subsidy) over budget - \$7,800 Salaries, Benefits under budget - \$12k - Global expense (allocation %) Other General Supplies over budget - \$3k - Teen video challenge weekend
<b>Total 5601 Cemetery</b>	<b>39,824</b>	<b>13,205</b>	<b>26,619</b>	<b>33%</b>	Revenue (Land) over budget - \$9k Repairs under budget - \$3k Other General Services over budget - \$3k
<b>Total 6101 Municipal Planning</b>	<b>105,300</b>	<b>78,959</b>	<b>26,341</b>	<b>75%</b>	
<b>Total 6201 Economic Development</b>	<b>96,554</b>	<b>42,456</b>	<b>54,098</b>	<b>44%</b>	Salaries, wages under budget - \$10k - vacancy in Ec Dev position Advertising over budget - \$3,600 Municipal Membership over budget - \$2,500 - Central AB Ec Partnership Grant to other org under budget - \$19k - store front improvement program just starting to be expended Project under budget - \$4,300 - provision for film attraction, move in/out campaign, heritage designation
<b>Total 6202 Valley Bus Society</b>	<b>70,440</b>	<b>55,830</b>	<b>14,610</b>	<b>79%</b>	Revenue (Custom work) under budget - \$5,700 Repairs under budget - \$3k
<b>Total 6204 Tourism</b>	<b>127,546</b>	<b>81,333</b>	<b>46,213</b>	<b>64%</b>	Salaries, Benefits under budget - \$7,300 - Global expense (allocation %) Advertising under budget - \$3k

	2016 Budgets Final Budget	September 2016 YTD Actuals	Budget Difference	Budget Used	Target = 75%
<b>Total 6601 Subdivisions and Developments</b>	<b>12,700</b>	<b>-149,439</b>	<b>162,139</b>	<b>(1,177%)</b>	<b>Mentionable Variance Explanations</b> Revenue (Land) under budget - \$215k Revenue (Other) over budget - \$10k - Municipal Reserve fees Salaries, benefits over budget - \$2k - Global expense (allocation %) Legal under budget - \$3k <b>COGS</b> under budget - land sales not yet recorded
<b>Total 6602 Land Rentals</b>	<b>-3,700</b>	<b>-2,000</b>	<b>-1,700</b>	<b>54%</b>	
<b>Total 6701 Public Housing</b>	<b>99,659</b>	<b>91,909</b>	<b>7,750</b>	<b>92%</b>	Contract (share in costs) under budget - \$7,500 - billed on an annual basis Other General Services over budget - \$23k - Suite reconstruction costs (timing difference year over year, revenue offset was in 2015)
<b>Total 6902 Tourist Info / DRCDT</b>	<b>1,985</b>	<b>1,554</b>	<b>431</b>	<b>78%</b>	
<b>Total 6904 Old Cells</b>	<b>6,066</b>	<b>1,988</b>	<b>4,078</b>	<b>33%</b>	Repairs under budget - \$1,800
<b>Total 6905 RCMP Building</b>	<b>40,562</b>	<b>25,240</b>	<b>15,322</b>	<b>62%</b>	Utilities under budget - \$3,500 - Global expense (allocation %) - September costs not yet recorded
<b>Total 7201 Recreation Administration</b>	<b>372,660</b>	<b>285,362</b>	<b>87,298</b>	<b>77%</b>	Project (expo booth rentals) under budget - \$6,700 Amortization over budget - \$17k - budget based on 2014 actual, actuals based on 2015 actual
<b>Total 7202 Aquaplex</b>	<b>661,583</b>	<b>454,838</b>	<b>206,745</b>	<b>69%</b>	Revenue (Programs/admissions) over budget - \$41k - delay in modernization Revenue (Rental) under budget - \$7k Repairs under budget - \$3k Chemicals over budget - \$3,500 Utilities over budget - \$5,600 - Global expense (allocation %) - September costs not yet recorded



	2016 Budgets Final Budget	September 2016 YTD Actuals	Budget Difference	Budget Used	Target = 75%
<b>Total 7203 Arena</b>	<b>469,952</b>	<b>344,637</b>	<b>125,315</b>	<b>73%</b>	<b>Mentionable Variance Explanations</b> Other Revenue under budget - \$3,500 - minor hockey not yet invoiced Revenue (Rental) under budget - \$31k - new rates come into effect July - seasonal Salaries, Benefits under budget - \$5,200 - Global expense Education under budget - \$4k Janitorial under budget - \$5k Other General Service under budget - \$4k Utilities under budget - \$38k - Mostly seasonal expense - Global expense (allocation %) - September costs not yet recorded Water under budget \$13k
<b>Total 7204 Parks and Playgrounds</b>	<b>658,585</b>	<b>368,680</b>	<b>289,905</b>	<b>56%</b>	Revenue (Rental) over budget - \$7k Revenue (Other income) over budget - \$12,600 - memorial benches, WCB rebate Revenue (Grant - Step) over budget - \$11k Salaries, Benefits under budget - \$44k - Global expense (allocation %) Janitorial Services under budget - \$6k Repairs under budget - \$14,600 Rentals under budget - \$3k Other General Services under budget - \$3,500 Chemicals over budget - \$7,500 - fountain chemicals Other General Supplies over budget - \$12,500 - correlated to bench sales Utilities under budget - \$11k - Global expense (allocation %) - September costs not yet recorded Water under budget - \$36k - irrigation costs not yet recorded
<b>Total 7205 Seasonal Recreation Programs</b>	<b>21,769</b>	<b>13,185</b>	<b>8,584</b>	<b>61%</b>	Salaries, Benefits under budget \$3,500 - Global expense (allocation %)
<b>Total 7206 Curling Club</b>	<b>14,825</b>	<b>9,200</b>	<b>5,625</b>	<b>62%</b>	
<b>Total 7402 Library</b>	<b>311,986</b>	<b>232,270</b>	<b>79,716</b>	<b>74%</b>	Repairs under budget - \$2k

2016 Budgets		September 2016	Budget Difference	Budget Used	Target = 75%
	Final Budget	YTD Actuals		%	
<b>Total 7404 Community Facility</b>	<b>1,236,901</b>	<b>848,411</b>	<b>388,490</b>	<b>69%</b>	<b>Mentionable Variance Explanations</b>
					Revenue (Admissions/Programs) over budget - \$6k
					Revenue (Rentals) under budget - \$14,600
					- seasonal increases
					Revenue (concession, ad's) under budget - \$6k
					Revenue (Community Groups) under budget - 14k
					Revenue (Donations) under budget - \$11k
					Salaries, Benefits under budget - \$21k
					- Global expense (allocation %)
					- manager vacancy
					Repairs under budget - \$34k
					Stationary under budget - \$4k
					Chemicals under budget - \$4,500
					Utilities under budget - \$8k
					- Global expense (allocation %)
					- September costs not yet recorded
					Trsf to reserves under budget - \$11k
					- correlated to donations
					Grants (Community Org) under budget - \$14k
<b>Total 7411 Community Events</b>	<b>65,224</b>	<b>65,493</b>	<b>-269</b>	<b>100%</b>	<b>Budget Provision for Canada Day events</b>
<b>Total 9702 EDUCATION REQUISITION</b>		<b>3,752</b>	<b>-3,752</b>		
<b>Total Tax Supported</b>		<b>-377,377</b>	<b>377,377</b>		
	(+) 75% of budget allocations with \$0.00 costs to date	68,805			
	Salary/benefits - collective agreemtn under negotiation	75,000			
	Estimated Utilities - Sept	70,000			
		<b>-163,572</b>			
	(+) estimated COGS (Land sales)				

Target = 75%				Mentionable Variance Explanations	
	2016 Budgets Final Budget	September 2016 YTD Actuals	Budget Difference	Budget Percentage Used	
Total 4101 Water Administration	-1,559,690	-1,059,504	-500,186	68%	Revenue (water) under budget - \$104k - wet season Revenue (water - Regional) over budget - \$40k - seasonal, will taper off over winter months Revenue (custom) over budget - \$5k Penalties under budget - \$3,300 Salaries, Benefits over budget - \$31k - Global expense (allocation %) Communications under budget - \$3k Education under budget - \$3,400 Other Professional over budget - \$5,600 Other general services under budget - \$6,300 Other General Supplies over budget - \$7,900 - water meters Bad Debt under budget - \$11,300 - high attention given to outstanding accounts to mitigate losses - allowance provision recorded at year end Amortization over budget - \$30k - budget based on 2014 actuals, actual based on 2015 actuals
Total 4102 River Intake Pump Station	171,525	41,588	129,937	24%	Repairs Equipment under budget - \$53k - provision for pump overhaul (in progress) Repairs Structure - under budget - \$4k Other General Services under budget - \$5,775 Chemicals under budget - \$7,700 Utilities under budget - \$16,650 - Global expense (allocation %) - September costs not yet recorded
Total 4103 Low Lift Pump Station	25,321	16,437	8,884	65%	Repairs Structure over budget - \$7k Other General Services under budget - \$6k
Total 4104 Raw Water Reservoir	47,449	11,733	35,716	25%	Salary, benefits under budget - \$12,600 - Global expense (allocation %) Other General Services under budget - \$6,400 Other General Supplies under budget - \$4,200

## Agenda Item # 9.3

Total 4105 Purification and Treatment	1,067,348	658,589	408,759	62%	<ul style="list-style-type: none"> <li>Salaries, Benefits under budget - \$21,700</li> <li>- Global expense (allocation %)</li> <li>Repairs under budget - \$8k</li> <li>Repairs Structure under budget - \$23k</li> <li>- budget provision largely for UV parts unused</li> <li>Other General Services under budget - \$44k</li> <li>- \$25k provision for quality guidelines (in progress)</li> <li>Chemicals under budget - \$35k</li> <li>Utilities under budget - \$8k</li> <li>- Global expense (allocation %)</li> <li>- September costs not yet recorded</li> </ul>
Total 4106 Transmission and Distribution	627,035	414,996	212,039	66%	<ul style="list-style-type: none"> <li>Salaries, Benefits under budget - \$29k</li> <li>- Global expense (allocation %)</li> <li>Repairs under budget - \$13k</li> <li>Other General Services under budget - \$5,400</li> <li>Fuel under budget - \$7,900</li> <li>- Global expense (allocation %)</li> <li>Utilities under budget - \$3k</li> <li>- Global expense (allocation %)</li> <li>- September costs not yet recorded</li> </ul>
Total 4201 Sewage Administration - Drumheller	-883,522	-568,519	-315,003	64%	<ul style="list-style-type: none"> <li>Revenue (utility sales) under budget - \$85k</li> <li>- water sales also under budget</li> <li>Salaries, Benefits over budget - \$31,700</li> <li>- Global expense (allocation %)</li> <li>Communications under budget - \$3k</li> <li>Other Professional over budget - \$7,600</li> <li>- Director search costs</li> <li>Bad Debt under budget - \$6k</li> <li>- higher attention being given to aging of accounts to mitigate loss</li> <li>- actual bad debts written off annual at year end</li> <li>Amortization under budget - \$12k</li> <li>- budget based on 2014 actuals, actual based on 2015 actuals</li> </ul>
Total 4203 Sewage Administration - East Coulee	-51,000	-41,957	-9,043	82%	<ul style="list-style-type: none"> <li>Revenue (utility sales) over budget - \$3,700</li> </ul>
Total 4211 Sewage Collection - Drumheller	364,487	313,374	51,113	86%	<ul style="list-style-type: none"> <li>Other income over budget - \$25k</li> <li>- insurance claim (lift station fire)</li> <li>Salaries, benefits over budget - \$36k</li> <li>- Global expense (allocation %)</li> <li>Repairs over budget - \$7,800</li> <li>- largely due to Rosedale lift station fire</li> <li>Other General Services over budget - \$21k</li> <li>- largely due to fire repairs</li> <li>Fuel under budget - \$6k</li> <li>- Global expenses (allocation %)</li> <li>Utilities over budget - \$7,800</li> <li>- Global expense (allocation %)</li> <li>- September costs not yet recorded</li> </ul>

## Agenda Item # 9.3

Repairs under budget - \$2k Other General Services under budget - \$2,250
Salaries, benefits under budget - \$7,600 - Global expense (allocation %) Repairs Building over budget - \$24k - MPE Op & Mtce support Repairs over budget - \$6k Chemicals over budget - \$37,600 - \$6k return pending Utilities under budget - \$14,900 - Global expense (allocation %) - September costs not yet recorded
Salaries, Benefits under budget \$3,600 - Global expense (allocation %) Repairs under budget - \$10k Other General Services - \$3k Chemicals under budget - \$3,200

<b>Total 4213 Sewage Collection - East Coulee</b>	<b>11,705</b>	<b>4,694</b>	<b>7,011</b>	<b>40%</b>
<b>Total 4221 Sewage Treatment - Drumheller</b>	<b>492,744</b>	<b>408,617</b>	<b>84,127</b>	<b>83%</b>
<b>Total 4223 Sewage Treatment - East Coulee</b>	<b>84,236</b>	<b>42,555</b>	<b>41,681</b>	<b>51%</b>
<b>Total Utility Rate Supported</b>	<b>397,638</b>	<b>242,603</b>	<b>155,035</b>	<b>61%</b>
	Salary/benefits - collective agreementn under negotiation	25,000		
	Estimated Utilities - Sept	30,000		
	75% of budgeted items with no costs YTD	75,506		
		<u>373,109</u>		94%



<b>Name:</b>	<b>Paul Salvatore, CLGM - Director</b>	<b>Quarter:</b>	<b>Third - 2016</b>
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## Community Services – Quarterly Report Q3 2016

### Progress on Council's Work Priorities

#### Economic Development Strategic Update

- The 2016 Economic Development Board features several new members and is focused on a joint meeting with Council to discuss Economic Readiness. This meeting is tentatively scheduled for February, 2017.
- Q3 Highlights include increased collaboration with Community Futures Big Country, The Drumheller District Chamber of Commerce and access to improved business investment tools through Central Alberta Economic Partnership.
- The Way Finding Committee worked through the initial design concept in collaboration with Urban Systems and staff from Infrastructure Services. Way Finding signage is tentatively scheduled for installation in November 2016. The program will also be included in the 2017 capital budget as just one aspect of the Towns' Revitalization Program.

#### Heritage Arts and Culture

- Council Approved the Heritage Arts and Culture Policy in February, 2016. The policy provides for the disbursement of \$5,000 in municipal grants for heritage, arts and culture activities which can be matched or added to private donations for these activities.
- The Committee has been approached by private donors for specific projects in Heritage, Arts and Culture and Council has discussed this Committee's role in the Canada 150 Celebrations with an increased budget that will in part be covered by Federal grant applications for 2017 community celebrations.

#### Affordable Housing

- Hillview 2 project commenced. There are currently 6 houses that have completed construction.
- We worked with CMHC and Drumheller Housing Administration in July and August regarding affordable housing projects. The Provincial Government has also announced a Provincial Affordable Housing Framework which is expected to be announced in late 2016 / early 2017. Staff have been directly involved in the consultation process.
- We will continue to work with Drumheller Housing Administration on future applications.
- Submitted funding application to CMHC in July

#### BCF Kiosk Vendor Lease

- Fruitas commenced operations on March 1, 2016. We continue to work this Fruitas on various partnership opportunities relative to events, signage etc.

Telephone: (403) 823-1316

**Tourism Levy Report (Complete)**

- Schedule B of the Business License Bylaw was removed early in 2016.
- Tourism Destination Marketing fees are now being voluntarily collected in 2016.
- Travel Drumheller is expected to present to Council in late 2016.

**BCF and Aquaplex Staffing Models**

- Staffing levels at the BCF and Aquaplex continue to be managed with a view to efficient operations.

**Recreation Subsidy Policy**

- The Fee Assistance Program went into effect in February, 2016.
- The new policy provides 50% funding for admissions to Town of Drumheller Recreation facilities. Currently we have applied this policy to 18 users that may not have otherwise been able to access our services.

**Storefront Improvement Grants**

- Progress continues on the Storefront Improvement Grant Program in addition to other committee initiatives. The first round of grants has been awarded.
- The Committee is working with applicants to ensure that projects are completed in this fiscal year.

**Canada Day Preparations (150 Celebrations)**

- We have debriefed staff and recommendations / preparations for 2017 (ie. Canada's 150<sup>th</sup> are underway).
- Additional support for planning will come from the Heritage, Arts and Culture Committee. The Committee meets later this month.

**Alberta Association of Recreation Facilities Personnel** (Conference Committee)

- We completed the wrap-up and debriefing of the Conference – which received very positive reviews from attendees. Drumheller is regarded as a favorite host location and venue. The 2017 Conference will be held in Edmonton.

**Recreation Programming Review**

- An extensive list of programs is available

**Community Assistance Policy**

- Council has requested research into the development of a community assistance policy.

## **Economic Development and Communications**

### **Communications**

8 Press releases and 3 photo ops were produced this quarter. They included the presentation of the Municipal Heritage status plaque for the East Coulee School museum, the arts and culture grant to CosmiCon at the library, introduction to Darryl Drohomerski as the new Director of Infrastructure and the risk management committee safety award.

The Mayors Month in Review on the website has been reintroduced. Sept and Oct were on land use bylaws and also on zoning changes.

### **Numbers on Social Media**

As of Sept 30 we have the following numbers

**Facebook** Town of Drum 3572 likes up 50

**Twitter** 1028 followers up 51

A content calendar has been created together to keep clear messaging

### **Website**

The Volunteer Page is now completed and links to Volunteer Opportunities in the valley are on the front page of the website. The Economic Development page has been updated.

The content committee is working on improving some navigation and drop down menus

There have been some updates on the Hillsview site but still working on the Mayors video.

### **Economic development**

Two grant applications were completed

- 1) to the Alberta Blue Cross grant for an outdoor exercise area
- 2) a Community Inclusion Grant application was applied for the Welcoming Committee.

**The Economic Development Board** requested we buy a one year licence of Roger Brooks videos- a special offer through CAEP. We are working on a plan to get these out to the community. The Executive Director of CAEP made links with Sylvan Lake to discuss how they have used the Roger Brooks videos and also the info sessions they have held with realtors. Roger Brooks has experience of working with small towns on branding, marketing and building their success.

Properties have been uploaded onto the **Zoom prospector** which is a CAEP initiative to promote properties for lease and for sale across the region. This is an important investment tool for us.

The Wayfinding committee agreed on a design and locations and the signs are now in production.

Three **storefront grant** recipients sent in their application for funds. A photo op and cheque presentation will be held shortly. The EDO will be following up with the other recipients regarding their progress.

We have received two donated (one from ATCO and one from a private individual) charging **stations for electric cars**. Locations are being determined in partnership with the infrastructure team.

The EDO is part of the organizing committee for the **Travel Alberta SHIFT programme**. This is a programme to support 5 local businesses to develop new experiences which can be marketed both provincially and nationally. The EDO is a mentor to one experience supporting them in developing product. These 5 businesses will be part of a training programme in March which will have businesses from all over the province taking part. Travel Alberta have asked that we don't release the names



of the businesses as the whole training experience is about participants experiences. If local businesses wish to take part in the programme they should get in touch.

The Economic Advisory Committee (EDAC) will be holding an “**Open for Business**” session in November. This will be an information evening on licensing and permits as well as an introduction to the support available for businesses. This is in partnership with the Chamber of Commerce and Community Futures.

EDAC are working on a proposal for the recently introduced CARE grant for Economic Development. These funds are from the Provincial government.

### **Municipal Corporation**

The Director of Community Services and the EDO attended a consultation event organized by the Provincial Government. Interesting discussions were held with other municipalities about using their corporations. This provided an opportunity to review options for future Town Reinvestment.

### **Culture Days**

The EDO supported the Chamber of Commerce and Badlands Artist Group in the organizing of Alberta Culture Days. A huge thank you to Century 21 for allowing access to some of the empty storefronts. Also thanks to the artists of the community who came out to perform and show their work.

### **Meetings**

1. Met with Realtors regarding a number of development opportunities
2. The Director and the EDO met with proponents of eco tourism business opportunities as recommended by CAEP
3. Met with the ED of CAEP along with the EDO, Director of Community Services and Adrian Hartman to discuss ideas and using CAEP to its best advantage.
4. Met with Film Calgary to discuss partnership activities. One will include a film information event to be held in partnership with the Alberta Government.
5. Other networking with investors and film producers regarding opportunities in Drumheller.

## Family and Community Support Services (FCSS)

## Agenda Item # 9.4

FCSS had a stall at the Sports, Arts & Rec Expo in September and had lots of interest in Roots of Empathy & Good Food Box. Very few Youth (see YES below).

FCSS organised and hosted a **Youth Engagement Summit (YES)** in September. Representative from Community organisations (Asset Development, Youth Events Committee, 4H etc), the RCMP, Youth Ministry teams, Mental Health, Project REACH, Community Futures, The Salvation Army, DVSS and St Anthony's Student Council and others attended and undertook activities to identify 1) What IS working well with Youth engagement in Drumheller, 2) What ISN'T working well/where there are gaps, 3) How we do/should communicate with/reach out to Youth and 4) Opportunities for collaboration between groups. The event was well attended and was a great start to the conversation.

**Key areas** identified for development include, a youth club, an information 'hub' for youth event/activities (physical AND online), a Youth Fair, better connection with student councils, outdoor activities like hiking, outdoor movie etc. We will follow up in Q4 and Q1 2017.

### Outcome Measures Training

FCSS hosted a 2 day Outcome Measures workshop in September led by the regional trainer for FCSS staff and members of organizations receipt of FCSS funds. Representatives for Golden Hills and the Catholic School division attended for the FRW funding and a representative for Family Fun and DECD attended. Training as well received and all completed funding applications and Outcomes Measures questionnaires.

### Before and After School Care (BASC) Program

#### ATTENDANCE

Currently Registered – 20 (all previously registered except one Kindergartener).

**2 children on a waiting list.**

#### SEPTEMBER (20 Days)

School resumed from Summer Break on September 1, 2016.

The program is running as expected.

#### Themes:

September - "How Do You Do?" An introduction and welcome back to the students.

The program has introduced regular scheduled reading/homework time to support and encourage academic growth and achievement.

Staff attended a one day Loose Parts Play Conference in October. This cost was generously reimbursed by the DECD Coalition. Staff have arranged to meet each week to plan the coming sessions and will incorporate the Loose Parts training.

### Seniors Programs

#### Events organised this quarter have included:

- A Seniors/Children's event at the library in July making fairy tale gardens.
- A nature craft day in collaboration with the Summer Fun Coordinator.
- A Seniors/Youth week in collaboration with the Summer Fun Coordinator. Events during the week included **Story Time** where the seniors told stories from their past and answered questions. **Cooking with seniors** day saw seniors help the children make and bake their own pizza lunch at the BCF kitchen (great for encouraging healthy eating as everything from the base, the sauce and the toppings were made from scratch with fresh ingredients). Seniors accompanied the summer fun participants to the **East Coulee School Museum**. The week ended with a **sports day** which was held indoors at the BCF due to weather.

Our Seniors Coordinator supported the **Alberta 55 Plus Games** held in Drumheller on September 29, 30 and October 1, arranging transportation, easels, tent set up and sponsorship for the games. Supplied participant bags assisted with registration, lunch delivery, coffee station, banquet set up/clean up and all other duties as required. This was a very successful event.

### Community Service Coordinator

Our new Coordinator, Jodi was hired in September.

Good Food Box continues to grow and we are looking to simplify ordering by going 'online'. This should be in place for December 2016.

CBI continues to work with the Before & After School care program including planning activities and healthy snacks, maintaining a safe environment.

### Additional FCSS Administration

#### Committee Work:

#### Family Resource Worker programs

We have not met this quarter. I will schedule a meeting in January for myself, Jodi and FRWs from St Anthony's, Morrin, DVSS and Greentree, Mental Health and CFS to discuss issues and trends within the school systems.

#### South Central FASD Committee

The FASD Schedule Bs for the end of year and for the Extension were incomplete due to staff turnover but were submitted in October.

#### Big Country Anti-Violence Association (BCAVA) Committee

A candlelight Take Back the Night event was held in October and was well attended. The committee also supported a woman and her children who were temporarily staying in Drumheller while travelling to a refuge with gift cards for fuel and food.

### **Drumheller Early Childhood Development Coalition (DECD)**

I attended a regional meeting for ECD in Stettler in October. It was a really useful event and gave us lots of ideas for programs/activities and ways of working/problem solving to bring back to DECD and FCSS.

### **Family Fun**

The Movie under the Stars event in September was extremely well received with approximately 200 people (approx 5% of the population) attending. The committee prepared and distributed popcorn free of charge and we are thankful as ever to Vance for hosting us. It was difficult to conduct the questionnaire and this should be revamped for 2017 to ensure that we have Outcomes.

### **Asset Development Committee**

Two Wheel view was once again hugely successful in August with all participants completing the route. This meets the 'Adventurous Journey' element of the Duke of Edinburgh Award scheme. Costs have been met through fundraising. I would like to see the participants 'story' told after the event in 2017. Cst Nelson who has spearheaded this program is due to leave the detachment so new leaders will have to be sought.

It was noted in August that neither Youth from the area or Family Resource Workers attend the meetings leaving a gap at the table. I agreed to contact the FRWs and an FRW representing both DVSS and Greentree attended in October.

Facebook was discussed and the copy for content has been distributed for approval. This will be discussed again in November.

### **Roots of Empathy**

- Roots of Empathy is running in two grade 4 classes at Greentree and to grade 1 classes at St Anthony's.
- Funds should be budgeting in 2017 for a further 2 instructors. In addition a \$300 honorarium is awarded to each facilitator and some funds are allocated to an end of year celebration.
- Currently the 'Key Point' persons are April Harrison (FCSS Coordinator). Louise Henrickson (Drum. Family Literacy) is able to support.

### **FCSS Training/Conference**

Regional FCSS Coordinator meeting in Stettler

Early Childhood Development regional meeting in Stettler

FCSSAA Conference in November is booked for staff (all will be first time attendees).

**Family Resource Worker Reports**

Golden Hills – Greentree &amp; DVSS

Catholic School Division – St. Anthony's School

14 Files opened in September.

Reasons for referral include anxiety, behavior, bullying, depression, family violence, grief and loss, parent/child conflict.

**Prevention Services include groups:**

**Pro-Socials:** An administration referred program that takes place during lunch hours, as an alternative to in-school suspension. Students with ongoing behavioral issues receive temporary support services from the FSLW, with the goal of preventing further disciplinary action. Students learn pro-social skills, such as effective conflict resolution, anger management, anti-bullying strategies, or other skills, to empower students to make informed, positive choices. The pro-socials program also allows for early identification of underlying social/emotional issues. **Runs from September to June, open to all grade levels.**

**Presentations:**

**Character Counts:** to the **Kindergarten** classes, to reinforce age-appropriate pro-social skills, to develop a sense of community in the classroom, and to teach coping skills to these young students. These presentations include group discussion, art therapy methods, videos, role-plays and literature, to emphasize pro-social themes. Themes and topics include: identity, acceptance, respect, self-esteem, friendship skills, bully prevention, managing feelings, anger and anxiety management. **Delivered monthly.**

**Girl Power Refresher:** This is a review of a program taught in the previous year, to remind students of key concepts related to relationships and conflict resolution. **This presentation is delivered to all grade 5 girls, and takes place in September.**

**Aquaplex**

Total Attendance: 14 548 people

Scheduled Swims: 11 097

Drop-in – 5 545

Members – 5 552

Aquafit – 1 068

Lessons & courses: 2 111 (362 individuals)

Other user groups (BCF Summer Fun, Science Camp, Wynchemna, Swim Club): 1315

Recreation Fee Assistance Program: 11

Fort McMurray Free Memberships: 5 (only came for one day)

Receipts total: \$80,755.56

- Swimming lessons were very consistent throughout the summer, taking a break in September while we recruit more staff. Classes will resume in October,
- Bronze Medallion/Bronze Cross course successfully ran this summer but all other Leadership courses did not run. There was interest but no enrollment.
- We had the pleasure of adding 6 new staff to our roster for the months of July/August. Once September came around, we had 12 staff departing to attend post-secondary education and welcomed one new staff member in the month of September
- Recruitment of staff is ongoing
- In September we the schedule was adjusted due to limited numbers of available staff
- Outdoor pool was shut down for the season on September 15<sup>th</sup>. It was kept open that long to accommodate the influx of spectators/competitors for Firefit and the Half marathon the weekend of September 9-11.
- Canadian Badlands Aquatic Club started back up in September renting pool space every Monday/Tuesday/Wednesday/Friday
- The Tyrell Museum brought in their summer Science Camp programs as well as the Wynchemna Youth Camp for international students came in various times throughout the summer

**BADLANDS COMMUNITY FACILITY**

**Bookings**

Number of permits created for the BCF: 161

Summary of Events in this quarter:

- (77) Administrative (48 Town Sponsored)
- (7) Birthday parties
- (2) Anniversary
- (1) Conferences
- (1) Concert/Performances
- (1) Fundraiser
- (0) Maintenance
- (9) Meetings
- (5) Memorials
- (0) School groups
- (4) Special/Holiday events
- (3) Sport/Competition
- (0) Tradeshow
- (6) Training
- (9) Wedding

Total charges in this quarter: \$44312.55

Total "Town Sponsored" (NFP) estimated ~\$2500

- 33% increase in weddings this quarter compared to last year
- 10 weddings booked already for 2017
- The BCF has been the venue for 10 memorials so far this year; \$10577.63 compared to the 2015 year from 7 permits ; \$7280.03
- Received confirmation from TOPS Canada (Alberta NWT chapter) to use facility in 2017 which should bring 1000 patrons to Drumheller for two days.
- The facility hosted the 2016 Alberta 55+ Games (September 29, 30, October 1<sup>st</sup>) with over 300 participants plus spectators. These games were very successful and could not have been in Drumheller without our great facility and volunteers. Linda Traquair was the Chairperson and did a great job despite not enough help.
- Work continues with establishing a service model to provide liquor services to the BCF as we have had requests from numerous events. We have met with a representative from AGLC who was able to answer our questions. This will be moving forward in a report to the Director for review and direction in the near future.

### Recreation, Arts and Culture - Marketing and Advertising

We have participated in a number of methods and events and will continue to, including:

- Wedding Wire – a website that promotes and advertises wedding destinations and locations. We have had a number of inquiries, tours and a few bookings as a result of this.
- With this Ring is a trade fair in Red Deer promoting venues in the area. We will be joining Canalta in this one as a cost sharing method.
- An ad was placed in Marketplace Magazine (Meeting Professionals International) in an attempt to demonstrate what we have to offer to meeting and event planners.
- Bridal Fantasy Expo in Edmonton in January of 2017.
- Plans are currently being worked on for the Badlands Community Facility Wedding Showcase in early 2017. This was a popular event last year.
- Local advertising is currently ongoing for encouraging Christmas Party bookings.
- We participated in the Meals in the Fields advertising campaign through FM 99.5. There was value in this as it provided additional advertising opportunities for the BCF at a discounted rate.
- Additional Programs at the BCF has created a need for additional support to advertise these programs.
- A lot of effort as of late has been spent on getting the additional advertising monitors at the BCF, Aquaplex and Arena up and running. They are currently displaying our own programs and events as well as functions in the BCF. Next step is to finalize the Advertising Agreement and the rates that we will be charging.
- Social Media stats:

BCF Facebook	Quarter 2 – 1441 likes Quarter 3 – 1489	increase of 48
BCF Instagram	Quarter 2 – 92 followers Quarter 3 – 117	increase of 25 followers
BCF Twitter	Quarter 2 – 54 Quarter 3 – 5	increase of 1

### Recreation Program Development and Delivery

- Canada Day Celebrations were another huge success with lots of activities and entertainment for everyone. Many positive reports from the public. The final grant report was submitted and our file was successfully closed. Looking forward to next year for Canada's 150<sup>th</sup> Celebration!
- Lots of work continues in programming as the team continues to find and develop new exciting programs for the community while keeping the existing ones running.
- The Drumheller Activity Guide was distributed with all our new programs but unfortunately there were not enough. The BCF ran out very quickly and we are now producing a small handout to people inquiring about our programs as they run until spring. This will need to be discussed for future guides.
- We have started offering Paint and Wine Nights every month they are proving to be very popular.
- Work and discussion with April Harrison regarding the feasibility and logistics of possibly relocating the Before and After School Program to the BCF.

## Agenda Item # 9.4

- Summer Daycamps were slower this year and all accounts are telling us that it was due to the tough economy. Other municipalities are reporting the same thing. Quality was better this year and we will be striving to increase that for the future.
- Day Camps (formerly known as Flex Camps) are being evaluated and revamped on a regular basis in an attempt to increase participant numbers. These camps are now a registered program with a deadline as we cannot continue to run them with low participant numbers and losing money on them.
- The Fall Sports, Recreation and Arts Expo was held in the Fieldhouse this year instead of the Banquet Hall. This was met with many positive comments and only a couple of negative ones. There were over 40 tables set up and a variety of organizations and clubs represented. This will be an event that will grow in the future.
- Work continues in partnership with the Library for Drumheller's first ever Cosmicon on October 29.

### New or Registered Programs

Program	Type	Date
BCF Day Camps	Single Day Events	September 9
C.O.R.E. Remix	8 week session	October 19 – November 7
Canoe Trips	x 2 event	July 23, August 20
Riparian Ecology Walk	Single event	July 7
Badminton (Tues/Fri)	X 2 – 6 week Sessions	September 20 – December 9 &
Shuffleboard Drop-In	Partnership with Alberta 55+	Starts up October 7, 2016
Tai Chi	Partnership with Tai Chi Enthusiasts Group	Ongoing
Dynamites Cheerleading 1 & 2	8 week session	September 27 <sup>th</sup> – November 15 <sup>th</sup>
Keeping Up (Sweat the Summer)	4 week session	September 7 – 29
Sea Pearls Art Night (Paint & Wine Event)	2 Events	August 26 & September 23 <sup>rd</sup> November 4 ( reg. open)
AHS	Supervised Exercise Program	August/September session October session

### Development of Future Programs

Program/Item	Notes
Kick Start Your Resolution	December 1 -21
Mixed Media Art Night	1 Event/October 2 1 Event November 18 (reg. open)
Cosmicon 2016	1 Event/October 29
Beginner Hatha Yoga	X2 – 6 week sessions Oct. 18 – Nov. 22 Oct. 20 – Nov. 24
Pound Workout	Developing
Drumming for Kids & Youth (after school)	Developing
Summer Fun Admin	(Hiring of a summer fun Coordinator)
Keeping Up Fall Bootcamp	8 week session October 12 – November 30



**\*See Attached Reports for additional business units including Development Permit statistics.**

**Director:**



**M. Paul Salvatore**

**CAO:**



**Raymond M. Romanetz**

# Town of Drumheller Quarterly Statistics

## Town of Drumheller Building Permits Quarterly Report Ending September 30, 2016

Category	Values	Date	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Grand Total
COMMERCIAL	PERMITS ISSUED	1				1	3	1		3	3	12
	CONSTRUCTION VALUE	\$350,000				\$5,200	\$23,000	\$6,510		\$3,000	\$182,000	\$569,710
INDUSTRIAL	PERMITS ISSUED										1	1
	CONSTRUCTION VALUE										\$1	\$1
INSTITUTIONAL	PERMITS ISSUED							2				2
	CONSTRUCTION VALUE							\$108,090				\$108,090
MULTI-FAMILY	PERMITS ISSUED	1			1		1					3
	CONSTRUCTION VALUE	\$100,000			\$328,400		\$40,000					\$468,400
RESIDENTIAL	PERMITS ISSUED			2	8	6	9	7	5	6	5	48
	CONSTRUCTION VALUE		\$282,500	\$418,848	\$69,000	\$605,840	\$245,700	\$51,500	\$201,000	\$1,659,000		\$3,533,388
Total PERMITS ISSUED		2	2	2	9	7	13	10	5	9	9	66
Total CONSTRUCTION VALUE		\$450,000	\$282,500	\$747,248	\$74,200	\$668,840	\$360,300	\$51,500	\$204,000	\$1,841,001		\$4,679,589

Note: Industrial for \$1.00 - occupancy only

## Town of Drumheller Building Permits Quarterly Report Ending September 30, 2015

Category	Values	Date	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Grand Total
COMMERCIAL	PERMITS ISSUED	1			3		2	3		3	1	15
	CONSTRUCTION VALUE	\$ 30,000	\$ 11,000	\$ 58,500		\$ 54,000	\$ 120,900			\$ 120,000	\$ 50,000	\$ 444,400
INSTITUTIONAL	PERMITS ISSUED						1	2	1			4
	CONSTRUCTION VALUE						\$ 350,000	\$ 142,000	\$ 45,000			\$ 537,000
RESIDENTIAL	PERMITS ISSUED	3	5	5	15		9	5	9	7	7	65
	CONSTRUCTION VALUE	\$ 38,000	\$ 91,100	\$ 113,000	\$ 1,207,600	\$ 485,130	\$ 30,356	\$ 568,200	\$ 369,400	\$ 39,300		\$ 2,942,000
Total PERMITS ISSUED		4	7	8	15	12	10	10	10	10	8	84
Total CONSTRUCTION VALUE		\$ 68,000	\$ 102,100	\$ 171,500	\$ 1,207,600	\$ 889,130	\$ 293,256	\$ 613,200	\$ 489,400	\$ 89,300		\$ 3,923,400

## Agenda Item # 9.4



# DRUMHELLER

## PROTECTIVE SERVICES



<b>Name:</b>	<b>Greg Peters</b>	<b>Quarter:</b>	<b>JULY-SEPTEMBER 2016</b>
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### LAST QUARTER'S ACCOMPLISHMENTS

- bylaw operations issued 136 weed notices and several clean up orders. The weed notice numbers are regarded as a relatively high figure. Members attribute this to citizens possibly not adjusting their timelines for yard care around the amount of rain received this summer.
- the director and fire chief continue examination and evaluation of the provincial medical first responder program and how it may affect local fire operations.
- the process into the selection of the new Nco i/c of the RCMP detachment continues.
- the director attended a meeting of all communities in southern Alberta with under 15,000 population at southern Alberta district headquarters on September 20. It was a very informative meeting with the main staff of the accounting personnel of the force for western Canada.
- the director in collaboration with the fire chief and temporary i/c of the detachment continue efforts to development of false alarm bylaws for police and fire services.
- bylaw operations dealt with 267 calls for service including parking issues, noise, animal issues, business licenses and issues related to property and upkeep.
- after careful review and weighting of submissions regarding the selection of the Regional Emergency Services master plan consultant Behr energy services of Calgary was chosen. The director of protective services has had a meeting and several planning conversations by phone with the lead consultant and the preliminary work is underway with all partners.
- the director has liaised with our partners in putting a steering committee together with representation from each partner to work with the consultant and ensure this project reaches a mutually satisfactory end result.
- the increased contact with our neighboring partners regarding the emergency plan has been advantageous in the sharing of information, bettering relationships and communication.
- the Tough Mudder event was held again on August 6 and 7 and the organizers have advised that it was a success.
- the Town did contribute to the organization of the event in assisting Tough Mudder in various ways but less than what was expended in 2015.
- the fire chief reports 58 calls for service, kindly review the attached sheet for more details. One fatal fire was investigated by our fire chief in cooperation with the RCMP, provincial fire commissioner and the provincial coroner's office that occurred in July in the Bankview area.
- The Alberta First Responder Radio Communication system (AFRRCS) is now operational and the Town's fire department and protective services are still determining to what extent we will use this system. Our present communications is adequate and reliable and we are still gauging the advantage in using AFRRCS and costs of equipment.

Telephone: (403) 823-1363

### PROGRESS AND UPDATES ON PROJECTS/PROGRAMS

- Sgt Charles remains temporarily in charge of the RCMP detachment.
- the process is underway to select a new Non commissioned officer in charge (NCO).
- protective service members continue to assist all Town departments as the need arises.
- the new supervisor of the inmate work program administered through public works did a very good job and was very attentive to his duties.
- the fire chief and director attended a seminar regarding the provincial Medical First Responder program and gathered some very good information as to how or if the Town should be involved. We are still assessing our position here.
- the director attended a seminar administered by our insurer regarding updating and streamlining our reporting procedures for insurance claims.
- the risk management committee chaired by the director with valued assistance from Tammi Nygaard, Janice Armstrong and Reg Bennett are working on the details of a training and reward system for Town staff which will provide training as required for the various tasks staff do but also will reward those that take it upon themselves to receive extra job related training.
- protective services continue to assist provincial fish and wildlife authorities with periodic animal control in the municipality including beaver issues.
- work continues on a traffic bylaw rewrite and tourism corridor type bylaw draft.

### NEXT QUARTER

- Continue work with consultant in cooperation with partners and apprise council on the progress of the Regional Emergency Services master plan project.
- continue assessment of the AFRRCS provincial radio system. Fire chief and the director will be consulting with the public relations branch of the solicitor general's office to determine the most efficient, practical and cost effective path for our fire department to follow in relation to our participation in the new system.
- continue to liaise with the RCMP regarding selection of the new Nco i/c of the detachment.
- continue review and work on bylaws needing updates and changes.
- assist all town departments as needed as issues arise from daily operations.
- Annual Town Safety meeting will be held.
- Internal Safety Audit will be conducted in October.

Greg Peters  
Director of Protective Services

  
Ray Romanetz  
C.A.O.